

SIGNATURE ROUTING LOG

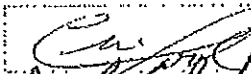
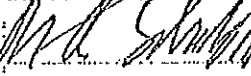
General Information:

Proposal Type: Course Program Other
 Proposal Name¹ (course prefix & number, pgm major & degree, etc.): ANT 160/221/431 DL
 Proposal Contact Person Name: see respective DL form Phone: _____ Email: _____

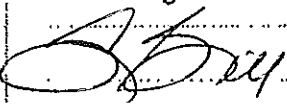
INSTRUCTIONS:

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 | 12/9/09 | Chris Pool / capool0@uky.edu / 7-6922 |  |
| A&S Associate Dean | 12/09/09 | Ted Schatzki / schatzki@uky.edu / 7-5821 |  |
| | | / / | |
| | | / / | |
| | | / / | |

External-to-College Approvals:

| Council | Date Approved | Signature | Approval of Revision ² |
|------------------------------|---------------|--|-----------------------------------|
| Undergraduate Council | 4/1/2010 |  | |
| 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.

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>).

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| | |
|---|--|
| Course Number and Prefix: ANT 221 | Date: November 30, 2009 |
| Instructor Name: Richard Jeffries | Instructor Email: rwjeff1@uky.edu |
| Check the method below that best reflects how the majority of course of the course content will be delivered. | |
| Internet/Web-based <input checked="" type="checkbox"/> | Interactive Video <input type="checkbox"/> Hybrid <input type="checkbox"/> |

| <i>Curriculum and Instruction</i> | |
|-----------------------------------|---|
| 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>This course will be taught online, with pre-recorded lectures, online exercises and exams. The instructor will offer regular office hours for online chat, or telephone contact if needed, as well as open email access. The syllabus will conform with the University Senate Guidelines</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>The course plan is very similar to the in class experience, which consists mainly of lecture presentations, online homework and in class exams. The students will work with the textbook in essentially the same way as the in class student.</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>The course will be offered through Blackboard or other similar online classroom management software, ensuring that each student has individual protected access to the course materials. Online assignments are open book and exams will be individually unique, time limited and one-time access.</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</p> |

Abbreviations: TASC = Teaching and Academic Support Center DL = distance learning DLP = Distance Learning Programs

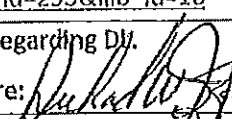
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| | |
|--|---|
| | <p>student taking the class in a traditional classroom setting?</p> <p>As registered students at UK, they will have access to the full range of student services as outlined on the UK Student Affairs website (http://www.uky.edu/StudentAffairs/). Students will also be provided an electronic copy of the attached "UK Student Academic Services" document.</p> |
| <i>Library and Learning Resources</i> | |
| 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> |
| <i>Student Services</i> | |
| 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> |

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| | |
|-----|---|
| 10. | <p>Does the syllabus contain all the required components, below? <input checked="" type="checkbox"/> Yes</p> <ul style="list-style-type: none"><input type="checkbox"/> Instructor's <i>virtual</i> office hours, if any.<input type="checkbox"/> The technological requirements for the course.<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"/> Language pertaining academic accommodations:<ul style="list-style-type: none">o "If you have a documented disability that requires academic accommodations in this course, please make your request to the University Disability Resource Center. The Center will require current disability documentation. When accommodations are approved, the Center will provide me with a Letter of Accommodation which details the recommended accommodations. Contact the Disability Resource Center, Jake Karnes, Director at 859-257-2754 or jkarnes@email.uky.edu."<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 Librariano Local phone number: 859 257-0500, ext. 2171; long-distance phone number: (800) 828-0439 (option #6)o Email: dllservice@email.uky.eduo DL Interlibrary Loan Service: http://www.uky.edu/Libraries/libpage.php?lweb_id=253&llib_id=16 |
| 11. | <p>I, the instructor of record, have read and understood all of the university-level statements regarding DL.</p> <p>Instructor Name: Richard Jeffries</p> <p>Instructor Signature: </p> |

Native People of North America
Anthropology 221-001
Department of Anthropology
College of Arts and Sciences
Summer 2010

Instructor: Dr. Richard W. Jefferies

Office: 204A Lafferty Hall

Telephone: 859-257-2860

E-mail: rwjeff1@uky.edu

Office Hours: Generally the best and fastest way to contact me is through e-mail. I check my e-mail regularly during the day (M-F). E-mails received before 5pm on a weekday will be responded to on that day. E-mails received after 5pm will be responded to by 9am the following morning. E-mails received after 5pm on Friday will be responded to within 24 hours. For face-to-face or telephone appointments: e-mail me to set up a meeting time.

Class Time and Location: Section ___: ONLINE: go to: MyUK and log into Blackboard using your LINK BLUE username and password.

