

1. General Information

1a. Submitted by the College of: EDUCATION

Date Submitted: 10/23/2015

1b. Department/Division: Educational Policy Studies and Evaluatio

1c. Contact Person

Name: Kelly D Bradley

Email: kdbrad2@uky.edu

Phone: 859-257-4923

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: EPE 571

2c. Full Title: Writing Seminar in Educational Research

2d. Transcript Title: n/a

2e. Cross-listing: n/a

2f. Meeting Patterns

LECTURE: 1

DISCUSSION: 1

RESEARCH: 1

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

2h. Number of credit hours: 3

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?

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OFFICE OF THE
SENATE COUNCIL

2j. **Course Description for Bulletin:** This course is intended to familiarize students with the academic writing process and expectations. Topics include: qualitative writing, quantitative writing, and program evaluation report writing. Other specific writing topics may also be explored.

2k. **Prerequisites, if any:** none

2l. **Supplementary Teaching Component:**

3. **Will this course 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?:** 20

7. **Anticipated Student Demand**

Will this course serve students primarily within the degree program?: Yes

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

If Yes, explain: Various departments within the College of Education utilize the Research Methods courses offered in EPE to fulfill the methods requirements within their masters and doctoral program. This course will provide an additional option for many students.

8. **Check the category most applicable to this course:** Traditional – Offered in Corresponding Departments at Universities Elsewhere,

If No, explain:

9. **Course Relationship to Program(s).**

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

If YES, name the proposed new program: Research Methods in Education

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

If YES, list affected programs: The newly proposed Research Methods in Education will include the course as part of the core courses.

10. **Information to be Placed on Syllabus.**

a. **Is the course 400G or 500?:** Yes

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: Kelly D Bradley

Instructor Email: kdbrad2@uky.edu

Internet/Web-based: Yes

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? The syllabus conforms to University Senate Guidelines. As outlined in the syllabus, online discussion groups, small group chats, online office hours, and peer review will be utilized to provide timely and appropriate interaction between students and faculty. In addition, online training modules are provided to support students in the online education environment. More so, this course's development was supported by an UK eLII grant and has been designed with universal design principles in mind.

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. All professors responsible for teaching this course have undergone Quality Matters training. This course was created and designed for an online environment. All assignments and course interactions are parallel to those that would be offered in a classroom-based environment.

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. The course will be delivered on UK's password protected Canvas site. External sites, such as youtube, will not be made visible to the public. More so, UK guidelines will be followed, as outlined on the syllabus. Specific examples follow: (*) Each student is advised to become familiar with the various forms of academic dishonesty as explained in the Code of Student Rights and Responsibilities. Complete information can be found at the following website: <http://www.uky.edu/Ombud>. (*) Part II, Section 5.2.4.2. (<http://www.uky.edu/StudentAffairs/Code/part2.html>) of the Student Rights and Responsibilities defines the expectations regarding excused absences.

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? No, this course is not responsible for that.

If yes, which percentage, and which program(s)? n/a

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 faculty teaching this course have received Quality Matters training. More so, this course has been constructed with the support of the UK eLII grant and the support of CELT. College and university resources will be utilized to make the online setting learning outcomes equivalent to those in a traditional classroom setting. Specific examples are: (*) Support from the College of Education Online Teaching and Learning office, (*) Online learning modules and university support such as (*) Distance Learning Library Services. Contact Carla Cantagallo, Distance Learning Librarian Web: <http://www.uky.edu/Libraries/DLLS>; Email: dllservice@email.uky.edu; Local phone: 859-257-0500, ext. 2171; Long-distance phone: 800- 828-0439, option #6. DL Interlibrary Loan Service: http://www.uky.edu/Libraries/libpage.php?lweb_id=253&llib_id=16

6. How do course requirements ensure that students make appropriate use of learning resources? Through various activities, including article reviews - exams - manuscript, students will utilize various resources, including the UK library. As well, online discussion groups, small group meetings, and online office hours will enhance all experiences.

7. Please explain specifically how access is provided to laboratories, facilities, and equipment appropriate to the course or program. CANVAS. Course materials (Notes, Videos, Assignments, Exercises, Discussion Board, Quizzes, Exams, etc.) for this course will be posted at <https://elearning.uky.edu>. Additional course readings, materials, and/or handouts will be provided electronically by the Instructor as needed.

