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OFFICE OF THE
SENATE COUNCIL

1. General Information

1a. Submitted by the College of: AGRICULTURE, FOOD AND ENVIRONMENT

Date Submitted: 2/16/2015

1b. Department/Division: Dietetics and Human Nutrition

1c. Contact Person

Name: Dr. Tammy Stephenson

Email: Tammy.Stephenson@uky.edu

Phone: 257-2353

Responsible Faculty ID (if different from Contact)

Name:

Email:

Phone:

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: DHN 320

2c. Full Title: Experiential Learning in Hunger Studies

2d. Transcript Title:

2e. Cross-listing:

2f. Meeting Patterns

OTHER: 2

OTHEREXPLAIN: Experiential Learning (120 hour minimum)

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

2h. Number of credit hours: 2

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? No

2j. Course Description for Bulletin: Students will engage in experiential learning in a pre-approved volunteer, internship, study abroad, or paid work experience related to the world fight against hunger and social injustice.

2k. Prerequisites, if any: DHN 318: Hunger, Food Behavior, and the Environment

2l. Supplementary Teaching Component: Both

3. Will this course be taught off campus? No

If YES, enter the off campus address:

4. Frequency of Course Offering: Summer,

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?: 5-10

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 program?: Yes

If Yes, explain: This course is included as a requirement in the proposed Minor in Hunger Studies. The cross-disciplinary minor should be of interest to students from a wide variety of majors.

8. Check the category most applicable to this course: Not Yet Found in Many (or Any) Other Universities ,

If No, explain:

9. Course Relationship to Program(s).

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

If YES, name the proposed new program: Minor in Hunger Studies

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

If YES, list affected programs: Minor in Hunger Studies

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|SBASTIN|Sandra S Bastin|DHN 320 NEW Dept Review|20150127

SIGNATURE|LGRABAU|Larry J Grabau|DHN 320 NEW College Review|20150216

SIGNATURE|JMETT2|Joanie Ett-Mims|DHN 320 NEW Undergrad Council Review|20150512

SIGNATURE|SBASTIN|Sandra S Bastin|DHN 320 ZCOURSE_NEW Approval Returned to Dept|20150604

SIGNATURE|JMETT2|Joanie Ett-Mims|DHN 320 NEW Undergrad Council Review|20150722

SIGNATURE|SBASTIN|Sandra S Bastin|DHN 320 ZCOURSE_NEW Approval Returned to Dept|20150807

SIGNATURE|JMETT2|Joanie Ett-Mims|DHN 320 NEW Undergrad Council Review|20150909

SIGNATURE|JEL224|Janie S Ellis|DHN 320 NEW Senate Council Review|20150910

SIGNATURE|SBASTIN|Sandra S Bastin|DHN 320 NEW Approval Returned to Dept|20151002

New Course Form

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

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

Generate R

Attachments:

Upload File

	ID	Attachment
Delete	4555	DHN 320 UGC Review Checklist.docx
Delete	4809	DHN 320 Experiential Learning in Hunger Studies- S
Delete	5192	DHN 320 - Learning Contract.docx

1

(*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 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 ⁴ No
- b. * Prefix and Number:
- c. * Full Title:
- 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 hours³ for each meeting pattern type.

<input type="checkbox"/> Lecture	<input type="checkbox"/> Laboratory ¹	<input type="checkbox"/> Recitation	<input type="checkbox"/> Discussion
<input type="checkbox"/> Indep. Study	<input type="checkbox"/> Clinical	<input type="checkbox"/> Colloquium	<input type="checkbox"/> Practicum
<input type="checkbox"/> Research	<input type="checkbox"/> Residency	<input type="checkbox"/> Seminar	<input type="checkbox"/> Studio
<input type="checkbox"/> 2 Other	If Other, Please explain:		Experiential Learning (120 hour minimum)
- 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:

Students will engage in experiential learning in a pre-approved volunteer, internship, study abroad, or paid work experience related to the world fight against hunger and social injustice.

k. Prerequisites, if any:

DIIN 318: Hunger, Food Behavior, and the Environment

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? 5-10

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:

This course is included as a requirement in the proposed Minor in Hunger Studies. The cross-disciplinary minor should be of interest to students from a wide variety of majors.

