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OFFICE OF THE SENATE COUNCIL

1. General Information

1a. Submitted by the College of: ARTS &SCIENCES

Date Submitted: 11/7/2014

1b. Department/Division: Chemistry

1c. Contact Person

Name: Arthur Cammers

Email: a.cammers@uky.edu

Phone: 3238977

Responsible Faculty ID (if different from Contact)

Name:

Email:

Phone:

1d. Requested Effective Date: Semester following approval

1e. Should this course be a UK Core Course? No

2. Designation and Description of Proposed Course

2a. Will this course also be offered through Distance Learning?: No

2b. Prefix and Number: CHE 372

2c. Full Title: Communication in Chemistry 1

2d. Transcript Title: Communication in Chemistry 1

2e. Cross-listing:

2f. Meeting Patterns

SEMINAR: 1.0

2g. Grading System: Letter (A, B, C, etc.)

2h. Number of credit hours: 1

2i. Is this course repeatable for additional credit? No

If Yes: Maximum number of credit hours:

If Yes: Will this course allow multiple registrations during the same semester?

2j. Course Description for Bulletin: Reports and discussions on recent research and current chemical literature; writing and revision of scientific papers; literature searching methods; preparation of effective presentations abstracts and visual aids. CHE 372 and CHE 472 meet the A&S College Writing and Communications Requirement.

2k. Prerequisites, if any: CHE 226 (or concurrent) or CHE 232 (or concurrent) or consent of Director of Undergraduate Studies

2l. Supplementary Teaching Component:

3. Will this course taught off campus? No

If YES, enter the off campus address:

4. Frequency of Course Offering: Spring,

Will the course be offered every year?: Yes

If No, explain:

5. Are facilities and personnel necessary for the proposed new course available?: Yes

If No, explain:

6. What enrollment (per section per semester) may reasonably be expected?: 35

7. Anticipated Student Demand

Will this course serve students primarily within the degree program?: Yes

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

If Yes, explain:

8. Check the category most applicable to this course: Traditional – Offered in Corresponding Departments at Universities Elsewhere,

If No, explain:

9. Course Relationship to Program(s).

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

If YES, name the proposed new program:

b. Will this course be a new requirement for ANY program?: Yes

If YES, list affected programs: B.S. Degree in Chemistry B.S. Degree in Chemistry with a Biochemistry Emphasis B.A. Degree in Chemistry CHE 372 is not a 'new' requirement. Previously the approximate content was taught in two sections of CHE 572. CHE 572 has been discontinued. CHE 372 has been designed to meet the A&S writing and communication requirement.

10. Information to be Placed on Syllabus.

a. Is the course 400G or 500?: No

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

Distance Learning Form

UNIVERSITY OF KENTUCKY

New Course Report

11/10/2014 12:21:32 PM

Instructor Name:

Instructor Email:

Internet/Web-based: No

Interactive Video: No

Hybrid: No

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

2.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.

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

4.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?

If yes, which percentage, and which program(s)?

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

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

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

8.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 Information Technology Customer Service Center (http://www.uky.edu/UKIT/)?

9.Will the course be delivered via services available through the Distance Learning Program (DLP) and the Academic Technology Group (ATL)? NO

If no, explain how student enrolled in DL courses are able to use the technology employed, as well as how students will be provided with assistance in using said technology.

10.Does the syllabus contain all the required components? NO

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

Instructor Name:

SIGNATURE|MEIER|Mark S Meier|CHE 372 NEW Dept Review|20140214

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SIGNATURE|MEIER|Mark S Meier|CHE 372 NEW Dept Review|20140214

SIGNATURE|RHANSON|Roxanna D Hanson|CHE 372 NEW College Review|20140306

SIGNATURE|JMETT2|Joanie Ett-Mims|CHE 372 NEW Undergrad Council Review|20140507

SIGNATURE|JEL224|Janie S Ellis|CHE 372 NEW Senate Council Review|20141023

SIGNATURE|YATES|S W Yates|CHE 372 NEW Approval Returned to Dept|20141107

CHE 372
Communication in Chemistry I
Fall Semester 2014, Wednesday 4:00 p.m. Rm. CP-137

Instructor: Arthur Cammers, CP-349, a.cammers@uky.edu. (email is best) 323•8977 Office Hours: TR 10:30 a.m.-12:00 noon, W 3:00-4:00 p.m. or e-mail for an appointment.

