

Transmission of PROPOSAL to Senate Report

Background Information for Proposal

<i>Agenda Item Name:</i>	Non-standard calendar for AES 320
<i>Rationale for proposal:</i>	This course involves field experience. The timing is advantageous for students and other participants.
<i>General description and type of proposal:</i>	Specific course New
<i>Reviewing body and chair:</i>	Calendar Committee Richard Charnigo,
<i>Proposer's name and affiliation:</i>	David McNear Plant and Soil Sciences
<i>Committee Would Like:</i>	
<i>Involve Senate Rules change?</i>	No

Additional Information Below (not applicable for every proposal)

<i>Voting Info:</i>	<u>In favor</u>	<u>Opposed</u>	<u>Abstained</u>
	8	0	0
<i>If applicable, which SR section is being changed?</i>			
<i>Requested effective date:</i>			
<i>Written report:</i>	No		

Calendar Template (Request for Deviation from Approved Calendar)

The Senate Rules 1) describe the University Senate’s oversight of the calendar and 2) charge the Senate Council (executive body of the University Senate) with reviewing deviations from the Senate-approved calendar. The Senate Calendar Committee is charged with conducting a comprehensive review of all calendar-related requests and will provide recommendations to the Senate Council on whether to approve such requests.

The Calendar Committee will generally not recommend approval of outright waivers for University holidays. It will not lightly recommend approval of substitute dates for University holidays or outright waivers for academic holidays, although substitute dates may be proposed if the original dates are not maintained. Finally, changes in perpetuity are unlikely to be approved.

Instructions:

Section 1: Complete fields 1a – 1k.

Section 2: Enter all dates for all applicable terms (fall semester, winter intersession, spring semester, and summer session). Some dates may coincide with those on the general University calendar, while others may differ by virtue of the request being made to authorize a deviation.

Section 3: If the request: 1) applies to more than one calendar year; and 2) the relevant calendar dates for the subsequent years are more than natural shifts (e.g., one day back to keep a Monday a Monday, or two days back if accounting for a leap year), use the space provided to describe.

1. GENERAL INFORMATION (Please complete fields 1a – 1k.)

1a	College:	CAFE	1b	Department:	<i>Plant and Soil Sciences</i>
1c	Using the drop-down list to the right, indicate if the request is for a single course, a subset of courses within a program, or an entire program.				Course
Describe the single course, subset of courses, or entire program, below.					
<i>A 2-week summer field experience where students visit several CAFE farms, private farm operations, and Ag sector industries and businesses to learn from researchers, extension specialists, and agronomists demonstrating the fundamental principles of agronomic production and management of agroecosystem in support of a sustainable food, fiber, feed, and fuel production future.</i>					
1d	Proposer:	<i>Dr. David H. McNear Jr.</i>			
1e	Proposer’s email:	<i>dave.mcnear@uky.edu</i>			

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1f	Briefly summarize the request and describe its pedagogical necessity.	
	<p><i>The Agricultural Ecosystems Sciences (AES) Individualized major offered by the Department of Plant and Soil Sciences in the College of Agriculture, Food and the Environment (CAFE) is requesting to offer an Agricultural Field Experience course for undergraduates enrolled in AES or similar degree programs in the time between the summer and fall semesters. The course is a 2-week summer field experience where students will visit several CAFE farms, partner farm operations, and Ag sector industries to learn from faculty researchers, extension specialists and agronomists demonstrating the fundamental principles of agronomic production and management of agroecosystem in support of a sustainable food, fiber, feed, and fuel production future. The field experience relies heavily on the assistance from CAFE extension faculty, partner farming operations, and other Ag sector companies for delivery of the course programming. The late August timeframe represents an ideal time for these organizing/participating partners as there is a lull in fieldwork and extension activity during this time before harvest. Further, students in the AES program are required to have an internship experience that often occurs during the summer. Having the field experience during the requested timeframe would permit students to fulfill their internship responsibilities and return to campus for the field course during the same summer period.</i></p>	
1g	Check all that apply. This request involves:	<input type="checkbox"/> Waiver of Prep/Reading Days <input type="checkbox"/> Waiver of other academic holidays <input type="checkbox"/> Waiver of University holidays <input type="checkbox"/> Substituting a date for a holiday <input type="checkbox"/> Adding an extra academic holiday <input type="checkbox"/> Altering beginning/end dates <input type="checkbox"/> Correcting an existing calendar
1h	Nonstandard calendars are approved for a discrete period of time: one year or part of one year, two years, three years, or for the foreseeable future until Senate Council requires re-approval. What duration of approval are you seeking?	Foreseeable future
1i	Would the changed calendar affect observance of University holidays?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	If "Yes," check all University holidays that would be affected. (The calendar template in item 2 will allow you to suggest substitute dates. As noted above, the Calendar Committee will not ordinarily recommend approval of outright waivers for University	

