SIGNATURE ROUTING LOG

General Information:

Proposal Type: Course ☒   Program ☐   Other ☐
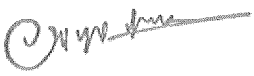
Proposal Name[1] (course prefix & number, pgm major & degree, etc.): <u>A&S 350</u>
<u>(chg cr hrs, add dl)</u>

Proposal Contact Person Name: <u>Greg Bocchino</u>   Phone: <u>7-6687</u>   Email:
<u>Nicole Keenan</u>   <u>7-4023</u>   <u>gregory.bocchino@uky.edu</u>
<u>nicole.keenan@uky.edu</u>

INSTRUCTIONS:
Identify the groups or individuals reviewing the proposal; note the date of approval; offer a contact person for each entry; and obtain signature of person authorized to report approval.

Internal College Approvals and Course Cross-listing Approvals:

Reviewing Group	Date Approved	Contact Person (name/phone/email)	Signature
		/ /	
A&S Ed. Policy Cmte.	1/18/11	Randall Roorda, Humanities / 7-1033 / rroorda@uky.edu	Randall Roorda
A&S Ed. Policy Cmte.	1/18/11	Joanna Badagliacco, Soc. Sci. / 7-4335 / jmb@uky.edu	JMBadagliacco
A&S Ed. Policy Cmte.	1/18/11	Ganpathy Murthy, Nat. Sci. / 7-4729 / ganpathy.murthy@uky.edu	Ganpathy Murthy
A&S Dean	1/18/11	Anna Bosch, Associate Dean / 7-6689 / bosch@uky.edu	ARBosch

External-to-College Approvals:

Council	Date Approved	Signature	Approval of Revision[2]
Undergraduate Council	2/15/2011	Sharon Gill *(Digitally signed by Sharon Gill DN: cn Sharon Gill, o Undergraduate Education, ou Undergraduate Council, email sgill@uky.edu, c US Date: 2011.02.16 12:50:48 -05'00')*	
Graduate Council			
Health Care Colleges Council			
Senate Council Approval		University Senate Approval	

Comments:

_____

APPLICATION FOR COURSE CHANGE (MAJOR AND MINOR)

Complete 1a – 1f & 2a – 2c. Fill out the remainder of the form as applicable for items being changed.

1. **General Information.**

a. Submitted by the College of: <u>Arts & Sciences</u>   Today's Date: <u>11-8-10</u>

b. Department/Division: <u>College of Arts & Sciences</u>

c. Is there a change in "ownership" of the course?   YES ☐   NO ☒

If YES, what college/department will offer the course instead? _____

d. What type of change is being proposed?   ☐ Major   ☒ Minor[1] (place cursor here for minor change definition)

e. Contact Person Name: <u>Greg Bocchino</u>   Email: gregory.bocchino@uky.edu   Phone: <u>859-257-6687</u>
   <u>Nicole Keenan</u>   Nicole Keenan@uky.edu   <u>859-257-4023</u>

f. Requested Effective Date: ☐ Semester Following Approval   OR   ☒ Specific Term[2]: <u>Spring 2011</u>

2. **Designation and Description of Proposed Course.**

a. **Current Prefix and Number:** <u>A&S 350</u>   *Proposed Prefix & Number:* ☐ *FORMTEXT*

b. **Full Title:** <u>Career Development</u>   *Proposed Title:* *Personal Strengths & Your Career Development*

c. **Current Transcript Title (if full title is more than 40 characters):** _____

c. *Proposed Transcript Title (if full title is more than 40 characters):* *Personal Strengths & Your Career Develop*

d. **Current Cross-listing:** ☐ N/A   OR   Currently[3] Cross-listed with (Prefix & Number): _____

   Proposed – ☐ *ADD[3] Cross-listing (Prefix & Number):* _____

   Proposed – ☐ *REMOVE[3, 4] Cross-listing (Prefix & Number):* _____

e. **Courses must be described by <u>at least one</u> of the meeting patterns below. Include number of actual contact hours[5] for each meeting pattern type.**

