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OFFICE OF THE
SENATE COUNCIL**1. General Information**

1a. Submitted by the College of: FINE ARTS

Date Submitted: 11/4/2014

1b. Department/Division: Arts Administration

1c. Contact Person

Name: Geri Maschio

Email: g.maschio@uky.edu

Phone: 7-8201

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: AAD 695

2c. Full Title: Independent Study in Arts Administration

2d. Transcript Title: Independent Study

2e. Cross-listing:

2f. Meeting Patterns

INDEPSTUDY: 15-90

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

2h. Number of credit hours: 1-6

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: Supervised individual work in Arts Administration. Restricted to majors. A learning contract with project clearly defined must be approved by supervising faculty member, program director, and site supervisor (if required). May be taken up to 6 credits.

2k. Prerequisites, if any: Restricted to majors.

2l. Supplementary Teaching Component:

3. Will this course taught off campus? No

If YES, enter the off campus address:

4. Frequency of Course Offering: Winter,

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?: 5

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:

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?: No

If YES, list affected programs:

10. Information to be Placed on Syllabus.

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

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:

SIGNATURE|ABRZY2|Anna W Brzyski|AAD 695 NEW College Review|20141201

SIGNATURE|ZNNIKO0|Roshan Nikou|AAD 695 NEW Graduate Council Review|20150206

Courses	Request Tracking
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New Course Form

https://myuk.uky.edu/sap/bc/soap/rfc?services=

Open in full window to print or save

Generate R

Attachments:

Upload File

ID	Attachment
Delete 3973	Arts Administration Learning Contract.pdf
Delete 4197	Rationale for AAD 695 Independent Study in Arts Ad

First 1 Last

Select saved project to retrieve... Get New

(*denotes required fields)

1. General Information

a. * Submitted by the College of: FINE ARTS Submission Date: 11/4/2014

b. * Department/Division: Arts Administration

c.

* Contact Person Name: Geri Maschio Email: g.maschio@uky.edu Phone: 7-8201

* Responsible Faculty ID (if different from Contact): Email: Phone:

d. * Requested Effective Date: Semester following approval OR Specific Term/Year¹

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

If YES, check the areas that apply:

Inquiry - Arts & Creativity Composition & Communications - II

Inquiry - Humanities Quantitative Foundations

Inquiry - Nat/Math/Phys Sci Statistical Inferential Reasoning

Inquiry - Social Sciences U.S. Citizenship, Community, Diversity

Composition & Communications - I Global Dynamics

2. Designation and Description of Proposed Course.

a. * Will this course also be offered through Distance Learning? Yes⁴ No

b. * Prefix and Number: AAD 695

c. * Full Title: Independent Study in Arts Administration

d. Transcript Title (if full title is more than 40 characters): Independent Study

e. To be Cross-Listed² with (Prefix and Number):

f. * Courses must be described by at least one of the meeting patterns below. Include number of actual contact hours³ for each meeting pattern type.

<input type="checkbox"/> Lecture	<input type="checkbox"/> Laboratory ¹	<input type="checkbox"/> Recitation	<input type="checkbox"/> Discussion
<input type="checkbox"/> 15-90 Indep. Study	<input type="checkbox"/> Clinical	<input type="checkbox"/> Colloquium	<input type="checkbox"/> Practicum
<input type="checkbox"/> Research	<input type="checkbox"/> Residency	<input type="checkbox"/> Seminar	<input type="checkbox"/> Studio
<input type="checkbox"/> Other	If Other, Please explain:		

g. * Identify a grading system:

Letter (A, B, C, etc.)

Pass/Fail

Medicine Numeric Grade (Non-medical students will receive a letter grade)

Graduate School Grade Scale

h. * Number of credits: 1-6

i. * Is this course 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

j. * Course Description for Bulletin:

Supervised individual work in Arts Administration. Restricted to majors. A learning contract with project clearly defined must be approved by supervising faculty member, program director, and site supervisor (if required). May be taken up to 6 credits.

k. Prerequisites, if any:

Restricted to majors.

l. Supplementary teaching component, if any: Community-Based Experience Service Learning Both3. * Will this course be taught off campus? Yes No

If YES, enter the off campus address:

4. Frequency of Course Offering.

a. * Course will be offered (check all that apply): Fall Spring Summer Winter

b. * Will the course be offered every year? Yes No

If No, explain:

5. * Are facilities and personnel necessary for the proposed new course available? Yes No

If No, explain:

6. * What enrollment (per section per semester) may reasonably be expected? 5

7. Anticipated Student Demand.

a. * Will this course serve students primarily within the degree program? Yes No

b. * Will it be of interest to a significant number of students outside the degree pgm? Yes No

If YES, explain:

8. * Check the category most applicable to this course:

Traditional – Offered in Corresponding Departments at Universities Elsewhere

Relatively New – Now Being Widely Established

Not Yet Found in Many (or Any) Other Universities

9. Course Relationship to Program(s).

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

If YES, name the proposed new program:

b. * Will this course be a new requirement⁵ for ANY program? Yes No

If YES⁵, list affected programs::

10. Information to be Placed on Syllabus.

a. * Is the course 400G or 500? Yes No

If YES, the *differentiation for undergraduate and graduate students must be included* in the information required in 10.b. You must include: (i) Identify additional assignments by the graduate students; and/or (ii) establishment of different grading criteria in the course for graduate students. (See SR

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

¹¹ Courses are typically made effective for the semester following approval. No course will be made effective until all approvals are received.

