

SIGNATURE ROUTING LOG





General Information:

Proposal Type: Course Program Other *(chg:adel)*
 Proposal Name¹ (course prefix & number, pgm major & degree, etc.): ANT 101 Distance Learning
 Proposal Contact Person Name: Deborah L. Crooks Phone: 257-4654 Email: dlcrooks@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 Deborah L. Crooks, Chair, Curriculum Committee	9/27/10	Deborah L. Crooks / 257-4654 / dlcrooks@uky.edu	
Anthropology, Christopher A. Pool, Chair		Christopher A. Pool / 257-2793 / capool@email.uky.edu	
A&S Ed. Policy Cmte. A&S Dean	<i>11/16/10</i>	Joanna Badagliacco, Soc. Sci. / 7-4335 / jmb@uky.edu Anna Bosch, Associate Dean / 7-6689 / bosch@uky.edu	 

External-to-College Approvals:

Council	Date Approved	Signature	Approval of Revision ²
Undergraduate Council	2/1/2011		
Graduate Council			
Health Care Colleges Council			
Senate Council Approval		University Senate Approval	

Comments:

¹ Proposal name used here must match name entered on corresponding course or program form.

² Councils use this space to indicate approval of revisions made subsequent to that council's approval, if deemed necessary by the revising council.

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: Arts and Sciences Today's Date: 10/20/10
- b. Department/Division: ANT
- 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 Minor¹ (place cursor here for minor change definition)
- e. Contact Person Name: Deborah L. Crooks Email: dlcrooks@uky.edu Phone: 257-4654
- f. Requested Effective Date: Semester Following Approval OR Specific Term²: Su 11

2. Designation and Description of Proposed Course.

- a. Current Prefix and Number: ANT Proposed Prefix & Number: 101
- b. Full Title: Introduction to Anthropology Proposed Title: _____
- c. Current Transcript Title (if full title is more than 40 characters): _____
 Proposed Transcript Title (if full title is more than 40 characters): _____
- d. Current Cross-listing: N/A OR Currently³ Cross-listed with (Prefix & Number): _____
 Proposed – ADD³ Cross-listing (Prefix & Number): _____
 Proposed – 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 hours⁵ 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: Letter (A, B, C, etc.) Pass/Fail
 Proposed Grading System: Letter (A, B, C, etc.) Pass/Fail
- g. Current number of credit hours: _____ Proposed number of credit hours: _____
- h. Currently, is this course repeatable for additional credit? YES NO

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)

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: _____

Proposed Course Description for Bulletin: _____

j. Current Prerequisites, if any: _____

Proposed Prerequisites, if any: _____

k. Current Distance Learning(DL) Status: N/A Already approved for DL* Please Add⁶ Please Drop

*If already approved for DL, the Distance Learning Form must also be submitted unless 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:

None - this request is for approval of the course as on-line

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 requirement⁷ for ANY program? YES NO

If YES⁷, list the program(s) here: _____

6. Information to be Placed on Syllabus.

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.)

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.

University Senate Syllabi Guidelines

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.
- 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.
- Professional preparations.
- Group work & student collaboration.

Revised
reposted
11/15/10

**Anthropology 101-229: Introduction to Anthropology
Syllabus for 8 Week Session 2011
Dr. Juliana McDonald
Office: 203C Lafferty Hall (LH)
Telephone: 257-2888 or 257-2710 (leave a message!)
Preferred Contact Method: E-mail
jmcd2@uky.edu
OR
julianamcdonald@hotmail.com**

Virtual Office Hours:

The fastest way to contact me is through e-mail. I check my e-mail regularly during the week (M-F) and intermittently (depending on my personal schedule) on weekends. I will respond to e-mails within 48 hours. For face-to-face, telephone or SKYPE appointments: e-mail me to set up a meeting time.

Class Time and Location:

To access our course visit <http://elearning.uky.edu> and login to Blackboard with your LINK BLUE username and password. You can also login to <http://myuk.uky.edu> and click on the Blackboard link at the top.

Required Textbook:

Ember, Melvin, Ember, Carol, & Peregrine, Peter N.

2007 **Anthropology** (12th ed.). Pearson/Prentice-Hall. Packaged with **MyAnthroKit**.

Purchasing Books:

Books may be purchased from Kennedy's Bookstore or at Wildcat Bookstore (both are located on Limestone Street near campus). Be aware that if you order books on-line, e.g., Amazon, **they may not arrive in time** for you to begin the class in a timely manner. Make sure you guarantee the delivery BEFORE the class begins on June 10th.