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	holidays and will not lightly recommend approval of substitute dates for University holidays.)	
	<input type="checkbox"/>	Labor Day
	<input type="checkbox"/>	Election Day (U.S. presidential election years, only)
	<input type="checkbox"/>	Thanksgiving Day
	<input type="checkbox"/>	Day following Thanksgiving Day
	<input type="checkbox"/>	Christmas Day
	<input type="checkbox"/>	New Year's Day
	<input type="checkbox"/>	Martin Luther King, Jr. Day
	<input type="checkbox"/>	Memorial Day
	<input type="checkbox"/>	Juneteenth
	<input type="checkbox"/>	Independence Day (July 4th)
1j	Would the changed calendar affect observance of academic holidays?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If "Yes," check all academic holidays that would be affected. (The calendar template in item 2 will allow you to suggest substitute dates or waivers. As noted above, the Calendar Committee will not lightly recommend approval of outright waivers for academic holidays.)		
	<input type="checkbox"/>	Fall Break
	<input type="checkbox"/>	Wednesday before Thanksgiving
	<input type="checkbox"/>	Saturday after Thanksgiving
	<input type="checkbox"/>	Fall Semester Prep Days
	<input type="checkbox"/>	Fall Semester Reading Days
	<input type="checkbox"/>	Fall Semester Finals Week
	<input type="checkbox"/>	Winter Intersession Prep Days
	<input type="checkbox"/>	Spring Break
	<input type="checkbox"/>	Spring Semester Prep Days
	<input type="checkbox"/>	Spring Semester Reading Days
	<input type="checkbox"/>	Spring Semester Finals Week
	<input type="checkbox"/>	Summer Session Prep Days
1k	Could approval of the request create an actual or potential violation of Senate Rules 5.2.2("Student Load"), regarding the number of credit hours taken by a student during a specific period of time?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If "Yes," explain how the program will ensure the rule on credit hour load is not violated.		

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2. CALENDAR TEMPLATE (Enter all dates for all applicable terms (fall semester, winter intersession, spring semester, and summer session). Some dates may coincide with those on the general University calendar, while others may differ by virtue of the request being made to authorize a deviation.)

A.	Fall Semester 20	
A1		First day of classes
A2		Labor Day Holiday
A3		Midterm (last date to notify undergraduates about their progress)
A4		Fall Break
A5		Election Day in U.S. presidential election years
A6		Thanksgiving Wednesday
A7		Thanksgiving Day
A8		Thanksgiving Friday
A9		Thanksgiving Saturday
A10		Prep Week (Prep Days)
A11		Last day of classes
A12		Reading Days
A13		Finals Week
A14		End of Semester
B.	Winter Intersession 20	
B1		First day of classes
B2		Prep Days (last three days of instruction)
B3		Christmas Day (SR 2.1.3 "late December holiday period")
B4		New Year's Day (SR 2.1.3 "late December holiday period")
B5		Last day of classes
B6		End of session
C.	Spring Semester 20	
C1		First day of classes
C2		Martin Luther King, Jr. Holiday
C3		Midterm (last date to notify undergraduates about their progress)
C4		Spring Break
C5		Prep Week (Prep Days)
C6		Last day of classes
C7		Reading Days
C8		Finals Week
C9		End of semester
D.	Summer Session 2023	
D1		First day of classes

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D2		Memorial Day Holiday
D3		Juneteenth Holiday
D4		Independence Day Holiday (July 4 th)
D5		Prep Days (last three days of instruction)
D6		Last day of classes
D7	<i>8/7-18/2023</i>	End of session

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3. MISCELLANEOUS (If the request: applies to more than one calendar year and the relevant calendar dates for the subsequent years are more than natural shifts (e.g., one day back to keep a Monday a Monday, or two days back if accounting for a leap year), use the space provided to describe.)

3.	Is there anything else to explain about this proposal?

PLS/AES 320 (2Cr)

AGRICULTURAL ECOSYSTEM SCIENCES FIELD EXPERIENCE

Semester:	SUMMER
Credit Hours:	2
Meeting Days/Time/Location:	2 weeks prior to fall semester/ all day/Lexington & Princeton KY

Instructor Information

Coordinating Instructor: David H. McNear Jr.

Office Building & Room Number: N122S Ag Science Center North Bldg

Email: dave.mcnear@uky.edu

Office Phone: (859) 257-8627

Office Hours: Available upon request F2F, Zoom, Skype, Teams, or any other preferred mode

Preferred Method of Communication: Email is best for the most quick-response to questions. Phone calls, F2F, or Zoom appointments are best for more in-depth questions. For time-sensitive questions, call, leave a message with a call-back number, and you will receive a call back. Students should contact the coordinator again if they have not received a response within a few hours (phone call) or within 12 hours (email). Only in rare cases and on weekends might the coordinator not respond to students within 24 hours. If all else fails, contact Abbie Cain, abbie.cain@uky.edu, 859-218-0973.