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:

Minor in Hunger Studies

b. * Will this course be a new requirement ^sfor ANY program? Yes No

If YES ^s, list affected programs::

Minor in Hunger Studies

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.

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

General Course Information

- Full and accurate title of the course
- Departmental and college prefix
- Course prefix, number and section number
- Scheduled meeting day(s), time and place

Instructor Contact Information (if specific details are unknown, "TBA" is acceptable for one or more fields)

- Instructor name
- Contact information for teaching/graduate assistant, etc.
- Preferred method for reaching instructor
- Office phone number
- Office address
- UK email address
- Times of regularly scheduled office hours and if prior appointment is required

Course Description

- Reasonably detailed overview of the course
- 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.

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

<p>UGE Review (3/2/15)</p> <p>- Students with a University excused absence have one week for missed work, not 3 days.</p>
<p>Committee Review ()</p> <p>Comments</p>

DHN 320: Experiential Learning in Hunger Studies
EXPERIENTIAL LEARNING CONTRACT

Students are required to complete 120 hours of volunteer work at the experiential learning site.

This form will be completed by the student after discussing the experiential learning opportunity with the site contact/mentor. The form will be signed by the student, mentor, and course instructor prior to initiation of experiential learning activities. A copy (e-copy or print copy) of the fully signed document will be provided to the mentor. Please direct any questions to the course instructor, Dr. Tammy Stephenson at Tammy.Stephenson@uky.edu or 859-257-2353.

Student (name, email, mobile number):

Semester (Year/Term):

Experiential Learning Site (name and physical address):

Experiential Learning Contact (name, email, address, phone number):

Learning goals:

List at least two learning goals associated with this experiential learning activity.

General description of the experiential learning activity:

General outline of when the 120 hours of volunteer work will be completed:

Are there any training requirements specific to the experiential learning site that must be completed prior to initiating the volunteer activity? If yes, briefly describe.

Professionalism Policy:

The first complaint made by a mentor in regards to a lack of professionalism by the student will result in a warning. A second complaint made towards the same student by a mentor will result in an automatic reduction of the final course grade by one letter grade. A third complaint will result in a course grade of an "E". Discuss with your mentor their expectations of dress code, use of personal devices and the organization's established professional expectations.

ACKNOWLEDGEMENT OF ACCEPTANCE OF THE EXPERIENTIAL LEARNING CONTRACT:

Student:	_____	_____	_____
	Typed Name	Signature	Date
Mentor:	_____	_____	_____
	Typed Name	Signature	Date
Faculty:	_____	_____	_____
	Typed Name	Signature	Date

DHN 320: Experiential Learning in Hunger Studies
2 credit hour course
FALL 2015 COURSE SYLLABUS

Instructor: Tammy J. Stephenson, PhD
Office: 121 Funkhouser Building
Office Hours: Monday 2-2:30 pm, Wednesday 10:30-11:30 am, and by appointment
Phone: 859-257-2353
E-Mail: Tammy.Stephenson@uky.edu (the best way to reach me)

Course Description

Students will engage in experiential learning in a pre-approved volunteer, internship, study abroad, or paid work experience related to the world fight against hunger and social injustice.

Prerequisite

DHN 318: Hunger, Food Behavior, and the Environment

Student Learning Outcomes

Upon completion of the course students should be able to:

1. Apply knowledge of hunger, and hunger-related issues, to a real-life experience.
2. Demonstrate critical thinking and problem solving skills through experiential learning opportunities.
3. Develop and deliver information, products and/or services related to hunger, poverty, and/or social injustice to individuals, groups and/or populations.
4. Demonstrate effective and professional oral and written communication and documentation skills when communicating with individuals, groups and the public.

INSTRUCTIONAL STRATEGIES

This course will consist of two in-class meetings in addition to 120 hours of experiential learning experience with a pre-approved campus, community, or global partner. The dates and times the two required in-class meetings are provided in the course schedule at the end of the syllabus and attendance at both are required.

