




M E M O R A N D U M

TO: Health Care Colleges Council

FROM: William Pfeifle, MBA, EdD 
Associate Dean for Academic Affairs

SUBJECT: Course Change Proposal – CPH 609 Public Health Practicum

DATE: May 12, 2011

The College of Public Health wishes to add distance learning approval to CPH 609 Public Health Practicum. **Please note we are requesting provisional approval for Summer and Fall 2011.**

This course provides timely and appropriate interaction between students and faculty by utilizing Blackboard. Faculty upload pertinent course information, reporting documents and instructions, and university resources on Blackboard. Students upload their assignments and reports to Blackboard, and faculty grade those reports and provide comments via Blackboard. Blackboard also includes message boards which allow students to electronically "chat" about their experiences, seek peer support and advice, etc. Faculty also utilize email to correspond individually with students, and additional learning experiences via distance learning methods are required.

The course syllabus was developed according to the University Senate Syllabus Guidelines and the Distance Learning Considerations.

This proposal has been reviewed and approved by the Academic Affairs Committee and the Faculty Council, according to the College of Public Health established bylaws.

Please feel free to contact me if you require additional information.

COURSE CHANGE FORM

Complete 1a – 1f & 2a – 2c. Fill out the remainder of the form as applicable for items being changed.

1. General Information						
a.	Submitted by the College of:	Public Health	Today's Date:	April 27, 2011		
b.	Department/Division:	Academic Affairs				
c.	Is there a change in "ownership" of the course?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>			
	If YES, what college/department will offer the course instead?					
d.	What type of change is being proposed?	<input checked="" type="checkbox"/> Major	<input type="checkbox"/> Minor ¹			
e.	Contact Person Name:	William Pfeifle	Email:	pfeifle@uky.edu	Phone:	218-2054
f.	Requested Effective Date:	<input type="checkbox"/> Semester Following Approval	OR	<input checked="" type="checkbox"/> Specific Term ² : Summer I 2011	Provisional Approval requested	
2. Designation and Description of Proposed Course						
a.	Current Prefix and Number:	CPH 609	<i>Proposed Prefix & Number:</i>	same		
b.	Full Title:	Master of Public Health Field Practicum	<i>Proposed Title:</i>	same		
c.	Current Transcript Title (if full title is more than 40 characters):	Public Health Practicum				
c.	<i>Proposed Transcript Title</i> (if full title is more than 40 characters):	same				
d.	Current Cross-listing:	<input checked="" type="checkbox"/> N/A	OR	Currently Cross-listed with (Prefix & Number):		
	<i>Proposed - <input type="checkbox"/> ADD Cross-listing (Prefix & Number):</i>					
	<i>Proposed - <input type="checkbox"/> Remove^{3,4} Cross-listing (Prefix & Number):</i>					
e.	Courses must be described by at least one of the meeting patterns below. Include number of actual contact hours⁵ for each meeting and pattern type.					
Current:	Lecture	Laboratory ⁵	Recitation	Discussion	Indep. Study	
	Clinical	Colloquium	200 Practicum	Research	Residency	
	Seminar	Studio	Other – Please explain:			
<i>Proposed:</i>	<i>Lecture</i>	<i>Laboratory</i>	<i>Recitation</i>	<i>Discussion</i>	<i>Indep. Study</i>	
	<i>Clinical</i>	<i>Colloquium</i>	<i>200 Practicum</i>	<i>Research</i>	<i>Residency</i>	
	<i>Seminar</i>	<i>Studio</i>	<i>Other – Please explain:</i>			
f.	Current Grading System:	<input checked="" type="checkbox"/> Letter (A, B, C, etc.)			<input type="checkbox"/> Pass/Fail	
	<i>Proposed Grading System:</i>	<input checked="" type="checkbox"/> Letter (A, B, C, etc.)			<input type="checkbox"/> Pass/Fail	
g.	Current number of credit hours:	3	<i>Proposed number of credit hours:</i>	3		

¹See 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 Council for normal processing and contact person is informed.