Course Description

A 2-week summer field experience where students visit several CAFE farms, private farm operations, and Ag sector industries and businesses to learn from researchers, extension specialists, and agronomists demonstrating the fundamental principles of agronomic production and management of agroecosystem in support of a sustainable food, fiber, feed, and fuel production future.

Course Prerequisites

CHEM 105 General College Chemistry I, CHEM 111 General Chemistry Lab I, and BIO 152 Principles of Biology II, or consent of instructor

Skill Requirements

No specific technical/digital literacy skills are required.

Student Learning Outcomes

By the time you successfully complete this course, you should be able to:

1. *Develop* an appreciation for the diversity of agricultural production systems
2. *Comprehend* and practice skills related to the needs of modern agricultural production
3. *Engage* with participants in the agricultural sector to make lasting connections
4. *Consider* the agriculture disciplines experienced and *justify* your own career choice

Required Materials

All required lecture videos and readings are distributed free of charge via UK's Canvas learning management system (<https://uk.instructure.com/>). Submission portals for all graded assignments and links to the syllabus are also available via Canvas. The varied field experiences

we participate in, the assignments required, and the time of year the class is offered requires a variety of supplies to assure that you are adequately equipped to complete the assignments and comfortable while doing it. Those supplies in the table below with an asterisk are required; all others are optional per participant preference.

Supplies:

*1. Field Notebook	8. Insect repellent
*2. Pens, pencils, erasers	9. Day Pack
*3. Cell phone or camera, and charger	*10. Field clothes (boots, pants, rain gear, long sleeve shirt)
*4. Laptop, ipad, or similar device	11. Sunglasses
*5. Clipboard	12. Sunscreen
*6. Calculator	13. Snacks (for the longer days)
7. Water bottle	*14. a good attitude

* indicates required items

Technology Information and Requirements

Technology Requirements

Minimum technical requirements for UK courses and suggested hardware, software, and internet connections are available at [ITS Student Hardware & Software Guidelines](#).

Technical Support

For account help, contact UK’s [Information Technology Customer Services online](#), by [email](#), or by phone at 859-218-HELP (4357).

UK students that are unfamiliar with how to use or who experience problems with Canvas should visit <http://guides.instructure.com>, contact Canvas Support at 844-480-0838 (24/7 availability), or contact the instructor. Students may also contact the UK Information Technology Service Center (<http://www.uky.edu/ITS> or 859-218-4357). For general questions about online courses and programs at UK, contact: <http://www.uky.edu/ukonline/>.

Activities and Assignments

Course Assignments

Daily Assignments (40%): Daily experiences will be led by individual faculty, partner organizations, agronomists etc. who will often provide assignments involving analysis and interpretation of data collected while in the field, surveys, topic review, etc. Late work for these assignments will not be accepted. The mean points earned for all assignments will be used to calculate the grade for this category.

Digital Media Exercises (30%): A daily group blog post (complete with pictures, video’s etc.) will be created describing the days activities. One group member will be assigned each day to produce the final blog product, but all students are required to participate in developing content (i.e. pictures, videos, verbiage, editing, etc.).

Recorded Final Presentation (20%): With direction and input from the coordinating faculty member, students must prepare a highly-polished recorded presentation that is 5-10 minutes long and that describes what they discovered as a result of their field experience in agriculture. They can use products generated from the blog posts (videos, interviews, pictures) for this production. The final video will be uploaded to Canvas as a .MOV, .MP4, or other similar file format.

Participation (10%): An aim of this course is to open your eyes to the diversity of agriculture, to get to know members in that industry, and to get to know your fellow classmates. For that to happen requires that you come in to this experience ready ask questions, get involved, and and importantly, for you to

Submission of Assignments

Unless specified otherwise by the coordinating faculty member, students will upload their work to Canvas by the due date and time specified on the syllabus.

Course Grading

Students who complete daily assignments, work cooperatively with their fellow classmates, and actively participating in the daily activities will receive the most benefit and best grade in this class. The course grading policy is as follows:

89.5 – 100%	Superior	A
79.5 – 89.4%	Good	B
69.5 – 79.4%	Acceptable	C
59.5 – 69.4%	Marginal	D
Below 59.5%	Fail – No credit	E

NOTE: Highest grade possible with unexcused absence: 1 day = B, 2 days=C, 3 days=D, 4 days=F.

Mid-term Grade

Midterm grades will be posted in myUK by the deadline established by the University Senate and published in the [Academic Calendar](#).

