

CHANGE UNDERGRADUATE DEGREE PROGRAM

PLEASE NOTE: To ensure that a series of changes to an existing degree program does not essentially create a new program, the Southern Association for the Accreditation of Colleges and Schools (SACS) requires submission of its Substantive Change Checklist for every program change. Prior to college-level review, you must fill out and submit the [SACS Substantive Change Checklist](#) to the Office of Institutional Effectiveness. Contact Institutional Effectiveness (institutionaleffectiveness@uky.edu) for assistance.

Once approved at the college level, your college will send the proposal to the appropriate Senate academic council (HCCC and/or UC) for review and approval. Once approved at the academic council level, the academic council will send your proposal to the Senate Council office for additional review and then a 10-day posting online, during which senators review on their own and have an option to register an objection if they so desire. If no objection is raised to the Senate Council Office within ten days of the posting the proposal, then the program change is approved. The Senate Council Office will report approvals to the Provost, Registrar and other appropriate entities, including the contact person.

For every proposed change, you MUST also include the existing requirement.

SUMMARY OF CHANGES

Check all that apply.

- | | | | |
|--|---|--|--|
| <input checked="" type="checkbox"/> Courses | <input type="checkbox"/> Program name | <input type="checkbox"/> Total required credit hours | <input type="checkbox"/> Student learning outcomes |
| <input type="checkbox"/> Criteria for admissions/progression/termination | <input type="checkbox"/> Certificate assessment | <input type="checkbox"/> Other | |

1. General Information

1a	Date of contact with Institutional Effectiveness (IE) ¹ :	8/21/2017		
	<input checked="" type="checkbox"/> Appended to the end of this form is a PDF of the reply from Institutional Effectiveness.			
1b	College ² :	College of Health Sciences	Department ² :	Clinical Sciences
1c	CIP code ³ :		Today's Date:	12/21/2016
1d	Current major name: (Biology, Design, etc.)	Human Health Sciences	Proposed major name:	
1e	Current Degree (BA, BFA, etc.):	BS	Proposed degree:	
1f	Will there be any changes regarding a track(s) for the program?			Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
1g	Accrediting agency, if applicable:			
1h	Date of most recent periodic program review for this degree:	2015		
1i	Requested effective date:	<input checked="" type="checkbox"/> Fall semester following approval.	OR	<input type="checkbox"/> Specific Date ⁴ : Fall 20

¹ Prior to college-level review, you must fill out and submit the SACS Substantive Change Checklist to the Office of Institutional Effectiveness. You can reach Institutional Effectiveness by phone or email (257-2873 or institutionaleffectiveness@uky.edu).

² It is not possible to change the home academic unit of a degree program via this form. To change the home unit, visit <http://www.uky.edu/faculty/senate> and search for forms related to academic organizational structure.

³ The CIP code is provided by Institutional Effectiveness. If a different CIP code is necessary, the program may undergo a review similar to the new program approval process.

⁴ No program change(s) will be effective until all approvals are received.

1j	Contact person name:	Geza Bruckner	Phone / Email:	8-0859/ gbruckn@uky.edu
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2. Overview of Changes

2a Describe the rationale for the changes, including results from the most recent program review if applicable. (450 word limit)

Addition of pre- AT track- The HHS program would like to add a pre-AT track. This track will accommodate pre-professional AT students who wish to apply to the newly proposed professional Masters of Science Athletic Training degree program within the Division of Athletic Training. This track is structured to provide students interested in pursuing a career in Athletic Training the pre-requisite courses and initial clinical experiences to be competitive for admission into the Master of Science in Athletic Training degree that will be offered here at UK and also the other professional master’s degree programs across the country.

HHS 362-Currently, HHS 362 (1.0) is repeatable and required by all HHS students to be taken for a total of 2.0 credit hours. The division would like to change the requirement to HHS 362 (1.0) for only 1 semester and add a new course, HHS 363 (1.0). This change would allow for different content and have HHS 362 as a pre-requisite for HHS 363. HHS 362 would also no longer be offered as a repeatable course within the HHS curriculum. All HHS students would complete HHS 363 as this is a core course requirement.

Guided Electives A- The division would also like to remove PHY 213 from the required guided electives for all HHS students.

Guided Electives B- This course will remain a requirement for the pre-pharmacy track, therefore it will now be added to the Pre-Professional requirements for this track. This will increase the number of free electives for most tracks. (See Table 1b)

GCCR- Currently the GCCR requirement is tied to HHS 350 and HHS 453 within the curriculum. We would like to remove this from HHS 350 moving forward.

2b Use the fields below, as applicable, to identify the areas in which changes will be made.

		Current	Proposed
i.	Credit Hours of Premajor Courses:	33	33
ii.	Credit Hours of Preprofessional Courses:	Vary by track	Vary by track
iii.	Credit Hours of Major Core Course Requirements	34	34
iv.	Minimum Credit Hours of Guided Electives:	25	20
v.	Minimum Credit Hours of Free Electives:	Vary by track	Vary by track
vi.	Credit Hours for Track 1 (name): Dentistry	120	120
vii.	Credit Hours for Track 2 (name): Pharmacy	120	120
viii.	Credit Hours for Track 3 (name): Physical Therapy	120	120
ix.	Credit Hours for Track 4 (name): Physician Assistant	120	120
x.	Credit Hours for Track 5 (name): Audiology	120	120
	Credit Hours for Track 6 (name): Occupational Therapy	120	120
	Credit Hours for Track 7 (name): Optometry	120	120
	Credit Hours for Track 8 (name): Athletic Training	n/a	120
xi.	Credit Hours for Required Minor:		
xii.	Total Credit Hours Required by Level:	100-level:	
	Please see Tables 1a and 1b- varies by track	200-level:	
		300-level:	
		400-level:	