Course Description:

CHE 372 - Communication in Chemistry I. Reports and discussions on recent chemical research and current literature; writing and revision of scientific papers; literature searching methods; preparation of effective presentations, abstracts and visual aids. CHE 372 and CHE 472 are designed to meet the writing and communications demands of a professional chemist and fulfill the UK Graduate Composition and Communication Requirement (GCCR) for UK Chemistry BS and BA programs. Prerequisites: CHE 226 (or concurrent) or CHE 232 (or concurrent) or consent of the Chemistry Director of Undergraduate Studies

Student Learning Outcomes:

CHE 372 is designed to give the student the ability to:

1. Search the primary literature for chemical knowledge.
2. Prepare oral presentations about chemistry.
3. Write and edit text about chemical science that observes current professional standards of citation and format.
4. Appreciate the impact of chemistry on human activities as diverse as industry, medicine, health, and the environment.
5. Thoroughly edit scientific documents for clarity and accuracy.
6. Depict chemical structures, reaction mechanisms and chemical principles with software generated graphics.

Goals and Objectives:

1. Increased literacy in the chemical sciences.
2. An appreciation for how deeply one has to research a particular topic in Chemistry to explain it to others.
3. Improve comprehension of oral presentations at the university level.
4. The development of the habit of attending seminars.
5. The ability to research and synthesize knowledge from the primary chemical literature – yesterday's and tomorrow's in whatever form it may take.

Required Materials

Other than access to a computer and basic familiarity with web browsing, the student will not have to acquire additional materials for CHE 372.

Description of Course Activities and Assignments

(1) Information Literacy Activities

CHE 372 students will complete a series of exercises that show how to search primary sources for chemical information; they will also prepare a 20- to 25-item bibliography on the topic of their seminar using the format specified under **Abstracts**. Submit search reports to Ms. Jan Carver, the Chemistry-Physics Librarian, in 310d Science Library or at the checkout desk of the Science library in an envelope addressed to Ms. Carver by **Wednesday, October 9**.

(2) Seminar Date, Topics, and Titles

You will have to give a ~12 min seminar on a chemistry topic. Please come to an agreement with your instructor regarding your seminar date, title and topic by email, in office hours or by appointment. Do not choose a topic with which you have privileged information, such as a topic that directly relates to your research. You will be graded partially on how well you use the literature; students doing research in particular areas already (should) have access to the literature on their research. Have some alternate seminar topics in mind, since the first person to choose a topic gets it. Submit *in writing* (e-mail: subject line: CHE 372 Title) your name, the approved title, and the seminar date before class on **Wednesday, September 11**.

(3) Abstract

You must prepare a one-page abstract for your talk. The abstract will be graded on clarity, conciseness, appropriateness, English usage, grammar, and adherence to the required format. E-mail to your instructor the final form of your abstract in Microsoft Word, rtf or pdf format **by noon on Monday of the week of your seminar**. The abstract will be posted on the course Blackboard site in pdf. Cite 3 to 6 *key* articles that you actually consulted in preparing your talk.

(4) Videographer

One student will record another student's presentation on video. The schedule for video-recording will be made shortly after the seminar schedule is finalized. The videographer may use the departmental video camera or his/her own device (Smartphone, etc.). Please pick up the departmental camera (and instructions if you need them) from CP-125 in time to set it up *before* class starts. If you use your own device, be sure that you know how to record the video, how to transfer or upload the file, and have enough memory to store it. Please provide the file or a download link to both the presenter and instructor by 4:00 p.m. on Friday following the seminar.

(5) Writing Assignment

Expand the topic of your seminar into a 4-page, (1,200-word) mini-review. This document will be peer-reviewed twice by fellow students and then graded by the instructor.

