

# REQUEST FOR COURSE CHANGE (MAJOR AND MINOR)

Complete 1a – 1f & 2a – 2c. Fill out the remainder of the form as applicable for items being changed.

<b>1. General Information.</b>					
a.	Submitted by the College of: <u>Arts and Sciences</u>	Today's Date: <u>12/11/09</u>			
b.	Department/Division: <u>see attached memo</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 <sup>1</sup>	(place cursor here for minor change definition)	
e.	Contact Person Name: <u>see attached memo</u>	Email: _____	Phone: _____		
f.	Requested Effective Date:	<input type="checkbox"/> Semester Following Approval	OR	<input checked="" type="checkbox"/> Specific Term <sup>2</sup> :	<u>summer I 2010</u>
<b>2. Designation and Description of Proposed Course.</b>					
a.	Current Prefix and Number:	<u>see attached memo</u>	Proposed Prefix & Number:	_____	
b.	Full Title:	<u>see attached memo</u>	Proposed Title:	_____	
c.	Current Transcript Title (if full title is more than 40 characters):	<u>see attached memo</u>			
c.	Proposed Transcript Title (if full title is more than 40 characters):	_____			
d.	Current Cross-listing:	<input type="checkbox"/> N/A	OR	Currently <sup>3</sup> Cross-listed with (Prefix & Number):	_____
	Proposed –	<input type="checkbox"/> ADD <sup>3</sup> Cross-listing (Prefix & Number):	_____		
	Proposed –	<input type="checkbox"/> REMOVE <sup>3,4</sup> Cross-listing (Prefix & Number):	_____		
e.	Courses must be described by <u>at least one</u> of the meeting patterns below. Include number of actual contact hours <sup>5</sup> for each meeting pattern type.				
Current:	<input type="checkbox"/> Lecture	<input type="checkbox"/> Laboratory <sup>5</sup>	<input type="checkbox"/> Recitation	<input type="checkbox"/> Discussion	<input type="checkbox"/> Indep. Study
	<input type="checkbox"/> Clinical	<input type="checkbox"/> Colloquium	<input type="checkbox"/> Practicum	<input type="checkbox"/> Research	<input type="checkbox"/> Residency
	<input type="checkbox"/> Seminar	<input type="checkbox"/> Studio	<input type="checkbox"/> Other -- Please explain: _____		
Proposed:	<input type="checkbox"/> Lecture	<input type="checkbox"/> Laboratory	<input type="checkbox"/> Recitation	<input type="checkbox"/> Discussion	<input type="checkbox"/> Indep. Study
	<input type="checkbox"/> Clinical	<input type="checkbox"/> Colloquium	<input type="checkbox"/> Practicum	<input type="checkbox"/> Research	<input type="checkbox"/> Residency
	<input type="checkbox"/> Seminar	<input type="checkbox"/> Studio	<input type="checkbox"/> Other – Please explain: _____		
f.	Current Grading System:	<input type="checkbox"/> Letter (A, B, C, etc.)	<input type="checkbox"/> Pass/Fail		
	Proposed Grading System:	<input type="checkbox"/> Letter (A, B, C, etc.)	<input type="checkbox"/> Pass/Fail		
g.	Current number of credit hours:	_____	Proposed number of credit hours:	_____	

<sup>1</sup> 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.

<sup>2</sup> Courses are typically made effective for the semester following approval. No course will be made effective until all approvals are received.

<sup>3</sup> Signature of the chair of the cross-listing department is required on the Signature Routing Log.

<sup>4</sup> Removing a cross-listing does not drop the other course – It merely unlinks the two courses.

<sup>5</sup> Generally, undergrad courses are developed such that one semester hr of credit represents 1 hr of classroom meeting per wk for a semester, exclusive of any lab meeting. Lab meeting generally represents at least two hrs per wk for a semester for 1 credit hour. (See SR 5.2.1.)

