

## General Usage Courses

Section 5.3.0.3 of the Virginia Community College System Policy Manual provides for the use of generic-type courses, *general usage*, that apply to multiple curricula and to all disciplines. The college catalog shall include course information (number, title, credits and description) as listed in the Master Course File. More specific titles, credits and course descriptions may be substituted in published class schedules to clarify topics and content covered in a given semester.

General usage courses may be repeated for credit, and may include lecture, laboratory, out-of-class study, or a combination thereof.

### **90, 190, 290 Coordinated Internship (discipline) (1-5 Cr.)**

Supervises on-the-job training in selected business, industrial or service firms coordinated by the college. Credit/practice ratio not to exceed 1:5 hours. May be repeated for credit.

Variable hours per week.

### **93, 193, 293 Studies In (discipline) (1-5 Cr.)**

Covers new content not covered in existing courses in the discipline. Allows instructor to explore content and instructional methods to assess the course's viability as a permanent offering.

Variable hours per week.

*A "Studies in" course is intended as an experimental course to test its viability as a permanent offering. Each offering of the course must be approved by the Chief Academic Officer or designee. An experimental course may be offered twice, after which the course must be approved under the appropriate discipline according to VCCS processes for adding new courses to the Master Course File.*

### **95, 195, 295 Topics In (discipline) (1-5 Cr.)**

Provides an opportunity to explore topic areas of an evolving nature or of short-term importance in the discipline.

Variable hours per week.

*A "Topics in" course is intended to cover topics of an evolving nature or of short term importance in the discipline. The course shall be approved by the academic VP or designee for a period up to two years. The Chief Academic Officer or designee may approve an extension of another two-year period, after which the course must be approved under the appropriate discipline according to VCCS processes for adding new courses to the Master Course File.*

### **96, 196, 296 On-Site Training (discipline) (1-5 Cr.)**

Offers opportunities for career orientation and training without pay in selected businesses and industry. Supervised and coordinated by the college. Credit/work ratio not to exceed 1:5 hours.

Variable hours per week.

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### **97, 197, 297 Cooperative Education In (discipline) (1-5 Cr.)**

Provides on-the-job training for pay in approved business, industrial and service firms. Applies to all career-technical curricula at the discretion of the college. Credit/work ratio not to exceed 1:5 hours.

Variable hours per week.

### **98, 198, 298 Seminar and Project In (discipline) (1-5 Cr.)**

Requires completion of a project or research report related to the student's occupational objective and a study of approaches to the selection and pursuit of career opportunities in the field.

Variable hours per week.

### **99, 199, 299 Supervised Study In (discipline) (1-5 Cr.)**

Assigns problems for independent study outside the normal classroom setting under the guidance and direction of an instructor. Incorporates prior experience and instruction in the discipline.

Variable hours per week.

Exceptions to the credit limit may be granted by the Chief Academic Officer.