Course Description: A survey of the Native American cultures of North America and of the impact of five centuries of British, French, Spanish, Russian and United States contact on Native American societies. Particular emphasis is placed on comparing and contrasting cultural characteristics of Native American groups that live or lived in ecologically diverse regions of North America. The anthropological concepts of *culture change* and *cultural diversity* serve provide the theoretical and organizational framework for this course. The course will include consideration of the status of Native Americans in present-day North America.

Student Learning Outcomes: At the completion of the course, the student should be able to:

1. Demonstrate knowledge and understanding of ideas concerning the origin of Native American peoples and their biological/cultural relationships to western European societies, and how those ideas have change since 1492.
2. Demonstrate an understanding of how the cultures of North American native peoples have changed during the past several thousand years.
3. Recognize the range of cultural diversity represented in both pre-contact and post-contact North America.
4. Demonstrate knowledge of the Native American groups that lived in the various North American "culture areas" during the post-contact era and how they have been impacted by Euroamerican influences.
5. Understand the nature of contemporary Native American societies and how they interact and relate to the 21st century world.

Course Goals and Learning Objectives: Although this is an on-line class, the course structure and organization will allow you to engage in a variety of learning activities to foster critical thinking in the context of the discipline of anthropology. The anthropological perspective will be examined as it pertains to important Native American economic, social, political, and ideological issues. Upon successful completion of the course, consisting of three components (lecture, reading, and writing), you

will:

1. Lecture:

- develop a familiarity with Native American cultural diversity
- distinguish between and describe cultural differences using the vocabulary of anthropology.
- understand the diversity of human experience in Native American societies (age, class, gender, ethnicity).

2. Readings/Response Sheets:

- develop the ability to compare and contrast the cultures of different Native American groups in a critical analysis of similarities and differences.
- think critically about the differences between Native American cultures and your own.
- demonstrate this understanding of cultural diversity within the context of your assignments.

3. Research Paper:

- develop the intellectual tools to think critically and creatively of alternative solutions for Native American issues such as poverty, education, cultural heritage preservation, and economic development.
- learn about and discuss the way that anthropologists are dealing with contemporary Native American issues using anthropological theories, methods, and research.
- gain an appreciation and common humanity for all cultures.
- gain an awareness and sensitivity towards stereotypes and ethnocentrism.

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 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 MODULE 1 of the COURSE MATERIALS section of the course. If using a UK computer these plug-ins should be already installed.

If you experience technical difficulties with accessing course materials, the Customer Service Center may be able to assist you. Their hours are 7am – 6pm Monday through Friday. You may reach them at 859-257-1300 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 distance learning experience. They may also be reached at 859-257-8272.

Course Content Outline and Reading Assignments:

| <u>Week</u> | <u>Dates</u> | <u>Topic</u> | <u>Readings</u> |
|-------------|--------------|--|-----------------|
| 1 | June 10-13 | The Native People of North America: Introduction Video: <i>A Native Presence</i> | O: Ch. 1 and 2 |

| | | | |
|---|--------------------|--|---------------------------|
| | June 13 | Response sheet due | |
| 2 | June 14-20 | Indian Origins and Prehistory Video: <i>Early Humans in the New World</i> | |
| | June 20 | Response sheet due | |
| 3 | June 21-27 | The Arctic and Subarctic Video: <i>Nanook of the North</i> | O: Ch.3, 4 |
| | June 21 | Last day to drop a course without it appearing on your transcript | |
| | June 27 | Response sheet due | |
| 4 | June 28- July 4 | The Northwest Coast and Plateau Video: to be determined Start reading <i>Black Elk Speaks (N)</i> | O: Ch.5, 9 N: xiii-111 |
| | July 2 | First Midterm Exam | |
| | July 3 | Response sheet due | |
| 5 | July 5-11 | The Plains Video: to be determined Finish reading <i>Black Elk Speaks (N)</i> | O: Ch. 7 N: 112-210 |
| | July 8 | 8-Week Session Midterm – all students will be given Their midterm grade based on materials turned in at this point in the course. | |
| | July 9 | Writing Assignment #1 due Research paper topic due | |
| | July 11 | Response sheet due | |
| 6 | July 12-18 | The Southwest Video: <i>Chaco Legacy</i> Start reading <i>Conversations with the High Priest of Coosa (H)</i> | O: Ch.10, 11 H: xi-96 |
| | July 14 | Last day to withdraw from the University or reduce course load Second Midterm Exam | July 16 |
| | | Paper abstract due | |
| | July 18 | Response sheet due | |
| 7 | July 19-25 | The Southeast Video - <i>Tribes of the Southeast</i> Finish reading <i>Conversations with the High Priest of Coosa(H)</i> | O: Ch.13, 14 H: 97-188 |
| | July 23 | Writing Assignment #2 due | |
| | July 25 | Response sheet due | |
| 8 | July 26- Aug. 1 | The Northeast (continued) Video: to be determined | O: Ch.12, 15 |
| | Aug. 1 | Research Paper due | |
| | Aug. 3 | Response sheet due | |
| | Aug. 5 | Final Examination | |

Textbooks:

Hudson, Charles (H)

Conversations with the High Priest of Coosa. University of North Carolina Press, Chapel Hill

Neihardt, John G. (N)

Black Elk Speaks: Being the Life Story of a Holy Man of the Oglala Sioux. University of Nebraska Press, Lincoln.

