I. General Information:

College:	CFA		Department (Full name):	School of Art & Visual Studies
Major Name (full name please):	Art Studio		Degree Title:	BA
Formal Option(s), if any:	_____		Specialty Field w/in Formal Options, if any:	_____
Requested Effective Date:	FALL 2014, *IF* RECEIVED BY SENATE COUNCIL BY MONDAY, APRIL 7.			
Contact Person:	Rae Goodwin	Phone:	859-455-6461	Email:	rae.goodwin@uky.edu

II. Parameters of the Graduation Composition and Communication Requirement (GCCR):

The new GCCR replaces the old Graduation Writing Requirement. It is fulfilled by a course or courses specified within a B.A./B.S. degree program. As outlined in draft Senate Rule 5.4.3.1, the GCCR stipulates that students must successfully complete this requirement after achieving sophomore status and prior to graduation. To satisfy the GCCR, students must earn an average grade of C or better on the designated Composition and Communication (C&C) intensive assignments produced in any given course designated as fulfilling some or all of the GCCR. The requirements for GCCR courses include:

- at least 4500 words of English composition (approximately 15 pages total);
- a formal oral assignment *or* a visual assignment;
- an assignment demonstrating information literacy in the discipline;
- a draft/feedback/revision process on GCCR assignments.

The program requirements for the GCCR include:

- at least one specific Program Student Learning Outcome for C&C outcomes;
- a plan for assessing both the writing and oral *or* visual components of the GCCR;
- clear goals, rubrics, and revision plans for GCCR implementation.

Upon GCCR approval, each program will have a version of the following specification listed with its Program Description in the University Bulletin:

*"**Graduation Composition and Communication Requirement.** Students must complete the Graduation Composition and Communication Requirement as designated for this program. Please consult a college advisor or program advisor for details. See also 'Graduation Composition and Communication Requirement' on p. XX of this Bulletin."*

III. GCCR Information for this Program (by requirement):

A. *List the courses currently used to fulfill the old Graduation Writing Requirement:*
any university designated course that fulfills the old Graduation Writing Requirement
B. *GCCR Program Outcomes and brief description:*
1. Please specify the Major/Program Student Learning Outcomes (SLOs) pertaining to Composition & Communication and the GCCR requirement. These are *program* outcomes, not *course* outcomes. Please specify the program-level SLOs for C&C in your program:
Demonstrate an ability to critically analyze art works in written, visual, and verbal presentation formats.
2. Please provide a short GCCR description for your majors (limit 1000 characters): Please explain the GCCR requirement in language appropriate for undergraduate majors to understand the specific parameters and justification of your program's GCCR implementation plan:
In order to fullfill the Graduation Composition and Communication Requirement students must earn an average grade of C or better in the GCCR assignments. All of these assignments are created in ART 301 Professional Practices (3cr) and are noted in that course's syllabus. These assignments are designed to offer you the skills necessary to communicate clearly, and in a professional manner, about your art work and about artists or contemporary art movements that align with your own creative practice.

C. *Delivery and Content:*	
1. Delivery specification: for your major/program, how will the GCCR be delivered? Please put an X next to the appropriate option. *(Note: it is strongly recommended that GCCR courses be housed within the degree program.)*	☒ a. Single required course within program
	☐ b. multiple required or optional courses within program
	☐ c. course or courses outside program (i.e., in another program)
	☐ d. combination of courses inside and outside program
	☐ e. other (please specify): _

2. Basic Course Information: Please provide the following information for course(s) used to satisfy the GCCR, either in whole or in part:

Course #1: Dept. prefix, number, and course title: ART 301 Professional Practices
- new or existing course? new (*new courses should be accompanied by a New Course Proposal*)
  - ☒ *if a new course, check here that a New Course Proposal has been submitted for review via eCATS*
- required or optional? required
- shared or cross-listed course? This is a shared course within Art Studio with the BFA program.
- projected enrollment per semester: 50 total divided into 3 seminar sections of less than 20 students each

Course #2 (if applicable): Dept. prefix, number, and course title: _____
- new or existing course? _____ (*new courses should be accompanied by a New Course Proposal*)
  - ☐ *if a new course, check here that a New Course Proposal has been submitted for review via eCATS*
- required or optional? _____
- shared or cross-listed course? _____
- projected enrollment per semester: _____

