

**1. General Information**

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

Date Submitted: 11/10/2015

1b. Department/Division: Forestry

1c. Contact Person

Name: Laura R. Lhotka

Email: laura.lhotka@uky.edu

Phone: 859-257-8718

Responsible Faculty ID (if different from Contact)

Name:

Email:

Phone:

1d. Requested Effective Date: Semester following approval

1e. Should this course be a UK Core Course? No

**2. Designation and Description of Proposed Course**

2a. Will this course also be offered through Distance Learning?: No

2b. Prefix and Number: FOR 285

2c. Full Title: Communication and Professional Development in Forestry and Natural Resources I

2d. Transcript Title: Comm. & Prof. Dev. For. & Nat. Res I

2e. Cross-listing:

2f. Meeting Patterns

LECTURE: 1

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

2h. Number of credit hours: 1

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: Course provides students with the knowledge and skills to communicate effectively in a variety of professional situations. Leaders from the forestry sector will meet with students in open seminar settings to discuss various internship and career opportunities, job requirements, and career paths. A key component of these presentations will emphasize the ideas, concepts, and skill sets students need to succeed in various forestry careers.

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OFFICE OF THE  
SENATE COUNCIL

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: Fall,

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?: No

If Yes, explain:

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?: No

If YES, name the proposed new program:

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

If YES, list affected programs: Bachelor of Science in Forestry

10. Information to be Placed on Syllabus.

a. Is the course 400G or 500?: No

b. The syllabus, including course description, student learning outcomes, and grading policies (and 400G-/500-level grading differentiation if applicable, from 10.a above) are attached: Yes

## Distance Learning Form

Instructor Name:

Instructor Email:

Internet/Web-based: No

Interactive Video: No

Hybrid: No

1. How does this course provide for timely and appropriate interaction between students and faculty and among students? Does the course syllabus conform to University Senate Syllabus Guidelines, specifically the Distance Learning Considerations?
2. How do you ensure that the experience for a DL student is comparable to that of a classroom-based student's experience? Aspects to explore: textbooks, course goals, assessment of student learning outcomes, etc.
3. How is the integrity of student work ensured? Please speak to aspects such as password-protected course portals, proctors for exams at interactive video sites; academic offense policy; etc.
4. Will offering this course via DL result in at least 25% or at least 50% (based on total credit hours required for completion) of a degree program being offered via any form of DL, as defined above?  
If yes, which percentage, and which program(s)?
5. How are students taking the course via DL assured of equivalent access to student services, similar to that of a student taking the class in a traditional classroom setting?
6. How do course requirements ensure that students make appropriate use of learning resources?
7. Please explain specifically how access is provided to laboratories, facilities, and equipment appropriate to the course or program.
8. How are students informed of procedures for resolving technical complaints? Does the syllabus list the entities available to offer technical help with the delivery and/or receipt of the course, such as the Information Technology Customer Service Center (<http://www.uky.edu/UKIT/>)?
9. Will the course be delivered via services available through the Distance Learning Program (DLP) and the Academic Technology Group (ATL)? NO  
If no, explain how student enrolled in DL courses are able to use the technology employed, as well as how students will be provided with assistance in using said technology.
10. Does the syllabus contain all the required components? NO
11. I, the instructor of record, have read and understood all of the university-level statements regarding DL.

Instructor Name:

SIGNATURE|TTBA225|Terrell T Baker|FOR 285 NEW Dept Review|20150302

SIGNATURE|LGRABAU|Larry J Grabau|FOR 285 NEW College Review|20150716

SIGNATURE|JMETT2|Joanie Ett-Mims|FOR 285 NEW Undergrad Council Review|20160408

## New Course Form

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

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

Generate R

## Attachments:

[Browse...](#) Upload File

	ID	Attachment
Delete	5240	FOR 285 UGC Review Checklist.docx
Delete	5731	FOR285Syllabus111015_revised.pdf

[First](#) [1](#) [Last](#)