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	500-level:		
	TOTAL CREDIT HOURS REQUIRED FOR GRADUATION:	<u>120</u>	<u>120</u>
xv.	If the total hours required for graduation have changed, explain below. (150 word limit)		
	Total hours for graduation have not changed.		
2c	Will the requested change(s) result in the use of courses from another educational unit?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	If "Yes," describe generally the courses and how they will used.		
	Yes, the pre-AT track will use courses from other educational units including the Department of Kinesiology and Health Promotion (KHP 420G and KHP 190), along with the Division of Athletic Training (AT 120). The remaining shared courses for the pre-AT track are courses required for other pre-professional tracks within the HHS program.		
	If "Yes," two pieces of supporting documentation are required.		
	<input checked="" type="checkbox"/> Check to confirm that appended to the end of this form is a letter of support from the appropriate chair/director ⁵ of each unit from which individual courses will be used.		
	<input checked="" type="checkbox"/> Check to confirm that appended to the end of this form is verification that the chair/director of each affected unit has consent from the faculty members of the unit. This typically takes the form of meeting minutes.		
2d	Will the proposed change(s) affect an associated minor?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
	If "Yes," the department must also submit a change form to change the minor.		
3. Course Sharing			
3a.	Will the requested changes result in the use of courses from another unit?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	If "Yes," describe generally the courses and how they will used.		
	Yes, the pre-AT track will use courses from other educational units including the Department of Kinesiology and Health Promotion (KHP 420G and KHP 190), along with the Division of Athletic Training (AT 120). The remaining shared courses for the pre-AT track are courses required for other pre-professional tracks within the HHS program.		
	If "Yes," two pieces of supporting documentation are required.		
	<input checked="" type="checkbox"/> Check to confirm that appended to the end of this form is a letter of support from the other units' chair/director ⁶ from which individual courses will be used.		
	<input checked="" type="checkbox"/> Check to confirm that appended to the end of this form is verification that the chair/director of the other unit has consent from the faculty members of the unit. This typically takes the form of meeting minutes.		
3. UK Core Courses			
3a	Are there any proposed changes to the UK Core requirements for the program? (If "Yes," indicate and proceed to next question. If "No," indicate and proceed to 4a.)	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
	If "Yes," note the specific changes in the grid below.		

⁵ A dean may submit a letter only when there is no educational unit below the college level, i.e. there is no department/school.

⁶ A dean may submit a letter only when there is no educational unit below the college level, i.e. there is no department/school.

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UK Core Area	Current Course	Current Credits	Proposed Course	Proposed Credits
I. Intellectual Inquiry				
Arts and Creativity				
Humanities				
Social Sciences				
Natural/Physical/Mathematical				
II. Composition and Communication				
Composition and Communication I				
Composition and Communication II				
III. Quantitative Reasoning				
Quantitative Foundations				
Statistical Inferential Reasoning				
IV. Citizenship (one course in each area)				
Community, Culture & Citizenship in USA				
Global Dynamics				
Total UK Core Hours		=====		=====

3b Provide the Bulletin language about UK Core.

4. Graduation Composition and Communication Requirement

4a	Will the Graduation Composition and Communication requirement be changed? (If "Yes," indicate and proceed to next question. If "No," indicate and proceed to 5a.)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	If "Yes," note the specific changes below, including changes to credit hours.		
	If the course(s) used are from outside the home unit, one piece of supporting documentation is required.		
	<input type="checkbox"/> Check to confirm that appended to the end of this form is a letter of support from the other units' chair/director ⁷ from which individual courses will be used.		
	Current	Proposed	
i.	<input type="checkbox"/> Single course in home unit:	<input checked="" type="checkbox"/> <i>Single course in home unit: HHS 453 only</i>	
ii.	<input checked="" type="checkbox"/> Multiple courses in home unit. HHS 350 and HHS 453	<input type="checkbox"/> <i>Multiple courses in home unit.</i>	
iii.	<input type="checkbox"/> Single course outside home unit.	<input type="checkbox"/> <i>Single course outside home unit.</i>	
iv.	<input type="checkbox"/> Multiple courses outside home unit.	<input type="checkbox"/> <i>Multiple courses outside home unit.</i>	
v.	<input type="checkbox"/> Course(s) inside & outside home unit.	<input type="checkbox"/> <i>Course(s) inside & outside home unit.</i>	

4b Provide the Bulletin language about GCCR below.
Language should reflect changes requested above.

5. Other Course Changes

⁷ A dean may submit a letter only when there is no educational unit below the college level, i.e. there are no departments/schools.