Resources

[Distance Learning Library Services](http://libraries.uky.edu/dlls) ([http://libraries .uky.edu/dlls](http://libraries.uky.edu/dlls)); **email:** distancelearning@uky.edu ; **Phone:** 859-257-3377; [Carla Cantagallo](#), Distance Learning Librarian, 859-218-1240

Tentative Course Schedule

The following is a tentative list of field visits and proposed assignments. The field experience will generally begin at 9 am (unless otherwise noted) and end at 5 pm. There will be an occasional evening social activity and in some instances, some assignments will need to be completed after or prior to a field day.

WK	Day		Activity	Assignment	
1	Sun., Aug. 8th		STUDENTS RETURN TO LEXINGTON		
	Mon., Aug. 9th	AM	<p>LOCATION: UK Main Campus, Ag North</p> <p>TOPIC: <i>Experience Overview, Logistics, Introductions</i></p> <p>HOST: Dr. McNear</p> <p>ACTIVITY: Review of agriculture in KY and the region</p>	Document via video/notes.	
			LUNCH: TBD		
		PM	<p>LOCATION: UK Spindletop Farm</p> <p>TOPIC: <i>Climate Change Impacts on Agriculture</i></p> <p>HOST: Rebecca McCulley, Jim Nelson</p> <p>ACTIVITY: Learn about climate change impacts on grassland Agroecosystems.</p> <p>LOCATION: UK Spindletop Farm</p> <p>TOPIC: <i>Innovative/Novel crop opportunities</i></p> <p>HOST: Patrick Perry, james.perry@uky.edu</p> <p>ACTIVITY: Visit Artemisia field trails and learn about running field trials, and unique qualities of the crop for malaria and cancer treatment..</p>		Document via video/notes.
	Tue., Aug. 10th	AM	<p>LOCATION: UK Spindletop Farm</p> <p>TOPIC: <i>Precision Agriculture, UAV Demonstrations</i></p> <p>HOST: Mike Sama (BAE), Josh McGrath (PLS)</p> <p>ACTIVITY: Demonstration of UAV's, data collection type, data management, etc.</p>	Document via video/notes	
			LUNCH: Ken Tex bbq Shelbyville , 1163 Mount Eden Rd, Shelbyville, KY 40065, 502-633-2463		
	Wed., Aug. 11th	PM	<p>LOCATION: Worth and D. Ellis Farms, Eminence, KY</p> <p>TOPIC: <i>On farm use of precision agriculture technologies</i></p> <p>HOST: Seth Ellis</p> <p>ACTIVITY: On-farm demonstration of a real farm operation utilizing state-of-the-art precision Ag technologies</p>	Document via video/notes	
		AM	<p>LOCATION: UK Main Spindletop Research Farm</p> <p>TOPIC: <i>Soil testing and fertilizer calculations</i></p> <p>HOST: Hanna Poffenbarger /Frank Sikora/Dave McNear</p> <p>ACTIVITY: learn about soils in the landscape, how soils influence crop production, going from field soil sample, to test result, to making a recommendation</p>	Soil pit observation soil sampling	
			LUNCH: Sav's Restaurant & Gourmet Ice Cream, 630 E. Main St, Lexington KY		
		PM	<p>LOCATION: UK Main Campus, Ag North</p> <p>TOPIC: <i>Soil testing and fertilizer calculations</i></p> <p>HOST: Frank Sikora/Poffenbarger</p> <p>ACTIVITY: Tour of UK Regulatory Services Soil testing lab to learn about how a soil sample is processed, and how the data is used to create a soil test report, and how recommendations are made based on these reports.</p>	Given a set of soil test results, determine fertilization plan for given agronomic operation	
Thur., Aug. 12th	AM	<p>LOCATION: Partner grazing (horse or beef) operation</p> <p>TOPIC: <i>Pasture Evaluation and Management</i></p> <p>HOST: Ray Smith, Krista Lea,Hamilton</p>	Document via video/notes. Collected data for pasture valuation		

			<p>ACTIVITY: Learn all about grazing animal operations. Visit a ruminant grazing operation and determine forage composition and quality, AMU's etc.</p> <p>NOTE: download the iNaturalist App ahead of time for species identification</p>	
			LUNCH: Lunch provided by the farm – Questions and Discussion with Farm Manager	
		PM	<p>LOCATION: Partner grazing (horse or beef) operation</p> <p>TOPIC: <i>Pasture Evaluation and Management</i></p> <p>HOST: Ray Smith, Krista Lea</p> <p>ACTIVITY: Learn all about grazing animal operations. Visit a ruminant grazing operation and determine forage composition and quality, AMU's etc.</p>	Using the data collected in the AM develop a pasture valuation
Fri., Aug. 13 th		AM	<p>LOCATION: Bluegrass Stockyards</p> <p>TOPIC: <i>Finishing animals and animal processing</i></p> <p>HOST: Jim Akers, COO</p> <p>ACTIVITY: Learn about how animals are finished and sold at the BGS</p>	Document via video/notes
			LUNCH: Provided by BGS Regional Marketplace	
		PM	<p>LOCATION: UK Main Campus, Ag North</p> <p>TOPIC: <i>Food for thought (the food connection)</i></p> <p>HOST: Dr. McNear/Lilian Brislen/Tanya Whitehouse</p> <p>ACTIVITY: Prepare a meal produced of all KY sourced products. Presentation and discussion about what it took to get the meal to the table, sit and enjoy the meal together.</p>	Document via video/notes