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<b>h. Currently, is this course repeatable for additional credit?</b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<i>Proposed to be repeatable for additional credit?</i>	YES <input type="checkbox"/>	NO <input 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"/>
<b>i. Current Course Description for Bulletin:</b> _____		
<i>Proposed Course Description for Bulletin:</i> _____		
<b>j. Current Prerequisites, if any:</b> _____		
<i>Proposed Prerequisites, if any:</i> _____		
<b>k. Current Distance Learning(DL) Status:</b> <input type="checkbox"/> N/A <input type="checkbox"/> Already approved for DL* <input checked="" type="checkbox"/> Please Add <sup>6</sup> <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.		
<b>l. Current Supplementary Teaching Component, if any:</b> <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		
<b>3. Currently, is this course taught off campus?</b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<i>Proposed to be taught off campus?</i>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<b>4. Are significant changes in content/teaching objectives of the course being proposed?</b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<i>If YES, explain and offer brief rationale:</i> _____		
<b>5. Course Relationship to Program(s).</b>		
<b>a. Are there other depts and/or pgms that could be affected by the proposed change?</b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<i>If YES, identify the depts. and/or pgms:</i> _____		
<b>b. Will modifying this course result in a new requirement<sup>7</sup> for ANY program?</b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<i>If YES<sup>7</sup>, list the program(s) here:</i> _____		
<b>6. Information to be Placed on Syllabus.</b>		
<b>a.</b>	<input type="checkbox"/> Check box if <b>changed to 400G or 500.</b>	If <b>changed to 400G-</b> 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.)

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

<sup>7</sup> In order to change a program, a program change form must also be submitted.

# REQUEST FOR COURSE CHANGE (MAJOR AND MINOR)

## Signature Routing Log

**General Information:**

Course Prefix and Number: see attached memo

Proposal Contact Person Name: see respective DL form and attached memo Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**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
see respective signature routing log		/ /	
		/ /	
		/ /	
		/ /	
		/ /	

**External-to-College Approvals:**

Council	Date Approved	Signature	Approval of Revision <sup>8</sup>
Undergraduate Council			
Graduate Council			
Health Care Colleges Council			
Senate Council Approval		University Senate Approval	

Comments:

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

College of A&S courses to be considered for major course change:

Department	Course	Course Title
College of A&S	A&S 100	Special Introductory Course
College of A&S	A&S 300	Special Course
Anthropology	ANT 160	Cultural Diversity in the Modern World
Anthropology	ANT 221	Native People of North America
Anthropology	ANT 431	People and Cultures of Africa
Biology	BIO 102	Human Ecology
Biology	BIO 152	Principles of Biology II

Earth & Environmental Sciences	GLY 110	Endangered Planet: An Introduction to Environmental Geology
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Earth & Environmental Sciences	GLY 170	Blue Planet: Introduction to Oceanography
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Gender & Women's Studies	GWS 200	Intro. to Gender and Women's Studies in the Social Sciences
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Gender & Women's Studies	GWS 416	Cross-Cultural Perspectives in Gender and Women's Studies
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History	HIS 331	History of Western Religious Thought II
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Mathematics	MA 123	Elementary Calculus and Its Applications
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Modern & Classical Languages	CLA 135	Greek and Roman Mythology
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Philosophy	PHI 120	Introductory Logic
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Physics & Astronomy	AST 192	Stars, Galaxies and The Universe
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Political Science      PS 210      Introductions to Comparative Politics

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Political Science      PS 212      Culture and Politics in the Third World

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Psychology              PSY 314      Social Psychology and Cultural Processes

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Sociology                SOC 101      Introduction to Sociology

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Sociology                SOC  
360/CLD  
360              Environmental Sociology

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Statistics                STA 291      Statistical Methods

**REQUEST FOR COURSE CHANGE (MAJOR AND MINOR)**

**Signature Routing Log**

**General Information:**

Course Prefix and Number: CLA 135  
 Proposal Contact Person Name: Ted Higgs Phone: 7-3761 Email: ted.higgs@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
Classics, DUS	10/30/09	Hubert Martin / 7-3387 / hmartin@uky.edu	<i>Hubert Martin, Jr.</i>
Classics, Division Director	10/30/09	Jay Francis / 7-1603 / j.francis@uky.edu	<i>James A. Francis (by TF)</i>
MCL, Chair	10/30/09	Ted Fiedler / 7-3761 / tfiedler@uky.edu	<i>Theodore Fiedler</i>
A&S Associate Dean	10/30/09	Ted Schatzki / 7-5821 / schatzki@uky.edu	<i>M. L. Schatzki</i>

