

REQUEST 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 and Sciences</u>		Today's Date: <u>10/29/2009</u>				
b. Department/Division: <u>Anthropology</u>						
c. Is there a change in "ownership" of the course?					YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
If YES, what college/department will offer the course instead? _____						
d. What type of change is being proposed? <input checked="" type="checkbox"/> Major <input type="checkbox"/> Minor ¹ (place cursor here for minor change definition)						
e. Contact Person Name: <u>Monica Udvardy</u>		Email: <u>udvardy@uky.edu</u>		Phone: <u>7-6919</u>		
f. Requested Effective Date: <input checked="" type="checkbox"/> Semester Following Approval OR <input type="checkbox"/> Specific Term ² : _____						
2. Designation and Description of Proposed Course.						
a. Current Prefix and Number: <u>ANT 353</u>		Proposed Prefix & Number: <u>ANT 353</u>				
b. Full Title: <u>Special Topics in Physical or Biological Anthropology</u>		Proposed Title: <u>Special Topics in Physical or Biological Anthropology (subtitle required)</u>				
c. Current Transcript Title (if full title is more than 40 characters): <u>Special Topics in Phys/Bio Anth</u>						
Proposed Transcript Title (if full title is more than 40 characters): <u>Special Topics in Phys/Bio ANT (SR)</u>						
d. Current Cross-listing: <input checked="" type="checkbox"/> N/A OR Currently ³ Cross-listed with (Prefix & Number): _____						
Proposed – <input type="checkbox"/> ADD ³ Cross-listing (Prefix & Number): _____						
Proposed – <input type="checkbox"/> REMOVE ^{3,4} Cross-listing (Prefix & Number): _____						
e. Courses must be described by at least one of the meeting patterns below. Include number of actual contact hours ⁵ for each meeting pattern type.						
Current:	____ Lecture	____ Laboratory ⁵	____ Recitation	____ Discussion	____ Indep. Study	
	____ Clinical	____ Colloquium	____ Practicum	____ Research	____ Residency	
	____ Seminar	____ Studio	____ Other – Please explain: _____			
Proposed:	____ Lecture	____ Laboratory	____ Recitation	____ Discussion	____ Indep. Study	
	____ Clinical	____ Colloquium	____ Practicum	____ Research	____ Residency	
	____ Seminar	____ Studio	____ Other – Please explain: _____			
f. Current Grading System: <input type="checkbox"/> Letter (A, B, C, etc.) <input type="checkbox"/> Pass/Fail						
Proposed Grading System: <input type="checkbox"/> Letter (A, B, C, etc.) <input type="checkbox"/> Pass/Fail						
g. Current number of credit hours: <u>3</u>		Proposed number of credit hours: _____				

Comment [OSC1]: Excerpt from SR 3.3.0.G.2 Definition. A request may be considered a minor change if it meets one of the following criteria:
a. change in number within the same hundred series*;
b. editorial change in the course title or description which does not imply change in content or emphasis;
c. a change in prerequisite(s) which does not imply change in content or emphasis, or which is made necessary by the elimination or significant alteration of the prerequisite(s);
d. a cross-listing of a course under conditions set forth in SR 3.3.0.E;
e. correction of typographical errors.

*...for the specific purposes of the minor exception rule, the 600-799 courses are the same "hundred series," as long as the other minor change requirements are complied with. [RC 1/15/09]

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.)

REQUEST FOR COURSE CHANGE (MAJOR AND MINOR)

h. Currently, is this course repeatable for additional credit?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
Proposed to be repeatable for additional credit?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
If YES: Maximum number of credit hours: <u>12</u>		
If YES: Will this course allow multiple registrations during the same semester?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
i. Current Course Description for Bulletin:	<u>Discussion, reading and writing focusing on specific topics in physical or biological anthropology. 353 may be repeated up to a maximum of twelve credits under a different subtitle.</u>	
Proposed Course Description for Bulletin:	<u>Discussion, reading and writing focusing on specific topics in physical or biological anthropology. 353 may be repeated up to a maximum of twelve credits under a different subtitle.</u>	
j. Current Prerequisites, if any:	<u>ANT 230 or consent of instructor.</u>	
Proposed Prerequisites, if any:	<u>ANT 230 or consent of instructor.</u>	
k. Current Distance Learning(DL) Status:	<input type="checkbox"/> N/A <input type="checkbox"/> Already approved for DL* <input type="checkbox"/> Please Add ⁶ <input type="checkbox"/> 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 <input type="checkbox"/>) that the proposed changes do not affect DL delivery.		
l. Current Supplementary Teaching Component, if any:	<input type="checkbox"/> Community-Based Experience <input type="checkbox"/> Service Learning <input type="checkbox"/> Both	
Proposed Supplementary Teaching Component:	<input type="checkbox"/> Community-Based Experience <input type="checkbox"/> Service Learning <input type="checkbox"/> Both	
3. Currently, is this course taught off campus?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Proposed to be taught off campus?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
4. Are significant changes in content/teaching objectives of the course being proposed?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
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 <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
If YES, identify the depts. and/or pgms: _____		
b. Will modifying this course result in a new requirement⁷ for ANY program?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
If YES ⁷ , list the program(s) here: _____		
6. Information to be Placed on Syllabus.		
a.	<input type="checkbox"/> Check box if changed to 400G or 500.	If <u>changed to</u> 400G- or 500-level course you must send in a syllabus and you <i>must include the differentiation</i> 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.)

