1. General Information

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OFFICE OF THE
SENATE COUNCIL

1a. Submitted by the College of: UNDERGRADUATE EDUCATION

    Date Submitted: 3/28/2016

1b. Department/Division: Undergraduate Studies

1c. Contact Person

    Name: Kathy Sheppard-Jones

    Email: kjone@uky.edu

    Phone: 257-8104

    Responsible Faculty ID (if different from Contact)

    Name:

    Email:

    Phone:

1d. Requested Effective Date: Specific Term/Year [1] Spring/2016

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: HDI 350

2c. Full Title: Universal Design: Applications in the Built, Virtual and Learning Environments

2d. Transcript Title: Universal Design: Applications

2e. Cross-listing:

2f. Meeting Patterns

    LECTURE: 3

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?

2j. Course Description for Bulletin: This course provides an introduction to universal design. The course will give students a base of core knowledge and experience in universal design principles utilized in the built, virtual and learning environments. This course illustrates the application of universal design across a variety of disciplines and across the lifespan. It is designed to enable students to apply the principles of universal design within their own course of study.

2k. Prerequisites, if any: No prerequisites

2l. Supplementary Teaching Component:

3. Will this course taught off campus? No

   If YES, enter the off campus address:

4. Frequency of Course Offering: Spring,

   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?: 15

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: The course is of significant interest to students across the degree programs

8. Check the category most applicable to this course: Relatively New – Now Being Widely Established,

   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: Certificate in Universal Design

   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: Kathy Sheppard-Jones

Instructor Email: kjone@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? Faculty and students are able to interact in a timely fashion via a variety of mechanisms, including phone, email, and text. Faculty are available by phone Monday - Saturday. The syllabus conforms to University Senate Syllabus Guidelines and is attached to this proposal.

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. Student experiences for a DL student in this course closely mirror those of a classroom-based student. Lectures are recorded in the classroom section of this course, captioned, and made available in the online section of the course. Assignments for the DL section are the same as for the classroom section. Participation for the DL section is assessed through meaningful and ongoing posts in the discussion board. Student learning outcomes are assessed the same. The textbooks, readings and course outline are all the same.

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. Integrity of student work is of utmost concern. All assignments are to be submitted through the online learning system (currently Blackboard) which requires user authentication. Assignments are submitted via safeassign, a Blackboard tool which analyzes word and phrase strings of submitted works against an online database of existing work, generating reports indicating % matches to other works. This can be a useful tool in determining if further exploration of the work is advised. Exams are untimed and open book, as are the classroom exams for this course. Students are advised of their rights and responsibilities and are encouraged to review the UK policy on academic integrity and academic offenses (as outlined in the syllabus and the online announcements at the onset of the course).

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)? 25% of Certificate in Universal Design

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 resource information for any course related services, including distance library services or interlibrary loan. Course announcements also provide access to other supports that may be of interest, such as the UK Writing Center which provides online consultations that may be of great benefit to our students. Great care is taken to ensure that, while students may have the flexibility of an asynchronous course, they still have the access and interaction with faculty to have a positive learning experience.

6.How do course requirements ensure that students make appropriate use of learning resources? Students are expected to utilize resources that enhance their learning. The syllabus and announcements provide details about available resources needed for the course, including access to libraries.

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

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/)? Students are advised of resolving technical complaints and utilizing the services of ITCS in both the course syllabus and in the announcements.

3

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: Kathy Sheppard-Jones

SIGNATURE|BCWITH2|Benjamin C Withers|HDI 350 NEW College Review|20150727

SIGNATURE|JMETT2|Joanie Ett-Mims|HDI 350 NEW Undergrad Council Review|20160330

New Course Form

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

Open in full window to print or save

Attachments:

[Browse...]   Upload File

	ID	Attachment
Delete	4960	coverHDI350.docx
Delete	6407	HDI 350 DL syllabus (revised 3-5-16).pdf
Delete	6408	HDI 350 FTF syllabus (revised 3-5-16).pdf

[First] 1 [Last]

(*denotes required fields)

1. **General Information**

   a. * Submitted by the College of: UNDERGRADUATE EDUCATION [▼]   Submission Date: 3/28/2016

   b. * Department/Division: Undergraduate Studies [▼]

   c.
      * Contact Person Name: Kathy Sheppard-Jones Email: kjone@uky.edu   Phone: 257-8104

      * Responsible Faculty ID (if different from Contact)   Email: Phone:

   d. * Requested Effective Date: ○ Semester following approval OR ◉ Specific Term/Year ⁴ Spring/2016

   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 ⁴ ○ No

   b. * Prefix and Number: HDI 350

   c. * Full Title: Universal Design: Applications in the Built, Virtual and Learning Environments

   d. Transcript Title (if full title is more than 40 characters): Universal Design: Applications

   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.