**External-to-College Approvals:**

Council	Date Approved	Signature	Approval of Revision <sup>8</sup>
Undergraduate Council			
Graduate Council			
Health Care Colleges Council			
Senate Council Approval		University Senate Approval	

Comments:

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

## 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: CLA 135	Date: 26 October 2009
Instructor Name: Higgs	Instructor Email: ted.higgs@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"/>

<i>Curriculum and Instruction</i>	
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>Students are encouraged to contact the instructor by phone or email if there are questions. Special sessions can be arranged if students are in the Lexington area. This course conforms to the University Senate Syllabus Guidelines, specifically the Distance Learning Considerations.</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>Students are provided assistance in the form of study helps on Blackboard. The syllabus and Blackboard both refer the student to the Classics Division list of Internet links, consisting of hundreds of helpful sites for the study of mythology and ancient history and cultures.</p>
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>The student's access to the material on Blackboard is governed by a password. The four exams required by the course are not given on-line but administered on campus at locations scheduled prior to the term and listed in the syllabus. Exams are proctored by instructors in the MCL Classics division. Academic offence policies are referenced in the syllabus.</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> <p>If yes, which percentage, and which program(s)?</p> <p><small>*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.</small></p>

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



## Distance Learning Form

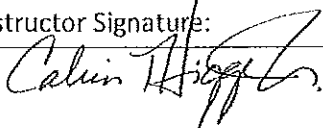
This form must accompany every submission of a new/change course form that requests distance learning delivery. This form may be required when changing a course already approved for DL delivery. All fields are required!

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>The syllabus includes a link to student resources available at UK:  <a href="http://www.ms.uky.edu/~lee/ma111fa09/ResourcesForStudents.doc">www.ms.uky.edu/~lee/ma111fa09/ResourcesForStudents.doc</a>.</p>
<b><i>Library and Learning Resources</i></b>	
6.	<p>How do course requirements ensure that students make appropriate use of learning resources?</p> <p>The syllabus includes a link to student resources available at UK, as mentioned in #5. Students are also encouraged to make use of the library link for DL: <a href="http://www.uky.edu/Libraries/lib.php?lib_id=16">http://www.uky.edu/Libraries/lib.php?lib_id=16</a>.</p>
7.	<p>Please explain specifically how access is provided to laboratories, facilities, and equipment appropriate to the course or program.</p> <p>No special equipment is required for this course; however, special study helps (e.g., flash cards and interactive practice quizzes) are available from sites listed in the Classics web list, mentioned in #2, above.</p>
<b><i>Student Services</i></b>	
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 (<a href="http://www.uky.edu/TASC/index.php">http://www.uky.edu/TASC/index.php</a>) and the Information Technology Customer Service Center (<a href="http://www.uky.edu/UKIT/">http://www.uky.edu/UKIT/</a>)?</p> <p>Besides the on-line help listed above, both of the sites mentioned in this question are provided in the course syllabus.</p>
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>

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!

10.	Does the syllabus contain all the required components, below? <input checked="" type="checkbox"/> Yes  <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 ( <a href="http://www.uky.edu/TASC/">http://www.uky.edu/TASC/</a> ; 859-257-8272) and Information Technology Customer Service Center ( <a href="http://www.uky.edu/UKIT/">http://www.uky.edu/UKIT/</a> ; 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"><li>o "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 <a href="mailto:jkarnes@email.uky.edu">jkarnes@email.uky.edu</a>."</li></ul> <input type="checkbox"/> Information on Distance Learning Library Services ( <a href="http://www.uky.edu/Libraries/DLLS">http://www.uky.edu/Libraries/DLLS</a> ) <ul style="list-style-type: none"><li>o Carla Cantagallo, DL Librarian</li><li>o Local phone number: 859 257-0500, ext. 2171; long-distance phone number: (800) 828-0439 (option #6)</li><li>o Email: <a href="mailto:dllservice@email.uky.edu">dllservice@email.uky.edu</a></li><li>o DL Interlibrary Loan Service: <a href="http://www.uky.edu/Libraries/libpage.php?lweb_id=253&amp;llib_id=16">http://www.uky.edu/Libraries/libpage.php?lweb_id=253&amp;llib_id=16</a></li></ul>
11.	I, the instructor of record, have read and understood all of the university-level statements regarding DL.  Instructor Name: Calvin T. Higgs, Jr. <span style="float: right;">Instructor Signature: </span>