Current:	<u>1</u> Lecture	_____ Laboratory[5]	_____ Recitation	_____ Discussion	_____ Indep. Study
	_____ Clinical	_____ Colloquium	_____ Practicum	_____ Research	_____ Residency
	_____ Seminar	_____ Studio	_____ Other – Please explain: _____		
Proposed:	<u>3</u> Lecture	_____ Laboratory	_____ Recitation	_____ Discussion	_____ Indep. Study
	_____ Clinical	_____ Colloquium	_____ Practicum	_____ Research	_____ Residency
	_____ Seminar	_____ Studio	_____ Other – Please explain: _____		

f. **Current Grading System:**   ☒ Letter (A, B, C, etc.)   ☐ Pass/Fail

   Proposed Grading System: ☒ *Letter (A, B, C, etc.)*   ☐ *Pass/Fail*

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[1] See comment description regarding minor course change. *Minor changes are sent directly from dean's office to Senate Council Chair.* If Chair deems the change as "not minor," the form will be sent to appropriate academic Council for normal processing and contact person is informed.
[2] Courses are typically made effective for the semester following approval. No course will be made effective until all approvals are received.
[3] Signature of the chair of the cross-listing department is required on the Signature Routing Log.
[4] Removing a cross-listing does not drop the other course – it merely unlinks the two courses.
[5] Generally, undergrad courses are developed such that one semester hr of credit represents 1 hr of classroom meeting per wk for a semester, exclusive of any lab meeting. Lab meeting generally represents at least two hrs per wk for a semester for 1 credit hour. (See *SR 5.2.1.*)

APPLICATION FOR COURSE CHANGE (MAJOR AND MINOR)

g. Current number of credit hours: _1_   *Proposed number of credit hours:* _3_

h. Currently, is this course repeatable for additional credit?   YES ☐   NO ☒

Proposed to be repeatable for additional credit?   YES ☐   NO ☐

If YES: *Maximum number of credit hours:* _____

If YES: *Will this course allow multiple registrations during the same semester?*   YES ☐   NO ☐

i. **Current Course Description for Bulletin:** This course will explore topics which will assist A&S students become better focused on their career goals. Topics will include self assessment, resumes, job search letters, informational interviewing, mock interviews, and job forecasts for 2006 graduates. Prereq: Junior or senior status.

Proposed Course Description for Bulletin: *This course is designed to introduce students to the fundamentals of planning and organizing career development strategies. Emphasis is placed on identification of individual goals, assessment of talents/strengths and values, exploration of career options, analysis of the job market, effective use of employment search tools (e.g., resumes, cover letters, and interviewing), and management of career pathways. Stresses the value of the arts and sciences degree in the labor market and develops job search skills that will be useful throughout life.*

j. **Current Prerequisites, if any:** Prereq: Junior or senior status.

Proposed Prerequisites, if any: Sophomore standing (30+ credits) or higher.

k. Current Distance Learning(DL) Status: ☐ N/A   ☐ Already approved for DL*   ☒ *Please Add[6]*   ☐ *Please Drop*

*If already approved for DL, the Distance Learning Form must also be submitted <u>unless</u> the department affirms (by checking this box ☐) that the proposed changes do not affect DL delivery.

l. **Current Supplementary Teaching Component, if any:**   ☐ Community-Based Experience   ☐ Service Learning   ☐ Both

Proposed Supplementary Teaching Component: ☐ *Community-Based Experience*   ☐ *Service Learning*   ☐ *Both*

3. **Currently, is this course taught off campus?**   YES ☐   NO ☒

Proposed to be taught off campus?   YES ☐   NO ☒

4. **Are significant changes in content/teaching objectives of the course being proposed?**   YES ☐   NO ☒

If YES, explain and offer brief rationale:

_____

5. **Course Relationship to Program(s).**

a. **Are there other depts and/or pgms that could be affected by the proposed change?**   YES ☐   NO ☒

If YES, identify the depts. and/or pgms: _____

b. **Will modifying this course result in a new requirement[7] for ANY program?**   YES ☐   NO ☒

If YES[7], list the program(s) here: _____

6. **Information to be Placed on Syllabus.**

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[6] You must *also* submit the Distance Learning Form in order for the course to be considered for DL delivery.

[7] In order to change a program, a program change form must also be submitted.