3	Lecture		Laboratory¹		Recitation		Discussion
	Indep. Study		Clinical		Colloquium		Practicum
	Research		Residency		Seminar		Studio
	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: 3

   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 provides an introduction to universal design. The course will give students a base of core knowledge and experience in universal design principles utilized in the built, virtual and learning environments. This course illustrates the application of universal design across a variety of disciplines and across the lifespan. It is designed to enable students to apply the principles of universal design within their own course of study.

k. Prerequisites, if any: _____

No prerequisites

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?   15

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:
      The course is of significant interest to students across the degree programs

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:
      Certificate in Universal Design

   b. * Will this course be a new requirement [5] for ANY program?   ○ Yes ◉ No
      If YES [5], 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 <u>every</u> 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 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 requireme** **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 expe students utilizing DL (available at http://www.uky.edu/USC/New/forms.htm).

Course Number and Prefix:	HDI 350	Date:	5/2/2015
Instructor Name:	Kathy Sheppard-Jones	Instructor Email:	kjone@uky.edu

Check the method below that best reflects how the majority of the course content will be delivered.

Internet/Web-based ☑   Interactive Video ☐   Hybrid ☐

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?

   Faculty and students are able to interact in a timely fashion via a variety of mechanisms, including phone, email, and text. Faculty are available by phone Monday - Saturday. The syllabus conforms to University Senate Syllabus

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, of student learning outcomes, etc.

   Student experiences for a DL student in this course closely mirror those of a classroom-based student. Lectures are recorded in the classroom section of this course, captioned, and made available in the online section of the

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; academi policy; etc.

   Integrity of student work is of utmost concern. All assignments are to be submitted through the online learning system (currently Blackboard) which requires user authentication. Assignments are submitted via safeassign, a

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 f as defined above?

   No

   Which percentage, and which program(s)?

   25% of Certificate in Universal Design

   *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 settinç

   The syllabus provides resource information for any course related services, including distance library services or interlibrary loan. Course announcements also provide access to other supports that may be of interest, such as the

Library and Learning Resources

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

   Students are expected to utilize resources that enhance their learning. The syllabus and announcements provide details about available resources needed for the course, including access to libraries.

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

   N/A

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

   Students are advised of resolving technical complaints and utilizing the services of ITCS in both the course syllabus and in the announcements.

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 techn

   N/A

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 Resour 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/DLLS)

- Carla Cantagallo, DL Librarian

- Local phone number: 859 257-0500, ext. 2171; long-distance phone number: (800) 828-0439 (option #6)

- Email: dlservice@email.uky.edu

- DL Interlibrary Loan Service: http://www.uky.edu/Libraries/libpage.php?lweb_id=253&llib_id=16

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

Instructor Name: _____

Kathy Sheppard-Jones

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

Revised 8/09

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

[2] The chair of the cross-listing department must sign off on the Signature Routing Log.

[3] 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. La meeting, generally, represents at least two hours per week for a semester for one credit hour. (from SR 5.2.1)

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

[5] In order to change a program, a program change form must also be submitted.

Rev 8/09

May 2, 2015

Please find attached HDI350 syllabus. HDI is an existing prefix that is currently used for courses offered through the Graduate School. We would like to extend the use of this prefix for the proposed new courses that will be used to comprise the new undergraduate Certificate in Universal Design which has also been submitted for review. Because we would like to offer a section of the course via distance learning, I have also attached PDF file HDI350syllabusdl which includes relevant detail needed for delivery of a DL course.

Should further clarification be needed, please feel free to contact me at kjone@uky.edu or 257.8104.

Thank you for your consideration.

