POLICY TITLE
Development and Maintenance of Special Topic and Internship Courses

POLICY NUMBER
ASOM 6.9

PRIMARY RESPONSIBILITY
Academic Affairs

CREATION / REVISION / EFFECTIVE DATES
Created October 2011/Effective Spring 2012; Revised July 2014/Effective August 2014; revised October 2017/effective immediately

PURPOSE
The purpose of this policy is to establish practices and procedures allowing for special topic and internship courses to be listed in a program’s curriculum of record, to enable professional and technical programs to keep abreast of changing technologies and provide a mechanism for them to remain current.

ORGANIZATIONAL SCOPE OR AUDIENCE
Curriculum Committees, Faculty

DEFINITIONS
Course Outline of Record - Identifies essential information and criteria for teaching a course and is required for each course offered for each program, degree and certificate offered by the College.

Curriculum Committee - Charged with the development and maintenance of the curriculum in their program/discipline; membership consists of one program faculty, usually the program chair, from each campus.

Curriculum Development and Maintenance – Recommendations include, but not limited to, defining program outcomes, developing courses and course sequences enabling achievement of program outcomes, revising existing courses, adding or deleting courses, revising general education, professional, or elective course requirements, establishing faculty credential standards, identifying appropriate textbooks, etc.

Curriculum of Record – A listing of course prefixes, titles, numbers and credit hours that comprise the courses for a program of study; a Curriculum of Record exists for each program, degree and certificate offered by the College.

POLICY
Special topic and internship courses may be offered to meet the needs of students and the communities served by the College. Establishing courses is guided by the principles in the review and reform of curricula and development of new curricula. Creating course outlines of record, as
Special topic courses may be created for high school students auditing an on-campus course offering where high school credit is awarded to those students not meeting the prerequisite requirements of the for credit college course. Special topic courses created for this purpose are not subject to the approval procedure outlined below but shall follow the program code guidelines.

**PROCEDURE**

Upon the approval of the curriculum committee, special topic courses and internships may be added to the elective section of the Curriculum of Record. Special topic courses are developed by campuses. A specific course may only run during the academic year prior to the program’s next fall curriculum meeting. If a campus wishes to continue running the course, it must bring the course recommendation to the curriculum committee for approval and be added to the College Inventory. The campus is expected to provide enrollment and other relevant data supporting the recommendation.

This option is not available for Liberal Arts/General Education course development.

No special topic courses may be developed for online delivery.

Courses are entered as Program Code 180+X or 280 +X with the X substituted by the region’s number.

- 1 – Northwest
- 2 – North Central
- 3 – Northeast
- 4 – Lafayette
- 5 – Kokomo
- 6 – East Central
- 7 – Wabash Valley
- 8 – Central Indiana
- 9 – Richmond
- 10 – Columbus
- 11 – Southeast
- 12 – Southwest
- 13 – Southern Indiana
- 14 – Bloomington

For example, the Accounting program from Wabash Valley will use ACCT 287 while Bloomington uses ACCT 294.

Internships are designated by Program Code 280, which is used by all campuses. Campuses may also specify other course numbers for internships as appropriate.

**REFERENCES**

ASOM 6.6 Curriculum Standards [https://www.ivytech.edu/files/curriculum-standards.pdf](https://www.ivytech.edu/files/curriculum-standards.pdf)
ASOM 6.8 Program Curriculum Development and Maintenance

RESOURCE PERSON
Curriculum Committee Chair, School Deans