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

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

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

⁵Generally, undergrad courses are developed such that one semester hr of credit represents 1 hr of classroom meeting per wk for a semester, exclusive of any lab meeting. Lab meeting generally represents at least two hrs per wk for a semester for 1 credit hour. (See SR 5.2.1)

COURSE CHANGE FORM

h. Currently, is this course repeatable for additional credit?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
<i>Proposed to be repeatable for additional credit?</i>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<i>If YES:</i> <i>Maximum number of credit hours:</i>		
<i>If YES:</i> <i>Will this course allow multiple registrations during the same semester?</i>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
i. Current Course Description for Bulletin: The public health practicum is designed as an integrative experience in the workplace. The practicum is an opportunity to apply classroom theories and methods under the guidance of an experienced public health practitioner with faculty oversight.		
<i>Proposed Course Description for Bulletin:</i>	same	
j. Current Prerequisites, if any:	Admission to the MPH program or permission of instructor	
<i>Proposed Prerequisites, if any:</i>		
k. Current Distance Learning (DL) Status:	<input type="checkbox"/> N/A <input type="checkbox"/> Already approved for DL* <input checked="" type="checkbox"/> Please Add ⁶ <input type="checkbox"/> 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 <input type="checkbox"/>) that the proposed changes do not affect DL delivery.		
l. Current Supplementary Teaching Component, if any:	<input checked="" type="checkbox"/> Community-Based Experience	<input type="checkbox"/> Service Learning <input type="checkbox"/> Both
<i>Current Supplementary Teaching Component, if any:</i>	<input type="checkbox"/> Community-Based Experience	<input type="checkbox"/> Service Learning <input type="checkbox"/> Both
3. Currently, is this course taught off campus?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
<i>Proposed to be taught off campus?</i>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
4. Are significant changes in content/teaching objectives of the course being proposed?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
If YES, explain and offer brief rationale:		
5. Course Relationship to Program(s) Required course for Master of Public Health degree		
a. Are there other departments and/or programs that could be affected by the proposed change?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
If YES, identify the departments and/or programs:		
b. Will modifying this course result in a new requirement⁷ for ANY program?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
If YES ⁷ , list the program(s) here:		
6. Information to be Placed on Syllabus.		
a. <input type="checkbox"/> Check box if Changed to 400G or 500	If <u>changed to</u> 400G-or 500-level course you must send in a syllabus and <i>you must include the differentiation</i> between undergraduate and graduate students by: (i) requiring additional assignments by the graduate students; and/or (ii) establishing different grading criteria in the course for graduate students. (See SR 3.1.4)	

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

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

COURSE CHANGE FORM

Signature Routing Log

General Information:

Course: CPH 609 Public Health Practicum

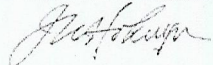
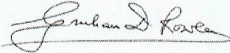
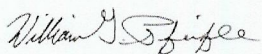
Proposal Contact Person Name: William Pfeifle Phone: 218-2054 Email: pfeifle@uky.edu

Becki Flanagan Phone: 218-2092 Email: becki@uky.edu


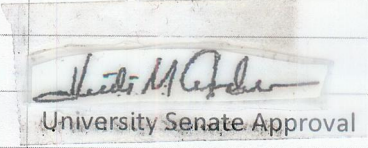
INSTRUCTIONS:

Identify the groups or individuals reviewing the proposal; note the date of approval; offer a contact person for each entry; and obtain signature of person authorized to report approval.

Internal College Approvals and Course Cross-listing Approvals:

Reviewing Group	Date Approved	Contact Person (name/phone/email)	Signature
Academic Affairs Committee	5/3/2011	Jim Holsinger/323-6314/jwh@email.uky.edu	
Faculty Council	5/11/2011	Graham Rowles/218-0145/growl2@email.uky.edu	
Academic Dean	5/12/2011	William Pfeifle/218-2054/pfeifle@uky.edu	

External-to-College Approvals:

Council	Date Approved	Signature	Approval of Revision ⁶
Undergraduate Council			
Graduate Council			
Health Care Colleges Council	6/21/11		
Senate Council Approval		 University Senate Approval	

Comments:

⁶ Councils use this space to indicate approval of revisions made subsequent to that council's approval, if deemed necessary by the revising council.