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5a	Will the college-level requirements change? (If “Yes,” indicate and note the specific changes in the grid below. If “No,” indicate and proceed to question 5c.)					Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Current			Proposed				
<input type="checkbox"/> Standard college requirement			<input type="checkbox"/> Standard college requirement				
<input type="checkbox"/> Specific course			<input type="checkbox"/> Specific course				
Prefix & Nmbr	Credit Hrs	Title	Prefix & Nmbr	Credit Hrs	Title	Course Status ⁸	
						Select one....	
						Select one....	
						Select one....	
5b	Will the existing language in the Bulletin about college-level requirements change?					Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
	If “Yes,” provide the new language below.						
5c	Will the pre-major or pre-professional course requirements change? (If “Yes,” indicate and note the specific changes in the grid below. If “No,” indicate and proceed to question 5e.) Pre-professional track course requirements will change with the addition of the athletic training pre-professional track, please see Table 1b.					Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Current			Proposed				
Prefix & Nmbr	Credit Hrs	Title	Prefix & Nmbr	Credit Hrs	Title	Course Status ⁹	
						Select one....	
						Select one....	
						Select one....	
						Select one....	
						Select one....	
5d	Provide the Bulletin language about pre-major or pre-professional courses below.						
5e	Will the major’s core course requirements change? (If “Yes,” indicate and note the specific changes in the grid below. If “No,” indicate and proceed to question 5g.)					Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	If “Yes,” note the specific changes in the grid below.						
Current			Proposed				
Prefix & Nmbr	Credit Hrs	Title	Prefix & Nmbr	Credit Hrs	Title	Course Status ¹⁰	
HHS 362	1	Health Advocacy	HHS 363	1	Health Advocacy Part II	New	
						Select one....	

⁸ Use the drop-down list to indicate if the course is a new course (“new”), an existing course that will change (“change”), or if the course is an existing course that will not change (“no change”).

⁹ Use the drop-down list to indicate if the course is new, exists but will change, or exists but will not change.

¹⁰ Use the drop-down list to indicate if the course is new, exists but will change, or exists but will not change.

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						Select one....
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....

5f Provide the Bulletin language for major core course requirements.

This requested change does not affect the Bulletin language as the students currently take HHS 362 twice, for a total of two credits. Now the students will take HHS 362 for 1 credit and HHS 363 for 1 credit.

5g Will the guided electives change? (If “Yes,” indicate and note the specific changes in the grid below. If “No,” indicate and proceed to question 5i.) Yes No

Current			Proposed			
Prefix & Nmbr	Credit Hrs	Title	Prefix & Nmbr	Credit Hrs	Title	Course Status ¹¹
PHY 213	5.0	General Physics	This course has been removed from the guided electives for all students (Table 1a) and added as a pre-pharmacy track requirements, please see Table 1b. Please see 5j.			
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....

5h Provide the Bulletin language for guided electives.

No change in the language for guided electives is requested.

5i Will the free electives change? (If “Yes,” indicate and note the specific changes in the space below. If “No,” indicate and proceed to question 5j.) Yes No

Since PHY 213 will be removed from the guided electives for all HHS tracks, the 5.0 credits will then be added into the free electives section for each track. Number of free electives and pre-professional requirements will vary based on track. (Please see Table 1b)-.

5j Does the proposed change affect any track(s)? (If “Yes,” note the specific changes using the grid below. If “No,” proceed to question 6.) Yes No

If more than one track is affected, click [HERE](#) for a template. Append a PDF for each affected track to the end of this form.

¹¹ Use the drop-down list to indicate if the course is new, exists but will change, or exists but will not change.

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Track Name: Athletic Training (Please see Table 1b)		<input checked="" type="checkbox"/> New Track		<input type="checkbox"/> Changed Track		<input type="checkbox"/> Deleted Track	
<i>Current</i>				<i>Proposed</i>			
Prefix & Nmbr	Credit Hrs	Title	Prefix & Nmbr	Credit Hrs	Title	Course Status ¹²	
			ANA 209	3	Principals of Human Anatomy	Exists but will not change	
			AT 120	1	Careers in Athletic Training	Exists but will not change	
			KHP 190	2	First Aid and Emergency Care	Exists but will not change	
			KHP 420G	3	Physiology of Exercise	Exists but will not change	
			PGY 206	3	Elementary Physiology	Exists but will not change	

5k Provide the Bulletin language for the track.

This track is structured to provide students interested in pursuing a career in Athletic Training the pre-requisite courses and initial clinical experiences to be competitive for admission into master degrees in athletic training throughout the country in addition to the Master of Science in Athletic Training here at the University of Kentucky.

6. Semester by Semester Program

List below the typical semester-by-semester program for the major. If multiple tracks are available, click [HERE](#) for a template for additional tracks and append a PDF of each track's courses to the end of this form. **(Please see Table 1a and 1b)**

YEAR 1 – FALL: (e.g. "BIO 103; 3 credits")		YEAR 1 – SPRING:	
YEAR 2 - FALL :		YEAR 2 – SPRING:	
YEAR 3 - FALL:		YEAR 3 - SPRING:	
YEAR 4 - FALL:		YEAR 4 - SPRING:	

¹² Use the drop-down list to indicate if the course is new, exists but will change, or exists but will not change.