Overview of the Course:

This course introduces students to the discipline of anthropology - the holistic study of humankind. What does it mean to be human? Why do human groups look and act differently from each other? What do these differences mean? This course will also introduce students to processes of inquiry in anthropology. What kinds of questions do anthropologists ask? How do they go about answering them? Why do their answers often differ? The ultimate goal of the course is to help students learn to think anthropologically, which is to think critically. But why should students want to do that? There are many reasons, but perhaps, the most important is that thinking anthropologically can help us avoid misunderstandings that fuel suspicion, distrust, and even hatred of others. In an increasingly globalized world, learning to understand and respect human differences will help us realize that we are, after all, *all* human.

Course Structure and Learning Outcomes:

To facilitate accomplishment of the learning outcomes listed below, students will engage in a variety of activities to foster the development of anthropological thinking. This means that students will not simply memorize content, but will actively engage in the process of learning and knowledge creation through class discussions,

writing assignments, in class activities, guest research presentations, and more. Yes, there will be lectures and viewing of videos/DVDs, but these, too, will be opportunities for active engagement with the learning process as students prepare for, and reflect on, specific aspects of the content.

Upon *successful* completion of the course, students will be able to:

- 1) Describe and distinguish among predominant theories in anthropology, and apply at least one theoretical approach to a current social issue;
- 2) Compare and contrast the diverse methods of anthropological inquiry; and apply at least one methodological approach to a research question of social and/or cultural interest;
- 3) Discern the importance of ethics in research on and with humans, and the ways in which ethical considerations affect both research design and dissemination of results;
- 4) uncover the underlying and sometimes multiple meanings of text, and understand how information can be shaped to achieve a specific goal;
- 5) demonstrate the use of anthropological concepts to facilitate an understanding of the connectedness of cultural ideologies and societal institutions in their diverse forms and representations;
- 6) Formulate a researchable question of anthropological interest, and design an appropriate research strategy that speaks to the question.

Minimum Technology Requirements:

In order to participate in this course, you will need access to a computer with the minimum hardware, software and internet configuration described at this site:

<http://wiki.uky.edu/blackboard/Wiki%20Pages/FAQs.aspx>

Note: the use of Internet Explorer is NOT recommended for use with Blackboard. Firefox is the recommended Internet browser for the course. You can download Mozilla Firefox (free) at this site: <http://www.mozilla.com/en-US/firefox/upgrade.html>

You will need to install a number of plug-ins on your computer. The links to the specific plug-ins required for this course can be found in the COURSE INFORMATION section of the course. If using a UK computer these plug-ins should already be installed.

To check if your browser has Flash, Adobe Acrobat Reader and QuickTime movie player, click this link: <http://wiki.uky.edu/blackboard/Wiki%20Pages/Browser%20Check.aspx>. If you do not have these, you can download them from this site.

To download Windows Media Player, click this link:

<http://www.microsoft.com/windows/windowsmedia/player/10/default.aspx>

Students and faculty can download Microsoft Office Suite (including Word and PowerPoint) from this site: <https://download.uky.edu/>.

If you experience technical difficulties with accessing course materials, the Customer Service Center may be able to assist you. You may reach them 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.

The **Teaching and Academic Support Center (TASC)** website (<http://www.uky.edu/TASC/>) offers additional information and resources that can promote a successful “online course” learning experience. They may also be reached at 859-257-8272.

Distance Learning Library Services

As a Distance Learning student you have access to the Distance Learning Library services at:

<http://www.uky.edu/Libraries/DLLS>.

This service provides access to UK’s circulating collections and can deliver manuscripts or books from UKs library or other libraries to you. The DL Librarian, Carla Cantagallo, may be reached at 859-257-0500, ext 2171, or 800-828-0439 (option #6) or by mail at dlservice@email.uky.edu.

Course Requirements: The final grade is based on 2 regular exams, 15 sets of reading questions, 2 writing assignments, and a final exam. The final grade is distributed as follows:

Exam 1	= 200 points	20%	(50 questions @ 4 pts. each)
Exam 2	= 200 points	20%	(50 questions @ 4 pts. each)
Reading Questions	= 150 points	15%	(10 sets completed @ 15 pts. each)
Paper	= 100 points	20%	(1 papers @ 100 pts. each)
Class Exercises	= 100 points	10%	(5 class exercises @ 20 pts. each)
Final Exam	= 250 points	25%	(62 questions@ 4 pts. each + 2 free points)

***1000 total points possible for course**

***A zero for any of the above components will result in automatically failing the class.**

***Only 2 unexcused absences allowed.**

***The final exam is not cumulative.**

***Final Grade Scoring:** Based on total accumulation of points out of 1000 points possible:

895 - 1000 = A
795 - 894 = B
695 - 794 = C
595 - 694 = D
594 or below = E

There is a strict cutoff for deciding the percent grade.