APPLICATION FOR COURSE CHANGE (MAJOR AND MINOR)

a. ☐ Check box if changed to 400G or 500. If changed to 400G- or 500-level course you must send in a syllabus and *you must include the differentiation* between undergraduate and graduate students by: (i) requiring additional assignments by the graduate students; and/or (ii) establishing different grading criteria in the course for graduate students. (See *SR 3.1.4.*)

Distance Learning Form

This form must accompany every submission of a new/change course form that requests distance learning delivery. This form may be required when changing a course already approved for DL delivery. **All fields are required!**

Introduction/Definition: For the purposes of the Commission on Colleges Southern Association of Colleges and Schools accreditation review, *distance learning* is defined as a formal educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same place. Instruction may be synchronous or asynchronous. A distance learning (DL) course may employ correspondence study, or audio, video, or computer technologies.

A number of specific requirements are listed for DL courses. **The *department* proposing the change in delivery method is responsible for ensuring that the requirements below are satisfied at the individual course level.** It is the responsibility of the instructor to have read and understood the university-level assurances regarding an equivalent experience for students utilizing DL (available at http://www.uky.edu/USC/New/forms.htm).

Course Number and Prefix: A&S 350	Date: 11-08-2010
Instructor Name: Greg Bocchino Nicole Keenan	Instructor Email: gregory.bocchino@uky.edu nicole.keenan@uky.edu

Check the method below that best reflects how the majority of course of the course content will be delivered.
Internet/Web-based ☒   Interactive Video ☐   Hybrid ☐

	Curriculum and Instruction
1.	How does this course provide for timely and appropriate interaction between students and faculty and among students? Does the course syllabus conform to University Senate Syllabus Guidelines, specifically the Distance Learning Considerations? Note in syllabus: Office hours: By appointment 　　*Generally the fastest way to contact the instructor is through e-mail. I check my e-mail regularly during the day (M-F). 　　*E-mails received before 4:30pm on a weekday will be responded to on that day. E-mails received after 5pm will be responded to by 9:00 am the following morning. E-mails received after 5pm on Friday will be responded to within 24 hours. 　　*For face-to-face, SKYPE or telephone appointments: e-mail instructor to set up a meeting time. The syllabus conforms to the Senate Syllabi requirements
2.	How do you ensure that the experience for a DL student is comparable to that of a classroom-based student's experience? Aspects to explore: textbooks, course goals, assessment of student learning outcomes, etc. The DL student learning ourcomes are similar a traditional lecture course. Students will be assessed through online assignments and online participation using BlackBoard. The course is divided into a series of 8 modules that are broken down by 8 weeks the duration of the course. Each module consists of multiple files. These files are in a variety of forms: PowerPoint, word documents, web links, etc.
3.	How is the integrity of student work ensured? Please speak to aspects such as password-protected course portals, proctors for exams at interactive video sites; academic offense policy; etc. Note in syllabus: Zero Toloerance on acadmenic offenses. Submitting written assignments that are not the students own original work constitute grounds for failing this course and possibly suspension or dismisal from the University. The following activiotes are considered evidence of cheating: Talking to another student during

Distance Learning Form

This form must accompany <u>every</u> submission of a new/change course form that requests distance learning delivery. This form may be required when changing a course already approved for DL delivery. **All fields are required!**

	the exam, looking at another student's paper, using any electronic communication device (cell phone, text messaging, pager, etc), using supplementary material, or using a surrogate test-taker all constitute cheating. Consult the Student Rights and Responsibilities manual (Part II, Section 6) for further details. (Available on the Web at http://www.uky.edu/StudentAffairs/Code).
4.	Will offering this course via DL result in at least 25% or at least 50%* (based on total credit hours required for completion) of a degree program being offered via any form of DL, as defined above? No If yes, which percentage, and which program(s)? *As a general rule, if approval of a course for DL delivery results in 50% or more of a program being delivered through DL, the effective date of the course's DL delivery will be six months from the date of approval.
5.	How are students taking the course via DL assured of equivalent access to student services, similar to that of a student taking the class in a traditional classroom setting? Information on library service, technical help is included in syllabus.
	Library and Learning Resources
6.	How do course requirements ensure that students make appropriate use of learning resources? Assignments are designed to encourage use of learning resources . The learning module s direct students to the appropriate resources.
7.	Please explain specifically how access is provided to laboratories, facilities, and equipment appropriate to the course or program. All facilities/resources required for the course are available online
	Student Services
8.	How are students informed of procedures for resolving technical complaints? Does the syllabus list the entities available to offer technical help with the delivery and/or receipt of the course, such as the Teaching and Academic Support Center (http://www.uky.edu/TASC/index.php) and the Information Technology Customer Service Center (http://www.uky.edu/UKIT/)? Included in syllabus
9.	Will the course be delivered via services available through the Teaching and Academic Support Center? Yes ☒ No ☐ If no, explain how students enrolled in DL courses are able to use the technology employed, as well as how students will be provided with assistance in using said technology.