Kathy Sheppard-Jones, PhD, CRC
Training Director & Adjunct Assistant Professor
Human Development Institute
& Early Childhood, Special Education & Rehabilitation Counseling
University of Kentucky

Syllabus
HDI350-201 Universal Design:
Applications in the Built, Virtual and Learning Environments
3 Credit Hours
004 Mineral Industries Bldg
Meeting Time TBA

| Instructor | Kathy Sheppard-Jones, PhD
210 Mineral Industries Bldg
Lexington KY 40506-0051 | |

Instructor Office - Mineral Industries Building (#51)
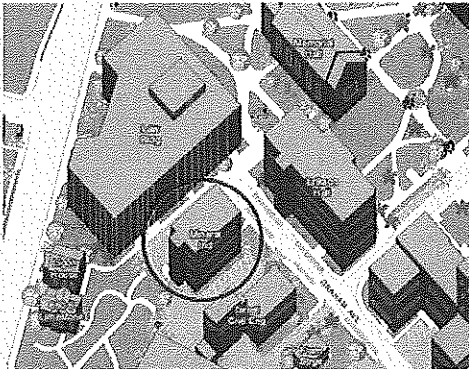
Campus Map: http://maps.uky.edu/campusmap/?Bldg=0051&Map=Perspective
Accessibility Details at:
http://kgs.uky.edu/kgsmap/accessmap/html/building_detail.asp?ID=51

Phone Number	859.257.8014 (office); 859.576.2991 (cell)
Email	kjone@uky.edu
Office Hours	Fridays, 8:30am – 9:45am (face to face or virtual hours online)
Preferred method for contacting instructor	Email
Anticipated Response Time	Less than 24 hours for email
Information on Distance Learning Library Service	http://www.uky.edu/Libraries/DLLS
DL Librarian	Carla Cantagallo Phone: 859.218.1240 Email: dllservice@lsv.uky.edu

DL Interlibrary Loan Service	http://libraries.uky.edu/page.php?lweb_id=253
Face to Face Librarian	Sarah Vaughn, Education Librarian
	sarah.vaughn@uky.edu
	859.257.7977
Face to Face Interlibrary Loan Service	http://libraries.uky.edu/ILL
Course Website	http://elearning.uky.edu

Course Description

This course provides an introduction to universal design. The course will give students a base of core knowledge and experience in universal design principles utilized in the built, virtual and learning environments. This course illustrates the application of universal design across a variety of disciplines and across the lifespan. It is designed to enable students to apply the principles of universal design within their own course of study.

Prerequisites

None.

Overview

Universal design utilizes a broad set of strategies that promote inclusion and participation of all within a diverse world. Utilizing universal design ensures that the needs of the widest range of possible users are considered at the outset. The principles of universal design are applicable across environments and to programs and learning across the lifespan.

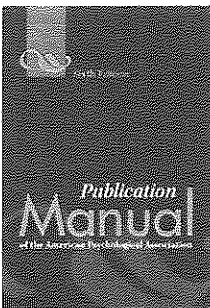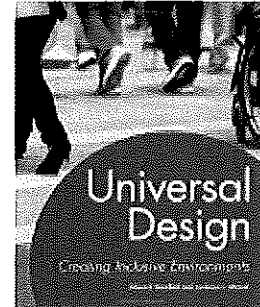| **Student Learning Outcomes** |
|---|
| Upon completion of the course, students will be able to: |
| • Express the principles of universal design. |
| • Identify universal design elements in the built and virtual environments. |
| • Recognize universal design applications within the student's own discipline. |
| • Summarize the key components of universal design for learning. |
| • Critique applications of universal design for learning that apply to the student's own discipline. |

Course Delivery

This course is designed as a 16 week online asynchronous course that utilizes Canvas for submission of all assignments and as a class lecture and materials repository. Visit http://elearning.uky.edu, to ensure that your computer and internet access are compatible with Canvas.

Required Texts

Steinfeld, M. & Maisel, J. (2012). *Universal design: Creating inclusive environments.* Hoboken, NJ: John Wiley & Sons Inc.

American Psychological Association (2009). *Publication manual of the American Psychological Association* (6th ed.). Washington, D.C.: American Psychological Association.

You are to use the American Psychological Association style manual (6th edition) for the formatting of papers.

Additional Readings: Additional required readings are required and will be made available to you. All readings for this course are selected in an effort to enhance your learning. Guest speakers may assign reading materials prior to their lecture. Be sure to complete the readings prior to class in order to participate more fully in discussions and to build a strong foundation for your knowledge.