## CLA 135: Greek and Roman Mythology

Summer 2010      Section 229  
Department of Modern and Classical Languages  
College of Arts and Sciences

Instructor:            Ted Higgs, email, [ted.higgs@uky.edu](mailto:ted.higgs@uky.edu); phone, 257-7014  
Office:                POT 1022

**COURSE SUMMARY:** Classics 135, Greek and Roman Mythology, is designed to offer the student a chance to improve his or her cultural literacy through a close examination of the content and nature of myth. Students will become familiar with the characters, themes, and patterns of the mythologies of the Greeks and Romans. As the course progresses, the students will develop an in-depth understanding of the nature and function of myth in human society and, by the completion of the course, have developed the ability to work with mythology in an analytical and critical fashion. To that end the course will examine the cultural context from which classical myth arose, its appearance in the literature and art of its time, and the effect it has had on Western culture in areas such as literature, art, religion, and philosophy.

**OBJECTIVES:** The specific objectives for the students include the following:

1. To study Greek and Roman mythology in its anthropological, historical, religious, sociological, and economic context;
2. To examine the various approaches to the interpretation of myth;
3. To investigate the use of classical myth in the literature and art of the ancient world;
4. To trace the influence of classical myth through the Middle Ages and Renaissance to modern times.

**COURSE OUTCOMES:** At the completion of the course the student should be able to

1. Demonstrate an understanding of Greek and Roman mythology in its anthropological, historical, religious, sociological, and economic context;
2. Demonstrate an understanding of the various approaches to the interpretation of myth;
3. Demonstrate an understanding of the use of classical myth in the literature and art of the ancient world;
4. Demonstrate an understanding of the influence of classical myth through the Middle Ages and Renaissance to modern times.

**COURSE TEXT:** Powell, Barry B. *Classical Myth*. 6th ed. New York: Pearson, 2009.  
ISBN, 978-0-13-696171-7.

The on-line course content is provided on Blackboard with links to the publisher's web page, which contains study guides, PowerPoint presentations, sample quizzes, memory aids, and much more; their web address is this: [www.pearsonhighered.com/powell6e](http://www.pearsonhighered.com/powell6e).

#### 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 be responded to on that day. E-mails received after 5pm will 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 e-mail me to set up a meeting time.

#### Class Time and Location:

This is an on-line course. Please go to MyUK and log into Blackboard using your LINK BLUE username and password. Although much of your study time will be involved with the text itself, you should plan on one or two hours daily working with the material on Blackboard.

#### 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/FAQs.aspx>.

Note: the use of Internet Explorer is NOT recommended for use with Blackboard. Firefox is the recommended Internet browser for the course.

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](mailto:helpdesk@uky.edu). Please also let me know that you are having problems.

The 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.

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>

### 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, Carla Cantagallo, may be reached at 859-257-0500, ext 2171, or 1-800-828-0439 (option #6) or by email at [dlservice@email.uky.edu](mailto:dlservice@email.uky.edu). For an interlibrary loan visit: [http://www.uky.edu/Libraries/linpage.php?lweb\\_id=253&llib\\_id=16](http://www.uky.edu/Libraries/linpage.php?lweb_id=253&llib_id=16).

### 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](mailto:jkarnes@email.uky.edu)) for coordination of campus disability services available to students with disabilities.

### BLACKBOARD:

#### Getting Started on Blackboard:

1. Log into your Blackboard account, and select the mythology course;
2. In Course Documents look for the syllabus and folders representing the study modules for the course;
3. Each module will deal with a separate chapter and have links to the appropriate web pages on the publisher's web site.

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.)

**COURSE REQUIREMENTS:** The requirements for the course include four exams, all weighted equally. The exams will be multiple-choice tests of 50 questions covering the chapters studied since the last exam. The course grade will be determined on the basis of the average grade of these four exams. All four exams are mandatory, and students must score 40% or higher for the exam to count. Students who score below 40% on a particular exam will be required to retest.

