1. General Information

1a. Submitted by the College of: EDUCATION

Date Submitted: 3/25/2013

1b. Department/Division: Educational Leadership Studies

1c. Contact Person

Name: Jayson W. Richardson

Email: jayson.richardson@uky.edu

Phone: 859.379.9097

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?:   Yes [4]

2b. Prefix and Number: EDL 404

2c. Full Title: Contemporary Leadership Applications

2d. Transcript Title: Contemporary Leadership Applications

2e. Cross-listing: CLD 404

2f. Meeting Patterns

LECTURE: 1.0

DISCUSSION: 1.0

INDEPSTUDY: 1.0

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

2h. Number of credit hours: 3.0

2i. Is this course repeatable for additional credit?   No

If Yes: Maximum number of credit hours:

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

2j. Course Description for Bulletin: This course supplements and integrates previous learning and is designed to provide maximum exposure to various concepts and perspectives of leadership through observational experiences, critical thinking, and self-analysis. It is also designed to allow the demonstration of previously learned leadership theories, styles, and strategies. Students must integrate their personal ethics and vision of leadership in their examination of various contemporary leadership contexts.

2k. Prerequisites, if any: Prereq: Admission to the program or consent of instructor.

2l. Supplementary Teaching Component:

3. Will this course taught off campus? No

   If YES, enter the off campus address:

4. Frequency of Course Offering: Spring,

   Will the course be offered every year?: Yes

   If No, explain:

5. Are facilities and personnel necessary for the proposed new course available?: Yes

   If No, explain:

6. What enrollment (per section per semester) may reasonably be expected?: 30

7. Anticipated Student Demand

   Will this course serve students primarily within the degree program?: No

   Will it be of interest to a significant number of students outside the degree pgm?: Yes

   If Yes, explain: [var7InterestExplain]

8. Check the category most applicable to this course: Relatively New – Now Being Widely Established,

   If No, explain:

9. Course Relationship to Program(s).

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

   If YES, name the proposed new program: Undergraduate Leadership Certificate

   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: Jayson W. Richardson

Instructor Email: jayson.richardson@uky.edu

Internet/Web-based: No

Interactive Video: No

Hybrid: Yes

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? EDL 404 - Contemporary Leadership Applications(see attached syllabus) conforms to all University of Kentucky Distance Learning Syllabus Guidelines and specifically includes information about virtual office hours, procedures for resolving technical issues, notification and information about self-disclosure and procedures for disability accommodations etc. Web-based course delivery methods will be used for 85-100% of individual student engagment and course interactions. Web based assignments described in the syllabus include: (1) Asynchronous Dialogue: Students are required to interact with their class peers on the Blackboard based discussion board; (2) Class Participation: Students are expected to attend the synchronous class meetings, actively participate in discussions and activities, and complete independent work as presented on the course calendar and, (3) Submit other assessments: Technology Planning, Funding &Policy Assessment; School Technology Vision; and Class Reflection online. Class and Web discussions are intended to facilitate critical thinking about their role as a professional educator and build their capacity to improve her/his own learning. Discussion questions and asynchronous dialogue with other students in class on the web will enhance critical thinking

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 course is designed to be delivered primarily online, through synchronous and asynchronous learning technology systems. The Distance Learning experience for students enrolled in this course is based on a cohort model and will be comparable to classroom-based instruction. The web-based format aligns with effective adult learning formats and include timely access to the course instructor and peers as well as feedback on reflections and assessment of assignments. The syllabus clearly explicates students' reading assignments including required textbook(s), research-based journal articles and book chapters. All assigments are aligned with stated course objectives (goals). Instructor-student interaction is comparable to classroom instructional methods. Student performance is assessed by the instructor through participation in and monitoring of asynchronous, on-line interactions, observations of in-class discussions, feedback on Individual Reflections (on-line), evaluation of Reflection Papers (see syllabus).

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. This primarily online course will use University of Kentucky technology that protects the integrity of student work. The course will not require the use of examination proctors or other support staff or interactive video. The syllabus describes UK academic policies that apply in this course and are articulated in the "Students Rights and Responsibilities Handbook" and "the UK Graduate Bulletin." Important policies and regulations applicable to this course are explicitly stated in the syllabus including attendance, cheating and plagiarism, course withdrawal, incomplete grades, and acceptable standards of English, absences, cancelled classes, changes in the syllabus, standards for assessing the quality of student work and late work. A statement of student responsibilities is included (see syllabus).