Your citations for the abstract and writing assignment must be formatted according to Table 14-2 in: Dodd, J. S.; Solla, L.; Bérard, P. M., Chapter 14: References. In *The ACS style guide: effective communication of scientific information*, Third ed.; Coghill, A. M.; Garson, L. R., Eds. American Chemical Society: Washington, DC, 2006; pp 287-341. Two copies are on reserve in the Science Library. Please include journal article titles. If you are using the program *Endnote*, please use the *Journal of American Chemical Society* style setting to facilitate the inclusion of bibliographic information. It integrates seamlessly with MS Word and is available free of charge for Windows or Mac at https://download.uky.edu/. Get started with *Endnote*; the Science Librarian will discuss its usage in this course.

(6) Departmental Seminar Evaluation

CHE 372 students must attend one Chemistry Departmental seminar and complete evaluation forms for the talks. The speakers must *not* be affiliated with the University of Kentucky. Students with schedule conflicts or strong interests in other areas may substitute a *chemistry-related* seminar by a non-UK speaker in Departments such as Physics, Chemical Engineering or Biochemistry. Evaluations should be submitted as soon as possible after the seminar you attend. All evaluations are due before class on **Wednesdays, October 23 and November 27**.

About Departmental Seminars. A listing of Chemistry Departmental Seminars is at http://chem.as.uky.edu/seminars. Named lectures (Dawson Lecture Series, Friday, November 1, 2013) are typically prestigious speakers presenting their work to a broad audience. You should

try to attend all department seminars in Chemistry or your major department. With some effort, you will begin to understand the seminars much better. Be patient.

(7) Class participation:

Attendance: Students are expected to attend every class punctually. Support your classmates. In a seminar class, habitual non-attendance and tardiness are rude to the presenters. Attendance will be taken. Each two unexcused absences will lower your course grade by a letter grade. Policies related to official University excused absences may be found in the *Student Rights and Responsibilities* manual. [See http://www.uky.edu/StudentAffairs/Code/, Section 5.2.4.2.] Excused absences must be discussed with and approved by your instructor as early as possible.

Discussions and question/answer sessions: Instructors will monitor participation in class discussions. Students are expected to ask at least five non-trivial questions during the semester. Please state your name clearly when asking a question of a seminar speaker.

Grading Policy

(1) Information Literacy = 35%, (2) Seminar = 20%, (3) Abstract = 5%, (4) Writing Assignment 20%, (5) Departmental Seminar Evaluations = 10%, (6) peer-editing, class participation/videography = 10%

Exams: There are no exams in this course.

Midterm: Note, undergraduate students will be provided with a Midterm Evaluation by Oct 21 of course performance based on criteria in syllabus.

Visual Aids

Computer-based (e.g., PowerPoint) presentations have become the *de facto* standard for professional presentations. You may use the Windows computer in CP-137 or your own computer. If you wish to supplement your talk with additional audio or visual aids, please make arrangements by the class meeting a week before your presentation *at the latest*. Make sure that all parts of your presentation work *before* you are in front of your audience.

Seminar Review and Conference

You will receive a video or download link of your seminar from your videographer or instructor by Friday after your seminar. View the presentation and use a student evaluation form for self-evaluation. Bring the form along with the video or link to a brief conference with your instructor, during office hours or by appointment, during the week after your seminar.

Introduction

Obtain background information from the person you are going to introduce at least one week ahead of his or her seminar. Suggestions: Welcome the audience. Give the speaker's name, home town, academic year, other interests, general plans after graduation, and the title of the seminar. The time for the introduction should be one minute or less. Introduce the speaker with the same level of professional style and care with which you would like to be introduced yourself.

Seminar Behavior, Decorum, and Civility

In addition to a scholarly demeanor and civility to all, common courtesy is expected of everyone involved in CHE 372. Avoid disruption by arriving on time with silenced cell phones.