(\*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
- 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 <sup>1</sup>  No
- b. \* Prefix and Number:
- c. \* Full Title:
- d. Transcript Title (if full title is more than 40 characters):
- e. To be Cross-Listed <sup>2</sup> with (Prefix and Number):
- f. \* Courses must be described by at least one of the meeting patterns below. Include number of actual contact hours<sup>3</sup> for each meeting pattern type.
- |   |  |                                     |                                     |
|---|--|-------------------------------------|-------------------------------------|
| <input checked="" type="checkbox"/> 1 Lecture | <input type="checkbox"/> Laboratory <sup>1</sup> | <input type="checkbox"/> Recitation | <input type="checkbox"/> Discussion |
| <input type="checkbox"/> Indep. Study         | <input type="checkbox"/> Clinical                | <input type="checkbox"/> Colloquium | <input type="checkbox"/> Practicum  |
| <input type="checkbox"/> Research             | <input type="checkbox"/> Residency               | <input type="checkbox"/> Seminar    | <input type="checkbox"/> Studio     |
| <input type="checkbox"/> 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:

Course provides students with the knowledge and skills to communicate effectively in a variety of professional situations. Leaders from the forestry sector will meet with students in open seminar settings to discuss various internship and career opportunities, job requirements, and career paths. A key component of these presentations will emphasize the ideas, concepts, and skill sets students need to succeed in various forestry careers.

## 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:

## 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:

b. \* Will this course be a new requirement <sup>2</sup>for ANY program?  Yes  No

If YES <sup>2</sup>, list affected programs:

Bachelor of Science in Forestry.

## 10. Information to be Placed on Syllabus.

a. \* Is the course 400G or 500?  Yes  No

If YES, the *differentiation for undergraduate and graduate students must be included* in the information required in 10.b. You must include: (i) identify additional assignments by the graduate students; and/or (ii) establishment of different grading criteria in the course for graduate students. (See SR

b.  \* The syllabus, including course description, student learning outcomes, and grading policies (and 400G-/500-level grading differentiation if applicable 10.a above) are attached.

<sup>1</sup> Courses are typically made effective for the semester following approval. No course will be made effective until all approvals are received.  
<sup>2</sup> The chair of the cross-listing department must sign off on the Signature Routing Log.

⚠ 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, is two hours per week for a semester for one credit hour. (from SR 5.2.1)

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

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

Rev 8/09

**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 (course description should match on syllabus and eCATS form)
- Prerequisites, if any (should match on syllabus and eCATS form)
- Student learning outcomes
- Course goals/objectives
- Required materials (textbook, lab materials, etc.)
- Outline of the content, which must conform to the Bulletin description
- Summary description of the components that contribute to the determination of course grade
- Tentative course schedule that clarifies topics, specifies assignment due dates, examination date(s)
- Final examination information: date, time, duration and location
- For 100-, 200-, 300-, 400-, 400G- and 500-level courses, numerical grading scale and relationship to letter grades for undergraduate students
- For 400G-, 500-, 600- and 700-level courses, numerical grading scale and relationship to letter grades for graduate students. (Graduate students cannot receive a "D" grade.)
- Relative value given to each activity in the calculation of course grades (Midterm=30%; Term Project=20%, etc.)
- Note that undergraduate students will be provided with a Midterm Evaluation (by the midterm date) of course performance based on criteria in syllabus
- Policy on academic accommodations due to disability. Standard language is below:  
 If you have a documented disability that requires academic accommodations, please see me as soon as possible during scheduled office hours. In order to receive accommodations in this course, you must provide me with a Letter of Accommodation from the Disability Resource Center (Room 2, Alumni Gym, 257-2754, email address jkarnes@email.uky.edu) for coordination of campus disability services available to students with disabilities.

**Course Policies**

- Attendance
- Excused absences
- Make-up opportunities
- Verification of absences
- Submission of assignments
- Academic integrity, cheating & plagiarism
- Classroom behavior, decorum and civility
- Professional preparations
- Group work & student collaboration

<p><b>UGE Review</b> (      )</p> <p><input checked="" type="checkbox"/> Expand on participation grade and attendance- how are points earned, when/why will students be penalized, etc.</p> <p><input checked="" type="checkbox"/> Add make-up policy for students with excused absences</p>
<p><b>Committee Review</b> (      )</p> <p>Comments</p>

# Communication and Professional Development in Forestry and Natural Resources I

**FOR 285 (1 credit hour)**

**Course Syllabus – Fall 2015**

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## **Class Period**

Lecture: 1 hour per week  
Fridays from 9:00-9:50 a.m.  
T.P. Cooper Building Room 212

## **Instructor**

Dr. Laura R. Lhotka  
104 T.P. Cooper Building  
859-257-8718  
[laura.lhotka@uky.edu](mailto:laura.lhotka@uky.edu)

Office hours: Fridays 10:30 am – noon,  
or by appointment

Dr. Terrell T. “Red” Baker  
105 T.P. Cooper Building  
859-257-7596

[terrellbaker@uky.edu](mailto:terrellbaker@uky.edu)

Office hours: By appointment

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## **COURSE OVERVIEW**

### **Course Description from Course Bulletin**

Course provides students with the knowledge and skills to communicate effectively in a variety of professional situations. Leaders from the forestry sector will meet with students in open seminar settings to discuss various internship and career opportunities, job requirements, and career paths. A key component of these presentations will emphasize the ideas, concepts, and skill sets students need to succeed in various forestry careers.

