

# COURSE CHANGE FORM

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 &amp; Sciences</u>	Today's Date: <u>10/20/2011</u>			
b.	Department/Division: <u>MCLLC - Classics</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[OSC1] definition)	
e.	Contact Person Name: <u>David Hunter</u>	Email: <u>david.hunter@uky.edu</u>	Phone: <u>7-7016</u>		
f.	Requested Effective Date:	<input checked="" type="checkbox"/> Semester Following Approval	OR	<input type="checkbox"/> Specific Term <sup>2</sup> :	_____
<b>2. Designation and Description of Proposed Course.</b>					
a.	Current Prefix and Number: <u>CLA 191</u>	Proposed Prefix & Number: <u>N/A</u>			
b.	Full Title: <u>Christianity, Culture, and Society: A Historical Introduction</u>	Proposed Title: <u>N/A</u>			
c.	Current Transcript Title (if full title is more than 40 characters): <u>Christianity, Culture, and Society</u>				
c.	Proposed Transcript Title (if full title is more than 40 characters): <u>N/A</u>				
d.	Current Cross-listing: <input checked="" 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.	<b>Courses must be described by at least one of the meeting patterns below. Include number of actual contact hours<sup>5</sup> for each meeting pattern type.</b>				
Current:	<u>2</u> Lecture	_____ Laboratory <sup>5</sup>	<u>1</u> Recitation	_____ Discussion	_____ Indep. Study
	_____ Clinical	_____ Colloquium	_____ Practicum	_____ Research	_____ Residency
	_____ Seminar	_____ Studio	_____ Other – Please explain: _____		
Proposed:	<u>3</u> Lecture	_____ Laboratory	_____ Recitation	_____ Discussion	_____ Indep. Study
	_____ Clinical	_____ Colloquium	_____ Practicum	_____ Research	_____ Residency
	_____ Seminar	_____ Studio	<u>3</u> Other – Please explain:	<u>2 lec 1 rec when taught in class; 3 other when taught online</u>	
f.	Current Grading System:	<input checked="" type="checkbox"/> Letter (A, B, C, etc.)	<input type="checkbox"/> Pass/Fail		
	Proposed Grading System:	<input checked="" type="checkbox"/> Letter (A, B, C, etc.)	<input type="checkbox"/> Pass/Fail		

<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.)

## COURSE CHANGE FORM

<b>g.</b>	<b>Current number of credit hours:</b> <u>3</u>	<i>Proposed number of credit hours:</i> _____	
<b>h.</b>	<b>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.</b>	<b>Current Course Description for Bulletin:</b>	<u>A historical introduction to Christianity in its varying cultural contexts, examining the primary developments in its teachings, practices, and structures from its origins to the sixteenth century.</u>	
	<i>Proposed Course Description for Bulletin:</i> _____		
<b>j.</b>	<b>Current Prerequisites, if any:</b> _____		
	<i>Proposed Prerequisites, if any:</i> _____		
<b>k.</b>	Current Distance Learning (DL) Status:	<input type="checkbox"/> N/A	<input type="checkbox"/> Already approved for DL*
		<input checked="" type="checkbox"/> <i>Please Add</i> <sup>6</sup>	<input type="checkbox"/> <i>Please Drop</i>
	*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.</b>	<b>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"/> <i>Community-Based Experience</i>	<input type="checkbox"/> <i>Service Learning</i>
		<input type="checkbox"/> <i>Both</i>	
<b>3.</b>	<b>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.</b>	<b>Are significant changes in content/teaching objectives of the course being proposed?</b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
	If YES, explain and offer brief rationale: _____		
<b>5.</b>	<b>Course Relationship to Program(s).</b>		
<b>a.</b>	<b>Are there other depts and/or pgms that could be affected by the proposed change?</b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
	If YES, identify the depts. and/or pgms: _____		
<b>b.</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"/>
	If YES <sup>7</sup> , list the program(s) here: _____		
<b>6.</b>	<b>Information to be Placed on Syllabus.</b>		
<b>a.</b>	<input type="checkbox"/> Check box if changed to 400G or 500.	If <u>changed to</u> 400G- or 500-level course you must send in a syllabus and <i>you must include the differentiation</i> between undergraduate and graduate students by: (i) requiring additional assignments by the graduate students; and/or (ii) establishing different grading criteria in the course for graduate students. (See SR 3.1.4.)	

<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.

