

RECEIVED

APR 15 2015

OFFICE OF THE  
SENATE COUNCIL**1. General Information**

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

Date Submitted: 3/24/2015

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: James M. Ringe

Email: jringe@uky.edu

Phone: 859-257-7594

1d. Requested Effective Date: Specific Term/Year<sup>1</sup> Fall 2014

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<sup>4</sup>

2b. Prefix and Number: FOR 262

2c. Full Title: Wood Identification

2d. Transcript Title:

2e. Cross-listing:

2f. Meeting Patterns

LECTURE: 2

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

2h. Number of credit hours: 2

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: A 2 credit hour course covering the methods and techniques necessary for identifying common wood species. Topics include macroscopic wood properties, hardwood and softwood structure, and the systematic thought processes for successful identification of 27 wood species.

2k. Prerequisites, if any:

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?: No

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

If Yes, explain: This course would be of use to forestry programs in the U.S. that do not have wood products expertise. The course may also be of interest to students in engineering, design, or architecture.

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?: No

If YES, list affected programs:

10. Information to be Placed on Syllabus.

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

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

## Distance Learning Form

Instructor Name: James M. Ringe

Instructor Email: jringe@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? Phone, email, and Adobe Connect will be used as a way for students to contact the instructor during office hours. Blackboard will be used for a discussion forum between the instructor and students as well as among the students. The syllabus conforms to University Senate Syllabus guidelines and 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. Methods for engaging the online course students will be similar to that of a classroom-based student's experience. The course goals and learning outcomes are outlined in the course syllabus.

3. How is the integrity of student work ensured? Please speak to aspects such as password-protected course portals, proctors for exams at interactive video sites; academic offense policy; etc. To ensure the integrity of student work, Blackboard's password encrypted portal will be used. A pool of randomized test questions will be used during test time.

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

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? The syllabus provides information and a link to the Distance Learning Program's web site for student services and other resources.

6. How do course requirements ensure that students make appropriate use of learning resources? The syllabus provides the breakdown of topics that are covered. Discussion forums will be used to ensure students understand the course material.

7. Please explain specifically how access is provided to laboratories, facilities, and equipment appropriate to the course or program. This course involves a wood identification component. A course fee will be charged to cover the cost of a kit of wood block samples.

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/>)? The syllabus provides information to the students on procedures for resolving technical complaints.

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. n/a

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: James M. Ringe

SIGNATURE|TTBA225|Terrell T Baker|FOR 262 NEW Dept Review|20131017

SIGNATURE|LGRABAU|Larry J Grabau|FOR 262 NEW College Review|20140529

SIGNATURE|TTBA225|Terrell T Baker|FOR 262 NEW Dept Review|20140210

SIGNATURE|LGRABAU|Larry J Grabau|FOR 262 NEW College Review|20140529

SIGNATURE|TTBA225|Terrell T Baker|FOR 262 NEW Dept Review|20140224

SIGNATURE|LGRABAU|Larry J Grabau|FOR 262 NEW College Review|20140407

SIGNATURE|JMETT2|Joanie Ett-Mims|FOR 262 NEW Undergrad Council Review|20150415

SIGNATURE|TTBA225|Terrell T Baker|FOR 262 NEW Dept Review|20150325

New Course Form

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

Generate R

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

Attachments:

[Browse...](#)

Upload File

ID	Attachment
Delete 3018	FOR262Syllabus021014.docx

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  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 type="text" value="2"/> Lecture	<input type="text"/> Laboratory <sup>4</sup>	<input type="text"/> Recitation	<input type="text"/> Discussion
<input type="text"/> Indep. Study	<input type="text"/> Clinical	<input type="text"/> Colloquium	<input type="text"/> Practicum
<input type="text"/> Research	<input type="text"/> Residency	<input type="text"/> Seminar	<input type="text"/> Studio
<input type="text"/> Other			

If Other, Please explain:
- 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:

A 2 credit hour course covering the methods and techniques necessary for identifying common wood species. Topics include macroscopic wood properties, hardwood and softwood structure, and the systematic thought processes for successful identification of 27 wood species.

