

ASC - 205 - Career Development in the Animal Sciences

Major Course Change Form

Course Change

Turn on help text

To ensure that your course change proposal is launched correctly, please follow the steps below. Course change proposals that are not launched properly will be returned to the originator who will be asked to resubmit the proposal following the steps below.

[CLICK HERE FOR COMPLETE INSTRUCTIONS ON CREATING A COURSE CHANGE PROPOSAL.](#)

Turn on help text.

Click the import icon to import data from SAP. **THIS IS REQUIRED FOR ALL COURSE CHANGE PROPOSALS. DO NOT** change data that was imported from SAP.

Make sure all required fields have been completed. These fields are denoted with an (*). **DO NOT** change data that was imported from SAP.

Launch the proposal by clicking the launch icon.

The proposal will return to the originators inbox under the 'My Tasks' tab.

At this time, you may make the proposed changes to the course change proposal.

Once you have made all of the changes click the launch button. *Please note, once you click the launch button on this step the proposal will move onto the next approval step in the workflow..*

* denotes required fields

Current Prefix:*

ASC

Current Number:* 205

Proposed Prefix

Proposed Number 205

Check if same as current Same as current

Is this course clinical? Also select "Yes" if the course is not clinical but you wish for the course to be reviewed by the HCCC*
 Yes
 No

1. General Information

a. Submitted by the College of:* College of Ag, Food and Environment (81010)

b. Department/ Division:* Animal and Food Sciences (81070)

c. Is there a change in "ownership" of the course? *
 Yes No

If YES, what college/ department will offer the course instead?

e. Contact Person Name:* Mary Rossano

Email:* mary.rossano@uky.edu

Phone:* 257-7552

f. Requested Effective Date: Semester Following Approval Specific Term

If specific term: Spring 2020

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

What is the rationale for this proposal? The AFS department would like to change the format of the course from face-to-face to an online format.

2. Designation and Description of Proposed Course.

a. Distance Learning(DL) Status: N/A
 Already approved for DL*
 Please Add
 Please Drop

Already approved for DL *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.

The FULL title of the course needs to be written out in the first box and IF the title is more than 40 characters, THEN, the title needs to be shortened for the insertion on the transcript. The full title of the course is what is put in the bulletin and the second is what is inserted on the transcript.

b. Current Title: Career Development in the Animal Sciences

Proposed Title: Career Development in the Animal Sciences

c. Transcript Title (if full title is more than 40 characters):

d. Current Cross-listing: N/A Currently Cross-listed

Currently Cross-listed with (Prefix & Number):

ADD Cross-listing (Prefix & Number):

REMOVE Cross-listing (Prefix & Number):

Using the Files tab in the Proposal Toolbox, attach a letter of support from the chair of the cross-listing department.

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

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.)

For courses with variable credit, please use the following format (no spaces): #-##

Lecture: 1

Laboratory:

Clinical:

Colloquium:

Seminar:

Studio:

Recitation:

Residency:

Discussion:

Indep. Study:

Practicum:

Research:

Other:

- f. Grading System:*** Letter (A, B, C, etc.)
 Pass/Fail
 Medicine Numeric Grade
 Graduate Level Grade Scale

Please Explain: The grading scale will be based on percentage and translated to a letter grade.

g. Number of credit hours:* 1

h. Is this course repeatable for additional credit?* Yes No

If YES, Maximum number of credit hours:

If YES, Will this course allow multiple registrations during the same semester? Yes No

i. Course Description for Bulletin:* An exploration of career opportunities available in the Animal Sciences. Students will investigate and evaluate potential careers from a wide range of professions and industries. By the end of the course, students will have prepared a resume suitable for use in applying for internships or jobs in the Animal Sciences.

j. Prerequisites, if any: ASC 102, or concurrent enrollment.

3. Is this course taught off campus?

a.* Yes No

If YES, enter the off campus address:

4. Are significant changes in content/ student learning outcomes of the course being proposed?

5. Course Relationship to Program(s).

a.* Yes No

If YES, explain and offer brief rationale:

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 requirement for ANY program?*

Yes No

If YES, list the program(s) here:

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

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.)

Distance Learning Form

This form must accompany every submission of a new/change course form that requests a change in delivery mode. 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>).

