

Course Information

Date Submitted: 2/16/2016

Current Prefix and Number: FSC - Food Science ; FSC 399 EXPER LRNING IN FSC

Other Course:

Proposed Prefix and Number: FSC 399

What type of change is being proposed?

Major Change

Should this course be a UK Core Course? No

1. General Information

a. Submitted by the College of: College of Agriculture

b. Department/Division: Animal and Food Sciences

c. Is there a change in 'ownership' of the course? No

If YES, what college/department will offer the course instead: Select...

e. Contact Person

Name: Robert Harmon

Email: rharmon@uky.edu

Phone: 7-2686

Responsible Faculty ID (if different from Contact)

Name:

Email:

Phone:

f. Requested Effective Date

Semester Following Approval: Yes OR Effective Semester:

2. Designation and Description of Proposed Course

a. Current Distance Learning (DL) Status: N/A

b. Full Title: EXPERIENTIAL LEARNING IN ANIMAL SCIENCES/FOOD SCIENCE

Proposed Title: Experiential Learning in Food Science

c. Current Transcript Title: EXPER LRNING IN ASC/FSC

Proposed Transcript Title: Exper Lrning in FSC

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OFFICE OF THE
SENATE COUNCIL

d. Current Cross-listing: none

Proposed – ADD Cross-listing :

Proposed – REMOVE Cross-listing:

e. Current Meeting Patterns

OTHEREXPLAIN: internship

Proposed Meeting Patterns

OTHER: 1 - 3

OTHEREXPLAIN: internship

f. Current Grading System: Pass Fail Grade Scale

Proposed Grading System: *Pass/Fail*

g. Current number of credit hours: 1 - 6 (variable)

Proposed number of credit hours: 1 - 3

h. Currently, is this course repeatable for additional credit? Yes

Proposed to be repeatable for additional credit? Yes

If Yes: Maximum number of credit hours: 6

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

2i. Current Course Description for Bulletin: A field-based learning experience in animal sciences and food science under the supervision of a faculty member. May be repeated for a maximum of six credits as an elective on a pass/fail basis.

Proposed Course Description for Bulletin: A field-based learning experience in food science under the supervision of a faculty member. May be repeated for a maximum of six credits on a pass/fail basis.

2j. Current Prerequisites, if any: Prereq: Consent of instructor and department chairman and completion of a departmental learning contract before registration.

Proposed Prerequisites, if any: Prereq: Consent of instructor and department chairman and completion of a departmental learning contract before registration.

2k. Current Supplementary Teaching Component:

Proposed Supplementary Teaching Component:

3. Currently, is this course taught off campus? No

Proposed to be taught off campus? No

If YES, enter the off campus address:

4. Are significant changes in content/student learning outcomes of the course being proposed? No

If YES, explain and offer brief rationale:

5a. Are there other depts. and/or pgms that could be affected by the proposed change? Yes

If YES, identify the depts. and/or pgms: This change will simplify student registration for internships, especially as seen by other departments. The semester length internships associated with FSC 399 are determined to be worth 1-3 credits, and this credit may be repeated up to 6 credits. A single internship awarded 6 credits would be a rare case, and the current 1-6 credits is sometimes mistaken to mean a student can earn a total of 12 credits from FSC 399 due to the repeated enrollment.

5b. Will modifying this course result in a new requirement of ANY program? No

If YES, list the program(s) here:

6. Check box if changed to 400G or 500: No

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|LGRABAU|Larry J Grabau|FSC 399 CHANGE College Review|20130408

SIGNATURE|RHARMON|Robert J Harmon|FSC 399 CHANGE Cross-List Chair Review|20130408

SIGNATURE|RHARMON|Robert J Harmon|FSC 399 CHANGE Dept Review|20130408

SIGNATURE|LGRABAU|Larry J Grabau|FSC 399 CHANGE College Review|20130408

SIGNATURE|JMETT2|Joanie Ett-Mims|FSC 399 CHANGE Undergrad Council Review|20150129

SIGNATURE|LGRABAU|Larry J Grabau|FSC 399 CHANGE Approval Resent to College|20150505

SIGNATURE|JMETT2|Joanie Ett-Mims|FSC 399 CHANGE Undergrad Council Review|20151001

SIGNATURE|LGRABAU|Larry J Grabau|FSC 399 CHANGE Approval Resent to College|20160125

SIGNATURE|JMETT2|Joanie Ett-Mims|FSC 399 CHANGE Undergrad Council Review|20160212

SIGNATURE|JEL224|Janie S Ellis|FSC 399 CHANGE Senate Council Review|20160216

SIGNATURE|LGRABAU|Larry J Grabau|FSC 399 CHANGE Approval Returned to College|20160226

Course Change Form

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

Generate R

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

Attachments:

Upload File

Browse...