### **Course Overview**

The purpose of this course is to provide students with the knowledge and skills to communicate effectively in a variety of professional situations. Leaders from the forestry sector will meet with students in open seminar settings to discuss various internship and career opportunities, job requirements, and career paths. A key component of these presentations will emphasize the ideas, concepts, and skill sets students need to succeed in various forestry careers.

### **Student Learning Outcomes**

After completing this course, the student will be able to:

- Compare different forestry internship and career opportunities
- Develop effective cover letters and resumes
- Demonstrate professional skills in a variety of settings
- Apply leadership and networking skills to various forestry events



## Required Materials

There is no required text or other material for this course.

## Grading Procedures

Your grade in this course is based on participation and your graded assignments.

<u>Activity</u>	<u>Percent of Final Grade</u>
Participation	20%
Student Presentations	20%
Cover Letter	20%
Resume	20%
Networking and Personal Communication	20%
	<hr/>
	100%

## Undergraduate Grading Scale

A:  $\geq 89.46\%$

B:  $\geq 79.46\%$  and  $< 89.45\%$

C:  $\geq 69.46\%$  and  $< 79.45\%$

D:  $\geq 59.46\%$  and  $< 69.45\%$

E:  $< 59.45\%$

There is no final exam for this course.

Participation – This is a course on professional development. You are expected to attend class, show up on time, and participate. Ask questions. Be engaged.

## Mid-term Grade

Mid-term grades will be posted in myUK by the deadline established in the Academic Calendar (<http://www.uky.edu/Registrar/AcademicCalendar.htm>)

## Submission of Assignments

A hard copy of the written assignments must be turned in at the beginning of the class day on which it is due. In cases of unexcused absences, ten percent will be taken off the grade for every day late.

## Participation

Participation is 20% of your grade. You will be assessed based on active participation, relevance of your contributions, how prepared you are for each class, how well you listen, and how you respect others while they are speaking.

## Assignments

### 1. Student Presentations – Due Sept. 11

- a. Prepare a 3-4 minute 'elevator speech' that answers the following questions in a thoughtful, interesting, story-telling manner. (No PowerPoint presentation.)
  - i. Who are you?
  - ii. Where are you from?
  - iii. Why did you choose forestry as a major and what do you want to do when you graduate?
  - iv. What is forestry?
  - v. Why is forestry important?
  - vi. What is the biggest challenge foresters face and why?(If forestry is not your major, then you can discuss what your major is and why your major is important and the biggest challenges your professionals face.)

#### *Things to remember:*

*Body language is important. Have a strong stance, good posture, open body language and make eye contact.*

*Have a confident voice and minimize the use of 'umms'.*

*Practice, practice, practice.*

*Clearly convey your expertise, experience, and enthusiasm for the topic – your audience will respond to this.*

#### *Additional resources:*

<http://www.toastmasters.org/Resources/Public-Speaking-Tips>

<http://www.toastmasters.org/Resources/Video-Library>

### 2. Cover Letter and Resume – Due Oct. 2

- a. **Job Announcement** – Each student will need to identify a job announcement that they would be interested in applying for. You will need to print the job announcement and submit it with your cover letter and resume so we know what type of job you are applying.
- b. **Cover Letter** – Write a 1-page cover letter addressed to the job announcement you have selected. We will discuss the content and format of cover letters during class on September 25<sup>th</sup>.
- c. **Resume** – Prepare a 1-page resume. We will discuss the content and format of resumes during class on September 25<sup>th</sup>.  
*If you need help with your cover letter and resume, please meet with Laura Lhotka or Red Baker prior to the assignment due date (October 2).*

### 3. Networking and Personal Communication – Due on date of assigned guest speaker

- a. **Researching and Introducing Guest Speaker** – Each student will be assigned a guest speaker to introduce. You will need to contact the guest speaker the week or

two prior to when they are scheduled to present to the class. You can email or call the guest speaker. You will need to gather enough information about them to introduce them to the class. For example, the introduction might include their name, where they went to school, and an interesting fact about them. The guest speaker introductions should only take a minute or two.