	Sat., Aug. 14 th	Free Day		
	Sun, Aug. 15 th	Independent transfer to KY Dam Village State Resort Park		
2	Mon., Aug. 16 th	AM	<p>LOCATION: Sanger Farms, 94 West Hickman, KY 42050</p> <p>TOPIC: <i>Bottomland Farming Operations</i></p> <p>HOST: Ben Rudy, Fulton Co. Extension Agent; ben.rudy@uky.edu; 270 236-2351, Henry Sanger.</p> <p>ACTIVITY: Tour of the upper and lower bottoms, Sanger Farm operations tour, furrow irrigation, rice production, etc.</p>	Document via video/notes
			LUNCH: Provided by Corteva/ Amberg & Son Farms, 2880 State route 125 Hickman, KY 42050 . 270 236-3643	
		PM	<p>LOCATION: Jonathan Reynolds - Springhill Farms</p> <p>TOPIC: <i>Bottomland Farming Operations</i></p> <p>HOST: Ben Rudy, Fulton Co. Extension Agent; ben.rudy@uky.edu; 270 236-2351, Jonathan Reynolds</p> <p>ACTIVITY: Farm operations tour, cover cropping, waterways, grain bins, etc.</p>	Document via video/notes
	Tue., Aug 17 th	AM	<p>LOCATION: UK Research and Education Center, Princeton</p> <p>TOPIC: <i>Pest Management (insects, pathogens, weeds)</i></p> <p>HOST: Raul Villanueva (ENT), Kiersten Wise (PPA), Travis Legleiter (Weeds; PLS) extension faculty</p> <p>ACTIVITY: Field scouting for plant pests (fungal pathogens, insects, weeds)</p>	Field scouting and collection of insect, pathogen, and weed species
			LUNCH: Provided by UKREC	
		PM	<p>LOCATION: UK Research and Education Center, Princeton</p> <p>TOPIC: <i>Field identification of plant pathogens</i></p> <p>HOST: ENT/PPA/PLS extension faculty</p> <p>ACTIVITY: In-lab insect, pathogen, weed ID</p>	Identification and categorization of common row crop pests. Lab tours
	Wed., Aug. 18 th	AM	<p>LOCATION: Micah Lester, Lester Family Farms (9-10:15) & Joseph Sisk (10:30-12:30); Sisk Farms, 6493 Sisk Road, Hopkinsville KY 42240, 270-348-1611</p>	Document via video/notes

		<p>TOPIC: <i>Tour of farming operations</i> HOST: Joseph Sisk (siskfarm@bellsouth.net); Micah Lester (micah@lesterfamilyfarms.com) ACTIVITY: Overview of farming operations</p>	
		LUNCH: Provided by Laura Knoth, Executive Director KY Corn Growers Assoc.	
	PM	<p>LOCATION: Cundiff Farms, 5601 Cerulean Rd, Cadiz, KY 42211 TOPIC: <i>Tour of farming operation</i> HOST: Chad Lee/Barry Alexander; barry.alexander@cundiffarms.com ACTIVITY: White corn, soybean, wheat, dark fire tobacco, and some irrigation. A walk by the grain bins and the dark fire barns. Discussion about how some of the grain crop is contracted and how that differs from selling grain based on the current price. Discussion about irrigation, moisture sensors, irrigation scheduling, and how irrigation has helped with crop production. Review of the Soybean Board/Association and how those organizations work to help growers</p>	Document via video/notes
Thur., Aug. 19 th	AM	<p>LOCATION: H&R Agripower, Hopkinsville KY, 4900 Eagle Way, Hopkinsville, KY 42241, Phone: 270-886-3918 TOPIC: <i>Farm equipment show and tell</i> HOST: Steve Hunt, steve.hunt@hragripower.com ; 270-889-8383 (mobile) ACTIVITY: Visit Ag retail facilities and learn about the regional Ag retail sector, farming equipment, etc.</p>	Document via video/notes
		LUNCH: Provided by H&R Agripower	
	PM	<p>LOCATION: Commonwealth Agri-Energy, 4895 Pembroke Rd, Hopkinsville, KY 42240; (270) 475-4415; http://www.commonwealthagrienergy.com/ TOPIC: <i>Ethanol Production</i> HOST: Mick Henderson, General Manager, mhenderson@kyethanol.com; Tammy Mitchell, Scheduling, tmitchell@kyethanol.com ACTIVITY: learn about how ethanol, vertical integration and value added Ag</p>	Document via video/notes
Fri., Aug. 20 th	AM	<p>LOCATION: KY Damn Village TOPIC: <i>Review of Field Experience</i> HOST: D. McNear ACTIVITY: Reflect on camp experience, work on final compilation video, check out</p>	Work session on final video
		LUNCH: TBD	
	PM	<p>LOCATION: UK Main Campus, Ag North TOPIC: <i>Final wrap-up</i> HOST: Dr. McNear ACTIVITY: Presentations reflecting on the camp experience, pros/cons, etc. Open to all interested faculty, staff and students</p>	Airing of final video assignment.