ID	Attachment
Delete 1668	Documentation for restart of FSC 399.docx
Delete 4997	Independent Study Contract.pdf
Delete 6136	FSC 399 syllabus 01-19-16.docx

First 1 Last

NOTE: Start form entry by choosing the Current Prefix and Number
(*denotes required fields)

Current Prefix and Number:		FSC - Food Science FSC 399 EXPER LRNING IN FSC	Proposed Prefix & Number: (example: PHY 401G) <input type="checkbox"/> Check if same as current	FSC 399
* What type of change is being proposed?		<input checked="" type="checkbox"/> Major Change <input type="checkbox"/> Major - Add Distance Learning <input type="checkbox"/> Minor - change in number within the same hundred series, exceptior -799 is the same "hundred series" <input type="checkbox"/> Minor - editorial change in course title or description which does not change in content or emphasis <input type="checkbox"/> Minor - a change in prerequisite(s) which does not imply a change in course content or emphasis, or which is made necessary by the elimina or significant alteration of the prerequisite(s) <input type="checkbox"/> Minor - a cross listing of a course as described above		
Should this course be a UK Core Course? <input type="radio"/> Yes <input checked="" type="radio"/> No				
If YES, check the areas that apply:				
<input type="checkbox"/> Inquiry - Arts & Creativity <input type="checkbox"/> Composition & Communications - II <input type="checkbox"/> Inquiry - Humanities <input type="checkbox"/> Quantitative Foundations <input type="checkbox"/> Inquiry - Nat/Math/Phys Sci <input type="checkbox"/> Statistical Inferential Reasoning <input type="checkbox"/> Inquiry - Social Sciences <input type="checkbox"/> U.S. Citizenship, Community, Diversity <input type="checkbox"/> Composition & Communications - I <input type="checkbox"/> Global Dynamics				
1. General Information				
a. Submitted by the College of:		College of Agriculture	Submission Date: 2/16/2016	
b. Department/Division:		Animal and Food Sciences		
c.* Is there a change in "ownership" of the course?				
<input type="radio"/> Yes <input checked="" type="radio"/> No If YES, what college/department will offer the course instead? Select...				
e.* * Contact Person Name:		Robert Harmon	Email: rharmon@uky.edu	Phone: 7-2886
* Responsible Faculty ID (if different from Contact):			Email:	Phone:
f.* Requested Effective Date:		<input checked="" type="checkbox"/> Semester Following Approval	OR	Specific Term: 2
2. Designation and Description of Proposed Course.				
a. Current Distance Learning(DL) Status:		<input checked="" type="radio"/> N/A <input type="radio"/> Already approved for DL* <input type="radio"/> Please Add <input type="radio"/> Please Drop		
*If already approved for DL, the Distance Learning Form must also be submitted unless the department affirms (by checking this box) that the proposed chan not affect DL delivery.				
b. Full Title:		EXPERIENTIAL LEARNING IN ANIMAL SCIENCES/FOOD SCIENCE	Proposed Title: *	Experiential Learning in Food Science
c. Current Transcript Title (if full title is more than 40 characters):			EXPER LRNING IN ASC/FSC	
c. Proposed Transcript Title (if full title is more than 40 characters):			Exper Lrning in FSC	

Message Adobe PDF

Ignore Delete Reply Reply All Forward More Meeting IM HANA XS educat... To Manager Team E-mail Done Reply & Delete Create New Move OneNote Actions Mark Unread Categorize Follow Up Translate Related Select Zoom

You replied to this message on 4/8/2013 1:09 PM.

From: Grabau, Larry
 To: Crouch, Kathy
 Cc:
 Subject: FSC 399

Kathy—working during a meeting, without a mouse. Accidentally withdrew FSC 399 when I was trying to get to “display form.” Can you please re-instate in?

