UNIVERSITY OF
KENTUCKY

Current Course Report

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Course Information

Date Submitted: 10/19/2012

Current Prefix and Number: COM - Communication , COM 252 - INTRO INTERPERSONAL COM (GWR)

Other Course:

Proposed Prefix and Number:

What type of change is being proposed?

Major – Add Distance Learning

Should this course be a UK Core Course? No

1. General Information

a. Submitted by the College of: College of Communication and Information

b. Department/Division: Communication

c. Is there a change in 'ownership' of the course? No

   If YES, what college/department will offer the course instead: Select...

e. Contact Person

       Name: Deanna Sellnow

       Email: Deanna.Sellnow@uky.edu

       Phone: 257-2886

     Responsible Faculty ID (if different from Contact)

       Name:

       Email:

       Phone:

f. Requested Effective Date

   Semester Following Approval: No OR Effective Semester: Summer 2013

2. Designation and Description of Proposed Course

a. Current Distance Learning (DL) Status: Please Add

b. Full Title: INTRODUCTION TO INTERPERSONAL COMMUNICATION

   Proposed Title: INTRODUCTION TO INTERPERSONAL COMMUNICATION

c. Current Transcript Title: INTRO INTERPERSONAL COM

   Proposed Transcript Title:

d. Current Cross-listing: none

   Proposed – ADD Cross-listing :

   Proposed – REMOVE Cross-listing:

e. Current Meeting Patterns

     LECTURE: 3

   Proposed Meeting Patterns

     LECTURE: 3

f. Current Grading System: ABC Letter Grade Scale

   Proposed Grading System: PropGradingSys

g. Current number of credit hours: 3

   Proposed number of credit hours: 3

h. Currently, is this course repeatable for additional credit? No

   Proposed to be repeatable for additional credit? No

   If Yes: Maximum number of credit hours:

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

2i. Current Course Description for Bulletin: This course examines basic verbal and nonverbal concepts affecting the communication process between individuals in various interpersonal contexts. Course also requires participation in written and oral activities designed to develop and improve interpersonal skills. Topics may include: perspective- taking, relationship and conversation management, effective listening, conflict management, communication climate, communication anxiety, and cultural/gender differences in interpersonal communication.

   Proposed Course Description for Bulletin: This course examines basic verbal and nonverbal concepts affecting the communication process between individuals in various interpersonal contexts. Course also requires participation in written, oral, and visual communication activities designed to develop and improve interpersonal skills. Topics may include: perspective- taking, relationship and conversation management, effective listening, conflict management, communication climate, communication anxiety, and cultural/gender differences in interpersonal communication.

2j. Current Prerequisites, if any:

   Proposed Prerequisites, if any:

2k. Current Supplementary Teaching Component:

   Proposed Supplementary Teaching Component: No Change

3. Currently, is this course taught off campus? No

   Proposed to be taught off campus? No

   If YES, enter the off campus address:

4. Are significant changes in content/student learning outcomes of the course being proposed? No

If YES, explain and offer brief rational:

5a. Are there other depts. and/or pgms that could be affected by the proposed change?   No

If YES, identify the depts. and/or pgms:

5b. Will modifying this course result in a new requirement of ANY program?   No

If YES, list the program(s) here:

6. Check box if changed to 400G or 500:   No

Distance Learning Form

Instructor Name: Renee Kaufmann

Instructor Email: Renee.Kaufmann@uky.edu

Internet/Web-based: Yes

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?   Class meetings will occur via camptasia recorded lessons, email exchanges, eyejot messages, Adobe connected sessions, virtual office hours, and blackboard discussion board exchanges. The syllabus conforms to university senate guidelines.

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 learning outcomes are the same in the DL version of the course as in the face-to-face sections. The content,text, assignments, and evaluation and assessment rubrics are the same.

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.   Students will turn in their papers via SafeAssign (on Blackboard). Quizzes and exams will be timed and on Blackboard, as well. Question order will also be randomized. The academic offense policy for this course is the same as the face-to-face version in that plagiarized work may result in a 0 on an assignment and repeat offenses may result in a failing grade in the course.