Academic Dishonesty

The Department of Chemistry considers any type of academic dishonesty and plagiarism a very serious offense and we will follow the required university procedures. **If you have questions about what may constitute academic dishonesty in this course, please ask.**

The minimum, *required* penalty for proven academic dishonesty (cheating or plagiarism) is a grade of a zero for the assignment - for a student's first offense at the University. Additional penalties may be imposed by the instructor for a first offense depending on the degree of severity of the transgression and other factors. These can include extra work, reduced letter grade, or a failure of the course. For a penalty less severe than a failure of the course, a letter of warning for a minor offense, which is destroyed on graduation if there are no subsequent offenses, is placed in the student's official record.

The minimum penalty for an offense subsequent to a minor offense is failure of the course, which is subject to the Repeat Option. The minimum penalty for an offense subsequent to a major offense is suspension. A penalty more severe than failure of the course may be imposed for a first or second offense, subject to approval of the Department Chair and the Dean.

University rules pertinent to academic dishonesty, including rights of appeal, are available at:

- http://www.uky.edu/StudentAffairs/Code/part2.html
- http://www.uky.edu/Faculty/Senate/rules_regulations/index.htm. See Sections 6.3-6.5.

Excused Absences:

Students need to notify the professor of absences prior to class when possible. S.R. 5.2.4.2 defines the following as acceptable reasons for excused absences: (a) serious illness, (b) illness or death of family member, (c) University-related trips, (d) major religious holidays, and (e) other circumstances found to fit "reasonable cause for nonattendance" by the professor.

Students anticipating an absence for a major religious holiday are responsible for notifying the instructor in writing of anticipated absences due to their observance of such holidays no later than the last day in the semester to add a class. Information regarding dates of major religious holidays may be obtained through the religious liaison, Mr. Jake Karnes (859-257-2754).

Students are expected to withdraw from the class if more than 20% of the classes scheduled for the semester are missed (excused or unexcused) per university policy.

In cases of excused absences, students will be allowed to reschedule seminars; there are no in-class exams. Class attendance of CHE x72 is important for the overall success of the class as much as it is for the student.

Verification of Absences:

Students may be asked to verify their absences in order for them to be considered excused. Senate Rule 5.2.4.2 states that faculty have the right to request "appropriate verification" when students claim an excused absence because of illness or death in the family. Appropriate notification of absences due to university-related trips is required prior to the absence.

Accommodations due to disability:

If you have a documented disability that requires academic accommodations, please see your instuctor as soon as possible during scheduled office hours. 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.

CHE 372 Tentative Course Schedule

Date	EVENTS AND DEADLINES
Aug 28	Introductions and Organization Instructor Presentation, **How To Annoy Your audience with Power-point: 'recommended' Bad practices**
Sep 4	Instructor Presentation, *Guideline on* ***Choosing a Seminar Topic?***
Sep 11	***APPROVED*** **TITLES FOR SEMINARS and Writing Assignments due** **The** *Basics of Searching Online Databases*: Ms. Jan Carver, Science Library Librarian. **Science Library Computer Lab, Room 213F, M. I. King Library**
Sep 18	**Workshop and Exercise on Literature Literacy**: Ms. Jan Carver, Science Library Librarian. **Science Library Computer Lab, Room 213F, M. I. King Library**
Sep 25	Presentation by Instructor on editing documents written by others, the importance of peer review in science, the Review function in MS word.
Oct 2	**Information Literacy Exercise** Due **Student 1:** Presentation Title 1 **Student 2:** Presentation Title 2 **Student 3:** Presentation Title 3
Oct 9	**Students Submit incomplete rough drafts for peer editing** **Student n:** Presentation Title n
Oct 16	**ALL STUDENTS: SEARCH REPORTS DUE TO MS. CARVER*** **Student n:** Presentation Title n
Oct 23	**1st DEPARTMENTAL SEMINAR EVALUATION DUE TO INSTRUCTOR*** **Student n:** Presentation Title n
Oct 30	**Student n:** Presentation Title n
Nov 6	**Students Submit complete rough drafts for peer editing** **Student n:** Presentation Title n
Nov 13	**INSTRUCTOR *receives* COMMENTS ON DATABASE SEARCH from Science Librarian** **Student n:** Presentation Title n
Nov 20	**Student n:** Presentation Title n **Writing Assignments Due to Instructor**
Nov 27	**THANKSGIVING VACATION–NO MEETING**
Dec 4	**2nd DEPARTMENTAL SEMINAR EVALUATION TO INSTRUCTOR*** **Student n:** Presentation Title n
Dec 11	**Student n:** Presentation Title n