Course Requirements

1. Attendance & Participation – In order to gain an understanding of the wide realm of issues around universal design, students must view video lectures each week of class. Class discussion boards will enable students to participate and share ideas about the weekly topics. This is a valuable way to learn from others and share your own experiences. Make sure to check the Discussion Boards early each week for your new topic of discussion. The first day of each week begins on Wednesday. The last day of each week is Tuesday. Each student will

post their responses to their assigned group. A minimum of 3 quality posts are expected for each week's discussion. The first post MUST occur by 5pm Sunday to facilitate true discussion within the groups. See "Discussion Board Groups and How Posts are Graded" Announcement for details about how the DB is graded each week. If you have questions about this, please email me.

2. Reflections – Three reflections will be assigned during the course. You will receive instruction as to what criteria must be met to receive the maximum number of points for each reflection. Reflections may be completed using either a word document, audio file, or online tool (such as Padlet or Word Cloud) format. All assignments must be individual and independent efforts. More detail about requirements and grading rubric will be provided in class and in the document REFLECTIONSHDI350 on Canvas.

3. UD/UDL Samples & Portfolio – You will share a sample of UD/UDL each week in the Sample Discussion Board. Be prepared to discuss your sample. At the end of the semester, you will compile your samples into a portfolio that will be submitted under assignments. More detail about requirements and grading rubric will be provided in class and in the document FINALPROJECTHDI350 on Canvas.

4. Examinations – You will take an examination at the midpoint (midterm exam) and end (final exam) of the course. Examinations will cover course lecture and materials. Students may choose the format for the exam (either multiple choice, short answer type or essay). The final exam is cumulative, covering all course content. Further detail regarding this assignment and grading rubric will be provided in class and in the document EXAMINATIONSHDI350 on Canvas.

Midterm Grade
Midterm grades will be posted in myUK by the deadline established in the academic calendar (http://www.uky.edu/Registrar/AcademicCalendar.htm)

Final Exam Schedule
Date, Time, Duration and Location: TBA

Grades
Student performance in this course will be evaluated based on completion of all assignments and participation. The course requirements and their point value related to the total grade are presented below.

Assignment	Number of Points	Percentage % of Course Grade
Reflection 1	20 points	8%
Reflection 2	20 points	8%
Reflection 3	20 points	8%
Participation (DBs)	20 points	8%
Weekly Samples	40 points	16%
Sample Portfolio	50 points	20%
Midterm	40 points	16%
Final Exam	40 points	16%
Total	250 points	100%

Final grades will be determined by totaling received points for each of the assignments above. This will be translated into a letter grade as determined by the ranges for each grade below.

Undergraduate Students

225 – 250 points = A

200 - 224 points = B

175 - 199 points = C

150 – 174 points = D

0 – 149 points = E

COURSE POLICIES

Attendance

Attendance is mandatory. Completion of all course assignments/activities, including discussion is mandatory.

Excused Absences

Acceptable reasons for excused absences/late assignments are listed in Student Rights and Responsibilities (5.2.4.2). According to university guidelines, students are allowed an excused absence for specified reasons. The burden of proof is on the student; sufficient documentation may be required and must be provided within one week of the period of the absence.

Excused Absences: S.R. 5.2.4.2 defines the following as acceptable reasons for excused absences:

1) serious illness;

2) illness or death of family member;

3) University-related trips;
4) major religious holidays (see
www.uky.edu/Ombud/ForFaculty_ReligiousIHolidays.php) ;
5) other circumstances you find to be "reasonable cause for nonattendance."
See www.uky.edu/StudentAffairs/Code/part2.html for the University policy on
excused absences.

Excessive Absences
According to the Rules of the University Senate, those students who miss more
than 20% of the class FOR ANY REASON may be dropped by the instructor from
the class. This is true even if you are sick and have medical excuses. The
rationale for this rule is that people who miss more than 20% are not really
receiving the content of the course.

From the Rules of the University Senate, Part II, 5.2.4.2 Excused Absences:
*If attendance is required or serves as a criterion for a grade in a course, and if a
student has excused absences in excess of one–fifth of the class contact hours
for that course, a student shall have the right to petition for a "W," and the faculty
member may require the student to petition for a "W" or take an "I" in the course.
(US: 2/9/87; RC: 11/20/87)*

Submitting Assignments
Assignments will be submitted via Canvas.