(<http://www.toastmasters.org/Resources/Public-Speaking-Tips/Introducing-Speakers>)

- b. **Follow up and Thank You to Guest Speaker** – After the guest speaker has presented to class, you will need to write a thank you note to the speaker thanking them for presenting to our class. The thank you note needs to be turned in within one week of the speaker’s presentation.

## Course Outline

Aug. 28	<b>Course Overview and Introductions</b> <i>Lhotka and Baker</i>
Sept. 4	<b>Networking and Professional Communication</b> <i>Lhotka and Baker</i>
Sept. 11	<b>Student Presentations – Part I</b> <i>Lhotka and Baker</i> * Assignment Due - Student Presentations
Sept. 18	<b>Student Presentations – Part II</b> <i>Lhotka and Baker</i>
Sept. 25	<b>Cover Letter and Resume</b> <i>Lhotka and Baker</i>
Oct. 2	<b>Continual Improvement and Tips for Success</b> <i>Lhotka and Baker</i> * Assignment Due - Cover Letter and Resume
Oct. 9	<b>UK Cooperative Extension Service</b> <i>Billy Thomas, Extension Forester</i>
Oct. 16	<b>Arboriculture</b> <i>Dave Leonard, Dave Leonard Tree Specialists</i>
Oct. 23	<b>Kentucky Department of Fish and Wildlife Resources</b> <i>Dr. Danna Baxley, State Wildlife Grant Research Coordinator</i>
Oct. 30	<b>Forestry Consulting and NGOs</b> <i>Chris Will, Central Kentucky Forest Management and Scott Shouse, MACED</i>
Nov. 6	<b>Overview of TIMOs, Ethics and Professionalism</b> <i>Kate Robie, UK Forestry Alumni, retired from a career advising institutional investors and managing their timber portfolios</i>

Nov. 13	<b>Kentucky Division of Forestry</b> <i>Kevin Galloway, Service Forester</i>
Nov. 20	<b>U.S. Forest Service</b> <i>Dr. Claudia Cotton, Forest Soil Scientist</i>
Nov. 27	NO CLASS – Thanksgiving Break
Dec. 4	<b>Forest Industry</b> <i>Doug Schwemlein, Procurement Forester, Glatfelter</i>
Dec. 11	<b>Professional Communication: Perfecting Your Elevator Pitch</b> <i>Lhotka and Baker</i>

## COURSE POLICIES

### Attendance and Excused Absences

This is a course on professional development. You are expected to attend class, show up on time, and participate.

In cases of unexcused absences, ten percent will be taken off the grade for every day late.

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](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. For excused absences, students will be able to make up the missed work. Students must inform the instructor of the advance, if possible, but not later than one week after the missed class.

### **Academic Integrity, Cheating and Plagiarism**

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.

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, organization, 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 of 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 plagiaristic. 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).

## **Professional Preparation**

This course helps prepare you for your professional career. You are expected to attend class, be on time, participate in class discussions, and be respectful of your instructor and fellow classmates.

## **Accommodations Due to Disability**

If you have a documented disability that requires academic accommodations, please see me as soon as possible during scheduled office hours. In order to receive accommodations in this course, you must provide me with a Letter of Accommodation from the Disability Resource Center (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](mailto:drc@uky.edu). Their web address is <http://www.uky.edu/StudentAffairs/DisabilityResourceCenter/>.

## **Emergency Situations**

If an emergency arises in this classroom, building or vicinity, your instructor will advise you of actions to follow to enhance your safety. If a situation requires emergency shelter (i.e., during a severe weather event), the nearest shelter location is the basement. If building evacuation occurs (i.e., fire alarm), follow posted evacuation routes and assemble on the sidewalk outside the front of the building so the instructor can help ensure their students have evacuated the building safely and they are not hindering emergency personnel access to the building. If you may require assistance during an emergency, notify the instructor at the beginning of the semester. In order to prepare for emergencies while on campus please continue to the below links for detailed emergency response guidelines: the UK Division of Crisis Management & Preparedness website (<http://www.uky.edu/EM/emergency-response-guide.html>) and the College of Agriculture, Food and Environment (<http://www.ca.uky.edu/>). To receive emergency messages, sign up for UK Alert (<http://www.uky.edu/EM/UKAlert>). Always turn cellular phones to silent mode when entering the classroom. If you observe or receive an emergency alert, immediately and calmly inform your instructor.