## k. Prerequisites, if any:

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

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

If YES, enter the off campus address:

## 4. Frequency of Course Offering.

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

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

If No, explain:

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

If No, explain:

## 6. \* What enrollment (per section per semester) may reasonably be expected? :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:

This course would be of use to forestry programs in the U.S. that do not have wood products expertise. The course may also be of interest to students in engineering, design, or architecture.

## 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>s</sup>for ANY program?  Yes  No

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

## 10. Information to be Placed on Syllabus.

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

If YES, the *differentiation for undergraduate and graduate students must be included* in the information required in 10.b. You must include: (i) identification of add assignments by the graduate students; and/or (ii) establishment of different grading criteria in the course for graduate students. (See SR 3.1.4.)

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

## Distance Learning Form

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

**Introduction/Definition:** For the purposes of the Commission on Colleges Southern Association of Colleges and Schools accreditation review, *distance learning* is defined as a educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors the same place. Instruction may be synchronous or asynchronous. A distance learning (DL) course may employ correspondence study, or audio, video, or computer technologies

A number of specific requirements are listed for DL courses. The **department proposing the change in delivery method is responsible for ensuring that the 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:	FOR 262	Date:	7/10/2013
Instructor Name:	James M. Ringe	Instructor Email:	jringe@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

- 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?  
Phone, email, and Adobe Connect will be used as a way for students to contact the instructor during office hours. Blackboard will be used for a discussion forum between the instructor and students as well as among the students.
- 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.  
Methods for engaging the online course students will be similar to that of a classroom-based student's experience. The course goals and learning outcomes are outlined in the course syllabus.
- 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.  
To ensure the integrity of student work, Blackboard's password encrypted portal will be used. A pool of randomized test questions will be used during test time.
- 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 as defined above?  
No  
  
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 is 12 months from the date of approval.
- 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?  
The syllabus provides information and a link to the Distance Learning Program's web site for student services and other resources.

#### Library and Learning Resources

- How do course requirements ensure that students make appropriate use of learning resources?  
The syllabus provides the breakdown of topics that are covered. Discussion forums will be used to ensure students understand the course material.
- Please explain specifically how access is provided to laboratories, facilities, and equipment appropriate to the course or program.  
This course involves a wood identification component. A course fee will be charged to cover the cost of a kit of wood block samples.

#### Student Services

- 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/>)?  
The syllabus provides information to the students on procedures for resolving technical complaints.
- 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.  
n/a
- 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 you with a Letter of Accommodation detailing the recommended accommodations. Contact the Disability Resource Center, Jake Karnes, Director at 859-257-2754 or [jkarnes@email.uky.edu](mailto: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](mailto:dllservice@email.uky.edu)
  - DL Interlibrary Loan Service: [http://www.uky.edu/Libraries/libpage.php?lweb\\_id=253&lib\\_id=16](http://www.uky.edu/Libraries/libpage.php?lweb_id=253&lib_id=16)

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

Instructor Name:

James M. Ringe

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

Revised 8/09

<sup>11</sup> Courses are typically made effective for the semester following approval. No course will be made effective until all approvals are received.

<sup>12</sup> The chair of the cross-listing department must sign off on the Signature Routing Log.

<sup>13</sup> 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)

<sup>14</sup> You must also submit the Distance Learning Form in order for the proposed course to be considered for DL delivery.

<sup>15</sup> In order to change a program, a program change form must also be submitted.

Rev 8/09



## FOR 262

### Wood Identification (on-line)

**Instructor:** Dr. James M. Ringe  
**Office Address:** 108 T.P. Cooper Building  
**Email:** [jringe@uky.edu](mailto:jringe@uky.edu)  
**Office Phone:** 859-257-7594

#### **Office Hours:**

I will be available for virtual office hours via email on Tuesdays from 1:00 - 3:00 p.m. During this time on Tuesdays, I am available not only for emails but also for phone calls or office visits. If you have questions with regard to the course, please email or call me. I will respond to your email or phone call within 24 hours during the normal business work week. If you need to schedule a different time for discussion, please email me and we can arrange an appointment time.

#### **Course Description:**

A 2 credit hour course covering the methods and techniques necessary for identifying common wood species. Topics include macroscopic wood properties, hardwood and softwood structure, and the systematic thought processes for successful identification of 27 wood species.

