4/18/16

1. General Information

1a. Submitted by the College of: HEALTH SCIENCES

   Date Submitted: 6/1/2016

1b. Department/Division: Health Sciences - Clinical Science

1c. Contact Person

   Name: Geza Bruckner

   Email: gbruckn@uky.edu

   Phone: 8592180859

   Responsible Faculty ID (if different from Contact)

   Name: Keith Knapp

   Email: Keith.Knapp@ccc1884.org

   Phone: 80859

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?:   Yes [4]

2b. Prefix and Number: CLM 380

2c. Full Title: Long-Term Care Administration

2d. Transcript Title:

2e. Cross-listing:

2f. Meeting Patterns

   LECTURE: 3.0

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

2h. Number of credit hours: 3.0

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: An overview of the long-term care industry. Includes a survey of the history and philosophy of long-term care administration. Provides an introduction to and application of regulatory standards. Specializations within the long-term care industry are discussed. Semester Hours 3 (3 lec)

2k. Prerequisites, if any: Admission to CLM Program, CLM Track C, or by consent of instructor

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?:   25

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: Not Yet Found in Many (or Any) Other Universities ,

   If No, explain:

9. Course Relationship to Program(s).

   a. Is this course part of a proposed new program?:   Yes

   If YES, name the proposed new program: Clinical Leadership and Management, Track C (Long-Term Care)

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

   If YES, list affected programs: Clinical Leadership and Management, Track C (Health Services Executive/Long-Term Care)

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

Instructor Name: Keith Knapp

Instructor Email: Keith.Knapp@ccc.1884.org

Internet/Web-based: No

Interactive Video: No

Hybrid: Yes

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?   Yes the course syllabus conforms to the University Senate Syllabus Guidelines, specifically the Distance Learning considerations. This course will include assignments and group participation via Canvas as well as in class time. Faculty and Student communication can take place via email or during separate meetings (online or in person) as needed. Students will have all of the information needed to be successful in the course.

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.   The course expectations and objectives would be the same for both the traditional classroom setting and the hybrid learning student. The only difference is the delivery of the lessons and assignments. Students are required to purchase and complete tasks using the textbook and discussion groups center around topics from the course goals. Assessments for this course are completed through Canvas and/or during class. The instructor will also be available to discuss any issues that may arise.

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.   Assignments and assessments will be completed via Canvas. This will ensure that only the student, using their own profile and password information, can submit documents. All University guidelines on plagiarism and cheating are outlined in the syllabus and will be taken very seriously. The instructor will also be using the Turnitin tool, which is featured in the Canvas platform, for plagiarism and security as necessary.

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?   This class will be worth 3.0 credit hours out of the total 120 credit hour program.

If yes, which percentage, and which program(s)?   The course will only be required for the proposed CLM- Track C (Long Term Care). It will also be available as an elective for the other CLM tracks.

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?   Since the course will be partially offered online, all of the group discussions and assignments will be tailored to meet the needs of the Hybrid students. The textbook as well as other online/community based resources will be used. If students need additional resources or assistance the instructor will be available to meet.

6. How do course requirements ensure that students make appropriate use of learning resources?   The students will be required to read every email and view all new lectures each week, whether on Canvas or in the classroom. Course resources will be discussed as part of the lecture or as needed. The syllabus clearly outlines all expectations and guidelines to find information.

7. Please explain specifically how access is provided to laboratories, facilities, and equipment appropriate to the course or program.   The course will be set up on Canvas and the shell will contain all of the announcements, tasks, assignments, assessments, resources, and contact information needed. The students will also be able to ask questions in class.

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/)?   The students will be directed to contact UK IT in the event of technical problems. The information to contact this group will be located on Canvas/syllabus.

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.   The students are familiar with the use of Canvas and other hybrid courses they have previously taken. Most students taking this course will be knowledgeable about the format and where to go if problems arise. Specific trainings on Canvas are available to the students.