Late Assignments
In order to achieve and maintain sufficient progress in a web-based course, it is
necessary to complete and submit assignments/class activities by the due date
indicated. A due date is provided on the course schedule with regard to each
individual assignment. The submission window will close for each respective
assignment after the due date indicated. Failure to submit an assignment by the
due date could result in a failing grade for the assignment. Late assignments will
not be accepted unless arrangements are made with the course instructor. If the
student has an excused absence (request for excused absence must be
presented within one week of absence) resulting in a late assignment, a
reasonable extension to submit the assignment will be determined by the
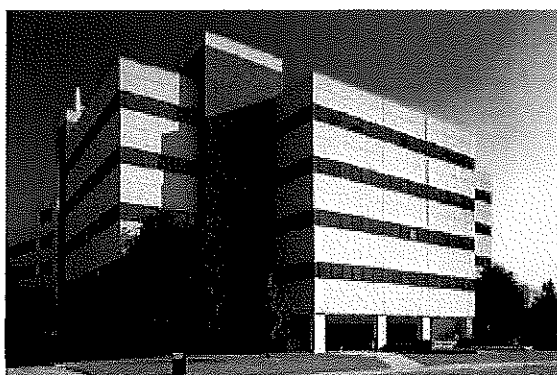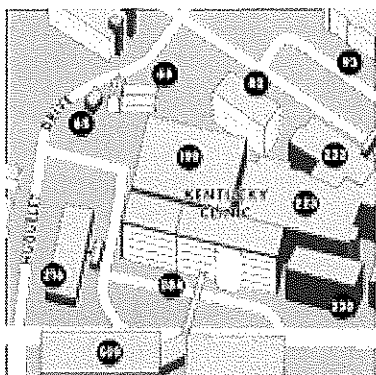instructor.

Classroom Decorum
Students are expected to treat instructors and each other with respect. 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. All students are expected to conduct
themselves in an appropriate and ethical manner during their UK classes and

related field placements, as befitting students, and ambassadors for the University of Kentucky.

Students with Accommodation Needs

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HDI 350 Course Schedule

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Week	Topic	Readings
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2	Social Perspectives & Diversity Enhancing our Understanding of Where We Live, Work & Play	Text Chapter 3
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4	Legal Underpinnings of Universal Design **Reflection #1 Due**	ADAAG Text Chapter 9
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6	Universal Design Principles 3 & 4	Handouts
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10	Introduction to Universal Design for Learning Learning Styles **Reflection #2 Due**	Selected Readings
11	Looking at the Student's Perspective on Universal Design for Learning	Selected Readings
12	Universal Design for Learning Across the Lifespan	Selected Readings

|		
13	Mobile Technology and More in Universal Design	Selected Readings
14	Virtual Environments: A Blank Canvas or Another Inaccessible World? **Reflection #3 Due** **Sample Portfolio Due**	Selected Readings
15	The Bottom Line on Universal Design Taking it on the Road	Text Chapter 13
16	**Final Exam**	

Syllabus
HDI350 Universal Design:
Applications in the Built, Virtual and Learning Environments
3 Credit Hours
004 Mineral Industries Bldg
Meeting Time TBA

Instructor	Kathy Sheppard-Jones, PhD 210 Mineral Industries Bldg Lexington KY 40506-0051

Mineral Industries Building (#51)
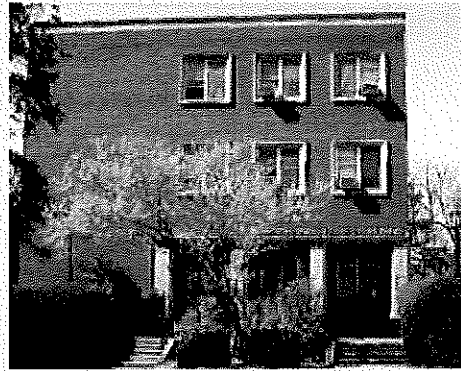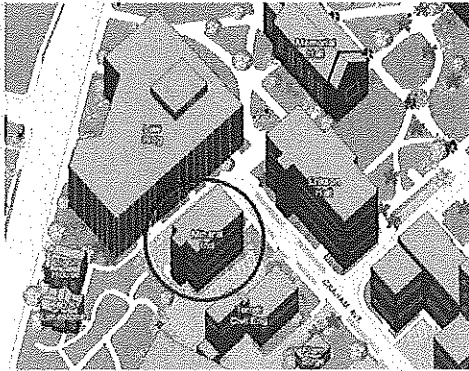
Campus Map: http://maps.uky.edu/campusmap/?Bldg=0051&Map=Perspective
Accessibility Details at: http://kgs.uky.edu/kgsmap/accessmap/html/building_detail.asp?ID=51