E.g., 895 points is rounded to 90%, an “A”; 894 points is rounded to 89%, a B)

***THERE WILL BE NO CURVE AND NO EXTRA CREDIT IN THIS COURSE. EVERY POINT MATTERS!!**

Tracking Your Own Grade: It is imperative that students take personal responsibility and also track their own grades. To determine your approximate grade at any point during the eight weeks, add the points you have accumulated to that point/ divide by total points possible to that point/multiply by 100.

E.g., at midterm you have:

160 points of 200 on Exam 1

180 points of 200 on Exam 2

70 points of 100 on Paper 1

410 points of 500 points possible. Divide 410 by 500 pt. possible. Multiply by 100. 82% = B

Your midterm grade will be available online: July Xth.

Reading Questions Grade: This part of your grade is based on your ability to read the assigned material and demonstrate comprehension with completion and submission of reading questions. There are 12 sets of reading questions that cover the assigned text over the 8 weeks. As you submit the reading questions with your answers, you will be given the correct answer with which to compare. After you finish submitting the entire set, they will be counted as either "completed" (15 points) or "uncompleted" (0 points). This allows you to miss 2 sets as an "unexcused" absence. These count for a maximum of 150 points of your final grade. Note, if you complete all 12, you will still only receive 150 pts. E.g., submitting only 9 sets = 135 pts. earned. It is important that you do these reading questions in order to fully understand what you are reading. There is a deadline of 48 hours for completing each set beginning at 8:00 am on the day the reading questions are scheduled. This will prevent you from getting behind in the reading and reading questions but you may work ahead as you please.

Writing Grade: 10 written pages total are required for the course. Each student will write and submit a formal research paper. See the instructions for the paper assignment in Bb. Due: XXXX

***Note:** Late papers will be graded minus one letter grade if not turned in ON THE DUE DATE. For each 24 hr. period after the due date, an additional letter grade will be deducted. For example, if you turn the paper in after the DUE DATE, your "A" is a "B" before it is formally graded. If you turn it in the next day after it is due, it is automatically a "C" before it is formally graded. Etc.

Class Exercises: You will have the opportunity to complete 5 class exercises worth 20 pts. each. These are intended to help you think more critically about important topics we are covering in reading and lecture. They are internet-based. You will be directed to relevant websites and asked to respond in writing. These will be posted on Bb and are due on the dates listed in the schedule.

Re: Exams: Exams are 50 multiple-choice and true-false and cover lectures, readings, and videos. Exams are given during scheduled times listed below. Study sheets for each exam will be available on the course Blackboard web pages.

Examination Schedule: (all times are Lexington, KY time)

JUNE 30TH: Examination 1: 8:00AM - 11:00AM
JULY 16TH: Examination 2: 8:00AM - 11:00AM
AUGUST 5TH: Examination 3: 8:00AM - 11:00AM

MISSED EXAMINATIONS

Make-up exams will only be given for **DOCUMENTED** excused absences **as defined by the University (Senate Rule V.2.4.2)** and are scheduled as needed. A missed exam will result in a score of zero for that exam, unless an acceptable written excuse is presented within 48 hours of the missed examination. You must have a unique password provided by the instructor in order to access the makeup exam.

Check the Information on Examinations in the corresponding daily folder in the WEEKLY CONTENT section of Blackboard to confirm the topics/chapters covered on each examination.

ONLINE EXAMINATION INFORMATION

The **online examinations** will be submitted electronically through Blackboard and must be submitted by the stated deadline (11.00am). Each examination will consist of 50 multiple-choice or true/false questions. The examination will be available beginning 3 hours before the due date/time. It is your responsibility to make sure that you access the material during that time period. You can access the examination any time during the 3 hour window but you can only access it once. Once you access an examination you have 50 minutes in which to complete and submit it (the latest you should access an online examination is 10.00am). If you go over the time you will not be able to submit it and will receive an automatic score of zero for that examination.

It is your responsibility to watch the time and submit the examination in time.