10.Does the syllabus contain all the required components?   YES

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

Instructor Name: Keith Knapp

SIGNATURE|PNASH|Phyllis J Nash|CLM 380 NEW Dept Review|20150330

SIGNATURE|SRSTEW01|Sharon R Stewart|CLM 380 NEW College Review|20150708

SIGNATURE|JMETT2|Joanie Ett-Mims|CLM 380 NEW Undergrad Council Review|20160418

SIGNATURE|JEL224|Janie S Ellis|CLM 380 NEW Senate Council Review|20160426

SIGNATURE|PNASH|Phyllis J Nash|CLM 380 NEW Approval Returned to Dept|20160429

SIGNATURE|JEL224|Janie S Ellis|CLM 380 NEW Senate Council Review|20160531

SIGNATURE|PNASH|Phyllis J Nash|CLM 380 NEW Approval Returned to Dept|20160606

New Course Form

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

Open in full window to print or save

Attachments:

Browse...   **Upload File**

	ID	Attachment
Delete	5230	CLM 380DL UGC Review Checklist.docx
Delete	6715	New 380 Syllabus.pdf

First | 1 | Last

(*denotes required fields)

1. **General Information**

    a. * Submitted by the College of: HEALTH SCIENCES ▼   Submission Date: 6/1/2016

    b. * Department/Division: Health Sciences - Clinical Science ▼

    c.

      * Contact Person Name: Geza Bruckner   Email: gbruckn@uky.edu   Phone: 8592180859

      * Responsible Faculty ID (if different from Contact) Keith Knapp   Email: Keith.Knapp@ccc1884.oiPhone: 80859

    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 [1] ○ No

    b. * Prefix and Number: CLM 380

    c. * Full Title: Long-Term Care Administration

    d. Transcript Title (if full title is more than 40 characters):

    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[1] for each meeting pattern type.

3.0	Lecture		Laboratory[1]		Recitation		Discussion
	Indep. Study		Clinical		Colloquium		Practicum
	Research		Residency		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: 3.0

    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:

An overview of the long-term care industry. Includes a survey of the history and philosophy of long-term care administration. Provides an introduction to and application of regulatory standards. Specializations within the long-term care industry are discussed. Semester Hours 3 (3 lec)

k. Prerequisites, if any:

Admission to CLM Program, CLM Track C, or by consent of instructor

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?** 25

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:
   Clinical Leadership and Management, Track C (Long-Term Care)

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

   If YES [2], list affected programs::
   Clinical Leadership and Management, Track C (Health Services Executive/Long-Term Care)

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) identification of add assignments by the graduate students; and/or (ii) establishment of different grading criteria in the course for graduate students. (See SR 3.1.4.)

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

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 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 fo 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 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 requiremer 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 expe students utilizing DL (available at http://www.uky.edu/USC/New/forms.htm).

Course Number and Prefix:	CLM 380	Date:	2/25/2015
Instructor Name:	Keith Knapp	Instructor-Email:	Keith.Knapp@ccc.1884.org

Check the method below that best reflects how the majority of the course content will be delivered.

Internet/Web-based ☐   Interactive Video ☐   Hybrid ☑

Curriculum and Instruction

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 ! Syllabus Guidelines, specifically the Distance Learning Considerations?

   Yes the course syllabus conforms to the University Senate Syllabus Guidelines, specifically the Distance Learning considerations. This course will include assignments and group participation via Canvas as well as in class

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, : of student learning outcomes, etc.

   The course expectations and objectives would be the same for both the traditional classroom setting and the hybrid learning student. The only difference is the delivery of the lessons and assignments. Students are required to

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; academi policy; etc.

   Assignments and assessments will be completed via Canvas. This will ensure that only the student, using their own profile and password information, can submit documents. All University guidelines on plagiarism and cheating are

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 f as defined above?

   This class will be worth 3.0 credit hours out of the total 120 credit hour program.

   Which percentage, and which program(s)?

   The course will only be required for the proposed CLM- Track C (Long Term Care). It will also be available as an elective for the other CLM tracks.

   *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 months from the date of approval.

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

   Since the course will be partially offered online, all of the group discussions and assignments will be tailored to meet the needs of the Hybrid students. The textbook as well as other online/community based resources will be

Library and Learning Resources

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

   The students will be required to read every email and view all new lectures each week, whether on Canvas or in the classroom. Course resources will be discussed as part of the lecture or as needed. The syllabus clearly

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

   The course will be set up on Canvas and the shell will contain all of the announcements, tasks, assignments, assessments, resources, and contact information needed. The students will also be able to ask questions in class.

