

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: <u>A & S</u>	Today's Date:	<u>September 29, 2011</u>			
b.	Department/Division: <u>Biology</u>					
c.	Is there a change in "ownership" of the course?				YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
	If YES, what college/department will offer the course instead? _____					
d.	What type of change is being proposed? <input checked="" type="checkbox"/> Major <input type="checkbox"/> Minor ¹ (place cursor here for minor change[OSC1] definition)					
e.	Contact Person Name: <u>Ruth E Beattie</u>	Email: <u>rebeat1@uky.edu</u>	Phone: <u>257-7647</u>			
f.	Requested Effective Date: <input type="checkbox"/> Semester Following Approval		OR	<input checked="" type="checkbox"/> Specific Term ² : <u>SU 2012</u>		
2. Designation and Description of Proposed Course.						
a.	Current Prefix and Number: <u>BIO 303</u>	Proposed Prefix & Number:		<u>no change</u>		
b.	Full Title: <u>Introduction to Evolution</u>	Proposed Title:		<u>no change</u>		
c.	Current Transcript Title (if full title is more than 40 characters): <u>Introduction to Evolution</u>					
c.	Proposed Transcript Title (if full title is more than 40 characters): <u>no change</u>					
d.	Current Cross-listing: <input checked="" type="checkbox"/> N/A	OR	Currently ³ Cross-listed with (Prefix & Number): _____			
	Proposed – <input type="checkbox"/> ADD ³ Cross-listing (Prefix & Number): _____					
	Proposed – <input type="checkbox"/> REMOVE ^{3,4} Cross-listing (Prefix & Number): _____					
e.	Courses must be described by at least one of the meeting patterns below. Include number of actual contact hours⁵ for each meeting pattern type.					
Current:	<u>3</u> Lecture	_____ Laboratory ⁵	<u>3</u> 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	<u>6 (when taught online) Other –</u> Please explain:		<u>3 lecture/3 recitation when taught in class; 6 other when taught online</u>	
f.	Current Grading System: <input checked="" type="checkbox"/> Letter (A, B, C, etc.)		<input type="checkbox"/> Pass/Fail			
	Proposed Grading System: <input checked="" type="checkbox"/> Letter (A, B, C, etc.)		<input type="checkbox"/> Pass/Fail			
g.	Current number of credit hours: <u>4</u>		Proposed number of credit hours: <u>4</u>			

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.)

COURSE CHANGE FORM

h.	Currently, is this course repeatable for additional credit?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
	<i>Proposed to be repeatable for additional credit?</i>	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
	<i>If YES: Maximum number of credit hours: _____</i>		
	<i>If YES: Will this course allow multiple registrations during the same semester?</i>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
i.	Current Course Description for Bulletin:	<u>This course covers topics in evolution, concentrating on the Darwinian theories of evolution including descent with modification, natural selection, and sexual selection. Topics will include: patterns of evolution, the genetic source of variation, measuring evolution, adaptation, speciation, human evolution, “evo-devo”, and evolutionary medicine. Lecture, three hours; recitation, three hours. Prereq: BIO 148, BIO 152 and BIO 155 or equivalent</u>	
	<i>Proposed Course Description for Bulletin:</i>	<u><i>This course covers topics in evolution, concentrating on the Darwinian theories of evolution including descent with modification, natural selection, and sexual selection. Topics will include: patterns of evolution, the genetic source of variation, measuring evolution, adaptation, speciation, human evolution, “evo-devo”, and evolutionary medicine. Taught on-campus (Lecture, three hours; recitation, three hours) or online. Prereq: BIO 148, BIO 152 and BIO 155 or equivalent</i></u>	
j.	Current Prerequisites, if any:	BIO 148, BIO 152 and BIO 155 or equivalent	
	<i>Proposed Prerequisites, if any:</i>	BIO 148, BIO 152 and BIO 155 or equivalent	
k.	Current Distance Learning(DL) Status:	<input type="checkbox"/> N/A <input type="checkbox"/> Already approved for DL* <input checked="" type="checkbox"/> Please Add ⁶ <input type="checkbox"/> Please Drop	
	*If already approved for DL, the Distance Learning Form must also be submitted <u>unless</u> the department affirms (by checking this box <input type="checkbox"/>) that the proposed changes do not affect DL delivery.		
l.	Current Supplementary Teaching Component, if any:	<input type="checkbox"/> Community-Based Experience <input type="checkbox"/> Service Learning <input type="checkbox"/> Both	
	<i>Proposed Supplementary Teaching Component:</i>	<input type="checkbox"/> Community-Based Experience <input type="checkbox"/> Service Learning <input type="checkbox"/> Both	
3.	Currently, is this course taught off campus?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
	<i>Proposed to be taught off campus?</i>	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
4.	Are significant changes in content/teaching objectives of the course being proposed?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
	If YES, explain and offer brief rationale: _____		
5.	Course Relationship to Program(s).		
a.	Are there other depts and/or pgms that could be affected by the proposed change?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
	If YES, identify the depts. and/or pgms: _____		
b.	Will modifying this course result in a new requirement⁷ for ANY program?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>