Instructor Name: Mary Rossano

Instructor Email: mary.rossano@uky.edu

Check the method below that best reflects how the majority of the course content will be delivered.

Internet/Web-based
 Interactive Video
 Hybrid

Curriculum and Instruction

1. How does this course provide for timely and appropriate interaction between students and faculty and among students? Does the course syllabus conform to University Senate Syllabus Guidelines, specifically the Distance Learning Considerations?

Initial contact is made through Canvas with a welcome/course introduction video and completion of a course orientation and career interest survey by the students. This video and exercise will explain the schedule, how to access the course through Canvas, watch recorded content, and communicate with the instructor.

The course does conform to the guidelines, including those for Distance Learning.

2. How do you ensure that the experience for 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.

The course goals and student learning outcomes will be unchanged from the ones currently in the face-to-face format of the course.

Communication with the instructor will be achieved largely through email, but the instructor will also schedule in-person meetings with students by appointment. The course allows for face-to-face interaction on specific dates when guest speakers will be scheduled to address the class to discuss their careers and answer questions.

The Distance Learning component will provide recorded content to give instruction on course concepts and creating the written assignments. The recorded content will be similar, but more in-depth than the material currently presented in the face-to-face lectures.

The course presently operates with all references provided through Canvas and all assignments submitted through Canvas, so these aspects will not change under a hybrid format. The assignment rubrics will be similar to those currently in use.

The course does not require a textbook.

3. How is the integrity of student work ensured? Please speak to aspects such as password-protected course portals, proctors for exams at interactive video sites; academic offense policy; etc.

The primary career evaluation, parallel career reflection paper, resumes, professional emails and cover letters produced by the students will be based on their personal career goals and the careers discussed by the guest speakers. The risk of plagiarism is low.

Student work will be submitted through Canvas, which requires a specific login for each student. Attendance at the face-to-face guest speaker sessions will be taken with a sign-in sheet.

No exams will be given in the course, thus no proctors will be required.

The academic integrity policy in the syllabus is as follows.

Academic integrity – Prohibition of Plagiarism (Senate Rules 6.3.1):

Per University policy, students shall not plagiarize, cheat, or falsify or misuse academic records. Students are expected to adhere to University policy on cheating and plagiarism in all courses. The minimum penalty for a first offense is a zero on the assignment on which the offense occurred. If the offense is considered severe or the student has other academic offenses on their record, more serious penalties, up to suspension from the University may be imposed.

Plagiarism and cheating are serious breaches of academic conduct. Each student is advised to become familiar with the various forms of academic dishonesty as explained in the Code of Student Rights and Responsibilities. Complete information can be found on the Academic Ombud page. A plea of ignorance is not acceptable as a defense against the charge of academic dishonesty. It is important that you review this information as all ideas borrowed from others need to be properly credited.

Senate Rule 6.3.1 (see current Senate Rules) states that 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. In cases where students feel unsure about the question of plagiarism involving their own work, they are obliged to consult their instructors on the matter before submission.

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 acknowledgement of the fact, the students are guilty of plagiarism. Plagiarism includes reproducing someone's else's work, whether it be a published article, chapter or a book, a paper from a friend or some file, or something similar to this. Plagiarism also includes the practice or employing or allowing another person to alter or revise the work which a student submits as his/her own, whoever that other person may be.

Students may discuss assignments among themselves or with an instructor or tutor, but when the actual work is done, it must be done by the student, and the student alone. When a student's assignment involves research from outside sources of information the student must carefully acknowledge exactly what, where, and how he/she employed them. If the words of someone else's are used, the student must put quotation marks around the passage in question and add an appropriate indication of its origin.

When a student's assignment involves research in outside sources or information, the student must carefully acknowledge exactly what, where and how he/she has employed them. 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. However, nothing in these Rules shall pally to those ideas which are so generally and freely circulated as to be part of the public domain (Section 6.3.1)

4. Will offering this course via DL result in 25% or 50% (based on total credit hours required for completion) of a degree program being offered via any form of DL, as defined above? Yes No

If yes, which program(s)?

5. How are students taking the course via DL assured of equivalent access to student services, similar to that of a student taking the class in a traditional classroom setting?

Students taking this course will be in the Animal Science major and will be on campus for their other courses. Thus, they will have normal access to the Writing Center, the CAFE Career Development and Enrichment, libraries and other support services that are available to students based on campus.