Students will need to access Blackboard for use of the DHN 320 course website. The website will be a key source of communication during the semester. Please check the website at least three days per week for any announcements and grades that may be posted. As well, use the website for links to important course documents and assignments. The external links are carefully chosen to help you when completing work in this course. Please let the Instructor know by September 2nd if you are having difficulties logging on and have already contacted the Blackboard Help Desk (BBsupport@lsv.uky.edu or go directly to McVey Hall).

COURSE REQUIREMENTS

Liability Insurance:

Professional liability insurance shall be carried by the student while enrolled in DHN 320: Experiential Learning in Hunger Studies. This liability insurance fee is covered by the course fee, which must be fully paid prior to commencing any experiential learning activities. Liability insurance will be paid by the department, but the student must be up-to-date on paying of the course fee.

Select an Experiential Learning Site:

Students will be provided with a list of potential experiential learning sites/activities (e.g. Campus Kitchen at the University of Kentucky). Experiential learning sites/activities not on the list must be approved by the course instructor. Students must select an experiential learning site/activity and provide that site with the DHN 320: Orientation Packet to review before signing the learning contract. Learning contracts must be signed before volunteering can start at the site. Students are required to complete 120 hours of volunteer work at the experiential learning site.

Sign Emergency Policy:

Failure to sign and submit the Emergency Policy will result in an "E" for the course. You must sign and submit this form to the DHN 320 instructor before participating in your experiential learning activity. Copies will be provided the first day of class for students to sign and submit.

As a student enrolled in DHN 320: Experiential Learning in Hunger Studies, you are expected to convey the utmost care and attention when completing your duties. With this stated, please understand that accidents can still occur at your volunteer site, and it is important for you to know ahead of time what to do if an accident takes place.

IF THE ACCIDENT OR INJURY IS LIFE THREATENING:

1. REPORT THE ACCIDENT/INJURY TO YOUR NEAREST SITE SUPERVISOR AND SEEK EMERGENCY MEDICAL ATTENTION IMMEDIATELY
2. As soon as possible, contact a representative from your insurance company and explain the accident/injury.
3. Contact the DHN 320 course instructor.
4. Follow community faculty site rules/regulations on filing a report regarding the accident.

IF THE ACCIDENT OR INJURY IS NOT LIFE THREATENING:

1. Report the accident/ injury to your nearest site supervisor and/or community faculty.
2. Warn employees around you if hazards are in the area (i.e. broken glass).
3. Contact your insurance company for authorization to seek medical attention if emergency room services are necessary.
4. Proceed to medical services if deemed necessary.
5. Contact the DHN 320 course instructor.
6. Follow site rules/regulations on filing a report regarding the accident.

I have read and fully understand the above DHN 320 Experiential Learning Emergency Policy.

DHN 320 Student Signature

Date

DHN 320 Assignments:

Please see detailed descriptions and grading rubrics for each assignment on Blackboard.

Learning Contract- due September 10th

Learning contract- completed and signed by mentor, student, and course instructor.

Liability insurance must be purchased by this date. Submit learning contract to course instructor.

Experiential Learning Time Sheets – due biweekly

Time sheets are provided on Blackboard and must be completed biweekly. Time sheets must be signed by both the mentor and student and submitted either electronically (scanned version) or in person to the course instructor.

Experiential Learning Reflections – due biweekly

Students will write one-page (double-spaced) reflections on their experiential learning over the two week period. Creativity and thoughtful responses appreciated. Reflection entries may address the following questions, in addition to other content.

- Describe the types of activities you have engaged in over the past two weeks.
- Explain the biggest challenges with these activities.
- Explain areas of personal strengths and/or weaknesses you have noticed over the past two weeks.
- How have the activities over the past two weeks enhanced your professional development?

Experiential Learning Presentation – due December 10th

Students will develop a professional presentation related to their experiential learning experience to present to the class at the end of the semester. Presentations will be 10-minutes each and can include a variety of mediums including short videos, pictures, and/or PowerPoint/Prezi.

Thank you card - due December 10th

Students will write a thank you card to their experiential learning mentor. The class instructor will provide thank you cards or you can purchase your own. Bring an addressed and completed thank you card to the last class. The instructor will stamp and mail the cards.