Phone Number	859.257.8014 (office); 859.576.2991 (cell)
Email	kjone@uky.edu
Office Hours	Fridays, 8:30am – 9:45am
Preferred method for contacting instructor	Immediately following class meeting time or email
Anticipated Response Time	Immediately if after class meeting time; within 48 hours, often within 24 hours for email
Course Website	http://elearning.uky.edu

Course Description

This course provides an introduction to universal design. The course will give students a base of core knowledge and experience in universal design principles utilized in the built, virtual and learning environments. This course illustrates the application of universal design across a variety of disciplines and across the lifespan. It is designed to enable students to apply the principles of universal design within their own course of study.

Prerequisites

None.

Overview

Universal design utilizes a broad set of strategies that promote inclusion and participation of all within a diverse world. Utilizing universal design ensures that the needs of the widest range of possible users are considered at the outset. The principles of universal design are applicable across environments and to programs and learning across the lifespan.

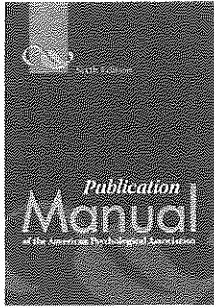| Student Learning Outcomes |
| --- |
| Upon completion of the course, students will be able to:
 • Express the principles of universal design.
 • Identify universal design elements in the built and virtual environments.
 • Recognize universal design applications within the student's own discipline.
 • Summarize the key components of universal design for learning.
 • Critique applications of universal design for learning that apply to the student's own discipline. |

Course Delivery

This course is designed as a 16 week face to face course that utilizes Canvas for submission of all assignments and as a class lecture and materials repository.

Required Texts

Steinfeld, M. & Maisel, J. (2012). *Universal design: Creating inclusive environments.* Hoboken, NJ: John Wiley & Sons Inc.

American Psychological Association (2009). *Publication manual of the American Psychological Association* (6th ed.). Washington, D.C.: American Psychological Association.

You are to use the American Psychological Association style manual (6th edition) for the formatting of papers.

Additional Readings: Additional required readings are required and will be made available to you. All readings for this course are selected in an effort to enhance your learning. Guest speakers may assign reading materials prior to their lecture. Be sure to complete the readings prior to class in order to participate more fully in discussions and to build a strong foundation for your knowledge.

Course Requirements

1. Attendance & Participation – In order to gain an understanding of the wide realm of issues around universal design, students must attend class. Class participation is a valuable way to learn from others and share your own experiences. More than one unexcused absence will be equal to a one-half letter reduction in your final grade for each absence. You must be present to learn much of this material. If more than one unexcused absence occurs, arrangements must be made with the instructor as to how to make up the material. In addition, you are expected to be prepared for class discussions, experiential activities and to be an active participant in the discussions and small group work.

2. Reflections – Three reflections will be assigned during the course. You will receive instruction as to what criteria must be met to receive the maximum number of points for each reflection. Reflections may be completed using either a word document, audio file, or online tool (such as Padlet or Word Cloud) format. All assignments must be individual and independent efforts. More detail about requirements and grading rubric will be provided in class and in the document REFLECTIONSHDI350 on Canvas.

3. UD/UDL Samples & Portfolio – You will bring in a sample of UD/UDL from campus each week. Be prepared to discuss your sample. At the end of the semester, you will compile your samples into a portfolio that will be submitted. More detail about requirements and grading rubric will be provided in class and in the document FINALPROJECTHDI350 on Canvas.

4. Examinations – You will take an examination at the midpoint (midterm exam) and end (final exam) of the course. Examinations will cover course lecture and materials. Students may choose the format for the exam (either multiple choice, short answer type or essay). The final exam is cumulative, covering all course content. Further detail regarding this assignment and grading rubric will be provided in class and in the document EXAMINATIONSHDI350 on Canvas.

Midterm Grade
Midterm grades will be posted in myUK by the deadline established in the academic calendar (http://www.uky.edu/Registrar/AcademicCalendar.htm)

Final Exam Schedule
Date, Time, Duration and Location: TBA

Grades
Student performance in this course will be evaluated based on completion of all assignments and participation. The course requirements and their point value related to the total grade are presented below.