Table 1

Table 1a: Degree program for all students, regardless of track

HHS Degree	
UK Core Requirements	
Intellectual Inquiry in the Arts & Creativity	3
Intellectual Inquiry in the Humanities	3
Intellectual Inquiry in the Social Sciences (PSY 100- Intro to Psychology)	4
Natural, Physical & Mathematical Sciences (CHE 105 & 111- Gen Chem I & Lab)	5
Composition & Communication I (CIS 110)	3
Composition & Communication II (CIS 111)	3
Quantative Foundations (MA 137- Calculus I with Life Sci Appl)	4
Statistical Inferential Reasoning (STA 296)	3
US Citizenship	3
Global Dynamics	3
Total UK Core	33
HHS Core Requirements	
HHS 101- Survey of Health Professions	1
HHS 102- Shadowing Experience	1
HHS 241- Health and Med Care Delivery Systems	3
HHS 350- Health Policy and Politics	3
HHS 351- Health Services Administration	3
HHS 353- Ethics in Healthcare	3
HHS 356- Seminar in IPE Pt 1	1
HHS 357- Seminar in IPE Pt 2	1
HHS 361- Health Quality and Patient Safety	3
HHS 362- Health Advocacy Pt 1	1
HHS 363- Health Advocacy Pt 2	1
HHS 405- Epidemiology and Biostatistics	3
HHS 443- Health and Information Management	2
HHS 453- Cultural Competance in Healthcare	3
HHS 454- Research in Human Health Sciences	3
HHS 503- Nutrition for Health Professions	2
Total HHS Core	34
Guided Electives (Required by HHS)	
BIO 148- Intro to Biology	3
BIO 152 & 155- Principles of Bio II and Lab	4
CHE 107 & 113- General Chemistry II and Lab	5
CLA 131- Medical Terminology	3
PHY 211- General Physics I	5
Total Guided Electives (Required)	20
UK Core, HHS Core, Guided Electives (ALL HHS STUDENTS)	87

At this time current HHS students take HHS 362 twice. This proposal requests the addition of HHS 363; therefore, starting Fall 2018 the students will take HHS 362 and HHS 363.

At this time PHY 213 is a guided elective required of all HHS students; for a total of 25 guided elective credits. This proposal requests the removal of PHY 213 from the guided electives. This course will be added to the required courses for the pre-pharmacy track (please see blue text below).

Table 1b. Pre-Professional Track Course Requirements

Pre-Professional Course Selections	Credits	Required by Track							
		DENT	PHARM	PT	PA	AUD	OCPT	OPT	AT
ANA 209- Principals in Human Anatomy	3		X		X		X	X	X
AT 120- Careers in Athletic Training	1								X
BCH 401G- Fundamentals of Biochemistry	3	X			X			X	
BIO 208 & 209 (or 308/309) Microbiology and Lab	3	X	X		X			X	
BIO 302- Intro into Neuroscience	3						X		
BIO 304- Principles of Genetics	4			X					
CHE 230 & 231- Organic Chemistry I and Lab	4	X	X					X	
CHE 232 & 233- Organic Chemistry II and Lab	4	X	X						
CLM 501- Practicum in CLM	3						X		
CSD 378- Anatomy and Physiology of Speech	3					X			
CSD 402- Speech and Hearing Science	3					X			
CSD 491- Audiology	3					X			
CSD 571- Nueral Bases of Speech, Lang, and Hearing	3					X			
CSD 591- Aural Rehabilitation	3								
ECO 201- Principles of Economics	3		X						
HHS 450 - Intro to Dentistry	3	X							
HHS 451- Intro to Medicine	2				X				
KHP 190- First Aid and Emergency Care	2								X
KHP 340- Athletic Training	2								
KHP 415- Biomechanics of Human Movement	4						X		
KHP 420G- Physiology of Exercise	3								X
PHY 213- General Physics II	5		X						
PGY 206- Elementary Physiology	3				X		X		X
PSY 223- Developmental Psychology	3			X	X			X	
Pre-Professional Totals		17	22	7	17	12	16	16	12
Free Electives Remaining		16	11	26	16	21	17	17	21
TOTAL		120	120	120	120	120	120	120	120

At this time there is not a pre-AT track. This proposal requests the addition of the pre-AT track.

At this time none of the pre-professional tracks request PHY 213. This proposal requests PHY 213 to be added as a required course for the pre-pharmacy

SUPPORT DOCUMENTS

From: [Mattacola, Carl](#)
To: [Hoch, Johanna](#); [Gribble, Phillip](#)
Subject: FW: CHS_ BHS Human Health Science
Date: Wednesday, September 13, 2017 8:14:38 AM
Attachments: [image001.png](#)
[image002.png](#)

From: "Weber, Ann D" <ann.weber@uky.edu>
Date: Tuesday, September 12, 2017 at 5:08 PM
To: "Carl G. Mattacola" <CarlMattacola@uky.edu>
Subject: RE: CHS_ BHS Human Health Science

Hi Carl,

I've reviewed the request and I do not see anything that indicates a substantive change issue. Please consider this email as a record of your having consulted IE.

Thanks very much for your patience.

Best,

Annie

Annie Davis Weber, Ed.D.

Assistant Provost for Strategic Planning & Institutional Effectiveness
SACSCOC Accreditation Liaison

University of Kentucky
355B Patterson Office Tower
Lexington, KY 40506

Phone: (859) 257-1962
Email: ann.weber@uky.edu

From: Mattacola, Carl
Sent: Monday, September 11, 2017 8:55 PM
To: Weber, Ann D <ann.weber@uky.edu>
Subject: FW: CHS_ BHS Human Health Science

Hi Annie

September 7, 2017

Re: College of Health Sciences Athletic Training Programs

To Whom It May Concern:

In response to your request for feedback from the Department of Kinesiology and Health Promotion on the additions and modifications to College of Health Sciences programs in Athletic training, please note our full support of your proposals. Based on the information below, please provide me with your response so that I might communicate that information to KHP faculty.