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 education process in which the majority of 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: CPH 609	Date: 4/27/2011
Instructor Name: William Pfeifle	Instructor email: pfeifle@uky.edu
Check the method below that best reflects how the majority of the course content will be delivered	
Internet/Web-based <input checked="" type="checkbox"/>	Interactive Video <input type="checkbox"/>
	Hybrid <input type="checkbox"/>


Curriculum and Instruction

1.	<p>How does this course provide for timely and appropriate interaction between students and faculty and among students? Does the course syllabus conform to University Senate Syllabus Guidelines, specifically the Distance Learning Considerations?</p> <p>This course provides timely and appropriate interaction between students and faculty by utilizing Blackboard. Faculty upload pertinent course information, reporting documents and instructions, and university resources on Blackboard. Students upload their assignments and reports to Blackboard, and faculty grade those reports and provide comments via Blackboard. Blackboard also includes message boards which allow students to electronically "chat" about their experiences, seek peer support and advice, etc. Faculty also utilize email to correspond individually with students.</p> <p>The course syllabus was developed according to the University Senate Syllabus Guidelines and the Distance Learning Considerations.</p>
2.	<p>How do you ensure that the experience for a DL student is comparable to that of a classroom-based student's experience? Aspects to explore: textbooks, course goals, assessment of student learning outcomes, etc.</p> <p>This course is a practicum. There is not a classroom component.</p>

Distance Learning Form

3.	<p>How is the integrity of student work ensured? Please speak to aspects such as password-protected course portals, proctors for exams at interactive video sites, academic offense policy, etc.</p> <p>This course utilizes Blackboard and university email addresses, both of which are password protected and technically supported by university IT personnel.</p>
4.	<p>Will offering this course via DL result in at least 25% or at least 50%* (based on total credit hours required for completion) of a degree program being offered via any form of DL, as defined above? No</p> <p>If yes, what percentage and which program(s)?</p> <p><small>*As a general rule, if approval of a course for DL delivery results in 50% or more of a program being delivered through DL, the effective date of the course's DL delivery will be six months from the date of approval.</small></p>
5.	<p>How are students taking the course via DL assured of equivalent access to student services, similar to that of a student taking the class in a traditional classroom setting?</p> <p>There is no classroom component to this course, and the class never meets as a group. Some students fulfill course requirements (200 hours of field work) in Lexington, but others travel across the state (e.g. Kentucky Department for Public Health in Frankfort, Lake Cumberland District Health Department in Somerset), to other parts of the country (e.g. CDC in Atlanta, NACCHO in Washington, D.C.), or internationally (e.g. Ecuador, Kenya) to participate in practical public health experiences. This course has been designed so that all students have comparable access to faculty and each other via Blackboard, email, and telephone. All field work is done at the student's individual site and all assignments and reports are submitted via Blackboard.</p>
<i>Library and Learning Resources</i>	
6.	<p>How do course requirements ensure that students make appropriate use of learning resources?</p> <p>This course focuses on practical experience in the field, so learning resources are unlimited and vary by student. The preceptor is considered to be the major "learning resource" and the course requires regular interaction with the preceptor. The Director of Practice and Service also ensures that students have access to a computer, and the course syllabus lists the contact information for TASC, IT, and the Distance Learning Library.</p>
7.	<p>Please explain specifically how access is provided to laboratories, facilities, and equipment appropriate to the course or program.</p> <p>The Director of Practice and Service (DPS) works with each student prior to course registration to secure an appropriate placement and preceptor. The DPS considers student's schedule, access to transportation, placement location, resources (desk, computer, pertinent software, etc.) at practicum site, and other relevant issues to ensure accessibility of all necessary components for a successful practicum experience.</p>
<i>Student Services</i>	
8.	<p>How are students informed of procedures for resolving technical complaints? Does the syllabus list the entities available to offer technical help with the delivery and/or receipt of the course, such as the Teaching and Academic Support Center (http://www.uky.edu/TASC/index.php) and the Information Technology Customer Service Center (http://www.uky.edu/UKIT/)?</p> <p>The syllabus contains links to these resources (TASC and IT) for technical assistance with the delivery and/or receipt of the course.</p>