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?   no

If yes, which percentage, and which program(s)?   no

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?   Students may contact the Help Desk, the MC3 Lab, or the Writing Center via email, phone, or in person.

6.How do course requirements ensure that students make appropriate use of learning resources?   Students are required to learn information literacy skills and apply them to their speeches, essays, and digital products.

7.Please explain specifically how access is provided to laboratories, facilities, and equipment appropriate to the course or program. Students do not need special facilities to take this course. They do need a computer and Internet access.

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/)? Students are informed that they can contact the instructor and/or the Help Desk if they are having technical issues.

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

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. We will use services of the university. Students can get assistance in using technology from the instructor, from tutors in the MC3 lab, and from Help Desk services provided by DLP and UKIT.

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: Renee Kaufmann

SIGNATURE|CEMONA2|E C Monaghan|College approval for ZCOURSE_CHANGE COM 252|20121019

SIGNATURE|JMETT2|Joanie Ett-Mims|Undergrad Council approval for ZCOURSE_CHANGE COM 252|20121031

SIGNATURE|JEL224|Janie S Ellis|Senate Council approval for ZCOURSE_CHANGE COM 252|20121219

Instructor: Renee Kaufmann
Email: Renee.Kaufmann@uky.edu
Class: Online (Access to Blackboard and Webcam)
Office hours: M-W 9:00 am to 10 am or by appointment

Director of Undergraduate Studies: Dr. Deanna Sellnow
                                             235 Grehan Bldg. 0042
                                             859.257.2886
                                             Deanna.Sellnow@uky.edu

Course Website: comm.uky.edu/courses/com252/
   ❖ **Note: refer to our Blackboard page of our specific class information**

COURSE GOAL AND RATIONALE

Interpersonal Communication (IPC) is designed to increase your understanding of and ability to perform effective interpersonal communication skills. Interpersonal communication introduces you to the complex interaction of social and psychological forces operating in human communication. The course is designed with a dual approach consisting of both theory and application that allows you opportunities to critically evaluate the intricacies of interpersonal relationships and the communication issues surrounding human interaction in various contexts. What you learn in this course will improve the quality of your personal and professional communication and relationships.

STUDENT LEARNING OUTCOMES

By the end of the semester, students will demonstrate knowledge and skills in several core areas of ethical **interpersonal communication**:
1. Students will understand the nature of foundational IPC theories and concepts (e.g., identity formation and management, perception, emotion, verbal and nonverbal communication, listening, relational dynamics, and conflict management).
2. Students will employ effective IPC skills (e.g., verbal and nonverbal communication, defensive and supportive communication, perception checking, empathic listening, conflict management, teamwork)
3. Students will demonstrate the ability to conduct secondary IPC-focused research (e.g., annotated bibliography, literature review, academic writing, APA style)

In addition, students will improve their skills in terms of the learning outcomes for **lower division COM courses**:

1. Students will demonstrate the ability to organize and express their ideas clearly in oral and written form using proper APA style.
2. Students will demonstrate an understanding of communication as a social science.
3. Students will identify, locate, comprehend, and summarize scholarly research.
4. Students will demonstrate ethical communication practices.

REQUIRED MATERIALS

Adler, R.B., & Proctor II, R.F. (2011). *Looking out, looking in,* (13 ed.). Boston: Wadsworth/Cengage Learning. ISBN: **9781285151946**

Any additional chapters and articles will be posted on the course website or distributed in class

Email Account: All students must have a working UKY email account and check it daily.

COM 252 Online Course Policies

Minimum Technology Requirements
Complete the following steps to make sure your computer is correctly configured and the necessary software is installed.
1. 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

2. FIREFOX is the recommended Internet browser for this course. Go to https://download.uky.edu/ to download a free version of FIREFOX. Log in with you LINK BLUE ID and password and search for FIREFOX.

3. 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! To download them.

4. You will also need to use Microsoft Word for all written work and Microsoft PowerPoint for presentational aids that accompany your oral presentations.

5. You will also be required to record and upload your oral presentations to the Blackboard Shell for self and peer critiques, as well as links to web pages you design for your digital projects. This means you will need access to a webcam.