Course #3 (if applicable): Dept. prefix, number, and course title: _____
- new or existing course? _____ (*new courses should be accompanied by a New Course Proposal*)
  - ☐ *if a new course, check here that a New Course Proposal has been submitted for review via eCATS*
- required or optional? _____
- shared or cross-listed course? _____
- projected enrollment per semester: _____

3. Shared courses: If the GCCR course(s) is/are shared from *outside* the program, please specify the related department or program that will be delivering the course(s). Please provide the following:
- **Contact information of providing program:**
  n/a
- **Resources:** what are the resource implications for the proposed GCCR course(s), including any projected budget or staffing needs? If multiple units/programs will collaborate in offering the GCCR course(s), please specify the resource contribution of each participating program.

  _____
- **Memorandum of Understanding/Letter of Agreement**: Attach formal documentation of agreement between the providing and receiving programs, specifying the delivery mechanisms and resources allocated for the specified GCCR course(s) in the respective programs (include with attachments).
  Date of agreement: _____

4. Syllabi: Please provide a sample syllabus for each course that will be designated to fulfill the GCCR. Make sure the following things are clearly indicated on the syllabi for ease of review and approval (check off each):
- the GCCR assignments are <mark>highlighted</mark> in the syllabus and course calendar;
- the GCCR assignments meet the minimum workload requirements as specified by the Senate Rules for GCCR courses (see the draft Senate GCCR rule linked here);
- the elements are specified in the syllabus that fulfill the GCCR requirement for a clear draft/feedback/revision process;
- the grade level requirements for the GCCR are specified on the syllabus (i.e., an average of C or better is required on GCCR assignments for credit);
- the course or sequence of courses are specified to be completed after the first year (i.e. to be completed after completing 30 credit hours) for GCCR credit;
- the course syllabus specifies "This course provides full/partial GCCR credit for the XXX major/program"

	o if the course provides partial GCCR credit, the fulfilled portion of the GCCR must be specified and the other components of the GCCR for the program must be specified: e.g. "This course provides partial credit for the written component of the GCCR for the XXX major/program in conjunction with Course 2"
5. Instructional plan: Summarize the instructional plan for teaching the C&C skills specified in the program SLOs and delivered in the course(s). Include the following information in **brief** statements (1000 characters or less). Information can be cut-and-pasted from the relevant sample syllabus with indications **where** on the syllabus it is found:	
• overview of delivery model: summarize how the GCCR will be delivered for **all** program majors: explain how the delivery model is appropriate for the major/program and how it is offered at an appropriate level (e.g. required course(s), capstone course, skills practicum sequence of courses, etc.):	
	The GCCR will be satisfied in ART 301 Professional Practices (3cr), a proposed new course in Art Studio. This required course will be taken in an Art Studio major's Junior year. Professional Practices reinforces strengths in the current curriculum and is directly linked to the SLO, in both the BA and BFA -- Students will demonstrate an ability to critically analyze art works in written, visual, and verbal presentations formats. This new course will be a program requirement for both the BA and BFA degrees in Art Studio.
• assignments: overview or list of the assignments to be required for the GCCR (e.g. papers, reports, presentations, videos, etc.), with a summary of how these GCCR assignments appropriately meet the disciplinary and professional expectations of the major/program:	
	List of GCCR Assignments in ART 301 • artist statements (could include statements on works/projects/bodies of work/biographical statements) (600 word minimum) • research paper on a contemporary artist or movement of interest (1500 word minimum)- this fulfills the information literacy requirements of the GCCR • proposals (this can include proposals for exhibitions, projects, grants or residencies, including budgets and timelines) (1500 word minimum) • 10 minute visual and oral presentation of student's artwork and artists of interest (visual element may include power-point, video and/or website) — this fulfills the oral and visual presentation requirements for the GCCR • critical reviews of other artist's work (900 word minimum) These assignments cover the variety of ways in which an artist in the field would communicate about their work and/or the work of others.
• revision: description of the draft/feedback/revision plan for the GCCR assignments (e.g. peer review with instructor grading & feedback; essay drafting with mandatory revision; peer presentations; etc.):	
	For each assignment in ART 301 Professional Practices, students will first present their rough drafts to their peers for review and critical feedback, these drafts will also be turned in on Blackboard. Before each feedback session the instructor will remind the students of the salient project objectives and types of comments and questions that will be constructive on a given project. Each assignment will be revised by the students and final drafts will also be turned on Blackboard.
• other information helpful for reviewing the proposal:	
	Since there is redundancy between the current course curriculum of A-S 201 Professional Practices in Art Studio (1cr) and the new course curriculum, ART 301 Professional Practices (3cr) and because of staffing constraints, Art Studio proposes to eventually phase out and drop A-S 201, contingent with the GCCR implementation.
D. Assessment:	
In addition to providing the relevant program-level SLOs under III.B, please specify the assessment plan at the program level for the proposed course(s) and content. Provide the following:	
• specify the assessment schedule (e.g., every 3 semesters; biennially):	
	biennially
• identify the internal assessment authority (e.g. curriculum committee, Undergraduate Studies Committee):	
	BA Assessment Committee
• if the GCCR course(s) is/are shared, specify the assessment relationship between the providing and receiving programs: explain how the assessment standards of the receiving program will be implemented for the provided course(s):	
	This course is shared internally and will also be assessed by the BFA Assessment Committee.