Library and Learning Resources

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

Links to relevant Animal Science-specific career databases will be included in assignments.

These can be accessed online. Students will be encouraged to utilize the Writing Center for assistance with writing and editing assignments.

For help with resumes and cover letters, as well as how to use the job search tool, Handshake, students will be directed to the CAFE Career Development and Enrichment.

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

The majority of the instruction and assignment submission will take place through Canvas. No teaching will take place in a laboratory.

To attend guest speaker sessions will take place in a university classroom.

Student Services

8. How are students informed of procedures for resolving technical complaint? Does the syllabus list the entities available to offer technical help with the delivery and/or receipt of the course, such as the Canvas Support Hotline/Chat or ITS Service Desk?

Information on technological requirements and how to resolve technical issues is provided in the syllabus, as follows.

Technological requirements for the course

Course Technology Requirements

- Computer
- Internet access

See our student Technical Requirements and Recommendations. (<http://www.uky.edu/ukonline/technical-requirements-0>)

Contact information for UK ITS Customer Services

- UK's Information Technology Services (ITS) Customer Services website
 - o <https://www.uky.edu/its/customer-support-student-it-enablement/customer-services>
- Call: (859) 218-HELP (4357)
- Email 218help@uky.edu

Procedure for resolving technical complaints.

- For account (link blue login ID) help: Contact ITS Customer Services (see above).
- For Canvas help: Read 'How do I get help with Canvas as a student?'
 - o <https://community.canvaslms.com/docs/DOC-10554-4212710328>

Please email your instructor if you are having access issues that are affecting your ability to complete work in the course.

Information on Distance Learning Library Services

Carla Cantagallo, Distance Learning Librarian

(859) 218-1240

Email: carla@uky.edu

Website: <http://libraries.uky.edu/dlls>

Canvas Support Hotline/Chat (<https://uk.instructure.com/>; Click Help Button for 24/7 service)

Information Technology Services (ITS) Service Desk (<http://www.uky.edu/UKIT/Help/>)

9. Will the course be delivered via services available through Teaching and Academic Support Center?

- Yes
 No

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.

10. Does the syllabus contain all the required components, below?

- Yes

Instructor's **virtual** office hours, if any.
Technological requirements for the course.
Procedure for resolving technical complaints.
Preferred methods for reaching instructor, e.g. email, phone, or text message.
Maximum timeframe for responding to student communications.
Contact information for Information Technology Customer Service Center:

Web: <http://www.uky.edu/UKIT/>
Phone: 859-218-HELP

Web Address for Distance Learning services: <http://www.uky.edu/ukonline/>
Language pertaining academic accommodations (below):

"If you have a documented disability that requires academic accommodations, please see me as soon as possible during scheduled office hours. Please initiate the accommodation process by submitting an online Intake Form (found at <http://www.uky.edu/DisabilityResourceCenter/content/apply-services>) or by contacting the Disability Resource Center (DRC). The DRC coordinates campus disability services available to students with disabilities. DRC staff will discuss possible accommodations with you and provide you with a Letter of Accommodation. Once you receive your Letter of Accommodation, please set up an appointment to see me or stop by during scheduled office hours to discuss how your accommodation will be addressed. The DRC is located on the corner of Rose Street and Huguelet Drive in the Multidisciplinary Science Building, Suite 407. You can reach them via phone at (859) 257-2754 and via email at drc@uky.edu. Their web address is <http://www.uky.edu/StudentAffairs/DisabilityResourceCenter/>.

Information on Distance Learning Library services

Carla Cantagallo, DL librarian
Phone: (859) 218-1240
Email: carla@uky.edu
Web: <http://libraries.uky.edu/DLLS>
DL Interlibrary Loan Service: <http://libraries.uky.edu/dlls>

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

Instructor Name Mary G. Rossano

Administration Use Only

OBJID

SYLLABUS
ASC 205-201

Career Development in the Animal Sciences – 1 credit
Spring 2020

Course Description

An exploration of career opportunities available in the animal sciences. Students will investigate and evaluate potential careers from a wide range of professions and industries. By the end of the course, students will have prepared a resume suitable for use in applying for internships or jobs in the Animal Sciences.

Pre-requisites

ASC 102 (Concurrent enrollment is acceptable.)

