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| **Issue Summary** |

The University of Maine System does not have system-wide definitions for course components. As campuses increasingly cross-list courses and build collaborative programs, common definitions for specific course components is essential. Five of the seven UMS campuses reported having definitions for course components which were used to develop the following draft definitions.

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| **Recommendations** |

1. Review, edit and adopt common course component definitions for the University of Maine System
2. Integrate definitions into relevant staff training and onboarding (e.g., Registrars)
3. Integrate definitions into faculty and department Chair training and onboarding
4. Conduct a biennial review of definitions

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| **Component** | **Definition** |
| **Applied Music** | Course that requires music lessons and/or musical performance as part of primary learning objectives. |
| **Clinical** | Course that requires a clinical experience; most often a nursing or medical course, but can include other unique clinical experiences. |
| **Exam** | REMOVE  No campus uses this |
| **Field Experience** | Course that requires internships, practicum, student teaching, co-ops, or field experiences. |
| **Hold** | Placeholder course component code used by Registrar offices. |
| **Independent Study** | Independent or directed study course in which no catalog equivalent is available. |
| **Internet** | REMOVE  Captured in instruction modes |
| **Laboratory** | Course that meets separately from a lecture component; most often used for science, math and nursing courses, but can include other unique lab experiences. |
| **Lecture** | Course that delivers all course material through lecture and lecture activities; **default course component.** |
| **PE Activity** | Course that requires physical education as part of primary learning objectives. |
| **Recitation** | Additional meeting time required for students to go over material w/instructor or assistant. |
| **Research** | Course that requires academic or field research as part of primary learning objectives. |
| **Seminar** | Course that uses class discussion (instead of lecture) as the primary course format, and often has smaller class sizes. |
| **Studio** | Course that requires hands on art or media as part of primary learning objectives. |
| **Thesis** | Independent upper level research course most often designed as a capstone or final project/paper in a student’s academic career. |
| **Travel Course** | Course that requires short term travel as part of primary learning objectives. |