Signature Routing Log

General Information:

GCCR Proposal Name (course prefix & number, program major & degree):	ART 301, Art Studio, BA
Contact Person Name:	Rae Goodwin
Phone:	859-455-6461
Email:	rae.goodwin@uky.edu

Instructions:

Identify the groups or individuals reviewing the proposal; record the date of review; provide a contact person for each entry. On the approval process, please note:

- Proposals approved by Programs and Colleges will proceed to the GCCR Advisory Committee for expedited review and approval, and then they will be sent directly to the Senate Council Office. Program Changes will then be posted on a web transmittal for final Senate approval in time for inclusion in the Fall 2014 Course Bulletin.
- New Course Proposals for the GCCR will still require review and approval by the Undergraduate Council. This review will run parallel to GCCR Program Change review.
- In cases where new GCCR courses will be under review for implementation after Fall 2014, related GCCR Program Changes can still be approved for Fall 2014 as noted "*pending approval of appropriate GCCR courses.*"

Internal College Reviews and Course Sharing and Cross-listing Reviews:

Reviewing Group	Date Reviewed	Contact Person (name/phone/email)
Home Program *review by Chair or DUS, etc.*	March 28, 2014	Robert Jensen / 7-2336 / Robert.Jensen@uky.edu
Providing Program *(if different from Home Program)*		/ /
Cross-listing Program *(if applicable)*		/ /
College Dean	March 31, 2014	Michael Tick / 7-1707 / Michael.tick@uky.edu
		/ /

Administrative Reviews:

Reviewing Group	Date Approved	Approval of Revision/ Pending Approval[1]
GCCR Advisory Committee	4/16/2014	

Comments:

---

[1] *Use this space to indicate approval of revisions made subsequent to that group's review, if deemed necessary by the revising group; and/or any Program Change approvals with GCCR course approvals pending.*

University of Kentucky—College of Fine Arts
School of Art and Visual Studies
ART 301-001 Professional Practices (3cr)

Instructor: TBA
Meeting time: M/W/F 12:00pm – 12:50pm
Location: FA 106 computer lab, Friday lectures in CB 106
Office Hours: TBA
Contact Information: TBA

Course Description
This course is designed to assist Art Studio majors in developing practical writing and presentation skills needed to maintain a successful, professional practice in the visual arts. Students are required to write in a variety of formats that are standard in the field of art studio. The course will include developing artist and biographical statements, resumes, grant/exhibition proposals and/or reviews, as well as a research paper on a topic of interest in contemporary art. Students will also prepare a digital portfolio emphasizing presentation and documentation skills about a student's own research.
Majors only; Prerequisites: completion of all pre-major/Foundations course-work and completion of 60 credit hours.

To fulfill the GCCR for the BA and BFA in Art Studio you must earn an average grade of C or better on the highlighted assignments listed below.