Distance Learning Form

This form must accompany <u>every</u> submission of a new/change course form that requests distance learning delivery. This form may be required when changing a course already approved for DL delivery. **All fields are required!**

10.	Does the syllabus contain all the required components, below? ☒ Yes
	☐ Instructor's *virtual* office hours, if any.
	☐ The technological requirements for the course.
	☐ Contact information for TASC (http://www.uky.edu/TASC/; 859-257-8272) and Information Technology Customer Service Center (http://www.uky.edu/UKIT/; 859-257-1300).
	☐ Procedure for resolving technical complaints.
	☐ Preferred method for reaching instructor, e.g. email, phone, text message.
	☐ Maximum timeframe for responding to student communications.
	☐ Language pertaining academic accommodations:
	o "If you have a documented disability that requires academic accommodations in this course, please make your request to the University Disability Resource Center. The Center will require current disability documentation. When accommodations are approved, the Center will provide me with a Letter of Accommodation which details the recommended accommodations. Contact the Disability Resource Center, Jake Karnes, Director at 859-257-2754 or jkarnes@email.uky.edu."
	☐ Information on Distance Learning Library Services (http://www.uky.edu/Libraries/DLLS)
	o Carla Cantagallo, DL Librarian
	o Local phone number: 859 257-0500, ext. 2171; long-distance phone number: (800) 828-0439 (option #6)
	o Email: dllservice@email.uky.edu
	o DL Interlibrary Loan Service: http://www.uky.edu/Libraries/libpage.php?lweb_id=253&llib_id=16
11.	I, the instructor of record, have read and understood all of the university-level statements regarding DL.
	Instructor Name: Greg Bocchino Nicole Keenan Instructor Signature: *Nicole Keenan*

University Senate Syllabi Guidelines

#08350

General Course Information

☑ Full and accurate title of the course.
☑ Departmental and college prefix.

☐ Course prefix, number and section number.
☐ Scheduled meeting day(s), time and place.

Instructor Contact Information (if specific details are unknown, "TBA" is acceptable for one or more fields)

☑ Instructor name.
☑ Contact information for teaching/graduate assistant, etc.
☑ Preferred method for reaching instructor.
☑ Office phone number.
☑ Office address.
☑ UK email address.
☑ Times of regularly scheduled office hours and if prior appointment is required.

Course Description

☑ Reasonably detailed overview of the course.
☑ Student learning outcomes.
☑ Course goals/objectives.
☑ Required materials (textbook, lab materials, etc.).
☑ Outline of the content, which must conform to the Bulletin description.
☑ Summary description of the components that contribute to the determination of course grade.
☑ Tentative course schedule that clarifies topics, specifies assignment due dates, examination date(s).
☑ Final examination information: date, time, duration and location.
☑ For 100-, 200-, 300-, 400-, 400G- and 500-level courses, numerical grading scale and relationship to letter grades for *undergraduate* students.
NA ☑ For 400G-, 500-, 600- and 700-level courses, numerical grading scale and relationship to letter grades for *graduate* students. (Graduate students cannot receive a "D" grade.)
☑ Relative value given to each activity in the calculation of course grades (Midterm=30%; Term Project=20%, etc.).
☑ Note that undergraduate students will be provided with a Midterm Evaluation (by the midterm date) of course performance based on criteria in syllabus.
☑ Policy on academic accommodations due to disability. Standard language is below:

> 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 (Room 2, Alumni Gym, 257-2754, email address jkarnes@email.uky.edu) for coordination of campus disability services available to students with disabilities.