Student Services

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 r the course, such as the Information Technology Customer Service Center (http://www.uky.edu/UKIT/)?

   The students will be directed to contact UK IT in the event of technical problems. The information to contact this group will be located on Canvas/syllabus.

9. Will the course be delivered via services available through the Distance Learning Program (DLP) and the Academic Technology Group (ATL)?

   ○ Yes
   ◉ No

   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 techn

   The students are familiar with the use of Canvas and other hybrid courses they have previously taken. Most students taking this course will be knowledgeable about the format and where to go if problems arise. Specific

10. Does the syllabus contain all the required components, below? ☑ Yes

    ◦ Instructor's *virtual* office hours, if any.

    ◦ The technological requirements for the course.

    ◦ Contact information for Distance Learning programs (http://www.uky.edu/DistanceLearning) and Information Technology Customer Service Center (http://www.uky.edu/UKIT/Help/; 859-218-HELP).

    ◦ Procedure for resolving technical complaints.

    ◦ Preferred method for reaching instructor, e.g. email, phone, text message.

    ◦ Maximum timeframe for responding to student communications.

    ◦ Language pertaining academic accommodations:

- "If you have a documented disability that requires academic accommodations in this course, please make your request to the University Disability Resour
  The Center will require current disability documentation. When accommodations are approved, the Center will provide me with a Letter of Accommodatior
  details the recommended accommodations. Contact the Disability Resource Center, Jake Karnes, Director at 859-257-2754 or jkarnes@email.uky.edu."

- Specific dates of face-to-face or synchronous class meetings, if any.

- Information on Distance Learning Library Services (http://www.uky.edu/Libraries/DLLS)

  - Carla Cantagallo, DL Librarian

  - Local phone number: 859 257-0500, ext. 2171; long-distance phone number: (800) 828-0439 (option #6)

  - Email: dllservice@email.uky.edu

  - DL Interlibrary Loan Service: http://www.uky.edu/Libraries/libpage.php?lweb_id=253&llib_id=16

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

    Instructor Name: _____
    Keith Knapp

Abbreviations: DLP = Distance Learning Programs ATG = Academic Technology Group Customer Service Center = 859-218-HELP (http://www.uky.edu/UKIT/Help)

Revised 8/09

---

[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.

[3] 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. La
meeting, generally, represents at least two hours per week for a semester for one credit hour. (from SR 5.2.1)

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

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

Rev 8/09

Course: CLM 380DL
University Senate Syllabi Guidelines Review Checklist

General Course Information
☒ **Full and accurate title of the course**
☐ Departmental and college prefix

☒ **Course prefix, number and section number**
☐ Scheduled meeting day(s), time and place

Instructor Contact Information (if specific details are unknown, "TBA" is acceptable for one or more fields)
☒ **Instructor name**
☐ Contact information for teaching/graduate assistant, etc.
☐ Preferred method for reaching instructor
☒ Office phone number

☒ **Office address**
☒ **UK email address**
☒ **Times of regularly scheduled office hours and if prior appointment is required**

Course Description
☒ **Reasonably detailed overview of the course (course description should match on syllabus and eCATS form)**
☒ **Prerequisites, if any (should match on syllabus and eCATS form)**
☐ **Student learning outcomes**
☐ **Course goals/objectives**
☒ Required materials (textbook, lab materials, etc.)
☐ Outline of the content, which must conform to the Bulletin description
☐ **Summary description of the components that contribute to the determination of course grade**
☒ **Tentative course schedule that clarifies topics, specifies assignment due dates, examination date(s)**
☒ **Final examination information: date, time, duration and location**
☒ **For 100-, 200-, 300-, 400-, 400G- and 500-level courses, numerical grading scale and relationship to letter grades for undergraduate students**
☐ For 400G-, 500-, 600- and 700-level courses, numerical grading scale and relationship to letter grades for graduate students. (Graduate students cannot receive a "D" grade.)
☐ Relative value given to each activity in the calculation of course grades (Midterm=30%; Term Project=20%, etc.)
☒ **Note that undergraduate students will be provided with a Midterm Evaluation (by the midterm date) of course performance based on criteria in syllabus**
☐ **Policy on academic accommodations due to disability. Standard language is below:**
> If you have a documented disability that requires academic accommodations, please see me 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.