#### **Prerequisites:**

None

#### **Course Availability:**

The course is open to any student who is not a University of Kentucky forestry major. UK forestry majors must take FOR 260 on campus.

#### **Student Learning Outcomes:**

Upon completion of this course students will be able to identify and define the component cells that make up various types of wood and will be able to differentiate the cell types and patterns found in various woods. Finally, students completing this course will be able to identify 27 different species of wood in a systematic manner.

#### **Course Goals and Objectives:**

This course is designed to provide students with the necessary practical skills needed for successful wood identification. While it is designed to fit within a traditional forestry curriculum, its utility is not limited to this single application. Students from a wide range of disciplines such as architecture, design, and materials science, as well as students with an interest in woodworking will find this course useful.

**Required Materials:**

No specific text is required (subject to change as the course is designed). Students will need to purchase a kit containing wood specimens, a knife for clean end cuts and a hand lens for studying details.

**Organization of Material:**

The course is divided into three broad lecture topics and five laboratory components as follows:

1. Macroscopic Character of Wood

2. Softwood Structure

3. Hardwood Structure

Lab 1 – red oak, black walnut, eastern white pine, sassafras, yellow-poplar

Lab 2 – black locust, hard (sugar) maple, Douglas-fir, white oak, American elm

Lab 3 – American beech, birch, soft (red) maple, honeylocust, eastern hemlock

Lab 4 – Kentucky coffeetree, hickory, American sycamore, eastern redcedar, sweetgum

Lab 5 – red mulberry, ash, blackgum, Osage-orange, southern yellow pine, black cherry, balsa

**Course Assignments:**

Three graded homeworks (one for each topic area) worth 5% each

Two Exams worth 15% each

Two lab exams worth 15% each

Lab Final worth 25%

**Summary Description of Course Assignments:**

The homeworks will be open book. They are designed to make sure students have a solid understanding of the material in each topic before moving on to the next.

The exams worth 15% will be closed book and one hour in length

The lab exams will involve wood identification. Since sending each student physical test specimens will be logistically impossible, students will receive digital images of wood species. All features necessary for correct identification will be included. Students will be required to not only correctly identify the species, but will have to outline the flow of logic that led them to their species identification.

**Grading Scale:**

90 – 100 % = A                      60 – 69 % = D

80 – 89 % = B                      <60% = E

70 – 79% = C

**Access to Student Services and other Resources**

The Distance Learning Programs has a listing of student services offered by UK <http://www.uky.edu/DistanceLearning/current/resources/studentServices.html> . Their website also lists a series of other useful resources with regard to tuition, fees, payment, financial aid, advising, scheduling, complaints, etc. This information can be located under the Resources section of the Current Students section of the Distance Learning Programs web site. <http://www.uky.edu/DistanceLearning/current/index.html>

**Technological Requirements:**

The technological requirements for this course are a personal computer with a 1 MBPS Broadband Connection. You will need the latest version of Java, Adobe Flash, Adobe Acrobat Reader, and Microsoft Office. To download this software and to find out more information on the technical requirements for a successful distance learning experience, please visit the UK Distance Learning Programs ‘Technical Requirements’ website at <http://www.uky.edu/DistanceLearning/current/technology/techReqs.html>

If you have technical questions, you may contact UK’s Information Technology Customer Service Center at 859-218-HELP or visit their website at <http://www.uky.edu/UKIT>

**Technical Complaints**

If you have any technical questions with regard to this course, please contact t UK’s Information Technology Customer Service Center at 859-218-HELP or visit their website at <http://www.uky.edu/UKIT>

Please let me know if you are having technical problems so we can work together to find a workable solution.

**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 which details the recommended accommodations. Contact the Disability Resource Center, Jake Karnes, Director at 859-257-2754 or [jkarnes@email.uky.edu](mailto:jkarnes@email.uky.edu).

**Distance Learning Library Services**

(<http://libraries.uky.edu/dlls>)  
Carla Cantagallo, DL Librarian  
(859) 257-0500, ext. 2171

Email: [dllservice@email.uky.edu](mailto:dllservice@email.uky.edu)

DL Interlibrary Loan Service: [http://libraries.uky.edu/page.php?lweb\\_id=253](http://libraries.uky.edu/page.php?lweb_id=253)

### **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.

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).

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