Online examinations are **CLOSED BOOK** examinations. You cannot use your text book or any other notes when taking an examination. **You are on your honor to take the examination on your own without the assistance of any other person or materials.**

Online examinations will be automatically graded and your score will be available immediately.

If you encounter problems when taking an exam: First, try calling 859-257-2888. I will be in my office during the entire examination period. If you are unable to contact me by phone: send me an e-mail and include a phone number where you can be reached. I will contact you ASAP.

Late assignments will be accepted only in the event of documented excused absences as defined by **University Senate Rules V, 2.4.2**. Problems associated with computer problems, printer problems, parking, traffic, library services, over-sleeping, 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. Scores for assignments will be posted no later than 24 hours after the due date/time.

"Attendance":

All course materials are on-line and it is YOUR responsibility to access material in a timely manner. To help keep you on track I have provided a LECTURE SCHEDULE that you should follow. The lecture schedule is posted on BlackBoard in the COURSE INFORMATION section of Blackboard. You are expected to spend a MINIMUM of 3-4 hours per day on-line interacting with the course material. Please be forewarned that if you get behind and do not meet the scheduled daily deadlines, it will be virtually impossible to complete the course.

Incompletes: There will be **no incompletes** given for this class without appropriate excuse according to those defined as described above in the sections "Missed Exams" and "Late Assignments".

Student's Rights and Responsibilities/Unresolved Academic Issues: Students have rights and responsibilities that are clear and well-defined. All rules and regulations set forth in the current edition of the University of Kentucky Senate Rules (www.uky.edu/USC/New/SenateRulesMain.htm) and Code of Student Conduct (www.uky.edu/StudentAffairs/code.htm) will be followed in this course. It is your responsibility to access this information as needed.

There will be no make-up quizzes, exams, or papers without appropriate verification according to S.R.5.24.2. A valid excuse requires documentation (e.g., doctor's excuse, obituary for death in family, etc.). You must be on time for exams; being late may jeopardize being able to take the exam.

Plagiarism and Cheating: The University of Kentucky and the Department of Anthropology take plagiarism and cheating very seriously. You are encouraged to consult both the UK Ombud website (www.uky.edu/Ombud) and the UK Code of Student Conduct for complete information. If a student is caught cheating or plagiarizing on any assignment or exam as defined in the UK Code of Student Conduct it will result in a range of disciplinary action according to University policy. The maximum is expulsion from the University. According to the UK Ombud's Office (www.uky.edu/Ombud/Plagiarism.pdf) using someone else's work (texts, lectures, articles) without citing the source, passing off someone else's work as your own (e.g., borrowing a paper from another person who has handed it in another class previously), copying someone's answers during exams, and using materials from the Internet without properly citing the website/source/author are all examples of plagiarism/cheating. If you have ANY questions regarding this subject, please talk with the TA or with me at anytime. It is always better to be overly cautious than risk destroying your university career. Intent is not always the issue, it is the result that is judged! Even suspicion of plagiarism/cheating is enough to begin an investigation so be careful to follow instructions at all times.

NOTE* In addition to the circumstances listed above, the following activities are considered evidence of cheating:

- 1) Talking to another student during an examination.
- 2) Looking at another student's 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, even if you acknowledge the participation of the other student. ALL SUBMITTED WORK MUST BE DONE BY YOU ALONE.

Student Conduct/Interaction: This is a college-level course and appropriate behavior is expected of each student. Respect for other students and the instructor is expected. We respect all points-of-view and an open "classroom" environment will be adhered to at all times. Students are expected to devote the appropriate and required time in order to successfully complete this class.

Reasonable Accommodation: The request for reasonable accommodation MUST be accompanied with documentation from the Office of Disability Resource Center. Contact them at 859-257-2754, Room 2, Alumni Gym (www.uky.edu/StudentAffairs/Disability/ResourceCenter) or e-mail jkarnes@email.uky.edu If you have special needs or considerations in terms of lectures, assignments, or testing please notify the instructor as soon as possible or at any time during the semester.