⁶ You must *also* submit the Distance Learning Form in order for the course to be considered for DL delivery.

COURSE CHANGE FORM

If YES ⁷ , list the program(s) here: _____		
6. Information to be Placed on Syllabus.		
a.	<input type="checkbox"/> Check box if <u>changed to</u> 400G or 500.	If <u>changed to</u> 400G- or 500-level course you must send in a syllabus and <i>you must include the differentiation</i> between undergraduate and graduate students by: (i) requiring additional assignments by the graduate students; and/or (ii) establishing different grading criteria in the course for graduate students. (See SR 3.1.4.)

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: BIO 303 (adding DL option to mtg pattern)

Proposal Contact Person Name: Ruth E Beattie Phone: 257-7647 Email: rebeat1@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
Faculty of Department of Biology	09/16/11	Dr. Vincent Cassone / 257-6766 / vincent.cassone@uky.edu	
Biology	09/16/11	Ruth Beattie, DUS / 257-7647 / rebeat1@uky.edu	
College of A&S		Anna Bosch, Associate Dean / 7-6689 / bosch@uky.edu	
		/ /	
		/ /	

External-to-College Approvals:

Council	Date Approved	Signature	Approval of Revision ⁸
Undergraduate Council	1/19/2012	Sharon Gill	
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.

BIO 303, Introduction to Evolution / Online Summer 6-Week 2012

Instructor: Dr. Craig Sargent

Instructor Information:

- **Office:** Room 115, [MDR3](#)
- **Telephone:** 859-257-8742
- **Email:** csargent@uky.edu
- **Website:** <http://darwin.uky.edu/~sargent/>
- **Office Hours:** Generally the 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 generally be responded to on that day. E-mails received after 5pm will generally 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, telephone or SKYPE appointments: e-mail me to set up a meeting time.

Textbook Required:

- [*Evolutionary Analysis, 4th Edition*](#), by Scott Freeman and Jon C. Herron, ISBN-10: 0-13-227584-8, Published by Benjamin Cummings, 2007, Cost: \$134.
- [Textbook Materials Online](#): Chapter Study Questions, Activities, End of Chapter Questions, Web Links

Books may be purchased from the following stores.

- Kennedy Bookstore, 405 S. Limestone, (606) 252-0331 or 1-800-892-5165, or go to the website: <http://www.kennedys.com>
- Wildcat Text Books, 563 S. Limestone, (606) 225-7771, or go to the website: <http://www.wildcattext.com>
- UK Bookstore 106 Student Center Annex, phone (606) 257-6304 or 1-800-327-6141, or go to the website: <http://www.ukbookstore.com>
- Various online vendors, such as amazon

Class Time and Location: First Six-week Summer session

ONLINE: go to: MyUK and log into Blackboard using your LINK BLUE username and password. This class will begin during week one of the 4-week and end at the end of week two of the 8-week. You should spend about 4 hours per day interacting with the course material.