Assignment	Number of Points	Percentage % of Course Grade
Reflection 1	20 points	8%
Reflection 2	20 points	8%
Reflection 3	20 points	8%
Participation	20 points	8%
Weekly Samples	40 points	16%
Sample Portfolio	50 points	20%
Midterm	40 points	16%
Final Exam	40 points	16%
Total	250 points	100%

Final grades will be determined by totaling received points for each of the assignments above. This will be translated into a letter grade as determined by the ranges for each grade below.

<u>Undergraduate Students</u>

225 – 250 points = A

200 - 224 points = B

175 - 199 points = C

150 – 174 points = D

0 – 149 points = E

COURSE POLICIES

Attendance
Students are expected to attend class on time and stay for the entire class. Students who arrive late or leave early may be counted as absent. If a student does not attend the first two classes, that student will be dropped from the course. Attendance is mandatory. Completion of all course assignments/activities, including discussion is mandatory.

Excused Absences
Acceptable reasons for excused absences/late assignments are listed in Student Rights and Responsibilities (5.2.4.2). According to university guidelines, students are allowed an excused absence for specified reasons. The burden of proof is on the student; sufficient documentation may be required and must be provided within one week of the period of the absence.
Excused Absences: S.R. 5.2.4.2 defines the following as acceptable reasons for excused absences:
1) serious illness;
2) illness or death of family member;
3) University-related trips;
4) major religious holidays (see www.uky.edu/Ombud/ForFaculty_ReligiousIHolidays.php) ;
5) other circumstances you find to be "reasonable cause for nonattendance." See www.uky.edu/StudentAffairs/Code/part2.html for the University policy on excused absences.

Excessive Absences
According to the Rules of the University Senate, those students who miss more than 20% of the class FOR ANY REASON may be dropped by the instructor from the class. This is true even if you are sick and have medical excuses. The rationale for this rule is that people who miss more than 20% are not really

receiving the content of the course.

From the Rules of the University Senate, Part II, 5.2.4.2 Excused Absences:
If attendance is required or serves as a criterion for a grade in a course, and if a student has excused absences in excess of one–fifth of the class contact hours for that course, a student shall have the right to petition for a "W," and the faculty member may require the student to petition for a "W" or take an "I" in the course. (US: 2/9/87; RC: 11/20/87)

Submitting Assignments
Assignments will be submitted via Canvas.

Late Assignments
Late assignments will not be accepted unless arrangements are made with the course instructor. If the student has an excused absence (request for excused absence must be presented within one week of absence) resulting in a late assignment, a reasonable extension to submit the assignment will be determined by the instructor.
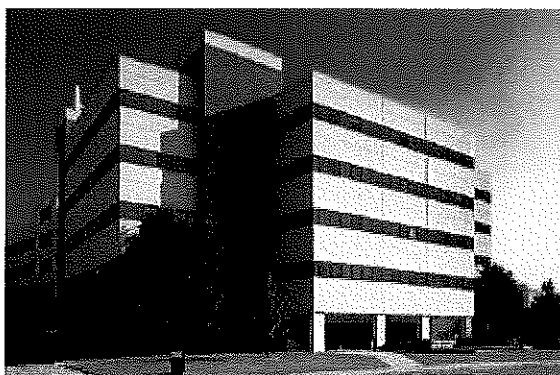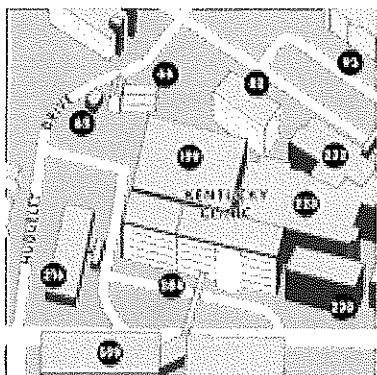
Classroom Decorum
All cell phones are to be turned off and there is to be no texting during class. Students are expected to treat presenters and each other with respect. The course will be conducted with openness and respect to all individuals' points of view and experience. The activities and discussions will not tolerate discrimination or prejudice toward any person or group's religion, ethnicity, disability, gender, or sexual orientation. All students are expected to conduct themselves in an appropriate and ethical manner during their UK classes and related field placements, as befitting students, and ambassadors for the University of Kentucky.

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