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/>)? Yes, the syllabus list the entities available to offer technical support. Specifically, a student can: (*) Contact the College of Education Instructional Technology Center at 859-257-7967. UK Information Technology Customer Service Center is available at <http://www.uky.edu/UKIT/Help/> or 859-218-HELP (4357). (*) Students can also contact the Distance Learning programs for assistance at <http://www.uky.edu/DistanceLearning/> Contact information for TASC <http://www.uky.edu/TASC> or 859-257-8272 (*) Procedures to Resolve Technical Problems: Contact the UK Information Technology Customer Service Center at <http://www.uky.edu/UKIT/> or 859-218-4357 (*) Additional support is available by phone at 859-257-1300, or via e-mail at helpdesk@uky.edu.

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.

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: Kelly D. Bradley

SIGNATURE|JPBIEB01|Jeffery Bieber|EPE 571 NEW Dept Review|20151103

SIGNATURE|MYRT|Martha L Geoghegan|EPE 571 NEW College Review|20151211

SIGNATURE|JMETT2|Joanie Et-Mims|EPE 571 NEW Undergrad Council Review|20160330

SIGNATURE|ZNNIK00|Roshan N Nikou|EPE 571 NEW Graduate Council Review|20160415

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	6033	EPE 571 UGC Review Checklist.docx
Delete	6576	EPE571 Syllabus Updated.pdf

(*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 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="text" value="1"/> Lecture	<input type="text"/> Laboratory ¹	<input type="text"/> Recitation	<input type="text" value="1"/> Discussion
<input type="text"/> Indep. Study	<input type="text"/> Clinical	<input type="text"/> Colloquium	<input type="text"/> Practicum
<input type="text" value="1"/> Research	<input type="text"/> Residency	<input type="text"/> Seminar	<input type="text"/> Studio
<input type="text"/> Other	If Other, Please explain: <input type="text"/>		

g. * Identify a grading system:

Letter (A, B, C, etc.)

Pass/Fail

Medicine Numeric Grade (Non-medical students will receive a letter grade)

Graduate School Grade Scale

h. * Number of credits:

i. * Is this course repeatable for additional credit? Yes No

If YES: Maximum number of credit hours:

If YES: Will this course allow multiple registrations during the same semester? Yes No

j. * Course Description for Bulletin:

This course is intended to familiarize students with the academic writing process and expectations. Topics include: qualitative writing, quantitative writing, and program evaluation report writing. Other specific writing topics may also be explored.

k. Prerequisites, if any:

none

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? 20

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:

Various departments within the College of Education utilize the Research Methods courses offered in EPE to fulfill the methods requirements within their masters and doctoral program. This course will provide an

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:

Research Methods in Education

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

If YES ^a, list affected programs::

The newly proposed Research Methods in Education will include the course as part of the core courses.

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 are 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 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:	EPE 525	Date:	10/22/2015
Instructor Name:	Kelly D Bradley	Instructor Email:	kbrad2@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. How does this course provide for timely and appropriate interaction between students and faculty and among students? Does the course syllabus conform to University Syllabus Guidelines, specifically the Distance Learning Considerations?

The syllabus conforms to University Senate Guidelines. As outlined in the syllabus, online discussion groups, small group chats, online office hours, and peer review will be utilized to provide timely and appropriate interaction

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, and student learning outcomes, etc.

All professors responsible for teaching this course have underwent Quality Matters training. This course was created and designed for an online environment. All assignments and course interactions are parallel to those that

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.

The course will be delivered on UK's password protected Canvas site. External sites, such as youtube, will not be made visible to the public. More so, UK guidelines will be followed, as outlined on the syllabus. Specific examples

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 format as defined above?

No, this course is not responsible for that.

Which percentage, and which program(s)?

n/a

*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 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 faculty teaching this course have received Quality Matters training. More so, this course has been constructed with the support of the UK eLII grant and the support of CELT. College and university resources will be utilized to

Library and Learning Resources

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

Through various activities, including article reviews - exams - manuscript, students will utilize various resources, including the UK library. As well, online discussion groups, small group meetings, and online office

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

CANVAS. Course materials (Notes, Videos, Assignments, Exercises, Discussion Board, Quizzes, Exams, etc.) for this course will be posted at <https://elearning.uky.edu>. Additional course readings, materials, and/or handouts will be

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

Yes, the syllabus list the entities available to offer technical support. Specifically, a student can:

(*) Contact the College of Education Instructional Technology Center at 859-257-7967. UK Information Technology

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 technology

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. The Center will require current disability documentation. When accommodations are approved, the Center will provide me with a Letter of Accommodation details the 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/DLIS>)
 - 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=2538&lib_id=16

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

Instructor Name:

Kelly D. Bradley

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

Revised 8/09

- 12 Courses are typically made effective for the semester following approval. No course will be made effective until all approvals are received.
- 13 The chair of the cross-listing department must sign off on the Signature Routing Log.
- 14 In general, undergraduate courses are developed on the principle that one semester-hour of credit represents one hour of classroom meeting per week for a semester, exclusive of any laboratory meeting. Laboratory meeting, generally, represents at least two hours per week for a semester for one credit hour. (from SR 5.2.1)
- 15 You must also submit the Distance Learning Form in order for the proposed course to be considered for DL delivery.
- 16 In order to change a program, a program change form must also be submitted.

Rev B/09

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 (DRC). The DRC coordinates campus disability services available to students with disabilities. It is located on the corner of Rose Street and Huguelet Drive in the Multidisciplinary Science Building, Suite 407. You can reach them via phone at (859) 257-2754 and via email at drc@uky.edu. Their web address is <http://www.uky.edu/StudentAffairs/DisabilityResourceCenter/>.

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 (Date)</p> <p><input checked="" type="checkbox"/> Course description should match on eCATS form and syllabus</p> <p><input checked="" type="checkbox"/> Include instructor name on the syllabus</p> <p>Update Disability policy and Academic Integrity policy</p>
<p>Committee Review (Date)</p> <p>Comments</p>

EPE 571: Writing Seminar in Educational Research
(Asynchronous Course Delivery)

Instructor: Kelly D. Bradley, Ph.D.

Office: 144-A Taylor Education Building

Phone: 257 – 4923

Email: kdbrad2@uky.edu

Web page: <http://www.uky.edu/~kdbrad2/>

Campus Office Hours: 11am – 1PM Monday or by appointment

Virtual Office Hours: Weekly hours as scheduled and by appointment.

• In addition, conference calls and adobe connect video conference meetings may occur.

Location & Format: Asynchronous, online course delivery

Course Website: <https://uk.instructure.com> or CANVAS Login using your link blue username and password

Please check our course website and your e-mail account regularly for course information.

Credit Hours = 3

COURSE OVERVIEW

This course is intended to familiarize students with the academic writing process and expectations. Topics include qualitative writing, quantitative writing, and program evaluation report writing. Other specific writing topics may also be explored.

TEXTS

Publication Manual for the American Psychological Association (6th edition)

It is assumed that you will complete course readings and assignments, ask for help if you have questions, and stay on task.

COURSE OBJECTIVES

1. Develop writing skills appropriate for graduate-level work in education.
2. Gain an understanding of the expectations for graduate-level writing in education.
3. Become familiar with the writing process in the field of graduate education.

STUDENT LEARNING OUTCOMES

By the end of this course, you should be able to:

- Identify the hallmarks of high-quality educational manuscripts.
- Interpret the quality of educational manuscripts.
- Begin developing an educational manuscript.
- Revise manuscripts for grammatical and organizational issues.
- Explain how to construct educational manuscripts for varying audiences and purposes.
- Develop tables, graphs, and figures for educational manuscripts.
- Use appropriate style guidelines for the development of educational manuscripts.

COURSEWORK

Weekly Assignments

Each week students will receive an assignment to complete based on the materials they have been assigned to review for the week. Assignments may include participating in discussions, answering questions, developing a table/graph/chart, among many other possibilities.

Article Reviews

Students will be assigned four articles to review and respond to questions. Students will be expected to read the article and to review the article given the principles of manuscript writing that have been covered in the course. Students may be asked several types of questions (e.g. open-response, multiple choice), as well as create tables, graphs, or figures. Articles will increase in complexity and may range in topic. Students will be expected to read the presentations, readings, and articles each week before completing the article reviews.

Exams

Three exams will be given throughout the term. If a student misses an exam without an excused absence, no make-up will be given. Make-up exams will only be given in situations that are institutionally excused or approved by the instructor. The instructor must be notified as soon as possible if a circumstance arises that may constitute a makeup exam. Exams will be worth 100 points each. The second exam serves as the course mid-term.