# COURSE CHANGE FORM

## Signature Routing Log

### General Information:

Course Prefix and Number: CLA 191 (adding DL option)

Proposal Contact Person Name: David Hunter Phone: 7-7016 Email: david.hunter@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	10/21/11	Ted Higgs / 7-7037 / ted.higgs@uky.edu	
Classics Director	10/21/11	J. Francis / 7-1603 / j.francis@uky.edu	
MCLLC Chair	10/24/11	Jeanmarie Rouhier-Willoughby / 7-1756 / j.rouhier@uky.edu	
A&S Assoc. Dean	11/1/11	Anna Bosch / anna.bosch@uky.edu / 7-6689	
		/ /	

### External-to-College Approvals:

Council	Date Approved	Signature	Approval of Revision <sup>8</sup>
Undergraduate Council	2/14/2012	Sharon Gill	
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.

**CLA 191-229**  
***Christianity, Culture, and Society: A Historical Introduction***

Summer Online Course

College of Arts & Sciences

Instructors: Joshua M. Powell, email: [jmpowe6@g.uky.edu](mailto:jmpowe6@g.uky.edu)  
Mark-Anthony Karantabias, email: [mka222@uky.edu](mailto:mka222@uky.edu)

Course Developer: David G. Hunter, email: [david.hunter@uky.edu](mailto:david.hunter@uky.edu)

Preferred Method of Contact for Mr. Powell and Mr. Karantabias: Generally the fastest way to contact us is through e-mail. We check our 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 interaction, telephone or e-mail us to set up a meeting time.

**Bulletin Course Description**

*A historical introduction to Christianity in its varying cultural contexts, examining the primary developments in its teachings, practices, and structures from its origins to the sixteenth century.*

**COURSE SUMMARY:** CLA 191 is an introduction to the history of Christianity from its origins through the Protestant Reformation. We will study the development of Christian beliefs, spirituality, and organization, and the continuities and changes involved in these developments. The course is arranged into sixteen distinct modules. We will cover two modules each week. Each module includes readings in primary and secondary sources, video links, PowerPoint lecture slides with voice-over lectures, and written assignments. In addition to the writing assignments on the readings and videos, there will be formal essay assignments and two exams (midterm and final).

The course is divided into two halves of roughly equal lengths chronologically:

- 1) Part One covers the origins of Christianity and continues to approximately 800 CE. We begin with the rise of Christianity within the matrix of Second Temple Judaism and then examine its spread into the Greco-Roman world. In this period, approximately the first four hundred years of its history, Christianity moved from being a persecuted minority sect to become the dominant religious force in the Roman Empire by the end of the fourth century. The latter part of this period, however (400-800), witnessed the disintegration of the Roman Empire in the West, the emergence of new Germanic kingdoms in the West, and the formation of the Byzantine Empire in the East.
- 2) The second phase of our study, covering the years from approximately 800-1600 CE. It includes the emergence of the Christian Church (especially the papacy) as a powerful force in the West, its troubled history in the fourteenth century, and the development of the various forms of Protestant Christianity in the sixteenth century.

**COURSE OBJECTIVES:** The objectives of the course include the following:

1. To acquaint students with the major forms of Christianity that have emerged in the first 1500 years of its history;
2. To provide the students with a basic understanding of Christian beliefs, practices, and structures of organization;
3. To explore the impact of the Christian religion on the formation of Western culture;
4. To acquaint students with some of the key men and women who have exerted a significant impact of the development of Christian thought or practice.

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

1. Demonstrate an understanding of the major periods of Christian history;
2. Demonstrate an understanding of the influence of Christianity on Western history;
3. Demonstrate familiarity with some of the significant figures in Christian history;
4. Demonstrate an ability to work with some of the primary sources from different periods of Christian history

**COURSE TEXTS (Required):**

Bradley P. Nystrom and David P. Nystrom, *The History of Christianity: An Introduction*. Boston: McGraw Hill, 2004. ISBN: 0767414365

Henry Bettenson and Chris Maunder, *Documents of the Christian Church*. Third Edition. Oxford: Oxford University Press, 1999. ISBN: 9780192880710

Karen Louise Jolly, *Tradition and Diversity: Christianity in a World Context*. Armonk, NY: M.E. Sharpe, 1997. ISBN: 1563244683

In addition to these required textbooks, other readings from primary sources will be made available to students on BlackBoard.

**COURSE ACCESS:** To access our course visit <http://elearning.uky.edu> and login to Blackboard with your LINK BLUE username and password. You can also log into <http://myuk.uky.edu> and click on the Blackboard link at the top. 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:** Go to this site to check the minimum hardware, software and browser requirements:

<http://wiki.uky.edu/blackboard/Wiki%20Pages/Bb9%20Hardware%20and%20Software%20Requirements.aspx>

Internet Explorer is NOT recommended for use with Blackboard. **Firefox is the recommended Internet browser for the course.** Go to <https://download.uky.edu/> to download a free version of Firefox. Log in with your **LINK BLUE** id and password and search for **Firefox**.

You must have the latest version of Java to complete tests and quizzes. Go to <http://java.com> and click on the **Free Java Download** button. Run the installer to get the latest version.