Course Policies

☑ Attendance.
☑ Excused absences.
☑ Make-up opportunities.
☑ Verification of absences.
☑ Submission of assignments.

☑ Academic integrity, cheating & plagiarism.
☑ Classroom behavior, decorum and civility.
NA ☑ Professional preparations.
NA ☑ Group work & student collaboration.

7/12/11

Instructors:
Greg Bocchino, Ed.D., Director of Student Services, College of A&S
Nicole Keenan, MA, Assistant Director, Stuckert Career Center

Email:
gregory.bocchino@uky.edu
nicole.keenan@uky.edu

This is the best way to contact me. Please use the "Send Email" option in Blackboard. This tool automatically puts the course number in the subject line. This will help facilitate a quicker response from me.

Office Phone:
859-257-6687

Office Location:
311 Patterson Office Tower

Office Hours:
Generally, the fastest way to contact me is via e-mail. I will respond within 24 hours, Monday through Friday, before 4:30pm. For face-to-face, telephone, or SKYPE appointments: please e-mail me to set up a meeting time.

Course Access/Class Time and Location:
This is an online course. To access the course visit http://elearning.uky.edu
and login to Blackboard with your LINK BLUE username and password.

Required Text:
Brooks, K. (2009). You Majored in What?: Mapping your path from chaos to career. Viking/Penguin Group, New York, NY.

Clifton, D., Anderson, E., & Schreiner, L. (2006). StrengthsQuest: Discover and develop your strengths in academics, career and beyond. Gallup Press, New York, NY.

Additional Requirements:
You must register for UK Wildcat Career Links and upload your resume to the system.
http://www.uky.edu/careercenter/students/finding-a-job

Course Description:
This course is designed to introduce students to the fundamentals of planning and organizing career development strategies. Emphasis is placed on identification of individual goals, assessment of talents/strengths and values, exploration of career options, analysis of the job market, effective use of employment search tools (e.g., resumes, cover letters, and interviewing), and management of career pathways. Stresses the value of the arts and sciences degree in the labor market and develops job search skills that will be useful throughout life.

Student Learning Outcomes:
Upon successful completion of this course students will:
1. Identify and analyze their personal strengths and career-related values and use this information to explore academic and career options.
2. Utilize key occupational and educational online resources to provide current and projected information for college majors/requirements, careers, and the job market.
3. Obtain major/career information for informed decision-making and establish goals for continued exploration or implementation of decisions.
4. Develop effective job search strategies (e.g., resumes, cover letters, and interviewing), transferable to the world of work and graduate/professional schools.
5. Research resources to assist with the employment search and acquire organizational knowledge.

Course Structure:
This course will be delivered entirely online through the course management system BlackBoard. You will use your MyUk account to login to the course. In BlackBoard, you will access online lessons, course materials, and resources. At designated times throughout the semester, we will participate in a blend of self-paced and group-paced activities using BlackBoard and alternative Internet-based technologies. Activities will consist of self-paced web lecture, chat, discussion forums, email, journaling, blogging, and web posting. Note that an online course may need more time commitment than an onsite course.

Minimum Technology Requirements:
Complete the following steps to make sure your computer is correctly configured and the necessary software is installed. **Note: You will not be able to access course material if you fail to complete these steps.**

1. Go to this site to check the **minimum hardware, software and browser requirements**:http://wiki.uky.edu/blackboard/Wiki%20Pages/Bb9%20Hardware%20and%20Software%20Requirements.aspx
2. Internet Explorer is NOT recommended for Blackboard. **Firefox is the recommended Internet browser for the course.** Go to https://download.uky.edu/ to download a free version of Firefox. Log in with your **LINK BLUE** id and password and search for **Firefox.**
3. Go to http://java.com and click on the **Free Java Download** button. Run the installer to get the latest version.
4. You will also need **Flash, Adobe Acrobat Reader and QuickTime** movie player. Go to http://wiki.uky.edu/blackboard/Wiki%20Pages/Browser%20Check.aspx then click **BbGO!** If you do not have these installed, you can download them from this site.
5. To download **Windows Media Player**, click this link: http://www.microsoft.com/windows/windowsmedia/player/10/default.aspx
6. Students and faculty can download **Microsoft Office Suite** (including Word and PowerPoint) from this site: https://download.uky.edu/.
7. If you experience technical difficulties contact the Customer Service Center at 859-218-HELP (4357) or by e-mail at helpdesk@uky.edu. Please also inform the course instructor when you are having technical difficulties.

