**Syllabus Wording for Reserved Specialty Courses**

**Capstone, Clinical, Internship and Special Topics, Practicum, Independent Study**

**This language is used by the System office when building courses that do not require SFCC approval. Refer to the SFCC Style Guide for Course Description, Required Course Learning Outcome, and Topical Outline guidelines.**

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| * **Reserved Specialty Course Stock/”boilerplate” Language**  |  |  | | --- | --- | | **Delivery Method** | **Numbers** | | Clinical/Experiential Learning | 170-174, 270-274 **NEW 4-digit numbers: 1070, 1071, 1072, 1073, 1074 and 2070, 2071, 2072, 2073, 2074** | | Special Topics: (list title) | 175, 176, 177 and 275, 276, 277 **NEW 4-digit numbers: 1075, 1076, 1077 and 2075, 2076, 2077**  Can be used more than once with the same prefix | | Seminar/Workshop: (list title) | 178, 179 and 278, 279 **NEW 4-digit numbers 1078, 1079 and 2078, 2079**  Can be used more than once with the same prefix | | Internship: (list title) | 180-184, 280-284 **NEW 4-digit numbers 1080, 1081, 1082, 1083, 1084** | | Independent Study: (list title) | 185, 186 and 285, 286 **NEW 4-digit numbers1085, 1086 and 2085, 2086**  Can be used more than once with the same prefix | | Cooperative Education: (could list title) | 187 and 287 **NEW 4-digit numbers 1087 and 2087**  Can be used more than once with the same prefix | | Practicum: (could list title) | 188 and 288 **NEW 4-digit numbers 1088 and 2088**  Can be used more than once with the same prefix | | Capstone: (could list title) | 289 **NEW 4-digit number 2089** | | Professional Development/Continuing  Education | 190-199, 290-299 **NEW 4-digit numbers 1090, 1091, 1092, 1093, 1095, 1096, 1097, 1098, 1099 and 2090, 2091, 2092, 2093, 2095, 2096, 2097, 2098, 2099** | | Service Learning | 194 and 294 **NEW 4-digit numbers 1094 and 2094** | | Developmental/Remedial | 000 – 099 **Any course number that starts with a Zero** | |

***Specialty courses should have a specific course description, learning outcomes, and topical outline. These should be approved by the institution before the course is offered.***

**1. Special Topics:**

Provides opportunities for in-depth exploration of a special topic of interest.

(Note: Special Topics courses may be offered for up to one year before proceeding through the course approval process). **Refer to the SFCC Style Guide for Course Description, Required Course Learning Outcome, and Topical Outline guidelines.**

**2. Clinical:**

Facilitates participation in client and client-related services that are an integral part of an academic program. Clinical instruction occurs in or outside an institutional setting and involves work with clients who receive professional services from students serving under direct supervision of a faculty member and/or approved member of the agency staff. **Refer to the SFCC Style Guide for Course Description, Required Course Learning Outcome, and Topical Outline guidelines.**

**3. Practicum:**

Provides opportunities for observational learning experiences and participation in limited work capacities, within a supervised field experience. The instructor works with the student to select an appropriate work site, establish learning outcomes, and to coordinate learning activities with the practicum supervisor.**Refer to the SFCC Style Guide for Course Description, Required Course Learning Outcome, and Topical Outline guidelines.**

**4. Internship:**

Provides credit for placement in business and industry environments that offer degree-seeking students professional-level experience and responsibility. To qualify for state support and/or transferability, internships should be carefully structured (i.e., based on learning outcomes that are related to the student’s academic discipline and established in cooperation with the student, employer, and faculty advisor) and well- supervised. **Refer to the SFCC Style Guide for Course Description, Required Course Learning Outcome, and Topical Outline guidelines.**

**5. Capstone:**

Provides an opportunity to demonstrate a culmination of learning through integrative experience within a given program of study. **Refer to the SFCC Style Guide for Course Description, Required Course Learning Outcome, and Topical Outline guidelines.**

**6. Independent Study**

Provides opportunities for projects or other required activities with faculty direction during a period of research or independent study instruction in pursuit of a CCHE approved degree program. **Refer to the SFCC Style Guide for Course Description, Required Course Learning Outcome, and Topical Outline guidelines.**

7. **Cooperative Education:**

Provides academic credit for structured job- or work-based experience that draws on combined efforts of educators and employers to produce outcomes and/or demonstrated competencies related to career objectives. **Refer to the SFCC Style Guide for Course Description, Required Course Learning Outcome, and Topical Outline guidelines.**

8. **Seminars:**

Provides opportunity for student-driven discussion and other forms of active learning in which students often take on teaching roles and responsibilities. **Refer to the SFCC Style Guide for Course Description, Required Course Learning Outcome, and Topical Outline guidelines.**

9. **Workshop:**

Provides opportunities for presenting themes and concepts, or the development of a skill, related to the course of study. Workshops emphasize experiential learning. **Refer to the SFCC Style Guide for Course Description, Required Course Learning Outcome, and Topical Outline guidelines.**

**Course Description:**

To be determined by the individual instructor. A Course Description will be developed for each course and documented within the course syllabus. **Refer to the SFCC Style Guide for Course Description, Required Course Learning Outcome, and Topical Outline guidelines.**

**Required Course Learning Outcomes:**

1. To be determined by the individual instructor. A list of outcomes will be developed for each course and documented within the course syllabus. **Refer to the SFCC Style Guide for Course Description, Required Course Learning Outcome, and Topical Outline guidelines.**

**(Recommended or Required) Topical Outline:**

I. To be determined by the individual instructor. A topical outline will be developed for each course and documented within the course syllabus.

**Refer to the SFCC Style Guide for Course Description, Required Course Learning Outcome, and Topical Outline guidelines.**