

COURSE CHANGE FORM

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: Engineering Today's Date: 29 Nov 2010
- b. Department/Division: Biosystems and Agricultural Engineering
- 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: Dwayne R. Edwards Email: dedwards@bae.uky.edu Phone: 7-3000 x109
- f. Requested Effective Date: Semester Following Approval OR Specific Term²: _____

2. Designation and Description of Proposed Course.

- a. Current Prefix and Number: BAE 775 Proposed Prefix & Number: BAE 775
- b. Full Title: Seminar Proposed Title: Professional Practices Seminar
- c. Current Transcript Title (if full title is more than 40 characters): N/A
Proposed Transcript Title (if full title is more than 40 characters): N/A
- 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: | <input type="checkbox"/> Lecture | <input type="checkbox"/> Laboratory ⁵ | <input type="checkbox"/> Recitation | <input type="checkbox"/> Discussion | <input type="checkbox"/> Indep. Study |
| | <input type="checkbox"/> Clinical | <input type="checkbox"/> Colloquium | <input type="checkbox"/> Practicum | <input type="checkbox"/> Research | <input type="checkbox"/> Residency |
| | <u>1</u> Seminar | <input type="checkbox"/> Studio | <input type="checkbox"/> Other – Please explain: _____ | | |
| Proposed: | <u>2</u> Lecture | <input type="checkbox"/> Laboratory | <input type="checkbox"/> Recitation | <input type="checkbox"/> Discussion | <input type="checkbox"/> Indep. Study |
| | <input type="checkbox"/> Clinical | <input type="checkbox"/> Colloquium | <input type="checkbox"/> Practicum | <input type="checkbox"/> Research | <input type="checkbox"/> Residency |
| | <input type="checkbox"/> Seminar | <input type="checkbox"/> Studio | <input type="checkbox"/> Other – 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: 0 Proposed number of credit hours: 2

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.)

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- h. Currently, is this course repeatable for additional credit?** YES NO
- Proposed to be repeatable for additional credit?* YES NO
- If YES: Maximum number of credit hours: 4
- If YES: Will this course allow multiple registrations during the same semester? YES NO

- i. Current Course Description for Bulletin:** Weekly meetings with members of the staff for reports and discussions on research and current trends and practices in agricultural engineering. May be repeated twice. One class hour.
- Proposed Course Description for Bulletin:* Review of current research topics, methods, management tools and communications techniques with applications. Required of all departmental graduate students. May be repeated once for credit. Lecture, two hours per week. Prereq: graduate standing.

- j. Current Prerequisites, if any:** None
- Proposed Prerequisites, if any:* Graduate Standing

- 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:

The proposal is for the course to expand its scope substantially, adding exposure and familiarity to the principles and techniques required to contribute to or lead a successful research program. The rationale is that, as a part of recently developing our graduate program evaluation criteria, we identified the lack of such a focus as an opportunity for us to improve the quality of our graduates. We judge that building our students' skills in additional aspects of a successful graduate engineer's career are best accomplished in this single, required course.

- 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.

COURSE CHANGE FORM

Signature Routing Log

General Information:

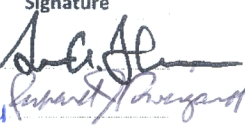
Course Prefix and Number: BAE 775

Proposal Contact Person Name: Dwayne Edwards Phone: 7-3000 Email: dedwards@bae.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
BAE Dept Engineering Faculty	15 Feb 11 4/11/11	Scott Shater 7-3000 x109 Richard Sweigard 18871@engr.uky.edu	 Richard Sweigard
		/ /	
		/ /	
		/ /	

External-to-College Approvals:

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

Comments:

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

SEMINAR
BAE 775
Fall, 20XX

Course Description: Review of current research topics, methods, management tools and communications techniques with applications. Required of all departmental graduate students. May be repeated once for credit. Lecture, two hours per week.

Prerequisites: Graduate standing.

Outcomes: At the conclusion of this course, each of you should be able to:

1. Critically assess scientific communications.
2. Prepare a literature review to scientific publication standards.
3. Identify and communicate appropriate research objectives and methods.
4. Develop a feasible plan for conducting and managing research activities.
5. Identify and specify research resource requirements.
6. Integrate the previous outcomes into a single research proposal that meets scientific and professional standards of rigor, completeness and practicality.

Instructors of Record: Dr. Mike Montross, 106 Barnhart, and Dr. D.R. Edwards, 109 Barnhart.

Grading: The following activities will comprise the indicated percentages of your total grade:

5%	Summary of Presentation
5%	Logical Critique of Published Article
10%	Critique of Scientific Article
25%	Literature Review Preparation
25%	Objectives and Procedures
10%	Research Plan
10%	Budget Development
10%	Research Proposal

Grades will be assigned as follows:

90-100%	A
80-89%	B
70-79%	C

Class Hours: TBD

Final Exam Activity: TBD

Attendance: Attendance and active participation are expected for all scheduled class periods. Absences meeting the criteria of University of Kentucky Senate Rule 5.2.4.2 will be excused, though appropriate documentation of the reason for the absence may be required. The second and each following unexcused absences will result in a deduction of 1% from the final grade.

Assignments. Assignments are due at the beginning of the class period on the announced due date. Except for situations involving excused absences (in which case, the instructor will specify a revised due date), no credit will be given for late assignments. Unless otherwise specified, assignments must be submitted in paper form.

Academic Integrity. Plagiarism is unacceptable, and suspected cases will be pursued consistent with procedures and penalties as described in the current University of Kentucky Senate Rules (http://www.uky.edu/Faculty/Senate/rules_regulations/index.htm). Discussion and collaboration on assignments are expected and encouraged. However, each individual assignment must be a unique reflection of the student's own effort.

Classroom Behavior. Professional conduct is expected at all times, and all communication should be characterized by a spirit of mutual respect and dignity. Cell phones should be set to non-vibrating silent mode during class, and no texting will be permitted.

Announcements: Required announcements will occur in class, time permitting. Otherwise, announcements will be communicated via e-mail to the students' official University of Kentucky e-mail addresses.

Text: None.

Lecture Topics

Lecture	Topic	Reading
1-2	Active Listening	
3-6	Logic and Critical Thought	
7-10	Scientific Principles and Methods	
11-14	Literature Reviews	
15-16	Research Objectives	
17-18	Research Procedures	
19-22	Project Management	
23-24	Resources and Budget	
25-28	Research Marketing	
29-30	Proposal Preparation	

SEMINAR
BAE 775
Spring, 20XX

Course Description: Review of current research topics, methods, management tools and communications techniques with applications. Required of all departmental graduate students. May be repeated once for credit. Lecture, two hours per week.

Prerequisites: Graduate standing.

Outcomes: At the conclusion of this course, each of you should be able to:

1. Summarize scientific data through tables and graphs constructed to accepted standards.
2. Conduct a thorough peer-review of a scientific article.
3. Write a scientific paper suitable for peer-reviewed publication.
4. Deliver an oral scientific presentation to include supporting visual aids.
5. Present scientific studies using poster format.
6. Communicate scientific information using adult outreach methods.
7. Communicate technical information to non-technical audiences.
8. Demonstrate familiarity with university-level instructional techniques.
9. Market individual experiences and qualifications through curriculum vitae and interviews.

Instructors of Record: Dr. Mike Montross, 106 Barnhart, and Dr. D.R. Edwards, 109 Barnhart.

Grading: The following activities will comprise the indicated percentages of your total grade:

- 5% Preparation of Tables and Graphs
- 10% Peer Review of a Scientific Article
- 25% Preparation of a Scientific Article
- 15% Oral Presentations
- 10% Poster Preparation
- 10% Outreach Product Preparation
- 5% Course Syllabus Development
- 10% Technical Lecture
- 10% Curriculum Vita and Mock Interview

Grades will be assigned as follows:

- 90-100% A
- 80-89% B
- 70-79% C

Class Hours: TBD

Final Exam Activity: TBD

Attendance: Attendance and active participation are expected for all scheduled class periods. Absences meeting the criteria of University of Kentucky Senate Rule 5.2.4.2 will be excused, though appropriate documentation of the reason for the absence may be required. The second and each following unexcused absences will result in a deduction of 1% from the final grade.

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Announcements: Required announcements will occur in class, time permitting. Otherwise, announcements will be communicated via e-mail to the students' official University of Kentucky e-mail addresses.

Text: None.

Lecture Topics

Lecture	Topic	Reading
1-2	Data Presentation	
3-6	Scientific Writing	
7-10	Peer-Reviewed Journals	
11-14	Oral Communications	
15-16	Use of PowerPoint	
17-18	Creating Posters	
19-20	Outreach Materials	
21-22	Non-Technical Audiences	
23-28	Instructional Skills	
29-30	Self-Marketing	