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?   Yes

If yes, which percentage, and which program(s)?   85-100% in the soon to be proposed Undergraduate Leadership Certificate

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?   All students in this primarily online course have equal access to all student services at the University of Kentucky for which they qualify and those student services are similar to those available to individuals taking this class in a tradition (i.e. face -to-face) classroom setting. Access to student services are explicated on the University of Kentucky websites including but not limited to: (http://www.uky.edu.TASC/index.php) and (http://www.uky.edu/UKIT/).Students who have special needs or require accommodations of any kind will be advised to register with the UK Disability Resource Center for assistance. The course instructor will work wit students on an individual basis to make appropriate accommodations to participate in the class and complete work (see syllabus).

6.How do course requirements ensure that students make appropriate use of learning resources?   In addition to purchasing required textbooks, selected readings will be available through the University of Kentucky Libraries online reserve system or posted on the course website. Additionally, the program will provide support to students encountering technology problems in accessing the course content.

7.Please explain specifically how access is provided to laboratories, facilities, and equipment appropriate to the course or program.   Access is provided via students' personal computer proxy access to online library resources (see syllabus).

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 of the availability of University of Kentucky services in the syllabus (CELT, Blackboard, Canvas) help desk UK IT Customer Service Center as described in the syllabus. Blackboard / Canvas instructors have received required training in the use of the Course management System, UK Libraries online resources (and EZ Proxy tools) and will assist students as needed. As a hybrid course offering, the classroom instruction will also include overviews and demonstrations (and instruction as needed) in the use of all online course tools, resources and components. In sum, all students in this course have equal access to all student services at the University of Kentucky for which they qualify. Access to student services are explicated on the University of Kentucky websites including but not limited to: (http://www.uky.edu.TASC/index.php) and (http://www.uky.edu/UKIT/) (see syllabus).

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.   Students will have access, via email and phone, to UK tech support. The information is provided on the syllabus.

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: Jayson W. Richardson

SIGNATURE|MYRT|Martha L Geoghegan|EDL 404 NEW College Review|20130620

Courses	Request Tracking

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	2391	EDL404_Contemporary_Leadership_Applications_Revise

[First] 1 [Last]

Select saved project to retrieve...　　　　　　　　　　　☐　Get　New

(*denotes required fields)

1. **General Information**

   a. * Submitted by the College of: EDUCATION　　　　　Submission Date: 3/25/2013

   b. * Department/Division: Educational Leadership Studies

   c.
   　　* Contact Person Name: Jayson W. Richardson　Email: jayson.richardson@uky.e Phone: 859.379.9097
   　　* 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 [1] ○ No

   b. * Prefix and Number: EDL 404

   c. * Full Title: Contemporary Leadership Applications

   d. Transcript Title (if full title is more than 40 characters): Contemporary Leadership Applications

   e. To be Cross-Listed [2] with (Prefix and Number): CLD 404

   f. * Courses must be described by at least one of the meeting patterns below. Include number of actual contact hours[3] for each meeting pattern type.

1.0	Lecture		Laboratory[1]		Recitation	1.0	Discussion
1.0	Indep. Study		Clinical		Colloquium		Practicum
	Research		Residency		Seminar		Studio
	Other	If Other, Please explain:					

   g. * Identify a grading system: ◉ Letter (A, B, C, etc.) ○ Pass/Fail ○ Graduate School Grade Scale

   h. * Number of credits: 3.0

   i. * Is this course repeatable for additional credit? ○ Yes ◉ No
   　If YES: Maximum number of credit hours:
   　If YES: Will this course allow multiple registrations during the same semester? ○ Yes ○ No

j. * Course Description for Bulletin:

This course supplements and integrates previous learning and is designed to provide maximum exposure to various concepts and perspectives of leadership through observational experiences, critical thinking, and self-analysis. It is also designed to allow the demonstration of previously learned leadership theories, styles, and strategies. Students must integrate their personal ethics and vision of leadership in their examination of various contemporary leadership contexts.

k. Prerequisites, if any:

Prereq: Admission to the program or consent of instructor.

l. Supplementary teaching component, if any: ○ Community-Based Experience ○ Service Learning ○ Both

3. * Will this course be taught off campus?   ○ Yes ◉ No

If YES, enter the off campus address:

4. Frequency of Course Offering.

a. * Course will be offered (check all that apply):   ☑ Fall   ☑ Spring   ☐ Summer   ☐ Winter

b. * Will the course be offered every year?   ◉ Yes ○ No

If No, explain:

5. * Are facilities and personnel necessary for the proposed new course available?   ◉ Yes ○ No

If No, explain:

6. * What enrollment (per section per semester) may reasonably be expected?   30

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 will be part of the Undergraduate Leadership Certificate that we will propose after the courses are approved.

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:

Undergraduate Leadership Certificate

b. * Will this course be a new requirement ⁵ for ANY program?   ○ Yes ◉ No

If YES ⁵, 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) identification of add assignments by the graduate students; and/or (ii) establishment of different grading criteria in the course for graduate students. (See SR 3.1.4.)

b. ☑ * The syllabus, including course description, student learning outcomes, and grading policies (and 400G-/500-level grading differentiation if applicable, from **10** attached.

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 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 fo 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 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 requiremen 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 expe students utilizing DL (available at http://www.uky.edu/USC/New/forms.htm).

Course Number and Prefix:	EDL 404	Date:	3/7/2013
Instructor Name:	Jayson W. Richardson	Instructor Email:	jayson.richardson@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 ☑

Curriculum and Instruction

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 S Syllabus Guidelines, specifically the Distance Learning Considerations?

   EDL 404 - Contemporary Leadership Applications(see attached syllabus) conforms to all University of Kentucky Distance Learning Syllabus Guidelines and specifically includes information about virtual office hours, procedures for

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, as student learning outcomes, etc.

   The course is designed to be delivered primarily online, through synchronous and asynchronous learning technology systems. The Distance Learning experience for students enrolled in this course is based on a cohort model and will be

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 policy; etc.

   This primarily online course will use University of Kentucky technology that protects the integrity of student work. The course will not require the use of examination proctors or other support staff or interactive video. The

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 for defined above?

   Yes

   Which percentage, and which program(s)?

   85-100% in the soon to be proposed Undergraduate Leadership Certificate

   *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 v months from the date of approval.

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?

   All students in this primarily online course have equal access to all student services at the University of Kentucky for which they qualify and those student services are similar to those available to individuals taking this class in

Library and Learning Resources

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

   In addition to purchasing required textbooks, selected readings will be available through the University of Kentucky Libraries online reserve system or posted on the course website. Additionally, the program will provide support to

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

   Access is provided via students' personal computer proxy access to online library resources (see syllabus).

Student Services

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 re course, such as the Information Technology Customer Service Center (http://www.uky.edu/UKIT/)?

   Students are informed of the availability of University of Kentucky services in the syllabus (CELT, Blackboard, Canvas) help desk UK IT Customer Service Center as described in the syllabus. Blackboard / Canvas instructors have

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

   ◉ Yes
   ○ No

   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 said technol

   Students will have access, via email and phone, to UK tech support. The information is provided on the syllabus.

10. Does the syllabus contain all the required components, below? ☑ Yes

    - Instructor's *virtual* office hours, if any.

    - The technological requirements for the course.

    - Contact information for Distance Learning programs (http://www.uky.edu/DistanceLearning) and Information Technology Customer Service Center (http://www.uky.edu/UKIT/Help/; 859-218-HELP).

    - Procedure for resolving technical complaints.

    - Preferred method for reaching instructor, e.g. email, phone, text message.

    - Maximum timeframe for responding to student communications.

    - Language pertaining academic accommodations:

      - "If you have a documented disability that requires academic accommodations in this course, please make your request to the University Disability Resource Center will require current disability documentation. When accommodations are approved, the Center will provide me with a Letter of Accommodation whic recommended accommodations. Contact the Disability Resource Center, Jake Karnes, Director at 859-257-2754 or jkarnes@email.uky.edu."

- Specific dates of face-to-face or synchronous class meetings, if any.
- Information on Distance Learning Library Services (http://www.uky.edu/Libraries/DLLS)
  - Carla Cantagallo, DL Librarian
  - Local phone number: 859 257-0500, ext. 2171; long-distance phone number: (800) 828-0439 (option #6)
  - Email: dllservice@email.uky.edu
  - DL Interlibrary Loan Service: http://www.uky.edu/Libraries/libpage.php?lweb_id=253&llib_id=16

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

Instructor Name: Jayson W. Richardson

Abbreviations: DLP = Distance Learning Programs ATG = Academic Technology Group Customer Service Center = 859-218-HELP (http://www.uky.edu/UKIT/Help)

Revised 8/09

[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.

[3] 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. La meeting, generally, represents at least two hours per week for a semester for one credit hour. (from SR 5.2.1)

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

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

Rev 8/09

Submit as New Proposal   Save Current Changes