BlackBoard 101 for First-Time Online Students:
This is a brief introduction for students using Blackboard for the first time.
- Go to http://elearning.uky.edu and log in with your **Link Blue ID**.
- Click on the Courses link near the top left of the page (to the right of My Bb and under the Library tab).
- In the Course Search line, type **Bb9-101** (exactly as you see it there, including the hyphen).
- Find the Course ID (first column) **Bb9-101-OnLine-Stu**, and click the down arrow next to the Course ID. Click **Enroll** then **Submit.**

Course Outline & Content Schedule:

Date	Lecture Topic & Course Activities	Readings Assignments	Discussion Board Topics
Week 1	Syllabus Distribution Introduction to Career Development Career Lifeline/History Activity Chaos Theory & Your Career Plans Creating Your Wandering Map Knowdell Values Assessment & Reflection Assignment	Brooks: Chapters 1 & 2	Family and Societal Influence on Career Decision-Making
Week 2	Mindsets & Career Development StrengthsQuest Assessment & Reflection Assignment Building Your Life Around Your Greatest Talents Activity	Brooks: Chapter 3 Clifton: Chapters 1 & 2	Work Life Balance
Week 3	Affirming Your Talents and Strengths Majors/Minors: Transferrable Skills & Knowledge Mapping Your Major Mapping Your Possible Career Lives Force Field Analysis Chart	Brooks: Chapters 4 & 5 Clifton: Chapter 3	Obstacles and Barriers to Academic and Career Goals
Week 4	Choosing Your Future Grad School/Employment Probability Plan Considering Strengths When Academic Planning	Brooks: Chapter 6 Clifton: Chapter 6	Experiential Education, Volunteer, Research, and Study Abroad
Week 5	Career & Employer Research Assignments Possible/Probable Life Fact Sheet Employer Expansion Worksheet Strengths & Career Planning Career Clusters Worksheet	Brooks: Chapter 7 Clifton: Chapter 10	Professional Networking and Social Media
Week 6	Resume & Cover Letter Development Job From Heaven & Hell Activity SWOT Map	Brooks: Chapter 8 & 9	Job Hunting and Job Satisfaction
Week 7	Interviewing & Job Searching One Minute Commercial Exercise Virtual Mock Interview	Brooks: Chapter 10	Salary Negotiation and Benefits Planning
Week 8	Transitional Issues for Post-Graduation Final Reflection Paper	Brooks: Chapter 11	Labor Market and Career Trends

Course Requirements:

Activities/Assessments:
This course is made up of a series of assignments and assessments to assist you in achieving the course and module learning objectives/outcomes. Each week you will work on various combinations of assignments, activities, discussions, readings, research, etc. which will be made available to you by each Monday and close on the date given in your course schedule. Assignments must be turned in on the due date. Late work, without a legitimate excuse, will be penalized 10 points, per assignment, prior to grading.

Resume:	100 points	10%
Cover Letter:	100 points	10%
Discussion Board:	100 points	10%
Strengths Quest Assignment:	100 points	10%
Values Assignment:	100 points	10%
Mock Interview:	100 points	10%
Career & Employer Research:	100 points	10%
Final Paper:	300 points	30%
Possible Total:	1000 points	100%

*You can review your points by going to MY GRADES in Blackboard (click on TOOLS first).
* Midterm grade (date to be announced)

Submission of Assignments:
All assignments must be submitted online. Assignments sent via e-mail will not be accepted/graded. If you have problems submitting an assignment, it is your responsibility to let your instructor know. Written assignments MUST be submitted as Microsoft Word files unless otherwise noted. All filenames should use only alpha-numeric characters (a-z, 0-9) before the file extension (example .doc or .docx). Example: SamAdamsEssay2.doc . Blackboard does not accept file names with characters like !@#$%.