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.

REQUEST FOR COURSE CHANGE (MAJOR AND MINOR)

Signature Routing Log

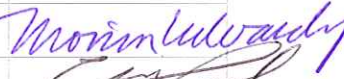


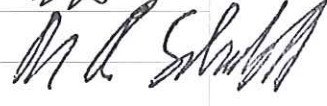
General Information:

Course Prefix and Number: ANT 353
 Proposal Contact Person Name: Monica Udvardy Phone: 7-6919 Email: udvardy@uky.edu

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
Anthropology DUS	11/18/2009	Monica Udvardy / 7-6919 / udvardy@uky.edu	
Anthropology, Chair	11/18/2009	Chris Pool / 7-6922 / capool0@uky.edu	
A&S Educational Policy Committee	12/01/09	Richard Smith / 7-4473 / rhsmit00@uy.edu	
A&S Associate Dean	12/01/09	Ted Schatzki / 7-5821 / schatzki@uky.edu	
		/ /	

External-to-College Approvals:

Council	Date Approved	Signature	Approval of Revision ⁸
Undergraduate Council	2 / 2 / 2010		
Graduate Council			
Health Care Colleges Council			
Senate Council Approval		University Senate Approval	

Comments:

⁸ Councils use this space to indicate approval of revisions made subsequent to that council's approval, if deemed necessary by the revising council.

ANT 353 001: Special Topics in Physical or Biological Anthropology: Anthropological Osteology
Fulfills methods requirement for undergraduate major

Day/Time/Place: Friday 12:15-2:15
213 Lafferty Hall or Anthropology Museum, Export Street

Instructor: Deborah L. Crooks
Office Phone: 257-4654
Preferred Method of Contact: email
Teaching Assistant: TBD

Instructor Email: dlcrooks@uky.edu
Office Address: 214 Lafferty Hall
Office Hours: Friday 10:00-12:00; or by appointment
Teaching Assistant email: TBD

Overview/Course Outline:

In this class, students will work independently through the readings and assignments outlined in the syllabus with respect to identification of bones. Materials are set up and available to the students in the "Bone Room" in Lafferty Hall – see Wanda Brooks for access. Students and instructors will meet Friday afternoons from 12:15 – 2:15 to work on materials in Lafferty Hall and at the archaeological facility on Export Street.

The focus of this independent study is human osteology from a biocultural perspective, i.e., identification of human skeletal remains and their interpretation within an anthropological context. Students will work with a variety of osteological materials and readings throughout the semester.

Course goals and Student learning outcomes:

Students will:

- 1) identify the bones of the body, including whether they are from the left or right side of the body;
- 2) estimate age and sex of osteological materials;
- 3) utilize forensic identification practices to estimate ancestry, or ethnic origin;
- 4) identify pathologies and anomalies;
- 5) clean, identify and inventory skeletal remains from archaeological samples (Webb Museum).

Required Materials:

Textbook: (Available through most on-line stores)

White, Tim D. and Pieter A. Folkens (2008) The Human Bone Manual. Amsterdam: Elsevier Academic Press.

Grading:

Students will take two "identification exams," one on March 7, the other on April 4. Each exam is worth 1/3 of the final grade for a total of 2/3 of the final grade. The final project, working with archaeological materials, will be evaluated and is worth 1/3 of the final grade. Additional information on the project will be made available by the 3rd week of classes.

There are a total of 100 possible points in the course: each identification quiz is worth 33 points; the final project is worth 34 points. Final grades will be assigned on the basis of percentage points as follows:

A = 90-100%

B = 80 – 89.9%

C = 70 = 79.9%

D = 60 = 69.9%

E = 59.9% and below

Preparation for Class:

We expect students to be active participants in the learning process. It is important that you work with assigned material BEFORE coming to Friday's class. In our experience, many students have difficulty understanding or keeping up with the lectures - often because they do not familiarize themselves with the material prior to class. There are many strategies that can help you become a more receptive reader and an active learner. Two great resources at UK are the Counseling and Testing Center (<http://www.uky.edu/StudentAffairs/Counseling/index.html>), and Academic Enhancement's "The Study," (<http://www.uky.edu/UGS/study>). Carolyn Hopper, author of "Practicing College Learning Strategies," published by Houghton Mifflin, 2007, has created a website (<http://frank.mtsu.edu/~studskl/>) for one of her courses, which includes very helpful tips for studying (see bottom of page, "Strategies for Success") and a number of links to other helpful sites.

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

Course Policy for Attendance:

Attendance is mandatory. You must be present in class on Fridays, since we are working in the Museum on Export Street and may not have access to the archaeological materials on other days.