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/Bb9%20Hardware%20and%20Software%20Requirements.aspx>

You will need to have access to a computer for at least 4 hours each DAY.

You may need to install a number of plugins on your computer. The links to the specific plugins required for this course can be found in MODULE 1 of the COURSE MATERIALS section of the course. If using a UK computer these plugins should already be 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.

Walk-In Assistance for Students

IT Customer Service Center. 111 McVey Hall

- Monday through Friday 7 AM - 6 PM Student Center. Room 255
- Monday through Friday 10 AM - 6 PM The Hub at WT Young Library
- Sunday through Thursday 1 PM - 10 PM

[SCS Computer Labs](#) on campus can also help with log in and access problems.

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 UK's 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?web_id=253&lib_id=16

Bulletin Course Description:

This course covers topics in evolution, concentrating on the Darwinian theories of evolution including descent with modification, natural selection, and sexual selection. Topics will include: patterns of evolution, the genetic source of variation, measuring evolution, adaptation, speciation, human evolution, "evo-devo", and evolutionary medicine.

Prereqs: BIO 148, BIO 152 and BIO 155 or equivalent

This course will introduce you to the breadth of modern evolutionary biology, from theory to empirical evidence, from the basics of natural selection and population genetics to new insights gained from molecular biology and development (aka EvoDevo). Both the curriculum and your textbook emphasize an inquiry-based, active-learning approach.

Lectures: Lectures will consist of a series of animated slideshows (e.g. Camtasia animations of PowerPoint files) and videos. These, along with the assigned readings, will be supplemented by series of questions to test your understanding of the material.

Recitations: Recitations will consist of two components.

1. Asynchronous interactive lab exercises, usually based on computer simulations. Many of these come from the activities sections of your textbook's website. These will include written assignments that are graded. These are done on your own time.
2. Synchronous video conferencing with the Instructor or TA. These will consist of weekly discussions via an internet video conferencing platform, like Adobe Connect. Topics for these discussions include that week's lecture and recitation material, and review for exams.

Students who have completed this course can expect to gain an understanding of...

- The creative potential for random mutation plus non-random natural selection
- How the predictions of hypotheses about the past are tested in the present
- How DNA sequence similarity may be used to infer family histories and pedigrees, evolutionary histories among populations within species, and evolutionary histories among species
- How a common genetic toolkit can explain the enormous diversity of life on earth in terms of form and function
- How insights from evolution contribute to the fields of engineering and human health

Student Learning outcomes

By the end of the course you should be able to:

1. Demonstrate a thorough understanding of all Darwinian and non-Darwinian theories of evolution
2. Describe the evidence all disciplines of biology provide for evolution
3. Discuss why evolution is considered a cornerstone of science and foundation of biology

4. Describe how physics, chemistry, geology, and mathematics provide support for evolution
5. Discuss how evolutionary theory is applied to medicine, agriculture, and conservation
6. Describe the mechanisms that shape microevolution and macroevolution

Grading: your grade for the course is 75% lecture, 25% recitation. The breakdown of points is...

- Lecture: 3 1-hour exams worth 100 points each, given weeks 2, 4 and 6 of the term.
 - Each exam is open book
 - Each exam is 50 questions (multiple choice and true/false)
 - Each exam will be available to you for one hour, and all students will take the same exam at the same time (see below)
- Recitation: 100 points
 - Participation: 10 points (video discussions)
 - 6 written assignments @ 15 points each, which totals 90 points

Your letter grade will be based on the following scale. A: 90-100%; B: 80-89.9%; C: 70-79.9%; D: 60-69.9%; E: 0-59.9%.

Mid-term grades will be posted in myUK by the deadline established in the Academic Calendar (<http://www.uky.edu/Registrar/AcademicCalendar.htm>) .

Below is a table of the topics covered each week. The lecture and recitation files for each week are on Blackboard. A more detailed breakdown of topics will be provided in Blackboard.

Week	Topics	Readings
1	<ul style="list-style-type: none"> • A Case for Evolutionary Thinking: Understanding HIV • The Evidence for Evolution • Darwinian Natural Selection • Reconstructing Evolutionary Trees 	Chapters 1-4
2	<ul style="list-style-type: none"> • Mutation and Genetic Variation • Mendelian Genetics in Populations I: Selection and Mutation as Mechanisms of Evolution • Mendelian Genetics in Populations II: Migration, Genetic Drift, and Nonrandom Mating 	Chapters 5- 7
3	<ul style="list-style-type: none"> • Evolution at Multiple Loci: Linkage and Sex • Evolution at Multiple Loci: Quantitative Genetics • Studying Adaptation: Evolutionary Analysis of Form and Function 	Chapters 8-10
4	<ul style="list-style-type: none"> • Sexual Selection • Kin Selection and Social Behavior • Aging and Other Life History Characters • Evolution and Human Health 	Chapters 11-14
5	<ul style="list-style-type: none"> • Phylogenomics and the Molecular Basis of Adaptation • Mechanisms of Speciation • The Origins of Life and Precambrian Evolution 	Chapters 15-17
6	<ul style="list-style-type: none"> • The Cambrian Explosion and Beyond • Development and Evolution • Human Evolution 	Chapters 18-20

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 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 4 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 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 20 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, 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 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:
 - a. Print out a copy of the syllabus and lecture schedule
 - b. Do the VARK questionnaire (link in module 1)
 - c. Begin work on module 1 - (if working on your home /dorm computer - download all of the plug-ins listed in module 1).
 - d. Log into Mastering Microbiology and get your online account set up.

Exams: more details

All examinations will be administered online during specific time periods. Please arrange work schedules accordingly. Problems associated with work schedules, childcare, parking, traffic procrastination, over-sleeping or forgetfulness are not acceptable excuses for missing an exam.

Make-up exams and assignments will only be given for excused absences as defined by University Senate Rules. Make-up exams will be scheduled at a time convenient for Instructor and student. A missed exam or assignment will result in a score of zero for that exam or assignment, unless an acceptable written excuse is presented **within one week of the absence.** [Senate Rule 5.2.4.2](#)

Exam scores will be posted in the grade book on BlackBoard by 5pm on the day of an exam. Questions and answer keys for exams 1 and 2 will be posted on BlackBoard at the same time as the exam scores are posted.

Check the Information on Examinations in the EXAMS section of Blackboard to confirm the topics/chapters covered on each examination. The posted "lecture" schedule usually has students working a little bit ahead of the exam schedule so that there is adequate time to process information before each exam.

ONLINE EXAMINATION INFORMATION

The online exams will be submitted electronically through Blackboard and must be submitted by the stated deadline. Each examination will consist of 50 multiple-choice or true/false questions. Each examination will be available beginning at designated starting time on the examination date. It is your responsibility to make sure that you access the material during that time period. You can only access the examination 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 8 minutes after it starts). If you go over the time you will not receive credit for any questions answered after the 50-minute time limit has passed. It is your responsibility to watch the time and submit the examination in time.

The questions on the examination will be sequenced. You must submit an answer for the first question before you can move to the second question. The first answer you submit is the answer used in the determination of your grade – you cannot go back and change an answer once an answer is submitted. The online examination is an open book examination. Note: You have 50 minutes to answer 50 questions. Make sure you know the exam material before you start each exam as this 50-minute limit does not provide much time for looking up information. Online examinations will be automatically graded and your score will be available after the due time.

If you encounter problems when taking an exam: First try calling me at 859-257-8742 - 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.

Academic Offenses:

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.**

Complete information can be found at the following website: <http://www.uky.edu/Ombud>.

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.

Course Policy on Course Civility and Decorum

The university, college and department all have a commitment to respect the dignity of all and to value differences among members of our academic community. There exists the role of discussion and debate in academic discovery and the right of all to respectfully disagree from time-to-time. Students clearly have the right to take reasoned exception and to voice opinions contrary to those offered by the instructor and/or other students (S.R. 6.1.2). Equally, a faculty member has the right -- and the responsibility -- to ensure that all academic discourse occurs in a context characterized by respect and civility. Obviously, the accepted level of civility would not include attacks of a personal nature or statements denigrating another on the basis of race, sex, religion, sexual orientation, age, national/regional origin or other such irrelevant factors.

Unresolved Academic Issues

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

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: BIO 303	Date: September 29, 2011
Instructor Name: Craig Sargent	Instructor Email: csargent@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"/>

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>Instructor Information:</p> <ul style="list-style-type: none"> • Office: Room 115, MDR3 • Telephone: 859-257-8742 • Email: csargent@uky.edu • Website: http://darwin.uky.edu/~sargent/ • Office Hours: Generally the 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 generally be responded to on that day. E-mails received after 5pm will generally 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, telephone or SKYPE appointments: e-mail me to set up a meeting time. <p>.</p> <p>The syllabus conforms to the Senate Syllabi requirements</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 goals are the same as for the traditional lecture course. Students will be assessed through online examinations and assignments.</p> <p>.Lectures: Lectures will consist of a series of animated slideshows (e.g. Camtasia animations of PowerPoint files) and videos. These, along with the assigned readings, will be supplemented by series of questions to test your understanding of the material.</p>

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

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!**

	<p>Recitations: Recitations will consist of two components.</p> <ol style="list-style-type: none"> 1. Asynchronous interactive lab exercises, usually based on computer simulations. Many of these come from the activities sections of your textbook's website. These will include written assignments that are graded. These are done on your own time. 2. Synchronous video conferencing with the Instructor or TA. These will consist of weekly discussions via an internet video conferencing platform, like Adobe Connect. Topics for these discussions include that week's lecture and recitation material, and review for exams.
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>Academic Offenses: 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."</p> <p>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."</p> <p>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.</p> <p>Consult the Student Rights and Responsibilities manual (Part II, Section 6) for further details. (Available on the Web at http://www.uky.edu/StudentAffairs/Code).</p> <p>Access to the exams is password protected.</p> <p>Exams will be administered online. Each exam will be available for a one hour window of time. Once a student accesses the exam, he/she has 50 minutes in which to complete and submit the exam. Students can only access an examination once. Exams are open book</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>

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

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!**

	<p>If yes, which percentage, and which program(s)?</p> <p><i>*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.</i></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>Information on library service, technical help is included in syllabus.</p>
<i>Library and Learning Resources</i>	
6.	<p>How do course requirements ensure that students make appropriate use of learning resources?</p> <p>Assignments are designed to encourage use of learning resources . The learning module s direct students to the appropriate resources.</p>
7.	<p>Please explain specifically how access is provided to laboratories, facilities, and equipment appropriate to the course or program.</p> <p>All facilities/resources required for the course are available online</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>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://www.uky.edu/Blackboard/computer.php and http://www.masteringbiology.com/site/support/system-requirements.html#players_plugins .</p> <p>You will need to install a number of plugins on your computer. The links to the specific plugins required for this course can be found in MODULE 1 of the COURSE MATERIALS section of the course. If using a UK computer these plugins should be already installed.</p> <p>If you experience technical difficulties with accessing course materials, the UK 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. The MasteringBiology.com technical support Help Number is (Toll Free) is 1-877-672-6877. The phone support is available Monday through Friday from noon to 8PM. They also have online support documents and tutorials available at http://www.masteringbiology.com/site/support/faq-students.html. Please also inform the course instructor when you are having technical difficulties.</p> <p>The UK 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.</p>

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

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!**

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>
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"> <input type="checkbox"/> "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"> <input type="checkbox"/> Carla Cantagallo, DL Librarian <input type="checkbox"/> Local phone number: 859 257-0500, ext. 2171; long-distance phone number: (800) 828-0439 (option #6) <input type="checkbox"/> Email: dllservice@email.uky.edu <input type="checkbox"/> DL Interlibrary Loan Service: http://www.uky.edu/Libraries/libpage.php?lweb_id=253&lilib_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: Craig Sargent Instructor Signature:</p>

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