Faculty in the Department of Kinesiology and Health Promotion were provided details of the proposed program changes and additions in the College of Health Sciences regarding Athletic Training. There are no objections to these programmatic changes, however, the KHP faculty want assurances that should the undergraduate and graduate programs related to Athletic Training cause overloading of any required or elective courses such as KHP 190, 415, 420G or 450 or any other KHP classes that the College of Health Sciences would agree to cover the costs of the additional course and/or lab sections (instructor, lab instructor, supplies, etc.). Determination of such an overload situation would be based on analysis of student enrollments and comparison to enrollment history/trends.

KHP acknowledges the very positive working relationship we have with CHS. We are more than willing to work with you in order to ensure that your program approval is not negatively impacted.

Kind regards,

A handwritten signature in blue ink that reads "Ben Johnson".

Ben Johnson, EdD
Professor and Chair



College of Health Sciences

College of Health Sciences
Office of the Dean
123 Wethington Building
Lexington, KY 40536-0200
859-218-0860
www.uky.edu/chs

To: Ben Johnson
Professor and Chair

From: Carl Mattacola, Ph.D.
Associate Dean of Academic and Faculty Affairs

Date: September 12, 2017

RE: Athletic Training Proposal

Thank you for your letter verifying the support of the faculty in the Department of Kinesiology for the athletic training curriculum proposal (attached). We agree that we will work cooperatively and would support the cost of 1-2 labs per year not to exceed \$4000.00 should the increase not be sustainable by the Department of Kinesiology.

For clarification, the course requirements for the pre-AT Track are KHP 190 and KHP 420G. KHP 450 and KHP 415 are not requirements and likely wouldn't be a challenge for instructional coverage because there are few electives for students in the pre-AT track.

Thanks again for your support. We appreciate the long-standing collaboration between our departments.

From: [Mattacola, Carl](#)
To: [Hoch, Johanna](#)
Cc: [Gribble, Phillip](#)
Subject: Fwd: AT proposal
Date: Thursday, September 14, 2017 4:13:12 PM

Thanks Carl. We are completely satisfied with your response regarding the coverage of labs in KHP based on projected enrollments in your new program. Should the numbers of students admitted to your program in the future increase significantly beyond the numbers CHS shared with us in your proposal, we reserve the right to re-address this issue.

Ben

On Sep 13, 2017, at 8:14 AM, Mattacola, Carl
<CarlMattacola@uky.edu> wrote:

Ben-

Thank you for your support of the AT proposal. We appreciate your support and confirmation.

Sincerely,

Carl

Carl G. Mattacola, PhD, ATC, FNATA
Professor
Associate Dean of Academic and Faculty Affairs
University of Kentucky
College of Health Sciences
900 South Limestone, Room 123
Lexington, KY 40536-0200

*Office: (859) 218-0860
*E-Mail: carlmat@uky.edu

<image001.png>

<MEMO BenJohnson_9_12_2017.pdf>



Wethington Building, Room 206
Lexington, KY 40536-0200
Phone 859-218-0497
Fax 859-323-6003
<http://www.uky.edu/chs/at>

August 22, 2017

From: Phillip Gribble, PhD, ATC
Director, Division of Athletic Training

To: Whom it may concern

This letter represents the Division of Athletic Training's full support of the pre-Athletic Training track that is currently being proposed by the Human Health Sciences program. The faculty were consulted via email on August 11, 2017 in which they were informed of the courses that would be shared for the purposes of this track. The faculty were given 10 days to provide objection, in which none of the faculty were opposed.

A handwritten signature in black ink, appearing to read 'Phillip Gribble'.

Phillip Gribble, PhD, ATC, FNATA
Director, Division of Athletic Training
Associate Professor
Department of Rehabilitation Sciences
College of Health Sciences
859-218-0885
phillip.gribble@uky.edu

COURSE CHANGES

From: Christianson, Tabatha D
To: [Bruckner, Geza](#)
Subject: Curriculog- the best way was to screen shot the proposal i made
Date: Friday, January 13, 2017 2:42:00 PM
Attachments: [HHS 363 Syllabus.docx](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[image007.png](#)
[image008.png](#)
[image009.png](#)
Importance: High

1. General Information

a. Submitted by the College of:

b. Department/ Division:

c. Contact Person Name: Geza Bruckner

Email:

Phone:

d. Requested Effective Date: Semester following approval
 Specific Term/Year

If Specific Term/Year:

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

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

What is the rationale for this proposal? Currently, within the HHS curriculum, HHS 362 (1.0 credit) is listed as a repeatable course for a total of 2.0 credits that are required by all HHS students. The division would like to create HHS 363 (1.0) and keep HHS 362 (1.0), however students would no longer take 362 as a repeatable course, but instead take HHS 363. This would allow for a difference in content between the two courses.

2. Designation and Description of Proposed Course.

a. Will this course also be offered through Distance Learning?* Yes No

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

b. Prefix:*

Number:* 363

c. Full Title:* Interdisciplinary Health Advocacy II

d. Transcript Title (if full title is more than 40 characters): Interdisciplinary Health Advocacy II

e. To be Cross-listed with (Prefix and Number):

The chair of the cross-listing department must approve the cross-listing.