Makeup exams will be given with an appropriate excuse (see Senate Rule 5.2.4.2) and proper documentation. Please inform me of the absence in advance when possible (i.e., for university-related trips), or within one week following an unscheduled absence (i.e., serious illness, or, illness or death of family member). Make-up exams will take place on the day the student returns to class following an excused absence.

Students anticipating an absence for a **major religious holiday** must inform me in writing of the anticipated absence no later than the last day for adding this class (S.R.5.2.4.2).

Submission of Assignments:

The final project must be submitted on the due date. Failure to do so will result in a 5 point reduction for each day the assignment is late.

Academic Integrity, Cheating and Plagiarism:

Plagiarism, cheating on exams and other forms of cheating (see S.R. 6.3.1 on Plagiarism, and 6.3.2 on Cheating) are unacceptable! Consequences are severe – see the Student Code of Conduct at <http://www.uky.edu/StudentAffairs/Code/index.html> (Part II), the New Senate Rules (<http://www.uky.edu/USC/New/SenateRulesMain.htm>; and/or the Ombud web site (<http://www.uky.edu/Ombud>) for details.

Classroom Behavior, Decorum and Civility, Use of Computers, and more:

Please respect the rights of all others in the course. It is important that you come to class on time and if you must be late, enter the room quietly and take the first available seat. We assume that you are here to learn, so please be attentive - do not read the newspaper, materials for other courses, books, magazines, etc., do not chat with your classmates, and please do not talk or text on your cell phones once class has begun – this is disturbing to, and disrespectful of, others. You may use laptop computers to take notes, but please do NOT use them for any other purpose once class has started. This can be very distracting to those around you. If you engage in these behaviors, we will ask you to leave the room, and if violations continue, we will notify the Dean of Students.

If you have a question, please raise your hand and ask us, not your neighbor. We are happy to entertain questions at anytime.

Remember -- NO CELL PHONES, PLEASE – turn them off, and put them away.

It is important to note that we, the Department of Anthropology, the College of Arts and Sciences, and the University of Kentucky are committed to respecting the dignity of all people and to valuing differences among members of the academic community. While differences of opinion are valued and encouraged both inside and outside the classroom, discussion and debate must take place in a respectful and civil manner. Students have the right to take reasoned exception and to voice opinions contrary to the instructor and/or other students (S.R. 6.1.2). Faculty members have the right – and the responsibility – to ensure that all academic discourse occurs in a context characterized by respect and civility. Personal attacks or any other acts of denigration *will not be tolerated* in this class, and anyone acting in this manner or any other manner detrimental to the atmosphere and function of the class will be asked to leave the classroom. We will report persistent problems to the Dean of Students. We are all responsible for creating a safe space for the healthy exchange of ideas, so please help us in this endeavor.

Office Hours:

Office hours are listed above; please respect them. Exceptions can always be made for those with a time/class conflict, but appointments outside of office hours must be scheduled. Sign-up sheets for office hours are on our office doors, or you can simply drop by during those hours. However -- please email us if you wish to schedule an appointment outside regular office hours. Our email addresses are on the first page of the syllabus.

Adjustments to the Syllabus and Course Schedule:

I will make adjustments to the schedule during the course of the semester when necessary. I will announce all changes in class and notify students via email.

Copyright Policy:

All materials from this course, including lecture materials, hand-outs, lab sheets, etc. are copyrighted. You may NOT sell your lecture notes, discussion group notes, or any hand-outs or other course materials provided to students, nor may you or anyone else use these items for commercial purposes. Making a copy for a classmate for their personal use is acceptable; however, printing out multiple copies or posting on a web site are not.

Important websites:

University Ombud: <http://www.uky.edu/Ombud>.

University Senate Rules: <http://www.uky.edu/USC/New/SenateRulesMain.htm>.

UK Student Code of Conduct: <http://www.uky.edu/StudentAffairs/Code/index.html>.

<u>Dates in Weeks:</u>	<u>Topic, Assignment:</u>	<u>Readings (Human Bone Manual):</u>
------------------------	---------------------------	--------------------------------------

Jan 11, 18, 25	Lab preparation (Export Street)	
----------------	---------------------------------	--

The following classes will be held in Lafferty Hall, Bone Room:

Feb. 1	Introduction and Orientation	Ch. 1-3
Feb. 8	Bone Biology & Terminology	Ch. 4. Ch. 6
Feb. 15	Skull & Dentition	Ch. 7, 8
Feb. 22	Vertebrae, Thorax, Shoulder girdle	Ch. 9, 10, 11
Feb 29	Arm and Hand	Ch. 12, 13
Mar 7	Pelvic Girdle, leg, foot	Ch. 14, 15, 16
Mar 14	Spring Break	

The following classes will be held in the Museum, Export Street:

Marc 21	Identification: Age, sex, ethnicity	Ch. 19
Mar 28	Pathologies and anomalies	Ch. 17
Apr 4	Working with archaeological materials	Ch. 18
Apr 11	HBA/AAPA meetings	
Apr 18	Archaeological materials	
Apr 25	Archaeological materials	
Week of April 28	We will work in the Museum as students require to finish their projects.	