Sorry, Larry G.

FSC 399 Display Form Course Change AGRICULTURE

Details of Course/Program ID(FSC 399)

WORKITEM ID	Workflow Status	Date	Time
000012512217	Department Received	2013-04-08	10:07 AM
000012512234	Department Approved	2013-04-08	10:19 AM
000012515582	Received by Cross-Listing Department	2013-04-08	10:19 AM
000012515586	Approved by Cross-Listing Department	2013-04-08	10:33 AM
000012515628	Received by College	2013-04-08	10:34 AM
000012515630	Withdrawn by College	2013-04-08	11:17 AM

d. Current Cross-listing:	<input checked="" type="checkbox"/> N/A	OR	Currently ³ Cross-listed with (Prefix & Number):	none	
Proposed – ADD ² Cross-listing (Prefix & Number):					
Proposed – REMOVE ^{3,4} Cross-listing (Prefix & Number):					
e. Courses must be described by at least one of the meeting patterns below. Include number of actual contact hours ⁵ for each meeting pattern					
Current:	Lecture	Laboratory ⁵	Recitation	Discussion	Indep. Study
	Clinical	Colloquium	Practicum	Research	Residency
	Seminar	Studio	Other: _____ Please explain: internship		
Proposed: *	Lecture	Laboratory ⁵	Recitation	Discussion	Indep. Study
	Clinical	Colloquium	Practicum	Research	Residency
	Seminar	Studio	Other: 1 - 3 _____ Please explain: internship		
f. Current Grading System:		Pass/Fail Grade Scale			
Proposed Grading System:*		<input type="radio"/> Letter (A, B, C, etc.) <input checked="" type="radio"/> Pass/Fail <input type="radio"/> Medicine Numeric Grade (Non-medical students will receive a letter grade) <input type="radio"/> Graduate School Grade Scale			
g. Current number of credit hours:		1 - 6 (variable)	Proposed number of credit hours:*	1 - 3	
h.* Currently, is this course repeatable for additional credit?				<input checked="" type="radio"/> Yes <input type="radio"/> No	
* Proposed to be repeatable for additional credit?				<input checked="" type="radio"/> Yes <input type="radio"/> No	
If YES:		Maximum number of credit hours:	6		
If YES:		Will this course allow multiple registrations during the same semester?		<input type="radio"/> Yes <input checked="" type="radio"/> No	
i. Current Course Description for Bulletin:					
A field-based learning experience in animal sciences and food science under the supervision of a faculty member. May be repeated for a maximum of six credits as an elective on a pass/fail basis.					
* Proposed Course Description for Bulletin:					
A field-based learning experience in food science under the supervision of a faculty member. May be repeated for a maximum of six credits on a pass/fail basis.					
j. Current Prerequisites, if any:					
Prereq: Consent of instructor and department chairman and completion of a departmental learning contract before registration.					
* Proposed Prerequisites, if any:					
Prereq: Consent of instructor and department chairman and completion of a departmental learning contract before registration.					
k. Current Supplementary Teaching Component, if any:			<input type="radio"/> Community-Based Experience		

	<input type="radio"/> Service Learning <input type="radio"/> Both	
<i>Proposed Supplementary Teaching Component:</i>	<input type="radio"/> Community-Based Experience <input type="radio"/> Service Learning <input type="radio"/> Both <input type="radio"/> No Change	
3. Currently, is this course taught off campus?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
* Proposed to be taught off campus?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
If YES, enter the off campus address:		
4.* Are significant changes in content/student learning outcomes of the course being proposed?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
If YES, explain and offer brief rationale:		
5. Course Relationship to Program(s).		
a.* Are there other depts and/or pgms that could be affected by the proposed change?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
If YES, identify the depts. and/or pgms:		
<p>This change will simplify student registration for internships, especially as seen by other departments. The semester length internships associated with FSC 399 are determined to be worth 1-3 credits, and this credit may be repeated up to 6 credits. A single internship awarded 6 credits would be a rare case, and the current 1-6 credits is sometimes mistaken to mean a student can earn a total of 12 credits from FSC 399 due to the repeated enrollment.</p>		
b.* Will modifying this course result in a new requirement² for ANY program?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
If YES ² , list the program(s) here:		
6. Information to be Placed on Syllabus.		
a.	<input type="checkbox"/> Check box if changed to 400G or 500.	If changed to 400G- or 500-level course you must send in a syllabus and <i>you must include the differentiation</i> between undergraduate and graduate students by: (i) requiring additional assignments by the graduate students; and/or (ii) establishir different grading criteria in the course for graduate students. (See SR 3.1.4.)