Attendance Policy

Unless specified otherwise, students that miss required assignments, exams, or other required interactions for excused reasons should inform the instructor as soon as possible but no later than one week following the period of excused absence (Senate Rules 5.2.5.2.3.3).

Behavior Policies

All participants in this course are expected to show consideration and respect for other students and their ideas and to meet appropriate standards of tolerance, decorum, and civility. Students are encouraged to discuss any grievances that they may have regarding the course with faculty member in charge and the coordinating instructor as soon as possible. Students who wish to dispute a course policy or grade on an assignment or exam must present their concerns to the coordinating instructor in writing, including a justification for a policy or grade change.

Official Communication

All official course communications are sent to students' official UK email accounts directly or via UK's learning management system (Canvas). Students should check their UK email accounts each weekday. To protect students' privacy, the instructor may not respond to email communications that do not originate from an official UK email address (e.g., first.last@uky.edu or first.last@g.uky.edu).

Field Rules

Alcohol Policy: No alcohol is allowed on University of Kentucky property. If caught with alcohol you will be suspended (i.e. sent home) from the summer field experience. **Please take this admonition seriously.**

Drug Policy: No illegal drugs are allowed on University of Kentucky property (field or classroom; on or off UK property). If caught with drugs you will be expelled from the field experience and, quite possibly, expelled from the University. **Please take this admonition seriously.**

Privacy Policy: No one will disturb your privacy in university provided housing at Princeton. However, the housing, including both the sleeping rooms and common areas, are open to inspection upon probable cause. Routine inspections are performed by UK employees on a weekly basis.

Smoking and Tobacco Policy: Smoking is not allowed on University of Kentucky property. Smoking or use of any tobacco products is not allowed during class (field or classroom; on or off UK property). Permission for use off of UK property may be granted during breaks.

Personal Pet Policy: Personal pets are not allowed

Medical Emergencies: In the event of a medical emergency, contact your instructor, or any of the staff. They will take the appropriate actions. For routine medical attention, there is a first aid kit will be available. It is a good idea to have a small personal first aid kit with you in the field at all times. If you have a specific medical condition, such as allergies, please let the coordinating instructor know.

General University Senate Rules

Midterm Grades for Undergraduate Students (Senate Rules 6.1.3.1)

Midterm grades will be posted in myUK by the deadline established by the University Senate and published in the [Academic Calendar](#).

Excused Absences (Senate Rules 5.2.5.2.1)

Senate Rules 5.2.5.2.1 defines the following as acceptable reasons for excused absences: 1. significant illness; 2. death of a family member; 3. trips for members of student organizations sponsored by an educational unit, trips for University classes, and trips for participation in intercollegiate athletic events; 4. major religious holidays; 5. interviews for graduate/professional school or full-time employment post-graduation; and 6. other circumstances found to fit "reasonable cause for nonattendance" by the instructor of record. Students should notify the professor of absences prior to class when possible.

If a course syllabus requires specific interactions (e.g., with the instructor or other students), in situations where a student's total EXCUSED absences exceed 1/5 (or 20%) of the required interactions for the course, the student shall have the right to request and receive a "W," or the Instructor of Record may award an "I" for the course if the student declines a "W." (Senate Rules 5.2.5.2.3.1)

If an attendance/interaction policy is not stated in the course syllabus or the policy does not include a penalty to the student, the Instructor cannot penalize the student for any unexcused absences. (Senate Rules 5.2.5.2.3.3)

Verification of Absences (Senate Rules 5.2.5.2.1)

Students may be asked to verify their absences in order for them to be considered excused. *Senate Rule 5.2.5.2.1* states that faculty have the right to request appropriate verification when students claim an excused absence due to: significant illness; death in the household, trips for classes, trips sponsored by an educational unit and trips for participation related to intercollegiate athletic events; and interviews for full-time job opportunities after graduation and interviews for graduate and professional school. (Appropriate notification of absences due to University-related trips is required prior to the absence when feasible and in no case more than one week after the absence.)