Manuscript

Students will create a manuscript corresponding to a specific type of educational writing. Students throughout the semester will be given presentations and readings that will provide a foundation to understand the expectations for their manuscript. These materials will be given throughout the semester and provide students with the opportunity to continuously work on their manuscript. A rubric will be provided, identifying the expectations for the corresponding manuscript. Students will approve their manuscript topic with the instructor and be expected to turn-in a completed manuscript for this assignment.

Final Exam

There will be a final exam at the end of the semester. The exam will consist of two parts. The first part will include a series of questions covering the comprehensive topics of the

course. The second part of the exam will focus on answering questions about revising a given educational manuscript. The final exam will be worth 150 points.

REQUIRED TECHNOLOGY

This course requires use of information technology. Students are expected to have regular access to a personal computer with audio capabilities, the internet to complete their learning activities, Microsoft Word, PowerPoint and, Excel, Adobe Reader, and as necessary a high quality webcam with sound. All web-based activities are to be completed within designated sections of the course site (e.g., CANVAS, Google document). As such, students will need an active email account and a UK student log-in id and password to enhance communication with the instructor as well as other students in the class.

CANVAS. Course materials (Notes, Videos, Assignments, Exercises, Discussion Board, Quizzes, Exams, etc.) for this course will be posted on Canvas at <https://uk.instructure.com>. Additional course readings, materials, and/or handouts will be provided electronically by the Instructor as needed. It is the student's responsibility to self-regulate completion of course activities following the timeline on CANVAS.

- Additional support is available by phone at 859-257-1300, or via e-mail at helpdesk@uky.edu.

Distance Learning Library Services. Contact Carla Cantagallo, Distance Learning Librarian Web: <http://www.uky.edu/Libraries/DLLS>; Email: dllservice@email.uky.edu; Local phone: 859-257-0500, ext. 2171; Long-distance phone: 800- 828-0439, option #6. DL Interlibrary Loan Service: http://www.uky.edu/Libraries/libpage.php?lweb_id=253&llib_id=16

Other Technical Assistance. Contact the College of Education Instructional Technology Center at 859-257-7967. UK Information Technology Customer Service Center is available at <http://www.uky.edu/UKIT/Help/> or 859-218-HELP (4357). You can also contact the Distance Learning programs for assistance at <http://www.uky.edu/DistanceLearning/>

Contact information for TASC <http://www.ukyl.edu/TASC> or 859-257-8272

Procedures to Resolve Technical Problems: Contact the UK Information Technology Customer Service Center at <http://www.uky.edu/UKIT/> or 859-218-4357

GRADING

Grade Break Down

Weekly Assignments	50 points (points value varies)
Article Reviews	200 points (50 points each)
Exams	300 points (100 points each)
Manuscript	100 points
Final Exam	150 points
Total	800 points

Graduate Grade Scale

A	721 – 800 points
B	641 – 720 points
C	561 – 640 points
E	0 – 560 points

Undergraduate Grade Scale

A	721 – 800 points
B	641 – 720 points
C	561 – 640 points
D	481 – 560 points
E	0 – 480 points

An “T” grade will be given only when a student is unable to complete the course for some reason that is outlined by university regulations.

Audit Credit

Students who enlisted for “audit” must complete courses readings, review presentations, and actively participate in class discussions. Failure to do so will result in a denial of audit credit and a grade of W.

Graduate students

Graduate students will be expected to complete all course assignments, along with undergrad students. Graduate students will also be expected to participate in discussion groups. Graduate students will receive additional questions on their article reviews and may receive different articles, as well as receive a rubric with additional expectations for their manuscript. Activities may have different requirements for graduate students as well as use different datasets. Finally, graduate students will receive additional exam questions or may receive different exams than undergraduate students. **Note:** Undergraduate and graduate students will be provided with a Midterm Evaluation of course performance.

COURSE POLICIES AND PROCEDURES

Learning/Classroom Accommodations. If you have a documented disability that requires academic accommodations, please see me as soon as possible during scheduled office hours. In order to receive accommodations in this course, you must provide me with a Letter of Accommodation from the Disability Resource Center (DRC). The DRC coordinates campus disability services available to students with disabilities. It is located on the corner of Rose Street and Huguelet Drive in the Multidisciplinary Science Building, Suite 407. You can reach them via phone at (859) 257-2754 and via email at drc@uky.edu. Their web address is <http://www.uky.edu/StudentAffairs/DisabilityResourceCenter/>.