Important Contacts:
Help Desk at 218-HELP (4357)
Distance Learning Programs Office: 859-257-3377
Distance Learning Services, Carla Cantagallo, DL Librarian: 859-257-0500, ext. 2171; or 800-828-0439 (option#6); dllservice@email.uky.edu

Procedure for Resolving Technical Complaints: If you experience technical difficulties, contact the Customer Service Center at 859-218-HELP or by email at helpdesk@uky.edu. Please also inform your instructor when you are having technical difficulties.

This course is taught in the Eastern Time Zone. All times listed in this syllabus are ET. If you live outside the ET, you need to account for the time change when turning in assignments.

Attendance and Participation

Online education requires excellent time management and self-motivation. As an accelerated web-based class, attendance means checking the Blackboard website daily for messages or assignment information. Budgeting your time carefully for coursework and reading as if you were attending a class on a campus will help you avoid unforeseen delays and procrastination that will affect your overall performance. As this is a summer online class where you will work according to your own schedule, I will not take attendance. However, if you do not complete assignments on time, according to the schedule deadlines, you will receive a zero for that assignment.

Additionally, participation will serve as an indicator of attendance in this online course. During each week, there may be several activities for you (and possibly your group) to complete (and they may be ungraded). If you do not complete the weekly activities, it will be noted and treated as an unexcused absence.

Even though I will not take attendance, there may be times during the semester when you are unable to meet an assignment, peer review feedback, or self-assessment deadline due to circumstances beyond your control. Excused absences will be given at my discretion on with proof as defined by the UK Student Code 5.2.4.2. Students missing work due to an excused absence must inform me about their excused absence within one week following the period of the excused absence (except where prior notification is required), so we can determine a new deadline. Students will not be penalized for excused absences.

For any emergency situation that arises, e-mail your instructor as soon as you know about the situation.

For further information, see http://www.uky.edu/StudentAffairs/Code/part2.html

> Academic Standards: 5.2.4
> Attendance and Completion of Assignments: 5.2.4.1
> Excused absences: 5.3.4.2

Assignment Submissions

All assignments must be posted to the classroom Blackboard Shell **by 7:00 pm on Friday of the assigned week** (see "Daily Schedule" for details). This includes major and minor writing assignments, oral communication presentation assignments, and visual artifact assignments, as well as self and peer critiques and class discussion postings.

No late assignments will be accepted without prior approval of the instructor and an excused absence as defined above. Please note:*If you fail to complete and submit any of the major assignments (essays or speeches), this will result in an automatic "E" for the course. Note: Graded assignments will be returned to you within one week of submission unless otherwise noted by the instructor.*

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 individual assignments among themselves or with an instructor or tutor, but the actual work must be done by the student. 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 your instructor as soon as possible by making an appointment or during scheduled office hours. In order to receive accommodations in this course, you must provide your instructor with a *Letter of Accommodation* from the Disability Resource Center (Room 2, Alumni Gym, 257-2754, email address: jkarnes@email.uky.edu).

<div align="center">

Virtual Classroom Information

</div>

Email Policy
Please allow me 24 hours response time to your emails. If I do not respond within 24 hours, please resend the email. **Please note: sometimes emails from me are sent to your*

junk folder. I would recommend checking there first before resending an email.

Late Assignments
Your assignments for this course, including speeches, essays, journals, and informal assignments, are due on the dates indicated. You may request (in advance) <u>one</u> two-day extension of the due date on the *final draft* of a major assignment (not drafts). **Late assignments <u>are not</u> accepted unless a two-day extension has been requested and approved in advance of the deadline.**

Peer Groups
Because most writers, educators, and other professionals must learn to work collaboratively, you will collaborate--cheerfully--with your peers both in and out of class. I will ask you to form groups early in the semester. You will work with this group often in class as well. While I do not expect you to develop life-long friendships through this process, it has been known to happen in my classes! Treat everyone in this class as a valued colleague, and you will have few problems. *That means that you will honor all deadlines agreed to by your classmates as though I was the one who set them and in general be respectful.* Consequences for "slacking" may result in anything ranging from a full letter grade deduction for the assignment to a zero (determined on a case-by-case basis).

Blackboard Discussions and Assignment Submission Guidelines
You will be responsible for checking the online syllabus and schedule (Module) before beginning your homework for any changes or updates. I will post all assignments on Blackboard.