Programs with learning activities mandated by accreditation or licensure agencies may establish, as a matter of policy, educational consequences for students who have so many excused absences that they cannot complete the mandated learning activities. Pursuant to Senate Rules 6.1.1, the published program policies and individual course syllabi must describe these consequences, which may include the student being moved to a different graduation cohort.

Religious Observances (Senate Rules 5.2.5.2.1(4))

Students anticipating an absence for a major religious holiday are responsible for notifying the instructor in writing of anticipated absences due to their observance of such holidays. Please check the course syllabus for the notification requirement. If no requirement is specified, two weeks prior to the absence is reasonable and should not be given any later. Information regarding major religious holidays may be obtained through [the Ombud's website](#) or calling 859-257-3737.

Make-Up Work (Senate Rule 5.2.5.2.2)

Except where prior notification is required, students missing any graded work due to an excused absence are responsible: for informing the Instructor of Record about their excused absence within one week following the period of the excused absence; and for making up the missed work. The instructor must give the student an opportunity to make up the work and/or the exams missed due to the excused absence, and shall do so, if feasible, during the semester in which the absence occurred. The instructor shall provide the student with an opportunity to make up the graded work and may not simply calculate the student's grade on the basis of the other course requirements, unless the student agrees in writing.

For students who add a class after the first day of classes and miss graded work, the instructor shall provide the student with an opportunity to make up the graded work (quiz, exam, homework, etc.). The instructor may not simply calculate the student's grade on the basis of the other course requirements, unless the student agrees in writing.

Excused Absences and W/I, All Students (Senate Rule 5.2.5.2.3.1)

If a student has excused absences for more than one-fifth of the required interactions for a course, the student can request a "W." If the student declines a "W," the Instructor of Record may award an "I" for the course.

Excused Absences Due to Military Duties (Senate Rule 5.2.5.2.3.2)

If a student must be absent for one-fifth or less of the required course interactions (e.g., class meetings) due to military duties, the following procedure apply:

1. Once a student is aware of a call to duty, the student shall provide a copy of the military orders to the Director of the Veterans Resource Center. The student shall also provide the Director with a list of her/his courses and instructors.
2. The Director will verify the orders with the appropriate military authority and on behalf of the military student, notify each Instructor of Record via Department Letterhead as to the known extent of the absence.
3. The Instructor of Record shall not penalize the student's absence in any way and shall provide accommodations and timeframes so that the student can make up missed assignments, quizzes, and tests in a mutually agreed upon manner.

Accommodations Due to Disability

If you have a documented disability that requires academic accommodations, please see me as soon as possible during scheduled office hours. In order to receive accommodations in this course, you must provide me with a Letter of Accommodation from the Disability Resource Center (DRC). The DRC coordinates campus disability services available to students with disabilities. Visit the [DRC website](#), [email the DRC](#), contact them by phone at (859) 257-2754, or visit their office on the corner of Rose Street and Huguelet Drive in the Multidisciplinary Science Building, Suite 407.

Non-Discrimination Statement and Title IX Information

UK is committed to providing a safe learning, living, and working environment for all members of the University community. The University maintains a comprehensive program which protects all members from discrimination, harassment, and sexual misconduct. For complete information about UK's prohibition on discrimination and harassment on aspects such as race, color, ethnic origin, national origin, creed, religion, political belief, sex, and sexual orientation, please see [the electronic version of UK's Administrative Regulation 6:1 \("Policy on Discrimination and Harassment"\)](#). In accordance with Title IX of the Education Amendments of 1972, the University prohibits discrimination and harassment on the basis of sex in academics, employment, and all of its programs and activities. Sexual misconduct is a form of sexual harassment in which one act is severe enough to create a hostile environment based on sex and is prohibited between members of the University community and shall not be tolerated. For more details, please see [the](#)

[electronic version of Administrative Regulations 6:2 \(“Policy and Procedures for Addressing and Resolving Allegations of Sexual Assault, Stalking, Dating Violence, Domestic Violence, and Sexual Exploitation”\)](#). Complaints regarding violations of University policies on discrimination, harassment, and sexual misconduct are handled by the Office of Institutional Equity and Equal Opportunity (IEEO), which is located in 13 Main Building and can be reached by phone at (859) 257-8927. You can also visit [the IEEO’s website](#).

Faculty members are obligated to forward any report made by a student related to IEEO matters to the Office of Institutional Equity and Equal Opportunity. Students can *confidentially* report alleged incidences through the Violence Intervention and Prevention Center, Counseling Center, or University Health Services.