Distance Learning Form

9.	<p>Will the course be delivered via services available through the Teaching and Academic Support Center?</p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>If no, explain how students enrolled in DL courses are able to use the technology employed, as well as how students will be provided with assistance in using the technology.</p>
10.	<p>Does the syllabus contain all the required components below? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Instructor's virtual office hours, if any.</p> <p>The technological requirements for the course.</p> <p>Contact information for: TASC http://www.uky.edu/TASC/index.php Information Technology Customer Service Center http://www.uky.edu/UKIT/</p> <p>Procedure for resolving technical complaints.</p> <p>Preferred method for reaching instructor (email, phone, text message).</p> <p>Maximum timeframe for responding to student communications.</p> <p>Language pertaining to academic accommodations:</p> <p style="padding-left: 20px;">If you have a documented disability that requires academic accommodations in this course, please make your request to the University Disability Resource Center. The Center will require current disability documentation. When accommodations are approved, the Center will provide me with a Letter of Accommodation which details the recommended accommodations. Contact the Disability Resource Center, Jake Karnes, Director, at 859-257-2754 or jkarnes@email.uky.edu.</p> <p>Information on Distance Learning Library Services (http://www.uky.edu/Libraries/DLLS)</p> <ul style="list-style-type: none"> • Carla Cantagallo, DL Library • Local phone: 859-257-0500 ext 2171; Long distance phone: 800-828-0439, option #6 • Email: dllservice@email.uky.edu • DL Interlibrary Loan Service: http://www.uky.edu/Libraries/libpage.php?web_id=253&llib_id=16
11.	<p>As the instructor of record, I have read and understood all of the university-level statements regarding Distance Learning.</p> <p style="text-align: right; margin-right: 100px;"></p> <p>Instructor Name: William Pfeifle Instructor Signature:</p>

**University of Kentucky
College of Public Health**

**CPH 609
Master of Public Health Field Practicum
Syllabus**

Course Faculty

Dr. William Pfeifle
Associate Dean for Academic Affairs
CPH room 110
(859) 218-2092
Pfeifle@uky.edu

Course Coordinators

Michelle Lineberry
Director of Practice and Service
CPH room 118
(859) 218-2017
michellelineberry@uky.edu

Andrea Perkins
Administrative Assistant
CPH room 120
(859) 218-2096
andrea.perkins@uky.edu

Introduction to the Field Practicum

The foundation of the master of public health (MPH) field practicum is to bridge the gap between academia and practice in the development of the MPH core competencies identified by the Association of Schools of Public Health (ASPH). Therefore, these competencies should guide the entire field practicum experience from planning to evaluation. Detailed information regarding the competencies can be found in the "Resources" section of www.asph.org. Briefly, the core competencies are associated with the following domains for graduates of MPH degree programs:

- Five core discipline areas
 - Biostatistics
 - Environmental Health Sciences
 - Epidemiology
 - Health Policy Management
 - Social and Behavioral Sciences
- Integrated interdisciplinary, cross-cutting areas
 - Communication and Informatics
 - Diversity and Culture
 - Leadership
 - Professionalism
 - Program Planning
 - Public Health Biology
 - Systems Thinking

Course Objectives

1. Complete certification and training related to sexual harassment, blood borne pathogens, Health Insurance Portability and Accountability Act (HIPAA), and cardiopulmonary resuscitation (CPR)
2. Employ the public health impact of vaccine-preventable diseases
3. Demonstrate an awareness and knowledge of the core functions of public health
4. Facilitate the ten essential services of public health practice
5. Develop the MPH core competencies
6. Apply the basic concepts of health service management, environmental health, epidemiology, health behavior, and biostatistics in public health practice

7. Function successfully within a professional work environment
8. Better identify their professional and/or educational goals beyond the MPH

Components of the Field Practicum

Each field practicum should have the following components:

1. An opportunity to work with a practicing professional who is functioning as a leader, or in a similar capacity, for a public health institution, private agency, or organization. This professional will be appointed as a preceptor in the College of Public Health.
2. An opportunity to attend as many, and as varied as possible, managerial meetings involving a variety of people in the organization, such as the medical staff, administrators, health educators, epidemiologists, environmentalists and other professionals. In this way, the student gains a wide perspective about the types of issues, concerns, and processes that occur in the provision of public health.
3. One or more specific projects to implement during the field practicum. The project(s) should be designed so that the student has principal responsibility, perhaps working with others in the organization. The result should be a product, written or otherwise, that is of value to the organization. The number and types of projects performed by the student are left to the discretion of the preceptor in recognition of the agency's needs, time constraints, and the student's interests and capabilities.
4. Other smaller functions within the organization that contribute to an understanding of the complexities that the organization faces. Any reasonable activity in which the student contributes to the organization through assisting other individuals, and that provides a learning experience for the student, is appropriate.
5. Any other activities that the preceptor may assign and which have mutual benefit thus further exposing the student to the organization and the complexities of its working environment.
6. Regular meetings between the student and preceptor. These meetings can be of any length (5 minutes vs. 1 hour) and modality (in person, over the phone, via teleconference), but there must be regularly scheduled and uninterrupted time in which the student and preceptor discuss the progress of the practicum.

Due to the wide diversity in field practicum opportunities available to students, it is unwise for the Program to delineate further the specific nature of the training. However, it is imperative that the preceptor and student, with faculty advisor and practicum program director concurrence, agree on the scope of responsibilities and duties that the student will assume at the beginning of the field practicum period.

Class Meetings

None. This course requires 200 hours of field work under the supervision of a community preceptor. The Director of Practice & Service must approve, and may assist students in the identification of, appropriate training sites and preceptors for the field practicum experience. Details regarding starting dates, ending dates, hours of work, specific working conditions, dress codes and similar matters are to be negotiated between the preceptor and the student.

Before beginning the required 200 hours of field work, students must complete the following online trainings and submit verification of such to the Office of Admissions and Student Affairs.

- Sexual Harassment Training <http://www.uky.edu/EVPFA/EEO/pdf/StudentsTraining.pdf>
- Blood Borne Pathogen Training <http://ehs.uky.edu/classes/bloodborne/>

Students must also acknowledge understanding of the document "University of Kentucky Chandler Medical Center Policy on Educational Exposure to Blood Borne Pathogens" found at <http://ukhealthcare.uky.edu/UHS/student/bloodbornpath.asp>

- Health Insurance Portability and Accountability Act (HIPAA) Training <http://www.uky.edu/Blackboard/>. Click on Courses, Type in HIPAA in Course Search, Enroll in Public Health HIPAA Training, Instructors: Darrin Burchell, Laverne Carter.

Before beginning the required 200 hours of field work, students must also become certified in Cardiopulmonary Resuscitation (CPR). There are several programs available that provide CPR training; however, the College requires that the American Heart Association endorse the program. Find a training at <http://www.americanheart.org> or <http://www.redcross.org>.

Finally, students are expected to have appropriate immunizations **before** beginning the required 200 hours of field work for protection of both the student and the public. Immunizations include: Tuberculosis Screening, MMR, Hepatitis B, Varicella (Chicken Pox), Tetanus, Diphtheria, Acellular Pertussis (Tdap). Students living in UK residence halls are required to get documented Meningitis and Polio immunity. More information can be found at <http://www.ukhealthcare.uky.edu/uhs/>. Students should make an appointment to bring complete written physician documentation of their immunizations to University Health Service, 830 South Limestone (1st floor of the Kentucky Clinic), phone number 323-5823. University Health Services will give two copies of compliance forms. Students provide the Admissions/Student Affairs office with one copy.

This course uses Blackboard, a Web-based course management system in which a password-protected site is created for each course. Student enrollments in each course are updated each evening; that is, students are automatically enrolled in Blackboard within 24 hours of course registration. The practicum handbook, practicum forms, MPH Core Competencies, and many other helpful articles and resources are available on Blackboard. All assignments and reports are to be submitted via Blackboard. Although not required, students are encouraged to collaborate and share ideas with fellow students using the Blackboard discussion boards.

As with all computer systems, there are occasional scheduled downtimes as well as unanticipated disruptions. Notification of these disruptions will be posted on the Blackboard login page. Scheduled downtimes are not an excuse for late work. Support is provided by the ITS Help Desk at 859-218-HELP (4357) or helpdesk@uky.edu, Monday through Friday 7 am to 6 pm. Online help can also be found at wiki.uky.edu/blackboard.

