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OFFICE OF THE  
SENATE COUNCIL**1. General Information**

1a. Submitted by the College of: PUBLIC HEALTH

Date Submitted: 1/28/2016

1b. Department/Division: Dept Of Epidemiology

**1c. Contact Person**

Name: Andrea Perkins

Email: andrea.perkins@uky.edu

Phone: 218-2021

**Responsible Faculty ID (if different from Contact)**

Name: Kathryn Cardarelli

Email: kahtryn.cardarelli@uky.edu

Phone: 218-0241

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: CPH 395

2c. Full Title: Undergraduate Independent Studies in Public Health

2d. Transcript Title: Independent Study

2e. Cross-listing:

2f. Meeting Patterns

INDEPSTUDY: 1-3

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

2h. Number of credit hours: 1-3 variable credit

2i. Is this course repeatable for additional credit? Yes

If Yes: Maximum number of credit hours: 6

If Yes: Will this course allow multiple registrations during the same semester? Yes

**2j. Course Description for Bulletin:** This course offers students the opportunity to independently promote learning in public health content areas and/or skills that are not covered by formal courses within the college. Students typically work with an individual faculty member to develop specialized or advanced knowledge or skills, or to identify, design and/or conduct research. Students must coordinate with a faculty member to complete a Prospectus for Research/Independent Study prior to registering for CPH 395. This course may be repeated for a maximum of 6 semester hours.

**2k. Prerequisites, if any:** A minimum of 60 credit hours completed or junior level standing and permission 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:** Winter,

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?:** 1-10

**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:** Traditional – Offered in Corresponding Departments at Universities Elsewhere,

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?: No

If YES, list affected programs:

**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:

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|ALHAYS0|Andrea L Perkins|CPH 395 NEW College Review|20160128

SIGNATURE|JMETT2|Joanie Ett-Mims|CPH 395 NEW Undergrad Council Review|20160330

## New Course Form

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

Generate R

[Open in full window to print or save](#)

## Attachments:

[Browse...](#)

Upload File

	ID	Attachment
Delete	6169	CPH 395 Independent Study Prospectus.pdf
Delete	6577	CPH 395 Syllabus 3-30-16.docx

First 1 Last

(\*denotes required fields)

## 1. General Information

- a. \* Submitted by the College of:  Submission Date:
- b. \* Department/Division:
- c.
- \* Contact Person Name:  Email:  Phone:
- \* Responsible Faculty ID (if different from Contact):  Email:  Phone:
- d. \* Requested Effective Date:  Semester following approval OR  Specific Term/Year <sup>1</sup>
- 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 <sup>4</sup>  No
- b. \* Prefix and Number:
- c. \* Full Title:
- d. Transcript Title (if full title is more than 40 characters):
- e. To be Cross-Listed <sup>2</sup> with (Prefix and Number):
- f. \* Courses must be described by at least one of the meeting patterns below. Include number of actual contact hours<sup>3</sup> for each meeting pattern type.
- |   |  |                                 |                                 |
|---|--|---------------------------------|---------------------------------|
| <input type="text"/> Lecture                  | <input type="text"/> Laboratory <sup>1</sup>   | <input type="text"/> Recitation | <input type="text"/> Discussion |
| <input type="text" value="1-3"/> Indep. Study | <input type="text"/> Clinical                  | <input type="text"/> Colloquium | <input type="text"/> Practicum  |
| <input type="text"/> Research                 | <input type="text"/> Residency                 | <input type="text"/> Seminar    | <input type="text"/> Studio     |
| <input type="text"/> Other                    | If Other, Please explain: <input type="text"/> |                                 |                                 |
- 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:
- 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:

This course offers students the opportunity to independently promote learning in public health content areas and/or skills that are not covered by formal courses within the college. Students typically work with an individual faculty member to develop specialized or advanced knowledge or skills, or to identify, design and/or conduct research. Students must coordinate with a faculty member to complete a Prospectus for Research/Independent Study prior to registering for CPH 395. This course may be repeated for a maximum of 6 semester hours.

## k. Prerequisites, if any:

A minimum of 60 credit hours completed or junior level standing and permission of instructor.

l. Supplementary teaching component, if any:  Community-Based Experience  Service Learning  Both3. \* 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? 1-10

## 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<sup>2</sup> for ANY program?  Yes  No

If YES<sup>2</sup>, list affected programs:

## 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) identify 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 applicable 10.a above) are attached.

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

▣ 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, require two hours per week for a semester for one credit hour. (from SR 5.2.1)

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

▣ In order to change a program, a program change form must also be submitted.

Rev 8/09

**UNIVERSITY OF KENTUCKY  
COLLEGE OF PUBLIC HEALTH**

**Course Syllabus  
CPH 395 Independent Studies in Public Health**

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TBD

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**Contact information**

Instructor: *Will vary depending on course instructor*  
Office Location: *Will vary depending on course instructor*  
Telephone: *Will vary depending on course instructor*  
E-mail: *Will vary depending on course instructor*  
Office Hours: *Will vary depending on course instructor*

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**Course description**

This course offers students the opportunity to independently promote learning in public health content areas and/or skills that are not covered by formal courses within the college. Students typically work with an individual faculty member to develop specialized or advanced knowledge or skills, or to identify, design and/or conduct research. Students must coordinate with a faculty member to complete a Prospectus for Research/Independent Study prior to registering for CPH 395. This course may be repeated for a maximum of 6 semester hours.

**Course prerequisites**

A minimum of 60 credit hours completed or junior level standing and permission of instructor.

**Course Objectives/Student Learning Outcomes and related UKCPH Competencies**

<b>Program Outcomes</b>	<b>Course/Student Learning Outcomes</b>
BPH SLO (4): Apply theories and concepts to communicate the interconnectedness among the physical, social, and environmental aspects of population health	<i>Will be determined by instructor of record based on deliverables per the independent study prospectus.</i>

**Textbooks and Other Materials**

See instructor for information

**Course requirements and learner evaluation**

The student will be required to complete a prospectus with the instructor of record, which will include objectives, requirements, and deliverables/due dates. The grade will be based on the student's demonstration of meeting the objectives, fulfilling the stated requirements, and the quality of the deliverables as determined by the instructor.

For undergraduate-level courses:

100-90=A  
89-80=B  
79-70=C

69-60=D  
59 or below = E

### **Mid-term Grade (for 100-400 level courses, and for undergrads 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/calendar>).

### **Instructor expectations**

1. Working independently requires a set of responsibilities that is different than in formal coursework. In particular: you *must* attend, and be on time for, all meetings held with your faculty supervisor; I expect you to be appropriately prepared before each meeting; and I expect you to take the initiative and be self-directed in as many elements of the course as is possible.
2. I expect you to actively engage your faculty supervisor. This is not the type of class where you can "sit back and listen," or simply "so as you are told."
3. I expect you to submit any written documents using proper English grammar, syntax, and spelling. You are encouraged to use spell check and grammar check prior to submitting your written work. The Writing Laboratory is available to anyone who may need assistance.
4. I expect (and encourage) you to provide honest and timely feedback regarding *your* progress and expectations in this course throughout the semester.
5. Wikipedia *cannot* be used as a cited reference as noted by a co-founder of Wikipedia! You may use Wikipedia to identify appropriate source material. Remember Wikipedia is *not* peer reviewed!
6. I recommend that you utilize the *APA Publication Manual* as a format guide for your writing
7. in this course unless otherwise specified.

### **Academic Policies**

#### **Excused Absences (boilerplate)**

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](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 (boilerplate)**



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 (boilerplate)**

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 (boilerplate)**

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](mailto:drc@uky.edu). Their web address is  
<http://www.uky.edu/StudentAffairs/DisabilityResourceCenter/>.

### **Assignment Submission**

Will be determined by course instructor

### **Late work policy**

The instructor will determine a policy for submission of deliverables and meeting instructor expectations for communication/follow-up.

### **Final Exam**

*Will be determined by course instructor*

**University of Kentucky College of Public Health  
Prospectus for Research/Independent Study Credit Hours**

Student Name: \_\_\_\_\_ Student ID \_\_\_\_\_

Semester/Year: Fall \_\_\_\_\_ Spring \_\_\_\_\_

First Summer \_\_\_\_\_ Second Summer \_\_\_\_\_

**A SEPARATE FORM MUST BE COMPLETED  
FOR EACH COURSE EACH SEMESTER OF ENROLLMENT**

CPH 395 Independent Studies in Public Health (1-3) credit hours\* \_\_\_\_\_

\_\_\_\_\_  
Instructor Name

\_\_\_\_\_  
Section Number

\* May be repeated to a maximum of six (6) credit hours

Objectives to be Met:

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Describe the method of study, description of experience planned, work product and method of evaluation:

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Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

Signature of Faculty \_\_\_\_\_ Date \_\_\_\_\_