Oswalt, Wendell H. (O)

This Land Was Theirs: A Study of Native Americans. Mayfield Publishing Co., 2001. 9th edition

Books may be purchased from the following stores:

1. Kennedy Bookstore, 405 S. Limestone – Phone: (859)-252-0331 or 1-800-892-5165. E-mail: servicedesk@kennedys.com for general questions; textbooks@kennedys.com for textbooks; or go to the website: <http://www.kennedys.com>
2. Wildcat Text Books, 563 S. Limestone – Phone: (859) 225-7771; Email: info@wildcattextbooks.com or go to the website: <http://www.wildcattext.com>
3. Ecampus.com – Website: <http://www.ecampus.com/>; Phone: 1-877-ECAMPUS

Course Requirements: You will be evaluated based on a series of three exams, two book papers, a research paper, and student response sheets.

1. Examinations: The first two exams will be given during the semester and will each be worth 15% of your final grade. These exams will be non-cumulative and will consist of both objective (multiple choice, fill-in-the-blank, matching, etc.) and short essay questions. The approximate dates that these two exams will be given are listed in the class schedule. The third exam will be worth 20% of your final grade and will be given at the time designated by the University for the Final Examination. It will contain short answer and discussion questions covering material from the last one-third of the course, and more comprehensive questions that will cover material from the entire semester. Materials covered on all three of the exams include lectures, readings, and videos. You are expected to take the exams at the scheduled times unless you have made prior arrangements. For medical or family emergencies, you can document your excuse afterwards.

Check the Information on Examinations in the ASSIGNMENTS AND EXAMS section of Blackboard to confirm the topics/chapters covered on each examination. Detailed exam reviews can be found on the course Blackboard web pages. Exams will consist of multiple-choice, fill-in-the-blank, matching,

and short discussion. All examination scores will be posted in the BlackBoard grade book: You can review your scores by going to MY GRADE in BlackBoard (click on TOOLS first).

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

Examination 1: Friday, July 2, 2010 from 6:00 to 9:00 AM

Examination 2: Friday, July 16, 2010 from 6:00 to 9:00 AM

Final Examination: Friday, August 5, 2010 from 6:00 to 9:00 AM

MISSED Examinations: Make-up exams (for missed examinations) 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.

2. Book Papers: The book papers will consist of two 4-5 page papers that you will write on some aspect of *Black Elk Speaks* and *Conversations with the High Priest of Coosa* books. The grades that you receive on these assignments will each comprise 10% of your final grade. Spelling and grammatical errors lower the impression of your work and your grade will be lowered accordingly. This is not nit-picking since one of the biggest complaints about students from people hiring for the job market is their poor language and writing skills. A style guide detailing how to prepare papers for this course will be distributed later in the semester. You must follow the specifications given in the guide. You will receive more details about these assignments later in the semester.

3. Research Paper: A research paper will be required of all students in ANT 221. The topic of your paper should focus on some aspect of Native America culture that we have discussed in class or that has been emphasized in the readings. The specific topic that you select is up to you, but you must submit a one paragraph statement to me by **July 9** that describes your paper topic. Once I approve your topic, you will write a brief (ca. 1 page) abstract in which you present your paper topic in more detail, as well as provide some of the bibliographic sources that you will draw on to write your paper. Your abstract will not be graded, *but the final paper will not be accepted unless you have previously submitted an abstract for my review and comment.* Abstracts will be due no later than **July 16**. I will review the abstracts and give my comments back to you as quickly as possible. The final version of your research paper will be due on **August 1**.

4. Class Participation: Class Participation will be based on your completion and submission of the **response sheets** from the weekly reading assignments. The response sheets containing the questions will be posted on BlackBoard. Each assignment will be worth 100 point and will collectively comprise 10% of your final grade. Response sheets must be submitted by the dates shown on the course outline (above).