Logging into Blackboard

- Go to: <https://elearning.uky.edu>
- Enter your ID (do NOT put the ad\ or mc)
- Enter your password

Course Correspondence

The official method of correspondence for this course is via the UK assigned e-mail address. Students are responsible for accessing their UK assigned e-mail account at least weekly and preferably daily while enrolled in CPH 609, and for taking any required action indicated in official course correspondence sent to this address. Students are also responsible for deleting old messages from their e-mail inbox so that it will not become full, and for any consequences resulting from undeliverable messages due to an over-limit inbox.

Students and preceptors should direct questions and concerns regarding the course to the Director of Practice and Service via phone or email. The Director of Practice and Service will ensure a response to your message within 48 business hours.

Textbook None.

Other Required Materials

None. Helpful documents, articles, and information will be provided via the Blackboard site designed specifically for this course.

Exams and Assignments

There are no exams for this course.

Interim Field Practicum Reports: Three interim reports are to be uploaded to Blackboard upon completion of 50, 100, and 150 hours of field work. The Interim Field Practicum Report template can be found on Blackboard under "Assignments."

Final Field Practicum Report: One final report is to be uploaded to Blackboard upon completion of 200 hours of field work. The Final Field Practicum Report template can be found on Blackboard under "Assignments."

Preceptor Evaluation: The Preceptor Evaluation template can be found on Blackboard under "Assignments." The preceptor will be provided the template prior to the start of the practicum to facilitate mentorship of the student throughout the field practicum. The preceptor must complete the Preceptor Evaluation upon the student's completion of 200 hours of field work. The preceptor must discuss the evaluation with the student and both student and preceptor must sign the Preceptor Evaluation before a grade will be submitted to the registrar. The Preceptor Evaluation may be submitted electronically or mailed to the Office of Practice and Service.

Interim Field Practicum Reports and Final Field Practicum Reports will be graded within one week of submission to Blackboard. Students should contact the Director of Practice and Service if they have questions about a grade. Final grades are posted to students' myUK account rather than on Blackboard.

Course Grade

Interim Field Practicum Reports: 15%	90-100 = A
• Interim Report 1 = 5%	80-89 = B
• Interim Report 2 = 5%	70-79 = C
• Interim Report 3 = 5%	Below 70 = E or Fail
Final Field Practicum Report: 65%	
Preceptor Evaluation: 20%	

NOTE: In those instances in which the field practicum extends beyond the academic semester initially enrolled, a grade of "I" will be assigned *if progress in the course is demonstrated through submission of at least one interim report per semester*. The "I" grade must be replaced by a regular final letter grade within 12 months of the end of the academic term in which the "I" grade was awarded.

Additional Resources

Other useful resources for students enrolled in distance learning courses are provided below:

- Teaching and Academic Support Center: <http://www.uky.edu/TASC/>; (859) 257-8272
- Information Technology and Customer Service Center: <http://www.uky.edu/UKIT/>; (859) 257-1300
- Distance Learning Library Services: <http://www.uky.edu/Libraries/DLLS/>; dllservice@email.uky.edu; (859) 257-0500 ext. 2171 or (800) 828-0439 option #6
- DL Interlibrary Loan Service: http://www.uky.edu/Libraries/libpage.php?lweb_id=253&llib_id=16

Academic Accommodations

If you have a documented disability that requires academic accommodations, please see me as soon as possible. In order to receive accommodations in this course, you must provide me with a Letter of Accommodation from the Disability Resource Center (Room 2, Alumni Gym, 257-2754, jkarnes@uky.edu) for coordination of campus disability services available to students with disabilities. We can then collaborate on the best solution.

Academic Integrity, Cheating and Plagiarism

See the home page for the Office of Academic Ombud Services (<http://www.uky.edu/Ombud>) for a definition of plagiarism, how to avoid plagiarism and UK's new academic offense policy.

See Student Rights and Responsibilities, Part II, Section 6.3 (<http://www.uky.edu/StudentAffairs/Code/part2.html>) for UK's policy on academic integrity.