Withdrawal/Incomplete Policy: Official withdrawal from the class is required by the registrar's office to avoid a failing grade for this class. ***NOTE: *Neither the instructor nor the TA will automatically withdraw a student from the class simply because he/she stops attending class.**

Important Dates:	June 11:	Last day to add a class.
	June 21:	Last day to drop a class without it appearing on transcript.
	July 8:	Midterm (grades are on-line by 4:00 pm)

FINAL EXAM: THURSDAY, AUGUST 5, 2010

Getting Started: Log into your Blackboard (Bb) account

- 1) Access the course syllabus: The course syllabus can be viewed by clicking on the COURSE INFORMATION button and then clicking on SYLLABUS. I would recommend you print out a copy of the syllabus for future reference. **Make a note of all deadlines.**

- 2) You should check that the e-mail address listed for you is your current e-mail address (it does not have to be a UK address just the e-mail that you regularly use). If it is not your regular e-mail address, then change it to your current address (except for HOTMAIL accounts which sometimes aren't compatible with Bb) and click submit. This is the address that I will use to communicate with you. (go to TOOLS to change your e-mail address)
- 3) This is a 3 credit hour course taught exclusively through the web. All course materials are on-line and it is YOUR responsibility to access material in a timely manner. To help keep you on track I have provided a LECTURE SCHEDULE that you should follow. The lecture schedule is posted in the COURSE INFORMATION just below the syllabus. Again, I would recommend you print it out. This is a difficult course and it is imperative that you stay up-to-date with the lecture material. Do not procrastinate and leave material to the last minute. You are expected to spend a MINIMUM of 3 - 4 hours per DAY on-line interacting with the course material. Take some time to familiarize yourself with navigating through the course material. The course is divided into weekly and daily modules (found by clicking on the WEEKLY CONTENT button). Each module consists of multiple files. These files are in a variety of forms: PowerPoint, word documents, web links, etc. As you work through the course materials you should take notes the same way you would for a "regular" lecture course.
- 4) Please be aware that some files that you will be downloading are fairly large and may take a while (several minutes) to download especially if you are accessing the course material using a modem or a slow broadband connection.
- 5) Given that all course material is delivered through the Internet, occasional problems may arise with accessing course material. If you have problems accessing course material, or if web links appear to be not functioning, please contact me and I will get the problem rectified as quickly as possible.
- 6) Recommended first actions:
 - (1) Print out a copy of the syllabus and lecture schedule.
 - (2) Begin working on Week 1 - (if working on your home /dorm computer - download all of the plug-ins listed in the Course Information under Minimum Technology Requirements).

CLASS SCHEDULE (INSTRUCTOR RESERVES RIGHT TO ALTER AS NECESSARY):

WEEK ONE:

- June 10: Intro to Class/Syllabus
June 11: Ch. 1-What is anthropology?

WEEK TWO:

- June 14: Ch. 2-How We Discover the Past\
June 15: Ch. 3-Genetics and Evolution
June 16: Ch. 4-The Living Primates
June 17: Ch. 5-Primate Evolution
June 18: Ch. 6-The First Hominids
*Class Exercise #1 Due

WEEK THREE:

- June 21: Ch. 7-The Origins of Culture and Emergence of Homo
June 22: Ch. 8-The Emergence of Homo sapiens
June 23: Ch. 9-The Upper Paleolithic World
June 24: Ch. 10-Origins of Food Production and Settled Life
June 25: Ch. 11-Origins of Cities & States

WEEK FOUR:

- June 28: Ch. 12-Human Variation and Adaptation
June 29: Ch. 13-The Concept of Culture

JUNE 30: EXAM ONE

- July 1: Ch. 14-Theory & Evidence in Cultural Anthropology
July 2: Ch. 15-Communications and Language
*Class Exercise #2 Due

WEEK FIVE:

- July 5: Fourth of July/Academic Holiday NO "CLASS"
July 6: Ch. 16-Getting Food
July 7: Ch. 17-Economic Systems
July 8: Ch. 18-Social Stratification: Class, Ethnicity, and Racism
July 9: Ch. 19-Sex, Gender & Culture
*Class Exercise #3 Due

WEEK SIX:

- July 12: Ch. 20-Marriage & the Family
July 13: Ch. 21-Marital Residence & Kinship
July 14: Ch. 22-Associations & Interest Groups
July 15: Ch. 23-Political Life: Social Order & Disorder

JULY 16: EXAM TWO

WEEK SEVEN:

- July 19: Ch. 24-Psychology & Culture
July 20: Ch. 25-Religion & Magic
July 21: Ch. 26-The Arts
July 22: Ch. 27-Culture Change & Globalization

JULY 23: PAPER DUE

WEEK EIGHT:

- July 26: Sociocultural Gerontology
July 27: Ch. 28-Applied & Practicing Anthropology
July 29: Ch. 29-Medical Anthropology
July 30: Ch. 30-Global Social Problems
*Class Exercise #4 Due

WEEK NINE:

- August 2: Overview of Learning Outcomes/Discussion
August 3: The Value of Anthropology
August 4: Review Final Exam
*Class Exercise #5 Due

AUGUST 5: FINAL EXAM

***FINAL GRADES ARE POSTED ON-LINE MON., AUGUST 9TH**

***GRADES WILL NOT BE GIVEN OUT VIA E-MAIL.**

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!