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

In general, undergraduate courses are developed on the principle that one semester hour of credit represents one hour of classroom meeting per week for a semester, exclusive of any laboratory meeting. Laboratory meeting, generally, re: two hours per week for a semester for one credit hour. (from SR 5.2.1)

Lecture: 1

Laboratory:

Clinical:

Colloquium:

Seminar:

Studio:

Recitation:

Residency:

Discussion:

Indep. Study:

Practicum:

Research:

Other:

g. Identify a grading system:⁶ Letter (A, B, C, etc.)
 Pass/Fail
 Medicine Numeric Grade
 Graduate Level Grade Scale

h. Number of credits:⁶ 1.0

i. Is this course repeatable for additional credit?⁶ Yes No

If YES: Maximum number of credit hours:

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

j. Course Description for Bulletin:⁶ The course will allow students to apply concepts they learned in HHS362-001 in various wayfinding and shadowing opportunities in the healthcare system. Additionally, students will become more familiar with hospital services and work with patients who are seeking advice about the availability of health resources, health services and health information.

k. Prerequisites, if HHS 362
any:

3. Will this course be taught off campus?

a.* Yes No

If YES, enter the
off campus
address:

4. Frequency of Course Offering.

a. Course will be offered (check all that apply):* Fall Spring Summer Winter

b. Will the course be offered every year?*" Yes No

If No, explain:

5. Facilities and Personnel

5. Facilities and Personnel

a. Are facilities and personnel necessary for the proposed new course available? Yes No

If No, explain:

6. Enrollment

a. What enrollment (per section per semester) may reasonably be expected? 50

7. Anticipated Student Demand.

a. Will this course serve students primarily within the degree program? Yes No

b. Will it be of interest to a significant number of students outside the degree pgm? Yes No

If YES, explain:

8. Check the category most applicable to this course:

- Check one:*
- Traditional – Offered in Corresponding Departments at Universities Elsewhere
 - Relatively New – Now Being Widely Established
 - Not Yet Found in Many (or Any) Other Universities

9. Course Relationship to Program(s).

a. Is this course Yes No
part of a proposed
new program?*

If YES, name the
proposed new
program:

b. Will this course Yes No
be a new
requirement for
ANY program?*

If YES, list affected
programs: The Human Health Sciences degree program

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

10. Information to be Placed on Syllabus.

a. Is the course Yes No
400G or 500?*

If YES, the *differentiation for undergraduate and graduate students must be included* in the information required in 10.b. You must include: (i) identification of additional assignments by the graduate students; and/or (ii) establishment of different grading criteria in the course for graduate students. (See SR 3.1.4)

Confirm b. *The syllabus, including course description, student learning outcomes, and grading policies (and 400G-/500-level grading differentiation if appl 10.a above) are attached.



Tabatha D. Christianson

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HHS 363-001 Interdisciplinary Health Advocacy II
Fall/Spring R 2-2:50pm CTW 0415

Instructors: **Dr. Jami Warren**
209B CTW
jami.warren@uky.edu
859-218-0489

Office Hours: By appt.

Placement Coordinator:

Tracey Gdovka @ tracey.gdovka@uky.edu
859-218-0856

Office Hours: Mon –Fri 7:30 a.m. – 4:00 p.m. (Tracey will respond to emails sent after hours on the next instructional day).

Objective: The course will allow students to apply concepts they learned in HHS363-001 in various wayfinding and shadowing opportunities in the healthcare system. Additionally, students will become more familiar with hospital services and work with patients who are seeking advice about the availability of health resources, health services and health information.

Specific learning objectives:

1. Students will apply concepts related to safeguarding medical records and issues related to confidentiality in healthcare settings.
2. Students will utilize various methods of communication (electronic communication, active listening, verbal and nonverbal communication, etc.) in healthcare settings.
3. Students will behave appropriately and professionally in healthcare settings.
4. Students will apply concepts related to cultural appropriateness and sensitivity in healthcare settings.
5. Students will communicate with audiences who may have limited ability to understand (i.e., patients who suffer from visual or hearing impairment, dementia, or patients who may have language barriers).
6. Students will continue to cultivate effective relationships with healthcare workers and patients within the healthcare settings they're working in.
- 7.

Textbook: *“Communication Skills for the Healthcare Professional”* by Laurie Kelly McCorry & Jeff Mason (ISBN-13: 978-1-58255-814-1)

Assignments

Assignment	Points
End of Semester Paper (<i>assignment sheet and rubric forthcoming</i>)	100 points
*Completion of Wayfinding & Shadowing Shifts	150 points
** Participation	50 points total (<i>midterm discussion board post = 25 points; feedback via Qualtrics = 25 points</i>)
Total	300 points total

* Students will receive a 15 point deduction from their wayfinding/shadowing completion grade for each MISSED wayfinding/shadowing shift (without a university-approved excused absence). You must make-up any university-approved missed wayfinding/shadowing shift to receive credit. Students will receive a 10 point deduction from their wayfinding/shadowing completion grade for each CHANGED wayfinding/shadowing shift (without a university-approved excused absence).

