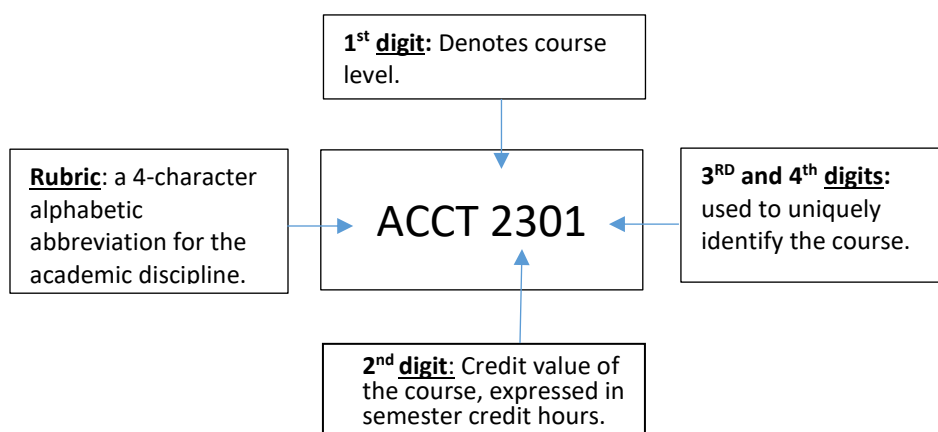


COURSE INFORMATION

Tarleton adheres to the Texas Common Course Numbering System (TCCNS) for course numbers. Course subject prefixes consist of four upper-case alphabetic characters followed by a unique four-digit course number. Developing new subject prefixes requires approval from the Office of Curriculum, Assessment, and Faculty Affairs, and the Catalog and Curriculum Coordinator. The standards for assigning course numbers are outlined below. The course number cycle is 10 years, previous course number are available for reuse at the end of the 10-year cycle.

TCCNS NUMBERING RUBRIC – In the Texas Common Course Numbering System each course is identified by a four-character “rubric” (i.e. prefix or department abbreviation) and a four-digit number. The rubric is always four upper-case alphabetic characters. The first digit of the course number denotes the academic level of the course; the second digit denotes the credit value of the course in semester credit hours; and the third and fourth digits establish course sequencing and/or distinguish the course form others of the same label, credit value, and rubric.

Example:



1st digit: 0 = developmental, 1 = Freshman, 2 = Sophomore, 3 = Junior, 4 = Senior, 5 = Graduate, 6 = Doctorate, 7 = Dissertation

Some TCCNS rubric/number combinations correspond to course description listed in the Academic Course Guide Manual (ACGM), published by the Texas Higher Education Coordinating Board (THECB). The ACGM is the official list of courses for which state funding is provided to community colleges; in effect, the ACGM comprises the academic (in contrast to occupational/technical) courses Texas public community colleges may offer without obtaining special permission from the Coordinating Board. Please visit the [ACGM](#) website in order to verify that the new course you are proposing does not exist. If the course exists the proposal must align with the ACGM, including: course prefix, course number, course title, and course description must be similar. Compliance with the ACGM is mandatory. Additional information can be found within the attached document titled ACGM.

Tarleton aligns with the THECB Field of Study curricula. A Field of Study (FOS) is a selection of lower-division courses that are guaranteed by state law to transfer and apply to a degree program. If a student takes all the courses in an FOS and then transfers to another Texas public institution of higher education, the FOS is guaranteed to transfer as a block and be applied to the appropriate major. If a student has completed the FOS, the Texas common core curriculum, and any university or college courses required of all students regardless of major, then the student is finished with all the lower-division courses for the degree program at any Texas public institution. If a student transfer with an incomplete FOS, then each completed FOS course is guaranteed to transfer and apply to the degree program, although the institution may require additional lower-division courses. Additional information pertaining to Field of Study can be found [here](#).

Please direct all questions, regarding course numbering, to the Office of Curriculum, Assessment, and Faculty Affairs. Contact the Manager of University Catalog and Curriculum at x9387 for available course numbers.

NUMBERS RESERVED FOR TYPES OF INSTRUCTION

Undergraduate

Internships 4_84

Seminar 4_85

Problems 4_86

Special Topics 4_90

Graduate

Internship 5_84

Seminar 5_85

Thesis 5_88

Problems 5_86

Special Topics 5_90

Research/Practicum 5_91 – 5_99

Doctoral

Internship 6_84

Dissertation 7_88

Please note the _ represents the hours designated for the course. When using a variable credit insert a zero for the number of hours allotted for the course.

Example: CRIJ 4086 – this course is a variable credit course

TYPES OF INSTRUCTION

Organized courses include the following types of instruction: lecture, laboratory, and seminar; and individual instruction courses include: practicum, independent study, private lesson, thesis, and dissertation.

Lecture – An activity in which the faculty member gives an oral presentation of facts or principles; students are usually responsible for note taking. Formal presentation, primarily one way communication of information by one individual. A lecture course consists of classes that meet weekly for a specified number of hours; instruction is delivered in a lecture setting.

Laboratory – A learning activity designed for individual or group study of a particular subject matter area involving the practical application of theory through observation, experimentation, and research; or in the case of foreign language instruction, the involving of learning through demonstration, drill, and practice. Instructing, preparing, and supervising student investigations; designed to enhance student concept attainment, problem solving and critical thinking.

Lecture/Laboratory – Combined lecture and lab; course content is delivered in the same physical location each time the class meets. Class meeting times will transition between lecture and laboratory.

Problems – See independent study

Internship – A supervised, external learning experience for students in non-health professions programs. Internship experiences provide workplace settings in which students learn and apply program theory and management of the work flow. Internship experiences take place in any setting outside of health care and students may or may not be paid for the learning experiences. An internship provides the student with hands-on experience. The student should be able to relate the internship experience to the knowledge that he or she has gained through classroom instruction. An internship course usually involves a career-related learning experience of limited duration in which an individual takes on responsible roles outside the traditional university environment where training and supervision are included: in a nonprofit organization, a government office, or a private, for-profit business. An internship may last for a month, several months, or a year; be paid or voluntary; be taken for academic credit or not; be full-time or part-time. Internship courses may earn varying amounts of credit hours depending on the amount of time devoted to the internship placement and the amount of academic work associated with the course. This type of course is supervised by a third-party.

Practicum – A type of external learning experience whereby the students receive practical, general training and experiences in the workplace. Includes student teaching, internships, workstudy, cooperative education and similar activities. A practicum is an off-campus work experience which is integrated with academic instruction in which the student applies concurrently learned concepts to practical situations within an occupational field. This type of course is supervised by a faculty member.

Seminar – *An activity in which a group of students engage in research or advanced study and meets under the general direction of one or more faculty members for a discussion of problems of mutual interest.* Students carry the major responsibility for preparation.

Independent Study – *Class instruction type that includes, but is not limited to, conference courses and individual problems courses.* Specific topic and contents of the course will be determined by the student in consultation with the instructor. Student works independently with only minimal faculty direction. Independent Study courses may earn varying amounts of credit hours depending on the amount of time devoted and the amount of academic work associated with the course.

Private Lesson – *Class type that includes independent instruction of private music or other individualized instruction.* An organized method of instruction that is conducted through critique and one-on-one interactions.

Thesis – Courses in which students are enrolled to conduct thesis research at the graduate level as required for their program.

Dissertation – Preparation of Doctoral Dissertation.

MODE OF INSTRUCTION

Face-to-Face – The instructor and the students are in the same physical location at the same time.

Fully Distance Education Course – A course in which a majority (more than 50 percent) of the instruction occurs when the student(s) and instructor(s) are not in the same physical setting.

Hybrid/Blended Course – A course in which a majority (more than 50 percent but less than 85 percent), of the planned instruction occurs when the students and instructor(s) are not in the same place.

Online – A course in which 85-100% of the content/curriculum is delivered online; mandatory face-to-face sessions may total no more than 15% of the instruction time.