¹² The chair of the cross-listing department must sign off on the Signature Routing Log.

Ⓜ In general, undergraduate courses are developed on the principle that one semester hour of credit represents one hour of classroom meeting per week for a semester, exclusive of any laboratory meeting. Laboratory meeting, generally, require two hours per week for a semester for one credit hour. (from SR 5.2.1)

Ⓜ You must also submit the Distance Learning Form in order for the proposed course to be considered for DL delivery.

Ⓜ In order to change a program, a program change form must also be submitted.

Rev 8/09

Submit as New Proposal Save Current Changes



UK Arts Administration Learning Contract

UK College of Fine Arts
ARTS ADMINISTRATION

The function of this contract is to establish an agreement among the student, the internship site supervisor, and the faculty advisor on the purposes and logistics of the student's experiential learning activity (e.g. internship, practicum or independent study). Together, the three parties should complete all sections of this form, attaching additional pages to answer the questions on Parts II and III. This form must be completed and approved by ALL parties and filed with the program and CFA offices before the first hour of work is completed. Each party should keep a copy, and the original should be submitted to the Arts Administration Program office.

Part I: Logistics

Student Information

Student Name

Student Number

Email

Phone

Address

City

State

ZIP

Program BA
 MA

Minor, if applicable

Number of Credit Hours Completed

GPA

Course Information

Semester / Year

Students must register during the semester that all work will be both conducted and completed. Incomplete internships may not extend into subsequent semesters without faculty and department pre-approval.

Course

Credit Hours

1 credit hour = 50 work hours. All work hours must be completed during the semester the student is registered.

Grade Option

Paid or Unpaid

If paid, please indicate rate of pay.

Partner Information

Organization/Company Name

Site Supervisor's Name

Email

Phone

Address

City

State

ZIP

For internships (AAD 499; AAD 699) and practicums (AAD 399) partner organization/site supervisor is responsible for providing the student with a job description for the learning activity.

Part II: Activity Details

Activity Information

Starting Date

Ending Date

Total Number of Weeks

Average Hours Per Week

Total Expected Work Hours

A. Attach a job description as provided to you by the partner organization.

B. If you are completing an independent study, describe in detail the duties you expect to complete. Include specific projects that you will work on and any expected outcomes that you will produce.

Part III: Learning Objectives

A. Learning Objectives: Describe in as much detail as possible what you hope to learn through the internship. Be specific: Do you wish to develop new skills, expand your knowledge, explore career interests, discover your strengths and weaknesses, or some other goals?

B. Learning Activities and Strategies: Describe in detail the specific processes by which you will achieve these goals. On-the-job: How will your internship activities enable you to meet your learning objectives? Include projects, research, report writing, conversations, etc., which you will do while working, relating them to what you intend to learn. Off-the-job: How will you supplement the work experience with reading, research and consultation?

Part IV: Agreement

The undersigned agree to the terms and descriptions of the learning activity described above.

Student Signature

I agree with all components of this Learning Contract. I will work towards the learning objectives and complete the projects and outcomes to the best of my ability. I understand the terms and conditions of completing experiential learning activities as described in the Arts Administration Undergraduate / Graduate Student Handbook and my signature below indicates agreement with all expectations.

Signature _____

Date _____

Site Supervisor Signature

I have read this Learning Contract and attest that its components meet the standards and expectations for a learning experience with my organization. I have provided a job description and agree to provide training and consultation to the student in order to achieve the above learning objectives, provide information concerning our organizational policies and procedures, meet with the student regularly, and provide an oral and written evaluation of the student at the end of the term. I also agree to participate in a site visitation if requested. Furthermore, on behalf of my organization, I agree that it is our responsibility to adhere to federal guidelines regulating internship programs under the Fair Labor Standards Act.

Signature _____

Date _____

Faculty Signature

I agree with all components of this Learning Contract. In my judgement, the student is adequately prepared to meet the terms of this contract and I agree to work with the student to ensure that the learning objectives, projects and outcomes are completed.

Signature _____

Date _____

Department Approval

Program Director Signature _____

Date _____

Rationale for AAD 695 Independent Study in Arts Administration

Only in its second year the fully online MA in Arts Administration was designed for working professionals. As such, it has a carefully constructed set of requirements that enable students to graduate in two years if they enroll in two classes every semester, including summers. When designed, we not anticipated that students would want to take additional time to investigate topics on their own. However, we now have learned that some students would like the opportunity to conduct independent work in areas of special interest to them. Thus, we are proposing this course to meet student interest.