UGE Review (   )

List the graded components for the course and their relative value

Revise grading scale (as written, a 90% could be either an "A" or a "B," etc.)

Revise Late Work policy to allow students with excused absences one week following the absence to contact the instructor

Add boilerplate Disability policy

Course Policies

☒ **Attendance**
☒ **Excused absences**
☒ **Make-up opportunities**
☒ Verification of absences
☐ Submission of assignments
☒ **Academic integrity, cheating & plagiarism**
☒ Classroom behavior, decorum and civility
☒ Professional preparations
☐ Group work & student collaboration

Committee Review (   )

Comments

CLM 380-201 (3.0)
Format: Hybrid Course
Nursing Facility Administration
Syllabus 2014

Instructor:	TBD
Office Address:	TBD
Email:	TBD
Office Phone:	218-0495
Office hours:	TBD

Course Description:

An overview of the long-term care industry. Includes a survey of the history and philosophy of long-term care administration. Provides an introduction to and application of regulatory standards. Specializations within the long-term care industry are discussed. Semester Hours 3 (3 lec)

Prerequisites:

Admission to CLM Program, HSE Track, or by consent of instructor

Text, References, and Supplies:

- Davis, Winborn E., Haacker, Robert W., Townsend, James E. **The Principles of Health Care Administration,** January, 2007(Revised and Updated). Professional Printing and Publishing, Inc., Bossier City. ISBN 0-929442-70-9.
- Pozgar, George D. **Legal Aspects of Health Care Administration,** 10th ed. 2007 Jones and Bartlett Publishers, Sudbury, MA. ISBN 13: 978-0-7637-39270
- Allen, James E., Editor. **NAB Nursing Home Administrator's Study Guide,** 4th ed., 2003. NAB., Washington. ISBN 0-9635064-6-3.
- Baker, Judith J., Baker, R.W., *Health Care Finance, Basic Tools for Non-Financial Managers, 2nd ed.* 2006, Jones and Bartlett, Boston. ISBN 0-7637-2660-5.

Required: Internet Access

Recommended:

Allen, James E. **Nursing Home Federal Requirements and Guidelines to Surveyors,** 4th ed. Springer Publishing Company, New York. ISBN 08261812

Course Structure:
Technical Requirements for Distance Delivery

General information on technical requirements and recommendations for a successful distance learning experience can be found at http://www.uky.edu/DistanceLearning/current/index.html

- All students should check their computer's software and hardware compatibility with the Distance Learning Platform via http://wiki.uky.edu/Canvas/Wiki%20Pages/Bb9%20Hardware%20and%20Software%20Requirements.aspx and to determine what hardware and software are required.

Distance Learning Assurances
Staying in touch with the course faculty

- Because the course will be delivered via designated Distance learning platform, students must have access to personal computers in order to access course materials. In the event that an enrolled student has technical problems with access or does not have access, support will be provided through the resources of the College of Health Sciences.

- The instructor will be available via telephone as noted and available via e-mail at other times. The instructor will respond to e-mail comments and questions within 24 hours of receiving a message, excluding weekends and holidays.

- Assignments and exams will be graded and scores posted to platform within 5 working days after the due date.

Help with Delivery and/or Receipt of the Course

- Faculty/Students appreciate the flexibility afforded via distance classes and at the same time acknowledge that technology can sometimes fail or be frustrating to work with. Should students encounter difficulties relating to ANY aspect of the technological delivery of this contact, please DO NOT PANIC! Simply email (preferred) or phone the instructor and he/she will work with you and UKIT to resolve problems. You will not be penalized for a breakdown in technology.

