1. General Information

1a. Submitted by the College of: HEALTH SCIENCES

Date Submitted: 4/15/2016

1b. Department/Division: Clinical Sciences

1c. Contact Person

Name: Geza Bruckner

Email: gbruckn@uky.edu

Phone: 8592180859

Responsible Faculty ID (if different from Contact)

Name: Jamie Warren

Email: jami.warren@uky.edu

Phone: 8592180859

1d. Requested Effective Date: Semester following approval

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

2. Designation and Description of Proposed Course

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

2b. Prefix and Number: CLM 495

2c. Full Title: Introduction to the Capstone

2d. Transcript Title:

2e. Cross-listing:

2f. Meeting Patterns

LECTURE: 1.0

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

2h. Number of credit hours: 1.0

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: To be successful in the CLM degree program and the profession, students are expected to demonstrate excellence in communication skills both orally and in writing. CLM 495 (1.0) is a prerequisite for the capstone project (CLM 595 - 3 credit). It is designed to prepare each CLM student to: 1) Define a project/research question, 2) Learn how to conduct an in depth literature review, 3) Construct a detailed outline of your proposed project/research, 3) Understand the methodology needed to conduct your project/research, and 4) Analyze data/information, summarize findings and derive conclusions/summary. The three credit course will follow the next semester and the student will complete the capstone.

2k. Prerequisites, if any: CLM 241. Admission into the CLM Program or 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?: 40

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: Relatively New – Now Being Widely Established,

   If No, explain:

9. Course Relationship to Program(s).

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

   If YES, name the proposed new program:

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

   If YES, list affected programs: It is required for all CLM degree program tracks (A,B and C)

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

2

Distance Learning Form

Instructor Name:

Instructor Email:

Internet/Web-based: No

Interactive Video: No

Hybrid: No

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

2.How do you ensure that the experience for a DL student is comparable to that of a classroom-based student's experience? Aspects to explore: textbooks, course goals, assessment of student learning outcomes, etc.

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

4.Will offering this course via DL result in at least 25% or at least 50% (based on total credit hours required for completion) of a degree program being offered via any form of DL, as defined above?

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

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

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

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

8.How are students informed of procedures for resolving technical complaints? Does the syllabus list the entities available to offer technical help with the delivery and/or receipt of the course, such as the Information Technology Customer Service Center (http://www.uky.edu/UKIT/)?

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

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

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

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

   Instructor Name:

   SIGNATURE|PNASH|Phyllis J Nash|CLM 495 NEW Dept Review|20150302

   SIGNATURE|SRSTEW01|Sharon R Stewart|CLM 495 NEW College Review|20150708

   SIGNATURE|JMETT2|Joanie Ett-Mims|CLM 495 NEW Undergrad Council Review|20160418

New Course Form

Open in full window to print or save

Generate R

Attachments:

[Browse...]   Upload File

	ID	Attachment
Delete	5232	CLM 495 UGC Review Checklist.docx
Delete	6716	New 495 Syllabus.pdf

[First] 1 [Last]

(*denotes required fields)

1. **General Information**

   a. * Submitted by the College of: HEALTH SCIENCES [▼]   Submission Date: 4/15/2016

   b. * Department/Division: Clinical Sciences [▼]

   c.
   * Contact Person Name: Geza Bruckner   Email: gbruckn@uky.edu   Phone: 8592180859
   * Responsible Faculty ID (if different from Contact) Jamie Warren   Email: jami.warren@uky.edu   Phone: 8592180859

   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 495

   c. * Full Title: Introduction to the Capstone

   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[3] for each meeting pattern type.

1.0	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: 1.0

   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:

To be successful in the CLM degree program and the profession, students are expected to demonstrate excellence in communication skills both orally and in writing.

CLM 495 (1.0) is a prerequisite for the capstone project (CLM 595 - 3 credit). It is designed to prepare each CLM student to: 1) Define a project/research question, 2) Learn how to conduct an in depth literature review, 3) Construct a detailed outline of your proposed project/research, 3) Understand the methodology needed to conduct your project/research, and 4) Analyze data/information, summarize findings and derive conclusions/summary. The three credit course will follow the next semester and the student will complete the capstone.

k. Prerequisites, if any:

CLM 241. Admission into the CLM Program or 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? 40

7. Anticipated Student Demand.

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

   b. * Will it be of interest to a significant number of students outside the degree pgm?   ○ Yes ◉ No
      If YES, explain:

8. * Check the category most applicable to this course:

   ☑ Traditional – Offered in Corresponding Departments at Universities Elsewhere
   ☑ Relatively New – Now Being Widely Established
   ☐ Not Yet Found in Many (or Any) Other Universities

9. Course Relationship to Program(s).

   a. * Is this course part of a proposed new program?   ○ Yes ◉ No
      If YES, name the proposed new program:

   b. * Will this course be a new requirement [5] for ANY program?   ◉ Yes ○ No
      If YES [5], list affected programs::

      It is required for all CLM degree program tracks (A,B and C)

10. Information to be Placed on Syllabus.

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

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

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

[1] In general, undergraduate courses are developed on the principle that one semester hour of credit represents one hour of classroom meeting per week for a semester, exclusive of any laboratory meeting. Laboratory meeting, generally, re
two hours per week for a semester for one credit hour. (from SR 5.2.1)
[2] You must also submit the Distance Learning Form in order for the proposed course to be considered for DL delivery.
[3] In order to change a program, a program change form must also be submitted.