Grading Procedures: Your final grade for this course will be based on your performance on the three exams, the two book papers, the research paper, and the response sheets. *You must complete all assignments to receive a passing grade in this class, no matter what your class average may be.* The relative importance of each of these components for determining your final grade is as follows:

| | |
|-----------------|----------------|
| Midterms (2) | 30% (15% each) |
| Book Papers (2) | 20% (10% each) |

| | |
|-------------------|------------|
| Research Paper | 20% |
| Response Sheets | 10% |
| <u>Final exam</u> | <u>20%</u> |
| Total | 100% |

The grading scale for the response sheets, midterms, writing assignments, and the final exam will be:

| | |
|--------------|------------------|
| A - 90 – 100 | D – 60-69 |
| B – 80-89 | E – less than 60 |
| C – 70-79 | |

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 can provide you access to UK's circulating collections and can deliver to you manuscripts or books from UKs library or other libraries. The DL Librarian may be reached at 859-257-0500, ext 2171, or 800-828-0439 (option #6) or by mail at dlservice@email.uky.edu. For an interlibrary loan visit: http://www.uky.edu/Libraries/linpage.php?lweb_id=253&llib_id=16

Disabilities/Medical Conditions: If you have a documented disability that requires academic accommodations, please see me as soon as possible. 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.

“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 2-4 hours per DAY on-line interacting with the course material.

Reading Assignments: Reading assignments are listed on the lecture outline. All assigned readings are potential exam material whether covered online or not.

Getting Started: Log into your Blackboard (Bb) account

- 1) Access the course syllabus: The course syllabus can be viewed by clicking on the red 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 2-4 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 ___ modules (found by clicking on the red **COURSE MATERIALS** button). Each module consists of multiple files. These files are in a variety of forms: PowerPoint, Adobe Flash Player, word documents, web links, Authorware files, 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.
- 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) Do the VARK questionnaire (link in module 1)
 - (3) Begin work on module 1 - (if working on your home /dorm computer - download all of the plug-ins listed in module 1).
 - (4) Log into Thinkwell and get your online account set up

ONLINE EXAMINATION INFORMATION

The **online examinations** will be submitted electronically through Blackboard and must be submitted by the stated deadline (9:00 AM). 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. For the first two exams (Midterms 1 and 2), 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 8.00am). The time allotted for the final exam conforms to the schedule provided on the UK web site. 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 me at 257-2860 - 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.

Assignments: There are three writing assignments that are required components of your grade: Detailed instructions for these assignments can be found under the **ASSIGNMENTS AND EXAMS** button on BlackBoard. All of these assignments must be submitted electronically through BlackBoard.

Due Dates for Writing Assignments:

Book Paper 1: Friday, July 9, 2010 by 9:00 AM (Lexington, KY time)
Book Paper 2: Friday, July 23, 2010 by 9:00 AM (Lexington, KY time)
Research Paper: Friday, August 1, 2010 by 9:00 AM (Lexington, KY time)

The Final Paper is due **no later than 9:00 AM** on Friday, August 1, 2010. Detailed instructions for this paper can be found under the ASSIGNMENTS AND EXAMS button on Blackboard. This assignment must be submitted electronically through BlackBoard. This is an extensive paper that requires quite a bit of research, so do not leave it to the last minute to begin working on it

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 parking, traffic, library services, oversleeping, 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. Grades for writing assignments will be posted no later than one week after the due date/time.

Academic Integrity: PLAGIARISM and CHEATING are serious academic offenses. The following is an excerpt taken from the "Students Rights and Responsibilities Handbook, University of Kentucky" regarding cheating. *"Cheating is defined by its general usage. It includes, but is not limited to, the wrongful giving, taking, or presenting any information or material by a student with the intent of aiding himself/herself or another on any academic work which is considered in any way in the determination of the final grade."*

The following is an excerpt taken from the "Students Rights and Responsibilities Handbook, University of Kentucky" regarding plagiarism. *"All academic work, written or otherwise, submitted by students to their instructors or other academic supervisors, is expected to be the result of their own thought, research, or self-expression. When students submit work purporting to be their own, but which in any way borrows ideas, organization, wording or anything else from another source without appropriate acknowledgment of the fact, the students are guilty of plagiarism. Plagiarism includes reproducing someone else's work..... If the words of someone else are used, the student MUST put quotation marks around the passage in question and add an appropriate indication of its origin. Making simple changes while leaving the organization, content and phraseology intact is plagiaristic."*

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

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

- 1) Any talking to another student during an examination.
- 2) Looking at another students work during an examination, or allowing another student to look at your work.
- 3) Collaborating with another student on an examination and/or submitting an assignment that is similar in wording or sentence construction to the work of another student in the class, even if you acknowledge the participation of the other student. **ALL SUBMITTED WORK MUST BE DONE BY YOU ALONE.**

Student Conduct

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

Unresolved Academic Issues

Consult the University of Kentucky *Student Rights and Responsibilities* regarding the steps for addressing unresolved academic issues.

Additional Student Resources: Information on career exploration, academic resources, financial assistance, health and personal issues, and academic grievances can be found on the Central Advising Service and Transfer Center web site:

<http://www.uky.edu/UGS/centadv/documents/Student%20Resources.pdf>