Courses | Request Tracking

New Course Form

https://myuk.uky.edu/sap/bc/soap/rfc?services=

Open in full window to print or save

Generate R

Attachments:

Browse... Upload File

	ID	Attachment
Delete	3073	372 Syllabus.docx

First 1 Last

Select saved project to retrieve... Get New

(*denotes required fields)

1. General Information

a. * Submitted by the College of: ARTS & SCIENCES Submission Date: 11/7/2014

b. * Department/Division: Chemistry

c.

* Contact Person Name: Arthur Cammers Email: a.cammers@uky.edu Phone: 3238977

* Responsible Faculty ID (if different from Contact) Email: Phone:

d. * Requested Effective Date: ◉ Semester following approval OR ○ Specific Term/Year [1]

e.

Should this course be a UK Core Course? ○ Yes ◉ No

If YES, check the areas that apply:

☐ Inquiry - Arts & Creativity	☐ Composition & Communications - II
☐ Inquiry - Humanities	☐ Quantitative Foundations
☐ Inquiry - Nat/Math/Phys Sci	☐ Statistical Inferential Reasoning
☐ Inquiry - Social Sciences	☐ U.S. Citizenship, Community, Diversity
☐ Composition & Communications - I	☐ Global Dynamics

2. Designation and Description of Proposed Course.

a. * Will this course also be offered through Distance Learning? ○ Yes [4] ◉ No

b. * Prefix and Number: CHE 372

c. * Full Title: Communication in Chemistry 1

d. Transcript Title (if full title is more than 40 characters): Communication in Chemistry 1

e. To be Cross-Listed [2] with (Prefix and Number):

f. * Courses must be described by at least one of the meeting patterns below. Include number of actual contact hours[3] for each meeting pattern type.

Lecture	Laboratory[1]	Recitation	Discussion
Indep. Study	Clinical	Colloquium	Practicum
Research	Residency	1.0 Seminar	Studio
Other	If Other, Please explain:		

g. * Identify a grading system:

◉ Letter (A, B, C, etc.)
○ Pass/Fail
○ Medicine Numeric Grade (Non-medical students will receive a letter grade)
○ Graduate School Grade Scale

h. * Number of credits: 1

i. * Is this course repeatable for additional credit? ○ Yes ◉ No

If YES: Maximum number of credit hours:

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

j. * Course Description for Bulletin:

Reports and discussions on recent research and current chemical literature; writing and revision of scientific papers; literature searching methods; preparation of effective presentations abstracts and visual aids. CHE 372 and CHE 472 meet the A&S College Writing and Communications Requirement.

k. Prerequisites, if any:

CHE 226 (or concurrent) or CHE 232 (or concurrent) or consent of Director of Undergraduate Studies

l. Supplementary teaching component, if any: ○ Community-Based Experience ○ Service Learning ○ Both

3. *** Will this course be taught off campus?** ○ 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. *** Are facilities and personnel necessary for the proposed new course available?** ◉ Yes ○ No

If No, explain:

6. *** What enrollment (per section per semester) may reasonably be expected?** 35

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:**

☑ 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 part of a proposed new program? ○ Yes ◉ No

If YES, name the proposed new program:

b. * Will this course be a new requirement [5] for ANY program? ◉ Yes ○ No

If YES [5], list affected programs::

B.S. Degree in Chemistry
B.S. Degree in Chemistry with a Biochemistry Emphasis

10. **Information to be Placed on Syllabus.**

a. * Is the course 400G or 500? ○ Yes ◉ No
If YES, the *differentiation for undergraduate and graduate students must be included* in the information required in **10.b**. You must include: (i) identi additional assignments by the graduate students; and/or (ii) establishment of different grading criteria in the course for graduate students. (See SR

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.

[1] Courses are typically made effective for the semester following approval. No course will be made effective until all approvals are received.
[2] The chair of the cross-listing department must sign off on the Signature Routing Log