- The following UK resources are also available for any questions or technical problems that may arise.

    o Teaching and Academic Support Center: http://www.uky.edu/TASC/index.php

      - 859.218.4357

    o Information Technology Customer Service Center: http://www.uky.edu/UKIT

      - 859.218.4357

Information on Distance Learning Library Services

- Information on library services for distance learning can be found at Distance Learning Library Services

- The Distance Librarian is Carla Cantagallo and she can be reached at 859.218.1240; Email carla@uky.edu

Distance Learning Interlibrary Loan services: Distance Learning ILL

Description of Course Activities and Assignments
Student Learning Outcomes (Based on NAB Knowledge and Skills)

- **Students will learn:**
  Budgeting methods and financial planning; accounting methods (for example, Generally Accepted Accounting Practices, cash and accrual); financial statements; reimbursement sources and methods (for example, Medicare and Medicaid, managed care); Federal, state, and local regulations affecting nursing home reimbursement; potential revenue sources; internal controls (for example, purchasing, inventory, accounting, departmental); payroll procedures and

documentation; accounts receivable, collection, and billing procedures; accounts payable procedures; risk management; eligibility and coverage requirements from third parties.

- **Student will develop skills in:**
  Analyzing and interpreting budgets and financial statements; interpreting financial regulations as they apply to reimbursement; managing cash flow; analyzing and identify trends in financial performance of facility.

- **Student will strengthen skills in:**
  READING: locate, understand and interpret written information in prose and in documents such as manuals, graphs and schedules. Learns from numerous texts and journals. Learns technical vocabulary. Examples for this course include reading of theory content, journal articles related to content and interne resources.
  WRITING: Communicate thoughts, ideas, information and messages in writing, and creates documents such as letters, directions, manuals, reports, graphs and flow charts. Examples for this course include completion of written assignments.

- **Students will strengthen cognitive skills by:**
  DECISION MAKING: Specify goals and constraints generate alternatives, consider risks, and evaluate and choose the best alternative. Examples of skill application for this course includes activities required to meet course objectives.

- **Students will develop and strengthen personal qualities such as:**
  RESPONSIBILITY, SELF-ESTEEM, SELF-MANAGEMENT, INTEGRITY AND HONESTY. This is a self-directed course.

- **Students will continue to use skills regarding:**
  Acquiring and evaluating information; organizing and maintaining information; interpreting and communicating information; as well as continue to use computers to process information.

Final Exam Information
Date, time, location, other information

Mid-term Grade (for 100-400 level courses, and for undergraduates in 500 level courses)
Mid-term grades will be posted in myUK by the deadline established in the Academic Calendar (http://www.uky.edu/Registrar/AcademicCalendar.htm)

Questions involving essay style format will be marked for organization, logical development of ideas, grammar and spelling. Currently ALL EXAMINATIONS are CLOSED BOOK on the **Honor** System i.e., there will be NO use of supporting materials, class or lecture notes, PowerPoint presentations, websites, and/or handouts allowed during either of the examinations. Also, once the exam is begun, there is no stopping and restarting allowed. Examination make-ups will be given ONLY if the student has a written excuse of illness or other excused absence as defined in the University Bulletin and noted below. Midterm Examination will be provided by the midterm date to provide feedback to undergraduate students as per UK Policies http://www.uky.edu/Ombud/Descriptions.php

Course Outline or Schedule:
This course is arranged in learning modules. The following is a TENTATIVE schedule of those modules and the major themes in each. Circumstances may cause the schedule to be modified. If a modification is necessary, it will be posted on the course Announcements screen.
- Week 1 Orientation to Canvas, the program, and this courses
- Week 2 The American Health Care System
- Week 3 Long Term Care in America
- Week 4 Specialize Care

- Week 5 Business Organization Models
- Week 6 What is "Aging"?
- Week 7 Biological Aging Part 1
- Week 8 Biological Aging Part 2
- Week 9 Biological Aging Part 3, Test 1
- **Test 1** Will all the information addressed in Weeks 1-9 Introduction to Long Term Care Administration
- Week 10 Sociological Aging
- Week 11 Psychological Aging
- Week 12 Functions of an Administrator, Part 1 (overview, forecasting, planning)
- Week 13 Functions of an Administrator, Part 2 (organizing, staffing)
- Week 14 Functions of an Administrator, Part 3 (directing, controlling)
- Week 15 Functions of an Administrator, Part 4 (innovating, marketing), Test 2
- **Test 2** Will include all the information addressed in Weeks 10-15

Course Grading Information:

The work of each student will be periodically evaluated. This will be accomplished through the use of formal tests and graded training tasks.