Rev 8/09

Course: CLM 495   University Senate Syllabi Guidelines Review Checklist

General Course Information
☒ Full and accurate title of the course   ☒ Course prefix, number and section number

☐ Departmental and college prefix   ☒ 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   ☐ Office address

☐ Contact information for teaching/graduate assistant, etc.   ☐ UK email address

☐ Preferred method for reaching instructor   ☒ Times of regularly scheduled office hours and if prior appointment is required

☐ Office phone number

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.

<div style="border:1px solid black; padding:10px;">

UGE Review (   )

✓ Remove statement under Office Hours that states this course fulfills the GCCR (actually CLM 595)

ⁿ⁾⁰ List prerequisites on the syllabus

✓ List learning outcomes

✓ List graded components for the course and their relative value

✓ Include percentage or point values with the grading scale

✓ Include midterm grading statement

✓ Include boilerplate Excused Absences policy and Verification of

</div>

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

Absences
Include make-up policy for students who have a documented excused absence
Include boilerplate Academic Integrity statement or at least provide a link to it
Committee Review (   )
Comments

UNIVERSITY OF
KENTUCKY
College of Health
Sciences

CLM 495 (1.0 credit)
Introduction to the
Capstone

Day and Time:	**TBD**
Meeting Room:	**TBD**
Instructor:	**Dr. Jami Warren** **209B CTW** **Jami.warren@uky.edu** **859-218-0489 (office number)**
Office Hours:	**By appt.**

A. Course Description and Rationale

To be successful in the CLM degree program and the profession, students are expected to demonstrate excellence in communication skills both orally and in writing.

CLM 495 (1.0) is a prerequisite for the capstone project (CLM 595 - 3 credit). It is designed to prepare each CLM student to: 1) Define a capstone project focused on project management or quality improvement, 2) Gather relevant literature or information that will inform the project, 3) Construct a detailed written proposal (including a timeline) of your proposed project, 3) Understand the procedures needed to conduct your project,, and 4)Present your capstone proposal to an audience of peers and/or faculty. The three credit course will follow the next semester and the student will complete the capstone.

B. Student Learning Outcomes and Objectives

Through participation in this course, you will be able to:

1. Understand elements of effective project management through course readings and lecture materials.
2. Define a capstone project focused on project management or quality improvement within the health care field.

3.   Gather information (from the literature and/or healthcare workers) that informs your capstone project.
4.   Provide a detailed timeline for completion of your capstone project.
5.   Prepare and present a proposal of your proposed capstone project.

C. Course Requirements

Prerequisites: Students must be enrolled in the CLM program. Scheduling will be determined through advising.

Readings: Will be provided by your instructor via Canvas

Resources: Students are encouraged to use available UK resources to support the development of their capstone projects. Several UK resources are listed below.
   a.   University of Kentucky Writing Center
      *   Website: http://ukwrite.wordpress.com
   b.   University of Kentucky Libraries
      *   Website: http://libraries.uky.edu
   c.   University of Kentucky Presentation U
      *   Website: http://uky.edu/presentationu
   d.   University of Kentucky Information Technology
      *   Website: http://www.uky.edu/ukit/

D. Mid-term Grade
Mid-term grades will be posted in myUK by the deadline established in the Academic Calendar (http://www.uky.edu/registrar/calendar).

E. Final Exam
There will not be a formal **Final** for this course. Evaluation will be based on the assignments and course specific requirements listed below.

F. Assignments and Grading

Assignment*	Points	Percentage of Total Grade
First Draft of Project Proposal	50	16.5%
First Draft of Presentation Slides	50	16.5%
Final Draft of Project Proposal	100	33.3%
Final Presentation in Class	100	33.3%
Total	300	100%

* Detailed Assignment Sheets & Grading Rubrics for Assignments will be provided as they're relevant.

Grade Scale:
A = 90-100 (270-300 points)
B = 80-89 (240-299 points)
C = 70-79 (210-239 points)
D = 60-69 (180-209 points)
E = 59 and below (179 points and below)

G. Course Policies

Submission of Assignments
You must submit all assignments via Canvas on or before the day they are due. I will not accept emailed and/or late assignments." Please specify that students with an excused absence can submit late work.

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 when feasible and in no case more than one week after 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.

Senate Rules 6.3.1 (see http://www.uky.edu/Faculty/Senate/ for the current set of *Senate Rules*) 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 a question of plagiarism involving their 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 content from another source without appropriate acknowledgment of the fact, the students are guilty of plagiarism.

Plagiarism includes reproducing someone else's work (including, but not limited to a published article, a book, a website, computer code, or a paper from a friend) without clear attribution. 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 or information, the student must carefully acknowledge exactly what, where and how he/she has 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.

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/.

Attendance
Attendance in each class session is very important. If you miss class for a university approved reason, you must provide written documentation to your instructor of your absence as soon as possible. If you are more than 10 minutes late to class and/or leave early, you may be marked absent.

Tentative Class Schedule

Date	Class Topic	Assignments (Due BEFORE coming to class on this date)
Week 1	Course Overview	
Weeks 2-8	Meetings with Instructor to Develop Proposal	
Week 9	Set up Faculty Mentor Meeting & Meet with Dr. Warren	
Weeks 10-13	Meetings with Faculty Mentor to Finalize Proposal Details	
Week 14	Review Public Speaking 101 in prep for final presentations	**First Draft of Project Proposal & PPT slides Due to Canvas** **Visit Presentation U prior to final presentation to practice your presentation**
Week 17	Final Presentation of Project Proposal in Class	**Final Drafts of Project Proposal Due to Canvas**