Statement of Diversity. The course will be conducted with openness and respect to all individuals' points of view and experience. The activities and discussions will not tolerate discrimination or prejudice toward any person or group's religion, ethnicity, disability, gender, or sexual orientation.

Ethics. Students are allowed and strongly encouraged to discuss in pairs or groups the homework, but they are expected to turn in their own independent work which should be phrased in their own words and to complete exams independently.

Per university policy, students shall not plagiarize, cheat, or falsify or misuse academic records. Students are expected to adhere to University policy on cheating and plagiarism in all courses. The minimum penalty for a first offense is a zero on the assessment (e.g., quiz, homework, exam, project) on which the offense occurred. If the offense is considered severe or the student has other academic offenses on their record, more serious penalties, up to suspension from the university may be imposed.

Plagiarism and cheating are serious breaches of academic conduct. Each student is advised to become familiar with the various forms of academic dishonesty as explained in the Code of Student Rights and Responsibilities. Complete information can be found at the following website: <http://www.uky.edu/Ombud>. A plea of ignorance is not acceptable as a defense against the charge of academic dishonesty. It is important that you review this information as all ideas borrowed from others need to be properly credited.

Part II of *Student Rights and Responsibilities* (available online <http://www.uky.edu/StudentAffairs/Code/part2.html>) states that all academic work, written or otherwise, submitted by students to their instructors or other academic supervisors, is expected to be the result of their own thought, research, or self-expression. In cases where students feel unsure about the question of plagiarism involving their own work, they are obliged to consult their instructors on the matter before submission.

When students submit work purporting to be their own, but which in any way borrows ideas, organizations, wording or anything else from another source without appropriate acknowledgement of the fact, the students are guilty of plagiarism. Plagiarism includes reproducing someone else's work, whether it be a published article, chapter of a book, a paper from a friend or some file, or something similar to this. Plagiarism also includes the practice of employing or allowing another person to alter or revise the work which a student submits as his/her own, whoever that other person may be.

Students may discuss assignments among themselves or with an instructor or tutor, but when the actual work is done, it must be done by the student, and the student alone. When a student's assignment involves research in outside sources or information, the

student must carefully acknowledge exactly what, where and how he/she employed them.

If the words of someone else are used, the student must put quotation marks around the passage in question and add an appropriate indication of its origin. Making simple changes while leaving the organization, content and phraseology intact is plagiarism. However, nothing in these Rules shall apply to those ideas which are so generally and freely circulated as to be a part of the public domain (Section 6.3.1).

Note: Any assignment you turn in may be submitted to an electronic database to check for plagiarism.

Submission of Work. All course work is due on the dates specified in the course schedule listed on CANVAS. Late work is not accepted unless there is an excused absence.

Excused Absences. Students need to notify the professor of absences prior to class when possible. *Senate Rules 5.2.4.2* defines the following as acceptable reasons for excused absences: (a) serious illness, (b) illness or death of family member, (c) University-related trips, (d) major religious holidays, and (e) other circumstances found to fit "reasonable cause for nonattendance" by the professor.

Students anticipating an absence for a major religious holiday are responsible for notifying the instructor in writing of anticipated absences due to their observance of such holidays no later than the last day in the semester to add a class. Two weeks prior to the absence is reasonable, but should not be given any later. Information regarding major religious holidays may be obtained through the Ombud (859-257-3737, http://www.uky.edu/Ombud/ForStudents_ExcusedAbsences.php).

Students are expected to withdraw from the class if more than 20% of the classes scheduled for the semester are missed (excused) per University policy.

Per *Senate Rule 5.2.4.2*, students missing any graded work due to an excused absence are responsible: for informing the Instructor of Record about their excused absence within one week following the period of the excused absence (except where prior notification is required); and for making up the missed work. The professor must give the student an opportunity to make up the work and/or the exams missed due to an excused absence, and shall do so, if feasible, during the semester in which the absence occurred.

Verification of Absences. Students may be asked to verify their absences in order for them to be considered excused. *Senate Rule 5.2.4.2* states that faculty have the right to request "appropriate verification" when students claim an excused absence because of illness, or death in the family. Appropriate notification of absences due to University-related trips is required prior to the absence when feasible and in no case more than one week after the absence.