The chapters to be covered on each exam are these:

Exam 1, chapters 1 – 5

Exam 2, chapters 6 – 11

Exam 3, chapters 12 – 17

Exam 4, chapters 18 – 24

Examination Schedule: All exams are scheduled on Wednesday and Thursday mornings between 9:00 and 12:00 EST, on the dates indicated below:

Exam 1:	June 23/24	Exam 3:	July 21/22
Exam 2:	July 7/8	Exam 4:	August 4/5

Different versions of each exam will be administered on each of the two days listed. Students may take the exam on either day, but only once. All examination scores will be posted in the Blackboard grade book: You can review your scores by going to MY GRADES in Blackboard.

On-line Examinations: Each examination will be available for three hours only. It is your responsibility to make sure that you access the material during that time period. You can access the examination any time during the 3 hour window but you can only access it once. Once you access an examination you have 30 minutes in which to complete and submit it. If you go over the time, you will not be able to submit it and will receive an automatic score of zero for that examination. It is your responsibility to watch the time and submit the examination in time.

Online examinations will be automatically graded, and your score will be available immediately.

STANDARDS OF GRADING: Scores will be assigned based on the following standards:

A	90-100%	D	60-69%
B	80-89%	E	below 60%
C	70-79%		

A midterm evaluation will be submitted for all undergraduates.

Missed Exams: Make-up exams (for missed examinations) will only be given for documented excused absences as defined by the University (Senate Rule V.2.4.2) and are scheduled as needed. A missed exam will result in a score of zero for that exam, unless an acceptable written excuse is presented within 48 hours of the missed examination.

If you encounter problems when taking an exam, please call me at 859-257-7014. I will be in my office during each 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.

Student Conduct:

Students are expected to maintain decorum that includes respect for other students and the professor, to log in regularly to the course, and to display an attitude that seeks to take full advantage of the educational opportunity. All students are expected to be prepared to work and participate actively in class activities.

Unresolved Academic Issues:

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

**Honor Reminder:**

All work completed by students for this class should be the product of the personal efforts of the individual registered for the course. Misrepresenting others' work as one's own in the form of cheating or plagiarism is unethical and will lead to those penalties outlined in the *University Senate Rules* (6.3.1 & 6.3.2). Students are also referred to the UK *Student Rights & Responsibilities* handbook. Students found in violation of this university policy risk receiving a zero for a specific requirement or a grade of E for the course, if the infraction warrants. Online examinations are CLOSED BOOK examinations. You cannot use your textbook, dictionary, or notes.

Academic Resources: Students should become aware of available academic resources. A convenient list is provided through the UK Central Advising Service and Transfer Center at this site: [http://www.uky.edu/UGS/centadv/academic\\_resources.html](http://www.uky.edu/UGS/centadv/academic_resources.html).

**INSTRUCTOR BACKGROUND:**

Ted Higgs holds Master of Arts degrees in Latin, Human Relations, and English (ABD) from the University of Oklahoma. He holds a CAGS degree (Certificate of Advanced Graduate Studies, a 32 graduate hour, post-MA degree certification) in Human Services from the College of Education, Boston University. He also holds diplomas, with honors and awards, in Modern Greek and Italian from the Defense Language Institute in Monterey, California, and is a graduate of the US Army Command and General Staff College.

He taught English and philosophy for seven years at the United States Military Academy at West Point, where he directed the creative writing program. Following his retirement from the Army in 1991 he taught English, humanities, philosophy, and Italian studies for the University of Maryland and City Colleges of Chicago in northern Italy for seven years until his return to the United States. He taught Latin and English at Elizabethtown Community College before coming to the University of Kentucky. Since coming to UK he has taught elementary and intermediate Latin, Classics 135 (Greek and Roman Mythology), Classics 210 (Greek and Roman Art), Classics 261 (Literary Masterpieces of Greece and Rome), Classics 301 (Latin Prose Literature), Classics 450G (Studies in the Vulgate), Classics 450G (Ancient Warfare), and Classics 511 (Readings in the Classics).