Discussion Board Participation:
The discussion board is a unique feature of an online course, one which provides the opportunity to greatly enrich your experience in the class. It will be used weekly to process the activities and your learning, to provide feedback and challenge to each other, and as an outlet for you to ask questions. Your contributions to the Discussion Board can earn you up to 100 points toward your final grade in this course, and earning full credit is dependent on both the quantity and quality of your participation. All discussion posts should be completed by Saturday at midnight each week. Up to 12 points of the 100 will be assigned to your grade based on the timeliness of your discussion posts. A special "General Forum" has been established at top of the Discussion Board which will remain active throughout the course so that you may ask questions about the course, clarify assignments, and express concerns that either I or other classmates will address throughout the term. The following rubric will guide the assessment of your Discussion Board grade:

	0-2 points total per week	3-6 points total per week	7-11 points total per week
Quantity of Weekly Posts	1 post	2 posts	4 or more posts
Responses to Discussion Board Prompts	Minimal or no response to prompts	Adequately replies to the issues presented in the initial prompt	Responds thoroughly to the initial prompt providing examples, extending ideas
Quality of Interaction with Classmates	Rarely addresses ideas presented by classmates	Evidence of follow up and participation in conversation with classmates	Engages classmates with multiple thoughtful replies and stimulating questions
		Content Points	0-88
		Timeliness Points	1.5 points per week
		Total Points	100 possible

Attendance:

Attendance will be recorded for every online class meeting. One unexcused absence will be allowed without penalty. After that, each absence will incur a 10% reduction in the attendance grade. Excused absences will be given at instructor's discretion only with proof. Only through continuous communication can students be successful in an online course. Attendance will be tracked through BlackBoard, the online student management system. Instructors monitor student login history, such as last date/time logged in, location(s) logged in from (by IP address), number of logins in last seven days, and total number of logins. Attendance will incorporate completion of course requirements, participation in online chats, discussions, and interactions with instructor.

All course materials are online and it is YOUR responsibility to access material in a timely manner. To help keep you on track I have provided a Course Schedule that you should follow. The schedule is at the end of this syllabus and also in the UNITS tab on Blackboard. This is an 8 week course and you are expected to spend a MINIMUM of 3-4 hours per day (5 days a week) working with the course material (including reading, writing, interacting with other students in the course, etc).

Excused Absences/Making Up Missed Work:

Late assignments will be accepted only in the event of documented excused inability/absences as defined by University Senate Rules V, 2.4.2. Problems associated with your computer, procrastination, or forgetfulness are not acceptable excuses for late submission of assignments. It is YOUR responsibility to make sure that you access and submit assignments on time. Note: Once the deadline for submission has passed, these assignments will no longer be accessible on Blackboard. It is the responsibility of the student to request an opportunity to complete missed work. Regardless of the nature of the excused absence, the student is responsible for completing all coursework prior to the end of the course.

Make-up assignments will only be given for DOCUMENTED excused absences (or inabilities) as defined by the University (Senate Rule V.2.4.2) and are scheduled as needed. A missed assignment will result in a score of zero for that assignment, unless an acceptable written excuse is presented within 36 hours of the missed assignment.

Grading:

1000-900 points =   A
899-800 points =   B
799-700 points =   C
699-600 points =   D
599 and Below =   E

Course Policy on Academic Accommodations Due to Disability:

If you have a documented disability that requires academic accommodations in this course, please make your request to the University Disability Resource Center http://www.uky.edu/StudentAffairs/DisabilityResourceCenter/index.html.

The center will require current disability documentation. When accommodations are approved, the Center will provide you with a Letter of Accommodation which details the recommended accommodations. In order to receive accommodations in this course, you must provide me with a Letter of Accommodation from the Disability Resource Center (Room 2, Alumni Gym, 257-2754). Contact the DRC Director Jake Karnes 859.257.2754 or jkarnes@email.uky.edu.