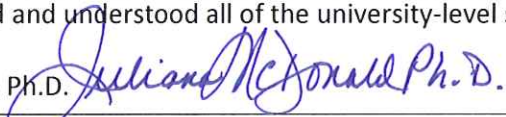
Introduction/Definition: For the purposes of the Commission on Colleges Southern Association of Colleges and Schools accreditation review, *distance learning* is defined as a formal educational process in which the majority of the instruction (interaction between students and instructors and among students) 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: ANT101	Date: 10/13/10
Instructor Name: Juliana McDonald	Instructor Email: jmcd02@uky.edu

Curriculum and Instruction	
1.	<p>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?</p> <p>There are several ways that the student will stay in contact with me individually. The first and primary method is by e-mail. I check it several times a day, especially when assignments are due or an exam is scheduled. I also can have face-to-face meetings online with a student via Skype. If necessary, I can call the student personally.</p> <p>Yes, the course syllabus conforms to the established guidelines and a checklist is included.</p>
2.	<p>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.</p> <p>This class parallels the CB course and is taught with pre-recorded powerpoint lectures that include videos and embedded websites. I will use the same text I have used in the CB version and students are required to read and answer sets of reading questions. The course goals and learning outcomes are exactly the same. I have added a formal research paper to the online class that will significantly elevate the writing requirement of the class. I have also included interactive class exercises that will count for 10% of the final grade. Finally, students will use online discussion that will parallel the discussion sections of the CB class.</p>
3.	<p>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.</p> <p>All course materials are on Bb which are individually accessed and password protected. The exams are on a strict time limit with a one-time access. Makeup exams require the appropriate documentation with a unique password provided by the instructor. Otherwise, b/c this is on Bb, I have total control over student access to all course materials and access windows.</p>

4.	<p>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?</p> <p>No</p> <p>If yes, which percentage, and which program(s)?</p> <p>*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.</p>
5.	<p>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?</p> <p>As registered students at UK, they will have access to the full range of student services as outlined on the UK Student Affairs website (http://www.uky.edu/StudentAffairs/). Students will also be provided an electronic copy of the attached "UK Student Academic Services" document. The university has organized excellent support services for all on-line classes. Students have full access to Willy T. Library, TASC services, and so forth. From my experience last summer, any problems with Bb (and there were several) were handled immediately by the Tech Support Team. Although the problems with Bb were out of my direct control, I could get help for students within minutes in most cases.</p>
Library and Learning Resources	
6.	<p>How do course requirements ensure that students make appropriate use of learning resources?</p> <p>Successful completion of course requirements will require that the students make appropriate use of the textbook and required internet sites, and access to library resources are available on the library website for distance learning (http://www.uky.edu/Libraries/lib.php?lib_id=16).</p>
7.	<p>Please explain specifically how access is provided to laboratories, facilities, and equipment appropriate to the course or program.</p> <p>This course will not require physical access to any particular facility or equipment.</p>
Student Services	
8.	<p>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/)?</p> <p>The syllabus lists technical support services available and students will be provided with a list of available University resources.</p>
9.	<p>Will the course be delivered via services available through the Teaching and Academic Support Center?</p> <p>Yes <input checked="" type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>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.</p>
<p>Does the syllabus contain all the required components, below? Yes</p> <p><input type="checkbox"/> Instructor's <i>virtual</i> office hours, if any.</p> <p><input type="checkbox"/> The technological requirements for the course.</p>	

	<ul style="list-style-type: none"> <input type="checkbox"/> 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). <input type="checkbox"/> Procedure for resolving technical complaints. <input type="checkbox"/> Preferred method for reaching instructor, e.g. email, phone, text message. <input type="checkbox"/> Maximum timeframe for responding to student communications. <input type="checkbox"/> Information on Distance Learning Library Services (http://www.uky.edu/Libraries/DLLS) <ul style="list-style-type: none"> 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
10.	<p>I, the instructor of record, have read and understood all of the university-level statements regarding DL.</p> <p>Instructor Name: Juliana McDonald, Ph.D.  Instructor Signature:</p>