Grading Scale

90 – 100	A
80 - 89	B
70 - 79	C
60 - 69	D
50 - 59	E

University & Course Policies:

1. *Withdrawal*: The student should refer to the University Senate Rules Section V, 1.8 - 1.8.5.
2. *Incompletes*: The student should refer to the University Senate Rules Section V, 1.3.2.
3. *Attendance*: Attendance is **mandatory** for both class meetings and assigned wayfinding or shadowing shifts. Please understand that the hospital staff are kindly offering their time to provide you with wayfinding and shadowing experiences. Similar to a job or a class, you are expected to attend the shifts you signed up for so please be mindful of your other schedules ahead of time. Last minute schedule changes (i.e., having other tests to study for, work-related issues, etc.) are **NOT** acceptable excuses for missing a wayfinding/shadowing shift. You will only be permitted to make up a missed wayfinding/shadowing shift if you have a university-approved excused absence or have received permission from Tracey Gdovka. In cases where you have a university approved absence and will miss a **WAYFINDING** shift, you should notify Tracey Gdovka via e-mail tracey.gdovka@uky.edu as soon as possible, and then cancel your shift on SignUp. When you sign up for a new shift on SignUp, please e-mail Tracey the new location/date/time. You should also provide your instructor with documentation of your excuse within one week of your absence. In cases where you have a university approved absence and will miss a

SHADOWING shift, you are responsible for notifying Tracey via e-mail and then reaching out to the contact at the shadowing site to notify him/her of your absence and to cancel/reschedule shifts via SignUp that works best for the both of you. Please notify Tracey Gdovka via e-mail of your new shift location/date/time. You should also provide your instructor with documentation of your excuse within one week of your absence.

4. *Excused Absences:* Acceptable reasons for excused absences are listed in University Senate Rules Section 5.2.4.2. In such cases, students will be given the opportunity to make up missed work or examinations. It is not sufficient to inform the instructor about an absence in order for it to be excused. Excused absences will be granted by the instructor only in cases outlined in the University Senate Rules. The student may be required to submit documentation to verify absence. If a make-up assignment is to be given, the student must arrange to schedule the make-up assignment within one week of the original date. Further, students must send an email message to the instructor as soon as possible after missing the assignment so the appropriate decisions can be made. 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 for adding a class. Information regarding dates of major religious holidays may be obtained through the following link:
https://www.uky.edu/Ombud/ForStudents_ReligiousHolidays.php
5. *Late Assignments:* All assignments should be submitted to Canvas in a .docx, .doc, or .pdf file format on or before their due date. Unless PRIOR arrangements are made between the student, instructor or coordinator, late and/or emailed assignments WILL NOT be accepted or graded.
6. *Cheating/Plagiarism:* Policies related to cheating and/or plagiarism can be found in the University Senate Rules Section 6.3.0. Cheating and/or plagiarism will not be tolerated. If it is determined that a student has engaged in cheating, the resulting penalty can be the assignment of an "E" in the course or as severe as expulsion from the University. It is important that you do not engage in any behavior that could be interpreted as cheating. Plagiarism involves using another person's work without giving proper credit. The penalties for plagiarism are the same as those for cheating. Cheating and plagiarism are serious offenses with serious consequences. Please be aware of the University policies and strictly adhere to them.
7. *Dead Week:* Senate Rule 5.2.4.6 stipulates that instructors must follow specific policies during "Dead Week", the last week of instruction. No examinations (including final examinations) may be scheduled during Dead Week, unless they are make-up exams for students with excused absences. Only quizzes that are regularly scheduled at least as frequently as every other week and listed in the syllabus and all have equal weights will be allowed during Dead Week. No project/lab practicals/paper/presentation deadline shall be scheduled to fall during the Dead Week unless it was scheduled in the syllabus.

8. *Murphy's Law*: "Anything that can go wrong, will go wrong." Laptops are stolen. Printers run out of ink. Hard drives crash. The campus wireless connection fails. So, do not wait until the last minute to submit your assignments and SAVE OFTEN.
- Always save duplicates of your work on an external source (e.g., flash/thumb drive, Google Drive, Dropbox.com)!
 - For your protection, keep all assignments that are graded and handed back to you until final grades have been submitted at the end of the semester.
9. *Ask Three, Then Me*: I receive hundreds of e-mails every week, many from students asking questions that could easily have been answered by reading the syllabus, checking the online wayfinding booklet, or asking a classmate. Thus, **BEFORE e-mailing me, please follow these steps**:
1. Consult the class schedule and syllabus.
 2. Check Canvas/online wayfinding & shadowing booklet.
 3. Confer with three classmates.

If you still don't know the answer to your question, you may e-mail me. I won't reply to a question that could be answered by following these steps.

10. *Responsible Technology Use*:

E-mail: Throughout the semester, you will receive e-mails from me with updates and reminders. You are expected to regularly check your official UKY e-mail address – if information is sent to you via email and you do not read it in time to adjust accordingly, this is not the fault of your instructor.

Email is the best and preferred way to reach me and I will be checking it frequently throughout the business day (i.e., Monday-Friday, 9:00am-5:00pm). I will not be on email 24/7 and will not expect you to be, either! **Please send all email correspondence to the email address provided above, and put HHS/CLM 363 and your section number in the subject line each time.**

Additionally, use your emails as an opportunity to practice good professional communication! All emails must include an appropriate greeting (e.g., "Hello, Dr. Warren/Mrs. Gdovka," "Hi, Dr. Warren/Mrs. Gdovka, etc."), a message including full sentences, professional language, correct spelling, grammar, and capitalization, and an appropriate closing. If your email does not include these components, I may choose not to respond. Writing emails to your friends/family can be informal, but when you start writing emails to your instructors, professors and potential employers, they should be well written with as few mistakes as possible. Additionally, if you email me with a question that could be answered by Asking Three, Then Me (see above), I may choose not to respond.

11. *Weather Policies*: Information regarding the cancellation or delay of classes will typically be made by 6:00 am via a Canvas announcement.

Unless indicated by the University, students should assume that all classes will meet unless notified in advance by the instructor. The instructor will make every effort to make it to campus during inclement weather. Students should use their own judgment about whether or not the road conditions are too hazardous to travel.