All of your work in this class must be available to be posted both on Blackboard and on paper. In general, all assignments will require a title, your name, my name, and the date. **Files must be saved as a .pdf, or .doc, or .docx. Any other format will not be accepted and considered as missing unless corrected before the deadline. Please do not email me your assignments.** You are responsible for keeping back-up (I recommend several) copies of all your work since electronic texts can be lost. Copies of work can be saved in the "Content Collection" area of your Blackboard account. If your assignment is lost in cyberspace, you will be expected you to repost it within the same day.

Discussion Boards and Journals
Discussion Boards are treated much like a classroom conversation with give and take between classmates; by contrast, the Journals are just between the instructor and the student. Below is the rubric for discussion boards. All students will participate in cooperative activities via the discussion board as they work through each topic. Students must participate in these discussion activities a minimum of two times (post and respond) during a topic period. Only those responses that are posted on the discussion board by 7:00 p.m. on Friday will be graded. Each discussion response will be graded separately and an overall grade for participation will be based on the average grade. Discussion participation will be graded by the following scale:

Scale for Discussion Boards:

4   Exceptional – thoughtful post(s) and responses across multiple days
3   Professional – thoughtful post(s) and responses on single day
2   Marginal – minimal post(s) and responses across multiple days
1   Unacceptable/Inappropriate – minimal post(s) and responses on single day
0   No participation

Scale for Journal Responses:

4   Exceptional
3   Professional
2   Marginal
1   Unacceptable/Inappropriate
0   No response

Readings

Your reading assignments are included in the course schedule. Assigned chapters **should be read before you respond on Bb (discussion/journals/quiz)** so you will be able to make a contribution to the class discussions and activities and perform well on the quizzes and exams. In addition to the textbook, you may, from time to time, be required to read other material that will be put on reserve in Young Library. You may also be assigned online readings in addition to the textbook. If you do not do the reading, do not expect to benefit substantially from the course. Class modules are used to **supplement** rather than to **repeat** the reading material assigned.

Written Work

You will be expected to use current **APA 6th Edition** style guidelines for all written work. Use of appropriate grammatical skills in your written work is very important. Your written work will be evaluated on both content and mechanics. Good writing should be reasonably free of mistakes and without composition errors, which are called gross errors (sentence fragments, run-on sentences, subject-verb disagreement, misspelled words, and typographical errors which result in such errors). PLEASE proofread your papers; do not leave it up to your computer software.

All of your work **MUST BE TYPED** (using no more than 12 point type with margins not exceeding 1 inch on the top, right, and bottom, nor 1.5 inches on the left) and double-spaced--unless otherwise indicated by the instructor. Multiple pages **MUST** be **stapled** in the upper left-hand margin and each assignment should include the following heading, located on the first page, upper left-hand side.

Additional Student Resources

The Writing Center and The Multimodal Communication Lab

The Writing Center is located in W. T. Young Library, Thomas D. Clark Study, 5th Floor, West Wing (phone: 859-257-1368). The staff can help you identify and correct problems with your writing. I will not require you to go to The Writing Center, but I recommend that all of you consider going if you feel stuck at any stage of the writing

process. You can also schedule an appointment online at:
http://www.uky.edu/IRPE/ie/SACS5thYearReport/Exhibits/5Core%20Requirement%202
.10/Writing%20Center%20%28University%20of%20Kentucky%29.htm

The **Multimodal Communication Lab** is located in 107A Grehan (phone: 859-218-0221
or 859-257-8370). The staff can help you identify and correct problems with all aspects
of your writing and speaking. You are not require to go to the lab, but again, I
recommend that all of you consider going if you feel stuck at any stage of the
writing/speaking process. You can also contact the Lab Director, Dr. Jeff VanCleave
directly at: jeff.vancleave@uky.edu for an appointment.

Grievance Procedure
If you have tried to resolve an issue with your instructor and are not satisfied, you should
contact Dr. Deanna Sellnow, the Director of Undergraduate Studies in Communication at
257-2886 or Deanna.Sellnow@uky.edu for an appointment.

COM 252 Assignments
You will complete an array of assignments this semester to demonstrate your ability to
work to critically evaluate the intricacies of interpersonal relationships and the
communication issues surrounding human interaction in various contexts. What you
learn in this course will improve the quality of your personal and professional
communication and relationships.

Point Distribution
Participation/Activities	30 points
Quizzes	50 points
Midterm Examination	50 points
Final Examination	100 points
Application Exercises	70 points
Individual Research Project and Paper	100 points
Symposium	100 points
TOTAL POINTS POSSIBLE	**500 POINTS**

Grading Scale
A	450-500
B	400-449
C	350-399
D	300-349
E	0-299

Determination of Final Grade
The final grade will be determined by adding the total points earned for each of the
graded assignments and referring to the grading scale. The final grade is based on number
of points accumulated—**NOT PERCENTAGES**. No extra credit is offered in this
course. Final grades are not rounded up and are **NOT** negotiable.

Mid-term Grade

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

Quizzes – 50 points

There are pre-scheduled quizzes that cover readings and course material (they may cover readings you have been assigned but have not yet been covered in class). These are located within the modules.

Assignments and Activities – 30 points

There is 30 points of your grade for this class. These activities are not always announced beforehand and cannot be made up. These activities will serve as opportunities for you to enhance your knowledge on class subject matter while working with peers in class.

Individual Research Project and Paper – 100 points

Each student will engage in a research process that will culminate in a 4-6-page literature review (plus reference page) focused on an interpersonal concept or theory citing at least five appropriate sources using proper APA style. The grading rubric for this project is as follows:

A.   Topic and Rationale Paper   5 points
     This paper (one page or less) defines the topic
     you plan to study and why.

B.   Annotated Bibliography   20 points
     This is a 4-5-page paper describing four potential
     sources for your paper using proper APA style.

C.   Formal Outline and Reference Page (for paper)   15 points

D.   Literature Review   50 points
     This paper will be organized to address: (1) your
     topic and its relevance, (2) external research conclusions
     published about it, (3) a connection between the external
     research and what the text says, and (4) implications.

E.   Formal Outline and Reference Page (for presentation)   10 points

Symposium – 100 points

Your instructor will place each student in a 4-6-person group based on similar research project themes. The groups will prepare and present their papers in the form of a research symposium. The process by which groups will proceed to reach the goal is: (1)

Each group member will share the main focus of his or her paper with the other group members. The group members will determine a thread/theme that links their papers together. (2) Groups will figure out speaker order, as well as who will moderate, be responsible for pulling together the PowerPoint slides, and prepare the program for their symposium. (3) Members will prepare individual speaking outlines based on their paper outlines (item D above). (4) Groups will be provided a class period for practicing their symposiums with the teacher as facilitator. (5) Each member will deliver a 4-6 minute individual presentation as part of the symposium. (6) Each student will prepare a summative reflection paper evaluating him or herself and his or her group members' participation in the process.

A.   Individual Presentations   40 points
B.   Overall Effect of the Group   20 points
      process and presentation
C.   Program   30 points
D.   Summative Reflection Paper   10 points

Application Exercises - 70 points

Application Exercises: Students will be assigned several exercises designed to enhance their skills, knowledge, and understanding of interpersonal communication theories and concepts. Application Exercises will include in-class and out of class exercises that illustrate concepts/theories discovered in the readings. A **written component** is included in each of these exercises, and students must adhere to written work guidelines as outlined in the syllabus.
1.   Coopersmith Self-Esteem Inventory &Responses -10 pts
2.   Meez assignment & Response Essay – 15 pts
3.   "The List" Relationship Requirements/Dear John Activity– 25 pts
4.   Literature Review Peer Review/With feedback letter-10 points
5.   Outside Research Requirement (will be discussed in class)-10 points

Detailed guidelines and grading criteria for all graded assignments will be posted on Blackboard within the module.

Courses	Request Tracking

Course Change Form

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

Open in full window to print or save

Attachments:

[Browse...]

	ID	Attachment
Delete	830	252 syllabus_online_summer.doc
Delete	831	Tentative Weekly Schedule_COM252.docx
Delete	840	Approved by DL Document.docx

First 1 2 Last

Select saved project to retrieve...

NOTE: Start form entry by choosing the Current Prefix and Number
(*denotes required fields)

Current Prefix and Number:	COM - Communication COM 252 - INTRO INTERPERSONAL COM (GWR)	Proposed Prefix & Number:	

*	What type of change is being proposed?	☐ Major Change ☑ Major – Add Distance Learning ☐ Minor - change in number within the same hundred series, exception 600-799 is the same "hundred series" ☐ Minor - editorial change in course title or description which does not imply change in content or emphasis ☐ Minor - a change in prerequisite(s) which does not imply a change in course content or emphasis, or which is made necessary by the elimination or significant alteration of the prerequisite(s) ☐ Minor - a cross listing of a course as described above

	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

1.	General Information		
a.	Submitted by the College of: College of Communication and Information	Submission Date:	10/19/2012
b.	Department/Division: Communication		
c.*	Is there a change in "ownership" of the course?		
	○ Yes ⊛ No If YES, what college/department will offer the course instead? Select...		
e.*	* Contact Person Name: Deanna Sellnow Email: Deanna.Sellnow@uky.e Phone: 257-2886		
	* Responsible Faculty ID (if different from Contact) Email: Phone:		
f.*	Requested Effective Date:	☐ Semester Following Approval	OR	Specific Term: [2] Summer 2013
2.	**Designation and Description of Proposed Course.**		

a.	Current Distance Learning(DL) Status:	○ N/A ○ Already approved for DL* ⊛ Please Add ○ Please Drop
	*If already approved for DL, the Distance Learning Form must also be submitted <u>unless</u> the department affirms (by checking this box) that the proposed changes do not affect DL delivery.	
b.	**Full Title:**	INTRODUCTION TO INTERPERSONAL COMMUNICATION	*Proposed Title:* *	INTRODUCTION TO INTERPERSONAL COMMUNICATION
c.	**Current Transcript Title** (if full title is more than 40 characters):	INTRO INTERPERSONAL COM	
c.	*Proposed Transcript Title (if full title is more than 40 characters):*		
d.	**Current Cross-listing:**	☑ N/A	OR	Currently[3] Cross-listed with (Prefix & Number):	none

	If YES, enter the off campus address:	
4.*	Are significant changes in content/student learning outcomes of the course being proposed?	○ Yes ◉ No
	If YES, explain and offer brief rationale:	
5.	Course Relationship to Program(s).	
a.*	Are there other depts and/or pgms that could be affected by the proposed change?	○ Yes ◉ No
	If YES, identify the depts. and/or pgms:	
b.*	Will modifying this course result in a new requirement^Z for ANY program?	○ Yes ◉ No
	If YES^Z, list the program(s) here:	

6.	Information to be Placed on Syllabus.	
a.	☐ Check box if changed to 400G or 500.	If changed to 400G- or 500-level course you must send in a syllabus and *you must include the differentiation* 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*.)

Distance Learning Form

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

Introduction/Definition: For the purposes of the Commission on Colleges Southern Association of Colleges and Schools accreditation review, *distance learning* is defined as a formal educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same place. Instruction may be synchronous or asynchronous. A distance learning (DL) course may employ correspondence study, or audio, video, or computer technologies.

A number of specific requirements are listed for DL courses. **The *department* proposing the change in delivery method is responsible for ensuring that the requirements below are satisfied at the individual course level.** It is the responsibility of the instructor to have read and understood the university-level assurances regarding an equivalent experience for students utilizing DL (available at http://www.uky.edu/USC/New/forms.htm).

Course Number and Prefix:	COM 252	Date:	10/19/2012
Instructor Name:	Renee Kaufmann	Instructor Email:	Renee.Kaufmann@uky.edu

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

Internet/Web-based ☑   Interactive Video ☐   Hybrid ☐

[1] 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.

[2] Courses are typically made effective for the semester following approval. No course will be made effective until all approvals are received.

[3] Signature of the chair of the cross-listing department is required on the Signature Routing Log.

[4] Removing a cross-listing does not drop the other course – it merely unlinks the two courses.

[5] 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.*)

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

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

Submit as New Proposal   Save Current Changes