Student Outcomes
By the end of the semester, students will achieve the following:
  • Demonstrate the ability to engage with a variety of writing styles and formats critical to the field
  • Use MLA style formatting for a research assignment
  • Demonstrate proficiency in visual presentation through the appropriate selection of artworks in a portfolio presentation
  • Apply basic software skills needed to create an electronic presentation of work
  • Apply basic photographic skills needed to create an electronic portfolio and presentation

Course Structure
The class will meet three days a week throughout the semester, including a lecture series with professionals in the field of art.

Required Textbook
The Artist's Guide: How to Make a Living Doing What You Love by Jackie Battenfield

Suggested Texts
Taking the Leap by Cay Lang
7 Days in the Art World by Sarah Thornton
Why Art Cannot Be Taught: A Handbook for Art Students by James Elkins
Letters to a Young Artist edited by Peter Nesbett, Sarah Andress, and Shelly Bancroft
Diaries of a Young Artist by Shelly Bancroft

Course Requirements and Grading Policy
You must earn a grade of C or better in this course to meet the Graduation Composition and Communication Requirement. Grades will be determined through demonstrated mastery of the learning objectives established for this course and will be determined by the following formula:
80% Writing and Presentation Assignments
20% Class attendance/participation/readings

Letter grades will be given in this class and will be assigned using the standard grading scale:
100-90%=A Represents an exceptionally high achievement as a result of aptitude, effort and intellectual initiative. Work created well exceeded all of the requirements for the project/course.
89-80%=B Represents a high achievement as a result of ability and effort. Work created met all requirements for the project and exceeded some of them.
79-70%=C Represents average achievement. Work met all requirements for the project/course.
69-60%=D Represents the minimum passing grade. Work met some requirements for the project/course and failed to meet some.
59% and below=E Represents unsatisfactory performance and indicates failure in project/course. Work did not significantly meet requirements for the project/course.

Submission of Assignments
All assignments will be submitted electronically, via Blackboard.

List of GCCR Assignments
- artist statements (could include statements on works/projects/bodies of work/biographical statements) (600 word minimum)
- research paper on a contemporary artist or movement of interest (1500 word minimum)- this fulfills the information literacy requirement of the GCCR, 15% of the grade will be based solely on the quality of resources gathered in researching a topic and utilized in a final draft
- proposals (this can include proposals for exhibitions, projects, grants or residencies, including budgets and timelines) (1500 word minimum)
- 10 minute visual and oral presentation of student's artwork and artists of interest (visual element may include power-point, video and/or website) — this fulfills the oral and visual presentation requirements for the GCCR
- critical reviews of other artist's work (900 word minimum)

Absence Policy
100% attendance is expected in this class. Students will lose one letter grade for each unexcused absence after two allowed. It is your responsibility to gather information from your peers. Attending a class and not participating counts as an absence.

Tardiness
Arriving to class late twice will be counted as one unexcused absence. Entering class late is disruptive and disrespectful to your instructor and to the students who arrive on time.

Make-up opportunity

When there is an excused absence, you will be given the opportunity to make up missed work and/or tests. It is your responsibility to inform the instructor of the absence preferably in advance, but no later than one week after the absence has occurred.

Late Work
Assignments will be accepted no later than one week passed the due date. Late work will receive partial credit after a 10% point deduction.

Verification of absences
If you are absent from class for a situation that is deemed excused by the UK Senate, you must present appropriate documentation to me within one week of your absence. (S.R.5.2.4.2 defines the acceptable reasons for excused absences).

Academic Integrity, Cheating and Plagiarism
Integrity: University of Kentucky students are responsible for adhering to the University's policies regarding academic discipline that are published in the Undergraduate Bulletin and the Student Handbook. Simply put if you use any unethical practice in your work, you are putting yourself and others at risk of failing or being expelled from this course and/or from the University.
Cheating: 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.
Plagiarism: All academic work, written or otherwise, submitted for credit in this course, is expected to be the result of your own thought, research, manipulation, manual effort or self-expression. If you submit work purporting to be their own, but which in any way borrows ideas, manipulation, organization, wording or anything else from another source without appropriate acknowledgment of the fact, you are guilty of plagiarism. Plagiarism includes reproducing someone else's work, whether it be a published article, an artwork, a project from a friend or whatever. Plagiarism also includes the practice of employing or allowing another person to alter or revise the work which you turn in as your own, whoever that other person may be. You may discuss assignments among your peers or with an instructor or tutor, but when the actual work is done, it must be done by you, and you alone.