You will also need **Flash, Adobe Acrobat Reader and QuickTime** movie player. Go to <http://wiki.uky.edu/blackboard/Wiki%20Pages/Browser%20Check.aspx> then click **BbGO!** If you do not have these, you can download them from this site.

To download **Windows Media Player**, click this link:

<http://www.microsoft.com/windows/windowsmedia/player/10/default.aspx>

You will need to install a number of plug-ins on your computer. The links to the specific plug-ins required for this course can be also found in your course. If using a UK computer, these plug-ins should be already installed.

Students and faculty can download **Microsoft Office Suite** (including Word and PowerPoint) from this site: <https://download.uky.edu/>.

If you experience technical difficulties contact the Customer Service Center at 859-218-HELP (4357) or by e-mail at [helpdesk@uky.edu](mailto:helpdesk@uky.edu). Please also inform the course instructor when you are having technical difficulties.

### **Bb 101 for First-Time Online Students**

This is a brief introduction for students using Blackboard for the first time.

- Go to <http://elearning.uky.edu> and log in with your **Link Blue ID**.
- Click on the Courses link near the top left of the page (to the right of My Bb and under the Library tab).
- In the Course Search line, type Bb9-101 (exactly as you see it there, including the hyphen).
- Find the Course ID (first column) Bb9-101-OnLine-Stu, and click the down arrow next to the Course ID. Click **Enroll** then **Submit**.

## OVERVIEW OF COURSE MODULES:

### Part I: First 800 Years

1. Judaism in the Greco-Roman World
2. 1<sup>st</sup> Century: Jesus and Paul
  - a. Modules 1 & 2 are due by Thursday June 16, 11:59 p.m. est.
3. 2<sup>nd</sup>-3<sup>rd</sup> Centuries: Foundations of the Church
4. 3<sup>rd</sup>-4<sup>th</sup> Century: The Constantinian Revolution
  - a. Modules 3 & 4 are due by Thursday June 23, 11:59 p.m. est.
5. 4<sup>th</sup>-5<sup>th</sup> Centuries: Development of Doctrine
6. 5<sup>th</sup>-6<sup>th</sup> Centuries: Fall of Rome; Monastic Life
  - a. Modules 5 & 6 are due by Thursday June 30, 11:59 p.m. est.
  - b. Paper 1 is due by Friday July 1, 11:59 p.m. est.
7. 7<sup>th</sup> Century: Byzantium and Islam; Iconoclasm
8. 8<sup>th</sup>-9<sup>th</sup> Centuries: Charlemagne and the Carolingian Empire
  - a. Modules 7 & 8 are due by Thursday July 7, 11:59 p.m. est.
  - b. **MIDTERM EXAM** is due by Monday July 11, 11:59 p.m. est.

### Part II: Second 800 Years

9. 9<sup>th</sup>-10<sup>th</sup> Centuries: Ottonian Empire; Clunaic Reform
10. 11<sup>th</sup> Century: The Great Schism; Gregorian Reform
  - a. Modules 9 & 10 are due by Thursday July 14, 11:59 p.m. est.
11. 11<sup>th</sup>-12<sup>th</sup> Centuries: The Crusades
12. 12<sup>th</sup>-13<sup>th</sup> Centuries: Papacy, Heresy, Inquisition
  - a. Modules 11 & 12 are due by Thursday July 21, 11:59 p.m. est.
  - b. Paper 2 is due by Friday July 22, 11:59 p.m. est.

13. 14<sup>th</sup> Century: Plague and Division

14. 15<sup>th</sup> Century: Renaissance

a. Modules 13 & 14 are due by Thursday July 28, 11:59 p.m. est.

15. 16<sup>th</sup> Century: Protestant Reformation

16. 16<sup>th</sup> Century: Catholic Reformation

a. Modules 15 & 16 are due by Thursday August 4, 11:59 p.m. est.

b. **FINAL EXAM** is due by Thursday August 4, 11:59 p.m. est.

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:**

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 two exams, both weighted equally and each given at the end of the two parts of the course. The exams will consist of short terms for identification and short essays. Each exam will contribute 20% of your grade. (40%)

The second component of your grade will be based on two brief essays (3-4 pages), each discussing one of the primary sources in the textbook. Each essay will contribute 15% of your final grade. (30%)

The third component of your grade will involve the various activities associated with the videos and class readings. These generally will include a set of study questions on each of the episodes of the various video series, as well as questions on the assigned readings. These questions must be answered at regular intervals throughout the course, i.e., during the period when the relevant module is scheduled. The total of these assignments will contribute 30% to your final grade.

All examination scores will be posted in the BlackBoard grade book: You can review your scores by going to MY GRADES in BlackBoard.