STUDENT EVALUATION

	<u>Points Possible</u>
Experiential Learning Biweekly Time Sheets (5@10 pts each)	50
Experiential Learning Biweekly Reflections (5@20 pts each)	100
Experiential Learning Contract	25
Experiential Learning Presentation	50
Thank you card	15
Experiential Learning Experience (2 pts/hr completed up to 120 hrs)	240
Total Points:	480

Grades will be determined based on the number of points earned in the course out of the 480 possible points.

A: 89.5 – 100 %

B: 79.5 – 89.4 %

C: 69.5 – 79.4 %

D: 59.5 – 69.4 %

E: < 59.4 %

Midterm grades will be posted mid-semester per UK policy.

“I” and “W” grades: Please see policy in UK Catalog, UK Schedule of Classes, and the Student Rights and Responsibilities (Part II, Section 1.3.4)

COURSE POLICIES

Late Assignments:

No late assignments will be accepted for unexcused absences. Students with a University-approved excuse must notify the instructor within one week of the missed deadline to schedule submission of the assignment. Failure to notify the instructor within one week will result in an automatic zero on the assignment.

Class Attendance:

The DHN 320 class only meets in-person on two occasions, once at the beginning and once at the end of the semester. As such, attendance is MANDATORY. If you are absent without a valid excuse, your overall point total will be deducted by 50 points.

Professionalism:

The first complaint made by a mentor in regards to a lack of professionalism by the student will result in a warning. A second complaint made towards the same student by a mentor will result in an automatic reduction of the final course grade by one letter grade. A third complaint will result in a course grade of an “E”. Discuss with your mentor their expectations of dress code, use of personal devices and the organization’s established professional expectations.

Academic Dishonesty:

Scholastic dishonesty is not tolerated. Forms of scholastic dishonesty include, but are not limited to: plagiarism (copying or using someone else's work as your own – intellectual theft), utilization of unauthorized materials during academic evaluations, and giving or receiving unauthorized assistance during evaluations. Even evidence of inadvertent improper use of materials can result in a charge of academic dishonesty.

Penalties for academic dishonesty vary depending on the severity of the offense and any previous offenses. The minimum penalty for a first offense is a zero on the assignment in question and a final grade reduction of one letter grade. Serious or repeat offenses will result in an E or XE grade for the course.

For more information, see Part II, Section 6.3.0 of "The Code of Student Conduct" which can be viewed online at <http://www.uky.edu/StudentAffairs/Code/part2.html>. You may also want to visit the Academic Ombud's website: <http://www.uky.edu/Ombud>. There you will find a paper "Plagiarism: What is it?" and an online tutorial entitled "How to avoid plagiarism."

Excused Absences (from the UK Handbook):

S.R. 5.2.4.2 defines the following as acceptable reasons for excused absences:

1. Serious illness
2. Illness or death of family member
3. University-related trips
4. Major religious holidays
5. Other circumstances you find to be "reasonable cause for nonattendance"

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.

Policy on academic 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 (Room 2, Alumni Gym, 257-2754, email address jkarnes@email.uky.edu) for coordination of campus disability services available to students with disabilities.

DHN 320 TENTATIVE SCHEDULE FALL 2015

Thursday, September 3 rd 6-8 pm Funkhouser Room 209	REQUIRED CLASS MEETING Due: Sign Emergency Policy (provided in class)
Thursday, September 10 th	Due: Experiential learning contract (submit hard copy or scanned electronic copy)
Thursday, September 24 th	Due: Experiential learning time sheet and reflection (submit electronically)
Thursday, October 8 th	Due: Experiential learning time sheet and reflection (submit electronically)
Thursday, October 22 nd	Due: Experiential learning time sheet and reflection (submit electronically)
Thursday, November 5 th	Due: Experiential learning time sheet and reflection (submit electronically)
Thursday, November 19 th	Due: Experiential learning time sheet and reflection (submit electronically)
Thursday, December 10 th 6-8 pm Funkhouser Room 209	REQUIRED CLASS MEETING Due: Experiential Learning Presentation Due: Thank You Note to Mentor

*Note that all out-of-class assignments are due by noon on the specified due date.