Academic Integrity. Per University policy, students shall not plagiarize, cheat, or falsify or misuse academic records. Students are expected to adhere to University policy on cheating and plagiarism in all courses. The minimum penalty for a first offense is a zero on the assignment on which the offense occurred. If the offense is considered

severe or the student has other academic offenses on their record, more serious penalties, up to suspension from the University may be imposed.

Incomplete Grade. Incomplete grades for this course are issued reluctantly and sparingly. The university permits students one calendar year—unless a shorter time frame is determined mutually by the student and instructor—to remove an “I” grade. If the contracted work is not completed satisfactorily, the “I” grade converts automatically to an “E” (a failing mark). UK rules require students requesting an “I” grade to complete a contract specifying how and when the “I” will be removed within the calendar year. The contract must be submitted to the course instructor before an “I” grade can be issued. Incomplete work and missing assessments will be assigned “E” grades if the student does not submit a completed Incomplete Grade Contract by the time the course ends.

Posting of Grades. All assessments will be graded and returned to students via Canvas. All assessment scores will be posted on Canvas in a timely manner so that students are aware of their progress in the course.

Group Work and Student Collaborative Policy. I encourage you to ask questions of one another and try to learn from one another when possible. Some activities in the course may include group work; in which case, turning in assignments in which you collaborated with student peers is acceptable, as long as the peer is credited on the assignment. However, turning in an assignment in which you collaborated with others, but were not specifically given the instruction to collaborate with others, will result in a “0” for the assignment. You are not permitted to collaborate with students on exams.

Behavior, Decorum and Civility. Please be respectful to others in the class and engage in civil discourse when we discuss topics that have a diversity of perspectives. Please minimize distractions by closing out other windows on your computer and not using other devices while you are engaged in the course.

Communication. The instructor will communicate on a regular basis via e-mail. You will be expected to check your e-mail (and Canvas) regularly for course related updates and information. If you need to communicate with the instructor, please use the title **571** in the subject line of your e-mail.

Class Participation via Discussion Board Threads/Forums. Due to the course format, schedule and content, participating in online discussion board threads is essential to your learning. Graduate students are required to participate, and everyone is encouraged to do so. Ultimately, it is up to you to decide how you respond to the online discussions, but the more you participate the more you can learn from the course, the online community, and the instructor. Discussion Board threads/forums are available within the Canvas course by clicking on the link labeled Discussions. The aim of the Discussion Board is foster an online learning community for members of this class; students can email, text, or make phone calls to one another (when appropriate), and have face-to-face as well as online interactions with the instructor and teaching/lab assistant to keep the discussion going throughout the semester.

Maximum Timeframe for Responding to Student Communication: Students may expect the instructor, or the teaching/lab assistant to have responses to email, phone, and Canvas inquiries within 48 hours excluding weekends.

IMPORTANT DATES

See <http://www.uky.edu/Registrar/AcademicCalendar.htm> for summer session calendar, with key dates.

- See instructor website, www.uky.edu/~kdbrad2 for additional information, including useful links.

COURSE OUTLINE

- I. Introduction**
 - a. Manuscript Types
 - b. Manuscript Expectations

- II. Style**
 - a. Purpose
 - b. Audience
 - c. Format
 - d. APA citations and references
 - e. Mechanics and grammar

- III. Development**
 - a. Research questions/Objectives/Purposes
 - b. Drafting
 - c. Manuscript components
 - d. Incorporating data
 - e. Tables/Charts/Figures
 - f. Revision process

- IV. Completion**
 - a. Finalization
 - b. Journal/Conference submission process

TENTATIVE COURSE SCHEDULE

The course schedule is presented on the next page. Students will be alerted to any adjustments to the schedule.

WEEK	TOPIC	ASSIGNMENT*
1	I.a. – Manuscript Types	
2	I.b. – Manuscript Expectations	
3	II.a. – Purpose	Article Review #1
4	II.b. – Audience	
5	II.c. – Format	Exam #1
6	II.d. – APA citations and references	Article Review #2
7	II.e. – Mechanics and grammar	
8	III.a. – Research questions/objectives/purposes	Article Review #3
9	III.b. – Drafting	Exam #2
10	III.c. – Manuscript components	
11	III.d. – Incorporating data	Article Review #4
12	III.e. – Tables/Charts/Figures	
13	III.f. – Revision process	Exam #3
14	Thanksgiving	
15	IV.a. – Finalization	Manuscript
16	IV.b. – Journal/Conference submission process	
17	Finals	Final Exam

*Weekly assignments are completed each week, excluding finals week.