For written work
When your assignment involves research or information from outside sources, you *must* acknowledge what, where, and how you have employed these sources. If more than three words in a row are borrowed from a source, you must put quotation marks around the passage in question and add an appropriate citation. Making simple changes while leaving the organization, content and phraseology intact is plagiarism. Similarly, if a passage is reworded but maintains the assertion of another author/speaker, a citation *must* be included.

Students with Disabilities or Chronic Medical Illness
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.

Classroom Behavior, Decorum and Civility
This classroom is a place for creative expression, hard work, and mutual respect. In order to create such an atmosphere, you will be expected to participate in class work and discussions throughout the entire scheduled class time, be respectful and tolerant of other people when you are working (regardless of their gender, race, ethnicity, national origin, religious affiliation, sexual orientation, political beliefs, age or ability), and stay focused on and motivated toward both your success and that of your peers.

Artistic Freedom: Some material in this class or work done by fellow students may deal with religion, race, sexuality, and other controversial subject matter. It is crucial to show respect when sharing opinions. In order to facilitate a creative environment, there will be no censorship of content. Please feel free to see me during office hours or make an appointment if you have concerns, questions, or would like coaching on how to discuss controversial topics.

All cell phones must be turned off completely while class is in session. Disregarding this policy will result in a lower overall grade. Having a cell phone on to check the time, text, or for the use of any other phone feature is not permissible. If you have a dependent in your life, i.e. a child, disabled family member etc. Please contact me ASAP for accommodations to this policy.

<div align="center">

Professional Practices
Course Outline
This is a tentative schedule and is subject to change at the instructor's discretion without notice.

</div>

Monday Wednesday Class Topics and Deadlines
Week One-
W- introduction to the course, syllabus, etc. assigned readings on artist statements and bios
Week Two-
M- lecture on artist statements and biographical statements, initial draft written in class and discussed in groups with critical feedback, reading assigned
W- final draft artist statements and bio due
Week Three
M- lecture on contemporary artists and movements, reading assigned
W- How to use the Little Library for your research paper- class will meet in the Little Fine Arts Library
Week Four
M-research paper outline with initial bibliography due- peer reviewed in class, reading assigned
W-discussion on writing styles, plagiarism and proper citation practices
Week Five
M- outline and rough draft of research paper due, including a bibliography, peer-reviewed in class, reading assigned
W-discussion about the various professions you can get with a degree in the arts (meet in the Career Center)
Week Six
M- discussion about presentation strategies and guidelines, reading assigned

W- Demonstration of photographing artwork in the documentation studio. work day to take images of artwork
Week Seven
M- All images of artwork due for artist talk and visual presentation. Photo-shop demonstration of altering photographs, levels and exposure, rubber stamp tool, etc
W- students working on altering their photos for artist talk and visual presentation
Week Eight
M and W students working on altering their photos for artist talk and visual presentation
Week Nine
M- final draft of research paper due, explanation of critical review styles, readings assigned
W- rough draft due- artist talk (oral presentations) and visual presentation of your art-work, peer-reviewed in class
Week Ten
M- artist talk (oral presentations) and visual presentation of your art-work, peer-reviewed in class
W- rough draft of reviews due, peer-reviewed in assigned groups, reading assigned, lecture and discussion about applying for shows, approaching a curator, etc.
Week Eleven
M- student presentations, final draft of critical reviews due
W- explanation of proposal styles, formats, etc for exhibitions, grants, residencies and projects
Week Twelve
M- student artist talk and visual presentation, reading assigned
W- rough draft of proposal writing package due, peer-review
Week Thirteen
M and W- student artist talk and visual presentation, reading assigned
Week Fourteen
M and W- student artist talk and visual presentation
W- final draft of proposal writing package due

Friday Lecture Series
curator or artist (contemporary strategies for building a body of work)
curator or artist (contemporary strategies for building a body of work)
curator (portfolio presentation strategies)
curator/gallerist (exhibition proposal strategies)
gallerist (contemporary installation strategies)
gallerist (contemporary installation strategies)
grant writer
budgeting practices in the arts
time- management
lawyer (ethics, the law and art)
marketing in the arts (finding and nurturing your niche)
art critic
residency director
artist
artist

Final Exam- This is a project-based course and no final exam will be given.

