

APPENDIX D

DEFINITIONS

The following definitions* have been developed and approved for use in unit preparation of curriculum proposals and the offering of courses, workshops, seminars, etc.

1. Course

A course is defined as organized subject matter that includes various dimensions of the topics related to the field. Instruction is offered within a given time period established by the institution for which credit toward graduation or certification is usually granted. A course may be characterized by sequence and logical organization of related units of study.

2. Workshop

A workshop is a concentrated, finely focused, intensive educational program in which persons with common interests and problems meet with appropriate specialists to acquire necessary information and develop solutions through group participation; workshops are usually residential and of several days in duration.

3. Internship

An internship experience is a reality-oriented supervised learning activity outside the college classroom and includes a preplanned assessment of the experience and post-internship evaluation with the instructor. Those experiences require a minimum of 60 hours of work per credit earned. Specific requirements for experiences are determined and approved by the faculty in each academic area offering the credit.

4. Practicum

A practicum is a specifically designed learning experience that concentrates on activities associated with a particular subject. Typically, this involves a supervised practical application of previously studied subject matter.

5. Special Problems

Special problems are conducted under the guidance of a faculty member and include an individual inquiry initiated by the student into an aspect of study or program not dealt with in the regular curriculum. Students are required to submit to their instructor a detailed outline of the problem they will examine.

6. Seminar

A seminar is a special class generally characterized by opportunity for advanced study through extensive readings in depth or original research of a subject and includes an exchange of findings through discussion and (or) written reports. These classes involve extensive student participation.

7. Special Topics

Special topics involve a group studying the known and established literature in a field, or other evidence, for purposes of scholarly development. Typical uses include: colloquia, accommodation of specific offerings by visiting professors, and initial trials of new courses.

8. Degree Program

A degree program is the program of study defined by sets of academic requirements that lead to a degree which the University is authorized to offer. Undergraduate degree requirements are typically stated in terms of numbers of credit hours and specific courses at University, College, or School, and discipline levels. Graduate degree requirements are typically stated in terms of numbers of credit hours and specific courses at discipline levels. Examples of degree programs are a bachelor of science degree program (typically with a minimum of 124 hours), a master of arts program (typically with a minimum of 30 hours), and a doctor of philosophy degree program (typically with a minimum of 60 hours).

9. Double Degree Program

A double degree program is a program of study that includes one set of University requirements and two sets of College or School and primary discipline-specific requirements and leads to two different bachelor's degrees with two different majors. Such a program could, for example, lead to a bachelor of science degree with a major in chemistry and a bachelor of science degree in chemical engineering. Such programs are comparatively rare, and hours required to complete them vary, depending upon overlap in requirements.

10. Major

The major is the primary discipline-specific set of requirements in an undergraduate program of study. The major typically consists of a minimum of 30 hours and identifies by name a specific degree area (e.g. bachelor of arts degree with a major in English, a bachelor of science degree in business administration with a major in accounting).

11. Double Major

A double major is the two complete sets of primary discipline-specific requirements (typically consisting of a minimum of 30 hours each) constituting the two majors within a program of study leading to one bachelor's degree with two (complete) majors (e.g., a bachelor of arts degree with a double major in Spanish and French).

12. Combined Major

A combined major is a combination of subsets of two primary discipline-specific requirements (each of which is typically 15 to 24 hours and less than the number required for a major) that together constitute the major in a program of study leading to one bachelor's degree with a combined major in two disciplines (e.g., a bachelor of arts with combined major in anthropology and sociology).

13. Second major

A second major is a second complete set of primary discipline-specific requirements in a discipline in which only a second or dependent major may be earned. A second major must be earned in a degree program in which the first major is one authorized to be given independently. Typically, a minimum of 30 hours is earned in each major area or discipline. Examples of second major areas are European studies, Latin American studies, Middle East studies, and Russian studies. An example of a degree with a second major is a bachelor of arts degree with a major in political science and a second major in Russian studies. The second major is always listed second.

14. Concentration

A concentration is a sub-set of requirements within the discipline-specific (major) requirements in a program of study leading to a bachelor's degree (formerly termed option, area, emphasis, track, etc.). An example is the dietetics concentration within a bachelor of human environmental science degree program with a major in foods and nutrition and a concentration in dietetics.

15. Minor

A minor is the lesser set of discipline-specific requirements in a program of study leading to a bachelor's degree, with two sets of discipline-specific requirements, a greater set (30 hours or more) and a lesser set (15 hours or more). The greater set is the major. The lesser set is the minor. Examples are the minors in philosophy and mathematics in programs leading to a bachelor of arts degree with a major in history and a minor in philosophy and bachelor of science degree with a major in biological sciences and minor in mathematics. Minors are available for most areas in which a major is offered and are typically earned in disciplines in the same College as the degree, as illustrated above. However, in some instances the minor may be earned in a different College.

16. Pre-professional Requirements

Pre-professional requirements are the set of course, hour and other academic requirements that must be completed before entry into a school, a program of study, or an advanced level of program of study, either at the UofA or another institution.

17. Certification Requirements

Certification requirements are the set of course, hour, and other academic requirements that must be completed to receive certification, such as certification to teach in the public schools.

18. Undeclared

“Undeclared” is the label used for the “program” of a student who has not decided on major or a degree program. Requirements beyond University core requirements are not yet defined.

19. Non-degree

“Non-degree” is the label used for the “program” of a student who is not pursuing a degree. There are no course requirements.

Note: Labels and definitions were provided by the Vice-Chancellor for Academic Affairs’ office. Only one major can be reported to ADHE for each degree earned. Currently, the major that is reported is determined to be the one with the greater number of hours, or, if hours are equal, the one with lower productivity.