Academic Integrity- Prohibition on Plagiarism (Senate Rules 6.3.1)

Per University policy, students shall not plagiarize, cheat, or falsify or misuse academic records. Students are expected to adhere to University policy on cheating and plagiarism in all courses. The minimum penalty for a first offense is a zero on the assignment on which the offense occurred. If the offense is considered severe or the student has other academic offenses on their record, more serious penalties, up to suspension from the University may be imposed.

Plagiarism and cheating are serious breaches of academic conduct. Each student is advised to become familiar with the various forms of academic dishonesty as explained in the [Code of Student Rights and Responsibilities](#). Complete information can be found on the [Academic Ombud](#) page. A plea of ignorance is not acceptable as a defense against the charge of academic dishonesty. It is important that you review this information as all ideas borrowed from others need to be properly credited.

Senate Rule 6.3.1 (see current [Senate Rules](#)) states that all academic work, written or otherwise, submitted by students to their instructors or other academic supervisors, is expected to be the result of their own thought, research, or self-expression. In cases where students feel unsure about a question of plagiarism involving their work, they are obliged to consult their instructors on the matter before submission.

When students submit work purporting to be their own, but which in any way borrows ideas, organization, wording, or content from another source without appropriate acknowledgment of the fact, the students are guilty of plagiarism.

Plagiarism includes reproducing someone else's work (including, but not limited to a published article, a book, a website, computer code, or a paper from a friend) without clear attribution. Plagiarism also includes the practice of employing or allowing another person to alter or revise the work which a student submits as his/her own, whoever that other person may be, except under specific circumstances (e.g. Writing Center review or peer review) allowed by the Instructor of Record or that person's designee. Plagiarism may also include double submission, self-plagiarism, or unauthorized resubmission of one's own work, as defined by the instructor.

Students may discuss assignments among themselves or with an instructor or tutor, except where prohibited by the Instructor of Record (e.g. individual take-home exams). However, the actual work must be done by the student, and the student alone, unless collaboration is allowed by the Instructor of Record (e.g. group projects).

When a student's assignment involves research in outside sources or information, the student must carefully acknowledge exactly what, where and how he/she has employed them. If the words of someone else are used, the student must put quotation marks around the passage in question and add an appropriate indication of its origin. Making simple changes while leaving the organization, content, and phraseology intact is plagiaristic. However, nothing in these Rules shall apply to those ideas, which are so generally and freely circulated as to be a part of the public domain.

Please note: Any assignment you turn in may be submitted to an electronic database to check for plagiarism.

Academic Integrity – Prohibition on Cheating (Senate Rules 6.3.2)

Cheating is defined by its general usage. It includes, but is not limited to, the wrongfully giving, taking, or presenting any information or material by a student with the intent of aiding himself/herself or another on any academic work which is considered in any way in the determination of the final grade. The fact that a student could not have benefited from an action is not by itself proof that the action does not constitute cheating. Any question of definition shall be referred to the University Appeals Board.

Academic Integrity – Prohibition on Falsification/Misuse of Academic Records (SR 6.3.3)

Maintaining the integrity, accuracy, and appropriate privacy of student academic records is an essential administrative function of the University and a basic protection of all students. Accordingly, the actual or attempted falsification, theft, misrepresentation or other alteration or misuse of any official academic record of the University, specifically including knowingly having unauthorized access to such records or the unauthorized disclosure of information contained in such records, is a serious academic offense. As used in this context, "academic record" includes all paper and electronic versions of the partial or complete permanent academic record, all official and unofficial academic transcripts, application documents and admission credentials, and all academic record transaction documents. The minimum sanction for falsification, including the omission of information, or attempted falsification or other misuse of academic records as described in this section is suspension for one semester.

Diversity, Equity, and Inclusion

The University of Kentucky is committed to our core values of diversity and inclusion, mutual respect and human dignity, and a sense of community ([Governing Regulations XIV](#)). We acknowledge and respect the seen and unseen diverse identities and experiences of all members of the university community. These identities include but are not limited to those based on race, ethnicity, gender identity and expressions, ideas and perspectives, religious and cultural beliefs, sexual orientation, national origin, age, ability, and socioeconomic status. We

are committed to equity and justice and providing a learning and engaging community in which every member is engaged, heard, and valued.

We strive to rectify and change behavior that is inconsistent with our principles and commitment to creating a safe, equitable, and anti-racist environment. If students encounter such behavior in a course, they are encouraged to speak with the instructor of record or the [college's diversity officer](#), who is charged with addressing concerns about diversity, equity, and inclusiveness. Students may also contact a faculty member within the department, program director, the director of undergraduate or graduate studies, the department chair, or the dean. To submit an official report of bias, hatred, racism, or identity-based violence, visit the Bias Incident Support Services [website](#).