Instructor

Name: Dr. Mary Rossano
Office: 611 W. P. Garrigus Bldg.
Phone: 859 257-7552
E-mail: Mary.Rossano@uky.edu
Mailbox: Located outside my office door - 6th floor W. P. Garrigus Building.

My preferred method of contact is email. I will respond within 24 hours Monday through Friday, unless I am travelling (expect an “out of office” message followed by a response within a couple of days).

Face-to-Face Office Hours

By appointment. Students should email or stop by the office to set up a convenient time to meet.

Course Learning Outcomes

The major learning outcomes of this course are as follows. Students will:

- Identify different career opportunities in the Animal Sciences
- Evaluate positive and negative aspects of specific careers in the Animal Sciences
- Identify appropriate databases for career opportunities in Animal Sciences
- Describe starting salaries, job requirements, working environment, opportunities for advancement, and employment benefits of specific careers
- Prepare a resume and correspondence materials for their primary career choice

Required Textbook

None

Technological requirements for the course

Course Technology Requirements

- Computer
- Internet access

See our student [Technical Requirements and Recommendations](#).

(<http://www.uky.edu/ukonline/technical-requirements-0>)

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 - <https://www.uky.edu/its/customer-support-student-it-enablement/customer-services>
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Procedure for resolving technical complaints.

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Carla Cantagallo, Distance Learning Librarian

(859) 218-1240

Email: carla@uky.edu

Website: <http://libraries.uky.edu/dlls>

Academic accommodations

If you have a documented disability that requires academic accommodations, please contact me as soon as possible by email. Please initiate the accommodation process by submitting an [online Intake Form](#) (<http://www.uky.edu/DisabilityResourceCenter/content/apply-services>) or by contacting the Disability Resource Center (DRC). The DRC coordinates campus disability services available to students with disabilities. DRC staff will discuss possible accommodations with you and provide you with a Letter of Accommodation. Once you receive your Letter of Accommodation, please set up an appointment with me to discuss how your accommodation will be addressed. The DRC is located on the corner of Rose Street and Huguelet Drive in the Multidisciplinary Science Building, Suite 407. You can reach them by phone at (859) 257-2754, at the [DRC email](mailto:drc@uky.edu) (drc@uky.edu), or find information on the [DRC website](#) (<http://www.uky.edu/StudentAffairs/DisabilityResourceCenter/>).

Course Assignments and Grading:

Assignments	Points
Primary career evaluation	100
Resume	100
Professional email	100
Professional cover letter	100
<i>The 4 assignments above will form the basis of the mid-term grade.</i>	
6 guest speaker presentations @ 50 points each	300
Guest speaker/parallel career reflection paper	100
Total	800

****NOTE: I do NOT offer any opportunities for extra credit.**

Assignments:

Information about the assignments and their due dates are in the Course Topics and Assignment Schedule on page 6. All written assignments are to be uploaded to Canvas by 4:00 pm Eastern Time on the due date. Late work: 10 points will be deducted from the possible total points for every day the assignment is late. Attendance on dates with guest speakers is mandatory and will be recorded in Canvas with the Attendance tool. If technical issues prevent the use of the Attendance tool, Dr. Rossano will provide a sign-in sheet.

Grading Scale:

A = 800-720 points

B = 719-640 points

C = 639-560 points

D = 559-480 points

E = less than 480 points

*Note: this is an anticipated scale and subject to change at my discretion based on actual student performance. However, I will guarantee that you will get *at least* the grade indicated by the above ranges.

Midterm grades will be posted in myUK by March 16, 2020.

Course Policies:

Title IV compliance:

The University of Kentucky now has a process in place for instructors to confirm one time if a student has attended, participated or engaged at the beginning of the semester in each class for which the student is enrolled. This process will ensure that after the start of classes, Federal Student Aid funds are not disbursed without the University confirming that recipients have begun attendance.

Attendance, participation and engagement in each class will be confirmed by the instructor during the second week of the fall semester and reported during the third week of the semester. If a student fails to begin attending/participating/engaging in any registered class or classes, the student will be dropped with an "N" grade and Canvas will be updated to reflect the drop. Once a student is dropped, an email

notification will be sent to the student, faculty/instructor, academic advisor and financial aid counselor.

The drop will result in a 50% refund to the student and courses dropped for non-attendance/non-participation/non-engagement will not appear on the student's transcript. Students may seek relief through the tuition appeals process (<https://www.uky.edu/registrar/content/registrar-appeals>) if they are unfairly/adversely impacted by the new attendance/participation/engagement requirements. If a student is incorrectly dropped, the student must communicate with the instructor to be reinstated. The instructor of record may notify the Office of the University Registrar to have the student reinstated. Any previously disbursed federal financial aid may need to be adjusted for students who fail to begin attendance/participation/engagement in a class or classes. This may result in less aid and and/or payback of previously disbursed aid. Please direct any questions about this process to the Office of the University Registrar or visit <http://www.uky.edu/registrar>.

Absences and missed work:

Students need to notify Dr. Rossano of absences prior to the face-to-face class sessions when possible. S.R. 5.2.4.2 defines the following as acceptable reasons for excused absences: (a) serious illness, (b) illness or death of family member, (c) University-related trips and activities, (d) major religious holidays (prior notification required), (e) interviews for graduate/professional school or full-time employment post-graduation, and (f) other circumstances found by the professor to fit "reasonable cause for nonattendance". Students anticipating an absence for a major religious holiday are responsible for notifying the instructor in writing of anticipated absences due to their observance of such holidays no later than the last day in the semester to add a class. Information regarding dates of major religious holidays may be obtained through the religious liaison, 859-257-2754.

Per *Senate Rule 5.2.4.2*, students missing any graded work due to an excused absence are responsible: for informing the Instructor of Record about their excused absence within one week following the period of the excused absence (except where prior notification is required); and for making up the missed work.

Requests for excused absences (affecting your ability to complete online assignments) must be e-mailed to Dr. Rossano as soon as possible, but no later than one week following the date the assignment is due. Dr. Rossano will respond to your e-mail to indicate whether or not the absence is excused, and how the missed work may be made up (if applicable).

Making up excused absences on days with face-to-face instruction. Echo360 will be used to record guest speakers. Students with excused absences for those dates will be provided access to the recording and will complete a questionnaire about the speaker.

Tier 1 UHS excuses will be accepted as excused absences. If you submit multiple Tier 1 excuses I may require at least a Tier 2 excuse for any future health-related absences. I may contact the provider of your excuse, whether it be UHS or another health care provider, to verify authenticity.

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Course Topics and Assignment Schedule:

The course is taught in a hybrid online format with 6 face-to-face meetings at 4:00 pm Eastern Time in 109 Garrigus Building on the following Wednesdays: February 26, March 4, March 11, March 25 and April 1. If a class is cancelled on one of these dates (due to UK being closed, or a guest speaker having to cancel) a make-up will be held on April 8. The videos are approximately 1 hour in length.

Date	Topic	Activity or assignment*
1/15	Introduction Careers in the Animal Sciences	Watch introduction video, complete survey
1/22	Video: Career Plans	
1/29	Video: Resumes Amanda Saha, Director of Career Development, CAFE	Primary Career Evaluation
2/5	Video: Professional Communications	Resume
2/12	Video: Ann Leed & Colette Tebeau Academic Enrichment Experiences	Professional email
2/19	Video: Parallel Careers	Professional cover letter
2/26	<i>Guest Speaker Graduate School</i>	Attend Presentation 109 Garrigus Bldg.
3/4	<i>Guest Speaker Wildlife Biologist</i>	Attend Presentation 109 Garrigus Bldg.
3/11	<i>Guest Speaker Animal Health Product Sales Representative</i>	Attend Presentation 109 Garrigus Bldg.
3/18	<i>Spring Break!</i>	
3/25	<i>Guest Speaker Agricultural Extension Agent</i>	Attend Presentation 109 Garrigus Bldg.
4/1	<i>Guest Speaker Animal Nutritionist</i>	Attend Presentation 109 Garrigus Bldg.
4/8	<i>Guest Speaker Veterinarian</i>	Attend Presentation 109 Garrigus Bldg.
4/15	Guest speaker make-up day	Will be announced if necessary
4/22	Video: Wrap-up	Guest speaker/parallel careers reflection paper

*All written assignments are to be uploaded to Canvas by 4:00 pm Eastern Time on the due date.

Attendance on dates with guest speakers is mandatory.