1. General Information

1a. Submitted by the College of: FINE ARTS

   Date Submitted: 3/18/2014

1b. Department/Division: School of Art and Visual Studies

1c. Contact Person

   Name: Rae Goodwin

   Email: rae.goodwin@uky.edu

   Phone: 859-455-6461

   Responsible Faculty ID (if different from Contact)

   Name:

   Email:

   Phone:

1d. Requested Effective Date: Semester following approval

1e. Should this course be a UK Core Course?   No

2. Designation and Description of Proposed Course

2a. Will this course also be offered through Distance Learning?:   No

2b. Prefix and Number: ART 301

2c. Full Title: Professional Practices

 2d. Transcript Title:

2e. Cross-listing:

2f. Meeting Patterns

   LECTURE: 1

   SEMINAR: 2

2g. Grading System: Letter (A, B, C, etc.)

2h. Number of credit hours: 3

2i. Is this course repeatable for additional credit?   No

   If Yes: Maximum number of credit hours:

   If Yes: Will this course allow multiple registrations during the same semester?

2j. Course Description for Bulletin: This course is designed to assist Art Studio majors in developing practical writing and presentation skills needed to maintain a successful, professional practice in the visual arts. Students are required to write in a variety of formats that are standard in the field of art studio. The course will include developing artist and biographical statements, resumes, grant/exhibition proposals and/or reviews, as well as a research paper on a topic of interest in contemporary art. Students will also prepare a digital portfolio emphasizing presentation and documentation skills about a student's own research.

2k. Prerequisites, if any: Majors only; Prerequisites: completion of all pre-major/Foundations course-work and completion of 60 credit hours.

2l. Supplementary Teaching Component:

3. Will this course taught off campus? No

    If YES, enter the off campus address:

4. Frequency of Course Offering: Fall,

    Will the course be offered every year?: Yes

    If No, explain:

5. Are facilities and personnel necessary for the proposed new course available?: Yes

    If No, explain:

6. What enrollment (per section per semester) may reasonably be expected?: 20/section

7. Anticipated Student Demand

    Will this course serve students primarily within the degree program?: Yes

    Will it be of interest to a significant number of students outside the degree pgm?: No

    If Yes, explain: [var7InterestExplain]

8. Check the category most applicable to this course: Traditional – Offered in Corresponding Departments at Universities Elsewhere,

    If No, explain:

9. Course Relationship to Program(s).

    a. Is this course part of a proposed new program?: No

    If YES, name the proposed new program:

    b. Will this course be a new requirement for ANY program?: Yes

    If YES, list affected programs: BA and BFA degrees in Art Studio (this course will fulfill the GCCR for students in both degrees)

10. Information to be Placed on Syllabus.

    a. Is the course 400G or 500?: No

2

b. The syllabus, including course description, student learning outcomes, and grading policies (and 400G-/500-level grading differentiation if applicable, from **10.a** above) are attached: Yes

Distance Learning Form

Instructor Name:

Instructor Email:

Internet/Web-based: No

Interactive Video: No

Hybrid: No

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?

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.

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.

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?

If yes, which percentage, and which program(s)?

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?

6.How do course requirements ensure that students make appropriate use of learning resources?

7.Please explain specifically how access is provided to laboratories, facilities, and equipment appropriate to the course or program.

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 Information Technology Customer Service Center (http://www.uky.edu/UKIT/)?

9.Will the course be delivered via services available through the Distance Learning Program (DLP) and the Academic Technology Group (ATL)?   NO

If no, explain how student 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.

10.Does the syllabus contain all the required components?   NO

11.I, the instructor of record, have read and understood all of the university-level statements regarding DL.

Instructor Name: