

SIGNATURE ROUTING LOG





General Information:

Proposal Type: Course Program Other
 Proposal Name¹ (course prefix & number, pgm major & degree, etc.): AAS 264/ENG 264 (add DL)
 Proposal Contact Person Name: Vershawn Young Phone: 7-1271 Email: vershawn.young@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
Prof. Matthew Giancarlo, English Department, DUS	11/12/2010	Matt Giancarlo / 7-1587 / matthew.giancarlo@uky.edu	
English Department, Ellen Rosenman, Chair	11/12/2010	Ellen Rosenman / 7-1292 / rosenma@email.uky.edu	
Sonja Feist-Price, AAS	11/15/2010	Sonja Feist-Price / 7-4270 / smfeis@pop.uky.edu	
		/ /	
A&S Ed. Policy Cmte. A&S Dean	11/29/10	Randall Roorda, Humanities / 7-1033 / roorda@uky.edu Anna Bosch, Associate Dean / 7-6689 / bosch@uky.edu	

External-to-College Approvals:

Council	Date Approved	Signature	Approval of Revision ²
Undergraduate Council	2/1/2011	Sharon Gill 	
Graduate Council			
Health Care Colleges Council			
Senate Council Approval		University Senate Approval	

uac
11/14/11

Comments:

This SRL for a course change is submitted for adapting AAS 264/ENG 264 for summer online Distance Learning.

¹ Proposal name used here must match name entered on corresponding course or program form.

² Councils use this space to indicate approval of revisions made subsequent to that council's approval, if deemed necessary by the revising council.

Hanson, Roxie

From: Feist-Price, Sonja M
Sent: Friday, December 17, 2010 5:01 PM
To: Hanson, Roxie
Subject: RE: ENG 264 - AAS approval

Yes, I approve!

Sonja

Sonja Feist-Price, Ph.D., Rh.D., CRC, LPCC
Professor and Director of Graduate Studies
Graduate Program in Rehabilitation Counseling
Department of Special Education and Rehabilitation Counseling
College of Education
University of Kentucky
Lexington, KY 40506-0001
Phone: 859-257-4270
Fax: 859-257-3835

From: Hanson, Roxie
Sent: Friday, December 17, 2010 5:00 PM
To: Feist-Price, Sonja M
Subject: FW: ENG 264 - AAS approval

Dear Professor Feist-Price, rather than getting your signature on the change form signature routing log, we could get your approval by email. If you approve this proposal, please let me know. Thank you. *Best, Roxie*

Roxie Hanson | University of Kentucky | College of Arts & Sciences | Office of the Associate Dean |
249 Patterson Office Tower | Lexington, KY 40506 | p. 859.257.6689 | f. 859.323.1073 | www.as.uky.edu

From: Giancarlo, Matthew C
Sent: Monday, November 15, 2010 10:49 AM
To: Hanson, Roxie
Subject: ENG 264, 281, 331 online distance learning, Summer 2011

Hi Roxie,

Here are the folders with all the documents.

Thanks!

Best,
Matt

--

Matthew Giancarlo
Associate Professor, Director of Undergraduate Studies

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: Arts & Sciences Today's Date: 11/11/2010
- b. Department/Division: English
- c. Is there a change in "ownership" of the course? YES NO
If YES, what college/department will offer the course instead? _____
- d. What type of change is being proposed? Major Minor¹ (place cursor here for minor change definition)
- e. Contact Person Name: Matthew Giancarlo Email: matthew.giancarlo@uky.edu Phone: 257-1587
- f. Requested Effective Date: Semester Following Approval OR Specific Term²: _____

2. Designation and Description of Proposed Course.

- a. Current Prefix and Number: ENG 264 Proposed Prefix & Number: _____
- b. Full Title: Major Black Writers Proposed Title: _____
- c. Current Transcript Title (if full title is more than 40 characters): ENG 264 Major Black Writers
Proposed Transcript Title (if full title is more than 40 characters): _____
- d. Current Cross-listing: N/A OR Currently³ Cross-listed with (Prefix & Number): AAS 264
Proposed – ADD³ Cross-listing (Prefix & Number): _____
Proposed – REMOVE^{3,4} Cross-listing (Prefix & Number): _____
- e. Courses must be described by at least one of the meeting patterns below. Include number of actual contact hours⁵ for each meeting pattern type.

Current: 3 Lecture _____ Laboratory⁵ _____ Recitation _____ Discussion _____ Indep. Study _____
_____ Clinical _____ Colloquium _____ Practicum _____ Research _____ Residency _____
_____ Seminar _____ Studio _____ Other – Please explain: _____

Proposed: 3 Lecture _____ Laboratory _____ Recitation _____ Discussion _____ Indep. Study _____
_____ Clinical _____ Colloquium _____ Practicum _____ Research _____ Residency _____
_____ Seminar _____ Studio _____ Other – Please explain: _____

- f. Current Grading System: Letter (A, B, C, etc.) Pass/Fail
Proposed Grading System: Letter (A, B, C, etc.) Pass/Fail

- g. Current number of credit hours: 3 Proposed number of credit hours: _____

¹ See comment description regarding minor course change. *Minor changes are sent directly from dean's office to Senate Council Chair.* If Chair deems the change as "not minor," the form will be sent to appropriate academic Council for normal processing and contact person is informed.

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

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

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

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

COURSE CHANGE FORM

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

Proposed to be 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

i. Current Course Description for Bulletin:

A cross-cultural and historical approach to written and oral works by major Black authors of Africa, the Caribbean and the United States. The course includes writers such as Chinua Achebe (Africa), Wilson Harris (Caribbean), and Toni Morrison (USA). (Same as AAS 264.)

Proposed Course Description for Bulletin: _____

j. Current Prerequisites, if any: none

Proposed Prerequisites, if any: _____

k. Current Distance Learning(DL) Status: N/A Already approved for DL* Please Add⁶ Please Drop

*If already approved for DL, the Distance Learning Form must also be submitted unless the department affirms (by checking this box) that the proposed changes do not affect DL delivery.

l. Current Supplementary Teaching Component, if any: Community-Based Experience Service Learning Both

Proposed Supplementary Teaching Component: Community-Based Experience Service Learning Both

3. Currently, is this course taught off campus? YES NO

Proposed to be taught off campus? YES NO

4. Are significant changes in content/teaching objectives of the course being proposed? YES NO

If YES, explain and offer brief rationale:

5. Course Relationship to Program(s).

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

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

b. Will modifying this course result in a new requirement⁷ for ANY program? YES NO

If YES⁷, list the program(s) here: _____

6. Information to be Placed on Syllabus.

a. Check box if changed to 400G or 500. If changed to 400G- or 500-level course you must send in a syllabus and you must include the differentiation between undergraduate and graduate students by: (i) requiring additional assignments by the graduate students; and/or (ii) establishing different grading criteria in the course for graduate students. (See SR 3.1.4.)

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

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

Distance Learning Form

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

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

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

Course Number and Prefix: ENG 264 × AAS	Date: 11/10/2010
Instructor Name: Vershawn Young / Julie Naviaux (TA)	Instructor Email: vershawn.young@uky.edu
Check the method below that best reflects how the majority of course of the course content will be delivered.	
Internet/Web-based <input type="checkbox"/>	Interactive Video <input type="checkbox"/>
Hybrid <input checked="" 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>The syllabus conforms to Senate Guidelines. Students work in small groups for assignments and present work to a larger group. Instructor is available by messaging, email, phone and video conference. Students are required to attend live Connect Pro sessions and view pre-recorded lectures.</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>The online course syllabus is exactly the same as the course taught during the regular semesters, adapted only for asynchronous participation. Prerecorded lectures from the regular semester are recorded for students to view; required Connect Pro sessions as a whole class and in smaller groups; weekly discussion board postings, and group presentations and individual papers ensure high level instruction.</p>
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>All quizzes are timed and open book; student submissions of work is required to go through Blackboard. Syllabus includes academic offense policy.</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?</p> <p>No</p> <p>If yes, which 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>

Abbreviations: TASC = Teaching and Academic Support Center DL = distance learning DLP = Distance Learning Programs

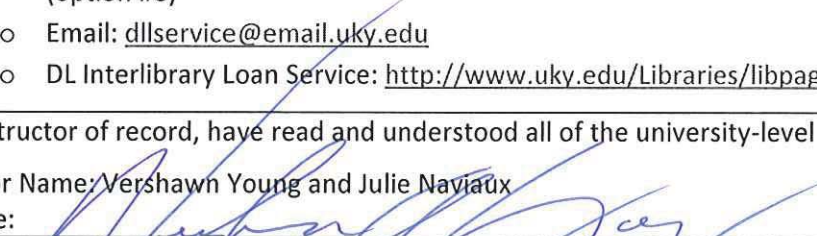
Distance Learning Form

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!**

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>Connect Pro will feature online class sessions where students are required to participate with cameras and microphones. Instructor will guide discussion each week, providing framework for analysis, interpretation and discussion. Instructor is available for phone and SKYPE conferences.</p>
<i>Library and Learning Resources</i>	
6.	<p>How do course requirements ensure that students make appropriate use of learning resources?</p> <p>Assignments require use of various technologies and resources. Syllabus includes section on appropriate behavior.</p>
7.	<p>Please explain specifically how access is provided to laboratories, facilities, and equipment appropriate to the course or program.</p> <p>Syllabus includes information for basic tech set up and beginning Blackboard. Blackboard includes information on resources for completing each assignment.</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 and Blackboard course both include information for resolving tech complaints.</p>
9.	<p>Will the course be delivered via services available through the Teaching and Academic Support Center?</p> <p>Yes <input checked="" type="checkbox"/></p> <p>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 said technology.</p>

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!**

10.	<p>Does the syllabus contain all the required components, below? <input checked="" type="checkbox"/> Yes</p> <p>Instructor's <i>virtual</i> office hours, if any. The technological requirements for the course. Contact information for TASC (http://www.uky.edu/TASC/; 859-257-8272) and Information Technology Customer Service Center (http://www.uky.edu/UKIT/; 859-257-1300). 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: <ul style="list-style-type: none">○ "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."Information on Distance Learning Library Services (http://www.uky.edu/Libraries/DLLS) <ul style="list-style-type: none">○ 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</p>
11.	<p>I, the instructor of record, have read and understood all of the university-level statements regarding DL.</p> <p>Instructor Name: Vershawn Young and Julie Naviaux Signature:  Instructor</p>

University Senate Syllabi Guidelines

ENG 264
AAC

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.

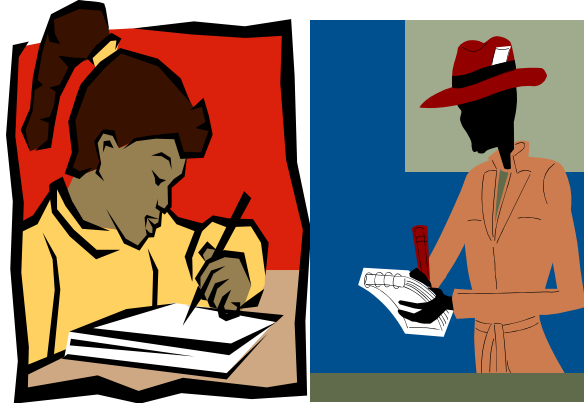
Course Policies

- 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.

BH

Major Black Writers

African American Studies 264/English 264
Online Course, Summer 2011



Course Developer: Dr. Vershawn Ashanti Young
Email: vershawn.young@uky.edu
Office Phone: 859-257-1271

Course Instructor: Ms. Julie Naviaux
Email: Julie.naviaux@uky.edu
Office Phone: 859-257-6993

Office Hours: Ms. Julie Naviaux is the primary instructor and contact for the course. Generally, the fastest way to contact the instructor is through Messages. Students will receive a response within 24 hours. For face-to-face, telephone, or SKYPE appointments, please e-mail the instructor to set up a meeting time. Days and times can be arranged to accommodate both the instructor's and student's schedules if a student chooses to video chat or telephone the instructor.

Course Description: In this course, students will take a cultural, historical, and personal approach to the study of major Black authors of the United States and the African Diaspora. They will read, discuss, analyze, perform, as well as construct and disseminate scholarly information via the Web about well-known authors of various genres such as poetry, plays, raps, novels, music lyrics, the blues, short stories, autobiographies, and essays.

Course Goals and Objectives:

- ❖ Conduct cultural research about African American authors and present findings
- ❖ Develop a personal appreciation for the rich legacy of African American literature
- ❖ Employ theories of interpretation to African American literature
- ❖ Identify aesthetic approaches and techniques of individual authors
- ❖ Participate in intellectual conversations and debates about African American literature

- ❖ Perform in speech and writing interpretations of African American literature
- ❖ Recognize and distinguish among major writers within the African American literary tradition
- ❖ Understand the cultural, social, political, and historical contexts within which authors write

Course Access/Class Time and Location: This is an online course. To access the course visit <http://elearning.uky.edu> and login to Blackboard with your **LINK BLUE** username and password.

The primary contact during the course is Ms. Julie Naviaux. All times listed on the Course Syllabus and Blackboard are Eastern Standard Time.

Required Texts and Materials:

- ❖ *The Norton Anthology of African American Literature* 2nd Ed. ISBN 978-0-393-97778-3 (students will need the CD that comes with the book)
- ❖ Additional readings available through Blackboard or online
- ❖ Access to a computer and internet
- ❖ Webcam, microphone, and headset capable of using Adobe Connect Pro [Ukconnect.acrobat.com](http://ukconnect.acrobat.com). (Details to be provided later. We'll provide an URL for a place to buy this)
- ❖ UK linkblue account and login access to Blackboard

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

Note: Students will not be able to access course material if they fail to complete these steps.

1. Go to this site to check the **minimum hardware, software and browser requirements**:<http://wiki.uky.edu/blackboard/Wiki%20Pages/Bb9%20Hardware%20and%20Software%20Requirements.aspx>
2. Internet Explorer is NOT recommended for Blackboard. **Firefox is the recommended Internet browser for the course.** Go to <https://download.uky.edu/> to download a free version of Firefox. Log in with your **LINK BLUE** id and password and search for **Firefox**.
3. Go to <http://java.com> and click on the **Free Java Download** button. Run the installer to get the latest version.
4. You will also need **Flash, Adobe Acrobat Reader and QuickTime** movie player. Go to <http://wiki.uky.edu/blackboard/Wiki%20Pages/Browser%20Check.aspx> then click **BbGO!** If you do not have these installed, you can download them from this site.
5. To download **Windows Media Player**, click this link: <http://www.microsoft.com/windows/windowsmedia/player/10/default.aspx>
6. Students and faculty can download **Microsoft Office Suite** (including Word and PowerPoint) from this site: <https://download.uky.edu/>.

If students experience technical difficulties, contact the Customer Service Center at 859-218-HELP (4357) or by e-mail at helpdesk@uky.edu. Please also inform the instructor when having technical difficulties.

Blackboard 101 for First-Time Online Students: This is a brief introduction for students using Blackboard for the first time.

- Go to <http://elearning.uky.edu> and log in with your [Link Blue ID](#).
- Click on the Courses link near the top left of the page (to the right of My Bb and under the Library tab).
- In the Course Search line, type **Bb9-101** (exactly as you see it there, including the hyphen).
- Find the Course ID (first column) **Bb9-101-OnLine-Stu**, and click the down arrow next to the Course ID. Click **Enroll** then **Submit**.

Grading and Assignments: There are five assignment categories, each weighted equally:

20%	Weekly Participation Responses and Discussion Board Posts and Participation in Assigned Synchronous Class Meetings in Connect Pro
20%	Weekly Reading Quizzes of Comprehension and Analysis
20%	Heteroglossic Group Oral Performance
20%	Analysis of Oral Performance and Original Texts
<u>20%</u>	Group Webpage and Reworking of Texts
100%	

Letter Grades: A 90%-100% B 80%-89%, C 70%-79%, D 60%-69%, E below 59% (Students can review scores by going to **MY GRADES** in Blackboard. Grades will be updated every 2 weeks on Blackboard.)

Group Work: Students will be divided into groups of approximately 4-5 students at the beginning of the course. (See “Group Work” under Course Policies.) Students will be responsible for having contact with their group members and completing group projects by deadlines. The instructor will assign groups.

Weekly Participation Responses and Discussion: During the first half of the course, students will discuss weekly readings within their small groups. Twice during the first half of the course, each student will be responsible for beginning a discussion thread on Blackboard and providing insightful, thoughtful analysis of that week’s readings and posing discussion questions for other students in the group. (**Dates will be assigned to each student by the instructor.**) Discussion threads must be a minimum of 250 words and must be posted to Blackboard by Wednesday of the week the readings are due by 11pm to receive credit.

Every week, all students in the group are responsible for responding to at least one of the discussion threads from a member of the group. Responses should include the students’ own analysis of the information presented and thoughts on the questions posed. Each response must be a minimum of 250 words and must be posted to Blackboard by Friday of that week by 11pm to receive credit. (See assignment sheet: Student Lead Discussions and Responses.)

Halfway through the course, each small group will join with another group to form a larger discussion. Each student is responsible for beginning two more discussion threads on Blackboard (for a total of 4 discussion thread beginnings) while in the larger, combined group. (Dates will be assigned by the instructor.) Every week, all students are responsible for continuing to respond to one discussion thread (for a total of 8 responses).

Quizzes: Students will be responsible for completing online reading comprehension quizzes. **Note: Quizzes must be completed during the allotted time (e.g., 10 mins, 15 mins, 20 mins, etc**

Heteroglossic Oral Performance: Students are required to work in their small groups to present one cohesive oral (and perhaps visual) interpretation of a combination of texts. Each student is required to choose one text from the readings covered up to that point in the semester, and each student is required to choose a different text from other group members. Students will then use selections from their chosen text to create a new, combined text of all the original texts. This combined heteroglossic text will then be performed orally (and visually if the group chooses) and recorded for the entire class to hear and view asynchronously. Tools and instructions for this assignment will be provided on Blackboard.

Analysis of Oral Performance and Original Texts: After completing the Heteroglossic Oral Performance, each student will be responsible for completing a 2-page analysis of another group's performance and the original texts used on which the performance is based. Directions for completing this assignment will be provided on Blackboard.

Group Webpage and Reworking of Texts: Instead of a final exam, students will work in groups to create a group webpage that re/presents several authors within a particular historical period. Students will work with digital humanities archives, develop bibliographies of authors work, employ principles of design, among other criteria, to construct this assignment.

Note: Students will be provided with a schedule of class assignments (including due dates) and readings (both primary and secondary) listed for each week at the beginning of the course. Assignment sheets will also be provided. Please see Course Policies #2 for instruction on formatting.

Course Policies

1.) **Participation (and Attendance):** This is a class where participation is mandatory for every week the course is in session. Students must have access to a computer and the internet throughout the course and are expected to complete assignments and readings by the time they are due.

All course materials are online and it is the student's responsibility to access material in a timely manner. Students are expected to spend a MINIMUM of 3-4 hours per day (5 days a week)

working with the course material (including reading, writing, interacting with other students in the course, etc).

2.) Assignment Formats: All assignments will be turned in via Blackboard. *No assignment at any point during the semester will be accepted via email.* Groups will decide how to exchange information within their own groups.

Discussion board submissions will be completed on Blackboard and will be due by 11pm on the day they are due and must be a minimum of 250 words, unless stated otherwise.

Any assignments greater than one page in length need to have student's last name and page number in the upper right-hand corner. All work should be typed and use Microsoft Word. Use Times New Roman, 12-point font, one-inch margins, double spaced. Remember that formatting a paper properly is part of the requirement. Failure to do so **WILL** affect your grade. Papers submitted that intentionally alter the page length for an assignment will be considered cheating. Please see Course Policies #7.

Unless otherwise indicated, all assignments should be typed, proofread, and ready to be turned in at the beginning of class. Be sure to use MLA format. Save everything before submitting! Assignments will be evaluated according to the "Grading" section listed at the bottom of the Project Assignment sheet.

3.) Due Dates: Late assignments will be accepted only in the event of documented excused inability/absences as defined by **University Senate Rules V, 2.4.2**. Problems associated with a computer, procrastination, or forgetfulness are not acceptable excuses for late submission of assignments. It is the student's responsibility to make sure that assignments are submitted on time. **Note**: Once the deadline for submission has passed, these assignments will no longer be accessible on Blackboard.

Make-up quizzes will only be given for **DOCUMENTED** excused absences (or inabilities) and are scheduled as needed. A missed quiz will result in a score of zero for that exam/quiz, unless an acceptable written excuse is presented within 36 hours of the missed quiz.

Unless specified otherwise, all assignments are due at 11pm EST on the day they are due.

4.) Appropriate Behavior: The university, college, and department have commitments to respect the dignity of all. The instructor has the responsibility to ensure that all academic discourse occurs in a context characterized by respect and civility.

Students are expected to maintain decorum that includes respect for other students and the instructor, to regularly log in to the course, and to display an attitude that seeks to take full advantage of the educational opportunity. All students are expected to be prepared to work and actively participate in class activities.

Virtual communication and discussion "in cyberspace" occur in a social environment where normal rules of social interaction apply. The remoteness of the recipients is no excuse to behave in an anti-social manner and post unacceptable messages.

Unacceptable messages include those that harass, intimidate, threaten, belittle, ridicule, expressed hatred for, or aggression toward others. Let us be mindful to avoid words that imply that some groups of people are less worthy than others (e.g., avoid racist, sexist, anti-Semitic, age-ist, and homophobic language).

Discussion board and other electronic communication for this course should relate only to the course subject matter, generally respond to the instructor threads, and always seek to further the aims of that particular discussion forum or chat session (e.g., stay on topic).

Contributions to discussion boards and synchronous chat are the intellectual property of the authors. Students who quote another person in class projects, publications or even in remarks made on the discussion board should always acknowledge the source of that quote (e.g., do not plagiarize your classmates).

Personal comments about other users and their views should not be placed in any of our Blackboard course areas that are viewable by other users.

Do not copy private messages to another person without the author's explicit permission. Consult the UK Student Rights and Responsibilities regarding the steps for addressing unresolved academic issues at <http://www.uky.edu/StudentAffairs/Code/part2.html>

5.) Plagiarism/Cheating: These are serious offenses and will be treated so. Any active attempt to deceive regarding the student's work will be considered cheating. Any plagiarism or cheating offence will receive the maximum penalty available to that offence. Self-Plagiarism in this class is defined as using the same work (or close enough as to be considered the same work) as is/was used in another class.

All assignments, papers, and exams completed by students for this class should be the product of the personal efforts of the individual whose name appears on the work. Misrepresenting others' work as the student's own in the form of cheating or plagiarism is unethical and will lead to those penalties outlined in the University Senate Rules (6.3.1 and 6.3.2).

6.) Groups: Students will be assigned to a group at the very beginning of the course and are expected to work with their groups to complete assignments throughout the course. If a student has a problem with his/her group members, the instructor should be contacted immediately. Groups with severe internal conflicts may be dissolved and students assigned to other groups.

Services Available

Contacting the Instructor: Julie Naviaux, T.A., will be the primary contact for the course, as noted above under "Office Hours." All communication for this course will be conducted through the **Messages** feature in Blackboard. It is an internal email system separate from uky email accounts. **Do not send e-mail** for course related items, only use this **Messages** feature.

If a concern arises about the course, please contact the course instructor immediately. You are assured of a fair and friendly hearing and conversation. Mutual efforts will be made to alleviate the concern. If for some reason you feel that you have not received a fair hearing, please contact the course supervisor, Dr. Young: Vershawn.young@uky.edu

Academic Accommodations: If a student has a documented disability that requires academic accommodations in this course, make a request to the University Disability Resource Center <http://www.uky.edu/StudentAffairs/DisabilityResourceCenter/index.html>. The center will require current disability documentation. When accommodations are approved, the Center will provide the student with a Letter of Accommodation which details the recommended accommodations. In order to receive accommodations in this course, the student needs to provide the instructor with a Letter of Accommodation from the Disability Resource Center (Room 2, Alumni Gym, 257-2754). Contact the DRC Director Jake Karnes 859.257.2754 or jkarnes@email.uky.edu.

Distance Learning Library Services: (<http://www.uky.edu/Libraries/DLLS>)

- Carla Cantagallo, DL Librarian, Email: dlservice@email.uky.edu
- Local phone number: 859. 257.0500, ext. 2171;
- Long-distance phone number: (800) 828-0439 (option #6)

Useful Websites:

www.wix.com, www.blogspot.com and www.weebly.com for free websites

www.npr.org for audio essays

www.thislife.org for audio essays

<http://owl.english.purdue.edu/> for writing tips. This is a highly regarded resource by people in the profession, and students can take advantage of it for free.