12. *Grievances.* Students who have grievances regarding the course should contact the instructor. If students are not satisfied with the response, they should seek guidance from the Program Director (Dr. Geza Bruckner) or the Dean of the College of Health Sciences.
13. *Disabilities.* If a student has a documented disability that requires academic accommodations, please see the instructor as soon as possible during scheduled office hours. To receive accommodations in this course, students must provide the Course Director with a Letter of Accommodation from the Disability Resource Center (<http://www.uky.edu/StudentAffairs/DisabilityResourceCenter/>). If a disabled student has not already done so, that student should please register with the Disability Resource Center (Room 2 Alumni Gym, 257-2754, jkarnes@uky.edu) for coordination of campus disability services available to students with disabilities.
14. *Canvas.* The primary mechanism for communication in this course, other than direct class meetings, is the Canvas system. Instructors use Canvas to make assignments, provide materials, communicate changes or additions to the course materials or course schedule, and to communicate with students other aspects of the course. It is imperative that students familiarize themselves with Canvas, check Canvas frequently for possible announcements, and make sure that their e-mail account in Canvas is correct, active, and checked frequently. All assignments should be uploaded to Canvas in a .doc, .docx, or .pdf file format on or before their due date.
15. *Technical Issues.* Students will need use of the following software for successful completion of assignments: Microsoft Word, Microsoft PowerPoint, Adobe Reader, and Canvas, among other softwares when necessary. It is the student's responsibility to maintain the course communications technology in functioning order, e.g., your email or access to the Internet. Technical problems are not acceptable excuses for late or unreadable submissions.
16. *Professional Behavior at Wayfinder/Shadowing Sites.*
 - A. Recall that Donny Johnson and Mark Athey visited our class during the spring 2016 semester to discuss expectations for professional behavior for Wayfinders. It is vital that you review their expectations so you are aware of what is expected of you as a wayfinder. You are expected to follow these guidelines during your wayfinding shifts.
 - B. There may be different dress codes at some of the shadowing sites- this will be posted accordingly.

C. You may not do homework, eat, use electronic devices, wear headphones, etc. while serving on your WayFinder or Shadowing shifts. You should treat this as a job and understand that you should appear friendly and inviting (even if you feel like the shift is “slow” or that there “isn’t anything else to do.”). Use slow times on shift to look for hospital visitors who may be lost or to better familiarize yourself with the hospital. REMEMBER that you are representing UK and the College of Health Sciences and we want to maintain a professional reputation.

17. *Sign-Ups for Wayfinder/Shadowing Rotations.* You must sign up for at least 4 **Wayfinding Shifts** and at least 6 **Shadowing Shifts**. You may choose which type of shift you prefer for the remaining 2 shifts (either Wayfinding or Shadowing). You **must complete a total of 12 shifts** for the entire semester. Students should check their schedules (including school, work, extracurricular activities, etc.) BEFORE signing up for a wayfinder/shadowing rotation time so they can be sure the assigned time will work with their schedules. Once the calendar closes, students may not change their scheduled time unless there is a university approved absence that cannot be avoided. See the attendance policy for more details. In other words, once one student has signed up for a time slot, no other student can take that time slot. **Also, please read the wayfinding/shadowing booklet on Canvas prior to signing up for your shifts so that you clearly understand what you will be doing at each site along with the specific location of each site.**

18. *Badges for Wayfinding/Shadowing Rotations.* Please contact the Office of Observation and Learning OLEstudents@uky.edu to obtain your badge. They will also inform you if you need to update any of your documentation. **Please put HHS 363-002 in the subject heading, and indicate you took HHS 363-001 this past spring 2016.**

Tentative Course Schedule

Date	Topic	Assignments Due
8/25	Course Overview- Syllabus & Expectations (Student Panel)	
9/1	Rotation sign-ups online	Sign Up for 1st half of Semester of Wayfinding/Shadowing Shifts by today
9/8	Wayfinding/Shadowing	
9/15	Wayfinding/Shadowing	
9/22	Wayfinding/Shadowing	
9/29	Wayfinding/Shadowing	
10/6	Wayfinding/Shadowing	Midterm Discussion Board Submission/ Sign Up Deadline for 2nd half of Semester Wayfinding/Shadowing Shifts
10/13	Wayfinding/Shadowing	
10/20	Wayfinding/Shadowing	
10/27	Wayfinding/Shadowing	
11/3	Wayfinding/Shadowing	
11/10	Wayfinding/Shadowing	
11/17	Wayfinding/Shadowing	
11/24	Thanksgiving Break! No Classes!	
12/1	Wayfinding/Shadowing	
12/8	Feedback via Qualtrics	Final Papers Due to Canvas by today. Wayfinding cards due today.

HHS 363-001 Interdisciplinary Health Advocacy II
Fall/Spring R 2-2:50pm CTW 0415

Instructors: **Dr. Jami Warren**
209B CTW
jami.warren@uky.edu
859-218-0489

Office Hours: By appt.

Placement Coordinator:
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859-218-0856

Office Hours: Mon –Fri 7:30 a.m. – 4:00 p.m. (Tracey will respond to emails sent after hours on the next instructional day).

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11/10	Wayfinding/Shadowing	
11/17	Wayfinding/Shadowing	
11/24	Thanksgiving Break! No Classes!	
12/1	Wayfinding/Shadowing	
12/8	Feedback via Qualtrics	Final Papers Due to Canvas by today. Wayfinding cards due today.