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

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

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

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

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

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

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



Undergraduate Independent Study Contract

Student Name: _____ SID (not SSN): _____

Course (prefix, course no.): _____ Semester (Year/Term): _____

Faculty Mentor: Melissa Newman Credit Hours: _____

Research/Project Title: _____

Learning goals:

General description of methods to be employed:

Anticipated project or research results:

Product student is to provide, including due date:

Grading expectations:

Arrangements for student-faculty member interactions:

Must be completed and submitted no later than the last day to add a class in any term. Please sign below by entering your name, e-mail address, and phone number.

Student: _____

(full name, e-mail address, phone number)

Faculty Mentor: Melissa C. Newman mnewman@uky.edu 859-257-5881

(full name, e-mail address, phone number)

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.

Senate Rules 6.3.1 (see <http://www.uky.edu/Faculty/Senate/> for the current set of *Senate Rules*) 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 a question of plagiarism involving their 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 content from another source without appropriate acknowledgment of the fact, the students are guilty of plagiarism.

Plagiarism includes reproducing someone else's work (including, but not limited to a published article, a book, a website, computer code, or a paper from a friend) without clear attribution. 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 has 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.

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

Accommodations due to disability

If you have a documented disability that requires academic accommodations, please see the faculty mentor as soon as possible during scheduled office hours. In order to receive accommodations in this course, you must provide him/her 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/>.

in the contract. While a midterm grade is unlikely to be reported in some cases, the faculty mentor will post a mid-term grade in myUK by the deadline established in the Academic Calendar (<http://www.uky.edu/registrar/calendar>) when possible. For a final grade, the faculty mentor will evaluate the result produced and discuss the student's self-evaluation. The faculty mentor will communicate her/his assessment to the student and DUS in writing. The DUS will assign a pass/fail grade based upon her/his review of the mentor's evaluation, the student's result and the student's self-evaluation.

Attendance Policy

Attendance is monitored by the immediate supervisor of the experiential learning, either the employer or faculty mentor contracting the paid or unpaid internship with day-to-day knowledge of the internship. Regular attendance is expected for the internship responsibilities set by the immediate supervisor.

Excused Absences

Students need to notify their immediate supervisor of absences prior to the business day in question 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 their supervisor in writing of requested 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

SYLLABUS

FSC 399

Experiential Learning in Food Science

Instructor: Melissa Newman
Office Address: 204 W.P. Garrigus Bldg
Email: mnewman@uky.edu
Office Phone: 257-5881
Office hours: by appointment

Course Description: A field-based learning experience in food science under the supervision of a faculty member. May be repeated for a maximum of six credits on a pass/fail basis.

Prerequisites: Consent of instructor and department chairman and completion of a departmental learning contract before registration

Credit Hours: 1-3 (Internship Contract)

Student Learning Outcomes: After completing this course, students will be able to:

1. develop a contract for his/her academic enrichment experience including a written statement of learning objectives, specific requirements, activities, responsibilities and timeline for completion.
2. complete the approved experience including the production of a tangible result, (report, oral presentation, poster, etc.).
3. critically self-evaluate the student's own performance and reflect on the experience in light of the learning objectives.

Required Textbook: none

Grading: pass/fail option only

Grade based on:

Contract: In conjunction with a faculty mentor, the student will develop a university undergraduate contract describing how the student plans to meet the academic enrichment experience required for graduation through an internship opportunity. The contract must include 1) a statement of specific learning objectives, 2) a description of requirements, activities and responsibilities during the internship, 3) a description of how the performance of the student will be evaluated by the faculty supervisor 4) a description of the result to be produced at the conclusion of the experience (report, poster, oral presentation, etc.) and 5) a timeline for completion. This is to be completed on a standardized form provided by the department (attached). It will be approved or disapproved by the director of undergraduate studies (DUS) for Food Science.

Evaluation of the experience: The faculty mentor will be responsible for determining if the student has satisfactorily met the learning objectives stipulated