## **ONLINE EXAMINATIONS:**

Each examination will be available on the test day for a total of three hours. It is your responsibility to make sure that you can access the material during that time period. You can access the examination for a 3 hour window, but you may only access it once. Once you access it, you will have 3 hours in which to complete your examination and submit it. It is your responsibility to watch time and submit the examination in time.

## **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%		

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

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.

### **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:**

Per university policy, students shall not plagiarize, cheat, or falsify or misuse academic records. Students are expected to adhere to University policy on cheating and plagiarism in all courses. The minimum penalty for a first offense is a zero on the assignment on which the offense occurred. If the offense is considered severe or the student has other academic offenses on their record, more serious penalties, up to suspension from the university may be imposed.

Plagiarism and cheating are serious breaches of academic conduct. Each student is advised to become familiar with the various forms of academic dishonesty as explained in the Code of Student Rights and Responsibilities. Complete information can be found at the following website: <http://www.uky.edu/Ombud>. A plea of ignorance is not acceptable as a defense against the charge of academic dishonesty. It is important that you review this information as all ideas borrowed from others need to be properly credited.

### **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)

## 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>).

**Error! Hyperlink reference not valid.**

Course Number and Prefix: CLA 191	Date: 10/20/2011
Instructor Name: David Hunter	Instructor Email: david.hunter@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"/>	

<b>Curriculum and Instruction</b>	
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>This course will be taught online, with pre-recorded lectures, online exercises and exams. The instructor will offer regular office hours for online chat, or telephone contact if needed, as well as open email access. The syllabus will conform with the University Senate Guidelines</p>
2.	<p>How do you ensure that the experience for a DL student is comparable to that of a classroom-based student's experience? Aspects to explore: textbooks, course goals, assessment of student learning outcomes, etc.</p> <p>The course plan is very similar to the in class experience, which consists mainly of lecture presentations, online homework and in class exams. The students will work with the textbook in essentially the same way as the in class student.</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 course will be offered through Blackboard or other similar online classroom management software, ensuring that each student has individual protected access to the course materials. Online assignments are open book and exams will be individually unique, time limited and one-time access.</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>
5.	<p>How are students taking the course via DL assured of equivalent access to student services, similar to that of a</p>

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

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	<p>student taking the class in a traditional classroom setting?</p> <p>As registered students at UK, they will have access to the full range of student services as outlined on the UK Student Affairs website (<a href="http://www.uky.edu/StudentAffairs/">http://www.uky.edu/StudentAffairs/</a>). Students will also be provided an electronic copy of the attached "UK Student Academic Services" document.</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>Successful completion of course requirements will require that the students make appropriate use of the textbook and required internet sites, and access to library resources are available on the library website for distance learning (<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>This course will not require physical access to any particular facility or equipment.</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>The syllabus lists technical support services available and students will be provided with a list of available University resources.</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>

## 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.	<p>Does the syllabus contain all the required components, below? <input checked="" type="checkbox"/> Yes</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Instructor's <i>virtual</i> office hours, if any.</li><li><input type="checkbox"/> The technological requirements for the course.</li><li><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).</li><li><input type="checkbox"/> Procedure for resolving technical complaints.</li><li><input type="checkbox"/> Preferred method for reaching instructor, e.g. email, phone, text message.</li><li><input type="checkbox"/> Maximum timeframe for responding to student communications.</li><li><input type="checkbox"/> Language pertaining academic accommodations:<ul style="list-style-type: none"><li><input type="checkbox"/> "If you have a documented disability that requires academic accommodations in this course, please make your request to the University Disability Resource Center. The Center will require current disability documentation. When accommodations are approved, the Center will provide me with a Letter of Accommodation which details the recommended accommodations. Contact the Disability Resource Center, Jake Karnes, Director at 859-257-2754 or <a href="mailto:jkarnes@email.uky.edu">jkarnes@email.uky.edu</a>."</li></ul></li><li><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><input type="checkbox"/> Carla Cantagallo, DL Librarian</li><li><input type="checkbox"/> Local phone number: 859 257-0500, ext. 2171; long-distance phone number: (800) 828-0439 (option #6)</li><li><input type="checkbox"/> Email: <a href="mailto:dllservice@email.uky.edu">dllservice@email.uky.edu</a></li><li><input type="checkbox"/> DL Interlibrary Loan Service: <a href="http://www.uky.edu/Libraries/libpage.php?lweb_id=253&amp;lilib_id=16">http://www.uky.edu/Libraries/libpage.php?lweb_id=253&amp;lilib_id=16</a></li></ul></li></ul>
11.	<p>I, the instructor of record, have read and understood all of the university-level statements regarding DL.</p> <p>Instructor Name: David Hunter (signed hard copy submitted)</p> <p style="text-align: right;">Instructor Signature:</p>