Course Policy on Academic Integrity:
All assignments, projects, and exercises completed by students for this class should be the product of the personal efforts of the individual(s) whose name(s) appear on the corresponding assignment. Misrepresenting others' work as one's own in the form of cheating or plagiarism is unethical and will lead to those penalties outlined in the University Senate Rules (6.3.1 & 6.3.2) at the following website: http://www.uky.edu/USC/New/rules_regulations/index.htm. The Ombud site also has information on plagiarism found at http://www.uky.edu/Ombud/Plagiarism.pdf.

Cheating and Plagiarism:
PLAGIARISM and CHEATING are serious academic offenses.   The following is an excerpt taken from the "Students Rights and Responsibilities Handbook, University of Kentucky" regarding cheating:

"Cheating is defined by its general usage. It includes, but is not limited to, the wrongful 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 following is an excerpt taken from the "Students Rights and Responsibilities Handbook, University of Kentucky" regarding plagiarism:

"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. When students submit work purporting to be their own, but which in any way borrows ideas, organization, wording or anything else from another source without appropriate acknowledgment of the fact, the students are guilty of plagiarism. Plagiarism includes reproducing someone else's work........ 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."

Charges of an academic offense will be made against any student that cheats or commits plagiarism. Penalties for such an offense will be assessed according to University Regulations regarding Academic Offenses. The most severe penalties include suspension or dismissal from the University. **I have a zero-tolerance policy regarding academic offenses.**

NOTE* In addition to the circumstances listed above, the following activities are considered evidence of cheating:
1. Any talking to another student during an examination.
2. Looking at another students' work during an examination, or allowing another student to look at your work.
3. Collaborating with another student on an examination and/or submitting an assignment that is similar in wording or sentence construction to the work of another student in the class, unless the assignment has been identified as a group assignment.

Course Policy on Civility and Decorum:
The university, college and department has a commitment to respect the dignity of all and to value differences among members of our academic community. There exists the role of discussion and debate in academic discovery and the right of all to respectfully disagree from time-to-time. Students clearly have the right to take reasoned exception and to voice opinions contrary to those offered by the instructor and/or other students (S.R. 6.1.2). Equally, a faculty member has the right -- and the responsibility -- to ensure that all academic discourse occurs in a context characterized by respect and civility. Obviously, the accepted level of civility would not include attacks of a personal nature or statements denigrating another on the basis of race, sex, religion, sexual orientation, age, national/regional origin or other such irrelevant factors.

Appropriate Online Behavior:
Students are expected to maintain decorum that includes respect for other students and the instructor, to regularly log in to the course, and to display an attitude that seeks to take full advantage of the educational opportunity. All students are expected to be prepared to work and actively participate in class activities.

Virtual communication and discussion "in cyberspace" occur in a social environment where normal rules of social interaction apply. The remoteness of the recipients is no excuse to behave in an anti-social manner and post unacceptable messages.

Unacceptable messages include those that harass, intimidate, threaten, belittle, ridicule, expressed hatred for, or aggression toward others. Let us be mindful to avoid words that imply that some groups of people are less worthy than others (e.g., avoid racist, sexist, anti-Semitic, age-ist, and homophobic language).

Discussion board and other electronic communication for this course should relate only to the course subject matter, generally respond to the instructor threads, and always seek to further the aims of that particular discussion forum or chat session (e.g., stay on topic).

Contributions to discussion boards and synchronous chat are the intellectual property of the authors. Students who quote another person in class projects, publications or even in remarks made on the discussion board should always acknowledge the source of that quote (e.g., do not plagiarize your classmates).

Personal comments about other users and their views should not be placed in any of our Blackboard course areas that are viewable by other users.

Do not copy private messages to another person without the author's explicit permission. Consult the UK Student Rights and Responsibilities regarding the steps for addressing unresolved academic issues at http://www.uky.edu/StudentAffairs/Code/part2.html

Distance Learning Library Services:
(http://www.uky.edu/Libraries/DLLS)
- Carla Cantagallo, DL Librarian, Email: dlservice@email.uky.edu
- Local phone number: 859. 257.0500, ext. 2171;
- Long-distance phone number: (800) 828-0439 (option #6)

PLEASE NOTE:
The instructor reserves the right to change this syllabus and/or class calendar if it is necessary to meet learning objectives or to compensate for missed classes, or for similar reasons. The Instructor also reserves the right to change the course schedule to accommodate course goals.