Discussion (in class/online)	**25%**
Reading Assignments and questions	**25%**
Tests (2 total, each 25%)	**50%**
TOTAL	**100%**

All tests and training tasks will be assign a value in points with maximum potential being 100%. The performance of the student on each task or test will be assigned a value on that 100% scale as follows:

100-90	**A**
89-80	**B**
79-70	**C**
69-60	**D**
59-0	**E**

The values of these individual tasks and tests are collected to form an overall evaluation of the student's performance for this course. Overall, the student's work must meet the level of Acceptable for the student to receive credit for completing this course. An overall evaluation of either Needs Improvement or Poor means the student will have to at least repeat course to receive credit in the Long Term Care Program. In cases where the training tasks are done by groups, all members of the group will receive the same value for the work done.

Late Work

Work not completed on time without prior permission from the instructor may be subject to deductions in their point value. Any missed evaluation should be made up as soon as possible. Make up evaluations may not be in the same format as the original. Students with an excused absence may make up work, one week following the absence.

Course Policies
Attendance Policy
Attendance is required and worth a possible 15 points or 15 percent of the total grade. It is imperative that students attend due to the format of the course, which is comprised of seminars/presentations given by guest speakers. The following are acceptable reasons for an excused absence: 1) serious illness; 2) illness or death of family member; 3) UK related trips (S.R.5.2.4.2 C); 4) major religious holiday and documentation of other reasonable circumstances. The burden of proof is on the student to provide verification in requesting an "excused absence."

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.

Excused Absences
Students need to notify the professor of absences prior to class when possible. Senate Rules 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. Two weeks prior to the absence is reasonable, but should not be given any later. Information regarding major religious holidays may be obtained through the Ombud (859-257-3737, http://www.uky.edu/Ombud/ForStudents_ExcusedAbsences.php.

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

Per Senate Rule 5.2.4.2, students missing any graded work due to an excused absence are responsible: for informing the Instructor of Record about their excused absence within one week following the period of the excused absence (except where prior notification is required); and for making up the missed work. The professor must give the student an opportunity to make up the work and/or the exams missed due to an excused absence, and shall do so, if feasible, during the semester in which the absence occurred.

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.

Academic Integrity:
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.

Part II of Student Rights and Responsibilities (available online http://www.uky.edu/StudentAffairs/Code/part2.html) states that all academic work, written or otherwise, submitted by students to their instructors or other academic supervisors, is expected to be the result of their own thought, research, or self-expression. In cases where students feel unsure about the question of plagiarism involving their own work, they are obliged to consult their instructors on the matter before submission.

When students submit work purporting to be their own, but which in any way borrows ideas, organization, wording or anything else from another source without appropriate acknowledgement of the fact, the students are guilty of plagiarism. Plagiarism includes reproducing someone else's work, whether it be a published article, chapter of a book, a paper from a friend or some file, or something similar to this. Plagiarism also includes the practice of employing or allowing another person to alter or revise the work which a student submits as his/her own, whoever that other person may be.

Students may discuss assignments among themselves or with an instructor or tutor, but when the actual work is done, it must be done by the student, and the student alone. When a student's assignment involves research in outside sources of information, the student must carefully acknowledge exactly what, where and how he/she employed them. If the words of someone else are used, the student must put quotation marks around the passage in question and add an appropriate indication of its origin. Making simple changes while leaving the organization, content and phraseology intact is plagiaristic. However, nothing in these Rules shall apply to those ideas which are so generally and freely circulated as to be a part of the public domain (Section 6.3.1).
Please note: Any assignment you turn in may be submitted to an electronic database to check for plagiarism.

Accommodations due to disability
If you have a documented disability that requires academic accommodations, please see me 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 (DRC). The DRC coordinates campus disability services available to students with disabilities. It is located on the

corner of Rose Street and Huguelet Drive in the Multidisciplinary Science Building, Suite 407. You can reach them via phone at (859) 257-2754 and via email at drc@uky.edu. Their web address is http://www.uky.edu/StudentAffairs/DisabilityResourceCenter/.