

1. General Information

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/Year¹ 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?: No

2b. Prefix and Number: HDI 500

2c. Full Title: Universal Design Practicum II: Advanced Techniques

2d. Transcript Title: Universal Design Practicum II

2e. Cross-listing:

2f. Meeting Patterns

PRACTICUM: 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?

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APR 15

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SENATE COUNCIL

2j. Course Description for Bulletin: This course provides advanced experiential learning in universal design principles utilized in the built and learning environments. This course illustrates the application of universal design across a variety of disciplines. Students, with the assistance of the Director of the Certificate in Universal Design, will identify and secure a practicum setting. Examples of practicums include conducting geomapping of campus features, providing captioning for an online course, assisting in designing a syllabus that employs universal design for learning principles, assisting a small business in maximizing use of floor space by clients, universally designing a sensory garden, assessing accessibility of an online environment for people using assistive technology. Practicum settings may be on campus, within the Lexington community, within a virtual community or beyond.

2k. Prerequisites, if any: Acceptance in the Certificate in Universal Design, HDI350, HDI400 and consent of instructor.

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 as universal design principles impact disciplines that develop resources or work across environments throughout the lifespan.

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?: Yes

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

Distance Learning Form

Instructor Name:

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|BCWITH2|Benjamin C Withers|HDI 500 NEW College Review|20150727

SIGNATURE|JMETT2|Joanie Et-Mims|HDI 500 NEW Undergrad Council Review|20160330

SIGNATURE|ZNNIKO0|Roshan N Nikou|HDI 500 NEW Graduate Council Review|20160415

New Course Form

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

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

Generate F

Attachments:

Upload File

	ID	Attachment
Delete	4968	coverHDI500.docx
Delete	6571	hdi500syllabusrevised3-25-16.doc

(*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 ² with (Prefix and Number):
- f. * Courses must be described by at least one of the meeting patterns below. Include number of actual contact hours² for each meeting pattern type.
- | | | | |
|---------------------------------------|--|-------------------------------------|---|
| <input type="checkbox"/> Lecture | <input type="checkbox"/> Laboratory ¹ | <input type="checkbox"/> Recitation | <input type="checkbox"/> Discussion |
| <input type="checkbox"/> Indep. Study | <input type="checkbox"/> Clinical | <input type="checkbox"/> Colloquium | <input type="text" value="3"/> <input type="checkbox"/> Practicum |
| <input type="checkbox"/> Research | <input type="checkbox"/> Residency | <input type="checkbox"/> Seminar | <input type="checkbox"/> Studio |
| <input type="checkbox"/> Other | If Other, Please explain: <input type="text"/> | | |
- g. * Identify a grading system:
- Letter (A, B, C, etc.)
- Pass/Fail
- Medicine Numeric Grade (Non-medical students will receive a letter grade)
- Graduate School Grade Scale
- h. * Number of credits:
- i. * Is this course repeatable for additional credit? Yes No
- If YES: Maximum number of credit hours:
- If YES: Will this course allow multiple registrations during the same semester? Yes No

j. * Course Description for Bulletin:

This course provides advanced experiential learning in universal design principles utilized in the built and learning environments. This course illustrates the application of universal design across a variety of disciplines. Students, with the assistance of the Director of the Certificate in Universal Design, will identify and secure a practicum setting. Examples of practicums include conducting geomapping of campus features, providing captioning for an online course, assisting in designing a syllabus that employs universal design for learning principles, assisting a small business in maximizing use of floor space by clients, universally designing a sensory garden, assessing accessibility of an online environment for people using assistive technology. Practicum settings may be on campus, within the Lexington community, within a virtual community or beyond.

k. Prerequisites, if any:

Acceptance in the Certificate in Universal Design, HDI350, HDI400 and consent of instructor.

l. Supplementary teaching component, if any: Community-Based Experience Service Learning Both3. * Will this course be taught off campus? Yes No

If YES, enter the off campus address:

4. Frequency of Course Offering.

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

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

If No, explain:

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

If No, explain:

6. * What enrollment (per section per semester) may reasonably be expected? 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 as universal design principles impact disciplines that develop resources or work across environments throughout the lifespan.

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 requirement⁵ for ANY program? Yes No

If YES⁵, 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) identify additional assignments by the graduate students; and/or (ii) establishment of different grading criteria in the course for graduate students. (See SR

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

⁵ Courses are typically made effective for the semester following approval. No course will be made effective until all approvals are received.
⁶ The chair of the cross-listing department must sign off on the Signature Routing Log.

- ¹³ In general, undergraduate courses are developed on the principle that one semester hour of credit represents one hour of classroom meeting per week for a semester, exclusive of any laboratory meeting. Laboratory meeting, generally, is two hours per week for a semester for one credit hour. (from SR 5.2.1)
- ¹⁴ You must also submit the Distance Learning Form in order for the proposed course to be considered for DL delivery.
- ¹⁵ In order to change a program, a program change form must also be submitted.

Rev 8/09

May 2, 2015

Please find attached HDI500 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.

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

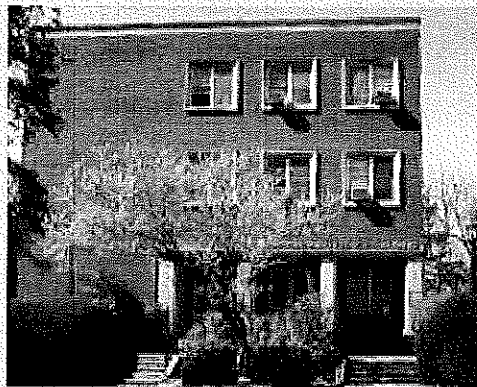
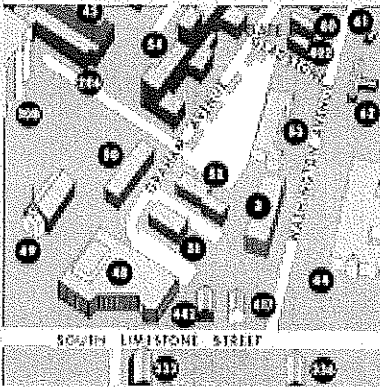
Syllabus
HDI500 Universal Design Practicum II: Advanced Techniques
3 Credit Hours
004 Mineral Industries Bldg
Meeting Time TBA

Instructor

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



Mineral Industries Building (#51)



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 advanced experiential learning in universal design principles utilized in the built and learning environments. This course illustrates the application of universal design across a variety of disciplines. Students, with the assistance of the Director of the Certificate in Universal Design, will identify and secure a practicum setting. Examples of practicums include conducting geomapping of campus features, providing captioning for an online course, assisting in designing a syllabus that employs universal design for learning principles, assisting a small business in maximizing use of floor space by clients, universally designing a sensory garden, assessing accessibility of an online environment for people using assistive technology. Practicum settings may be on campus, within the Lexington community, within a virtual community or beyond.

Prerequisites

Acceptance in the Certificate in Universal Design, HDI350, HDI400 or consent of instructor.

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 Objectives

Upon completion of the course, students will be able to:

- Apply the skills acquired in HDI 350 & HDI 400 within a practicum
- Work collaboratively with a field site supervisor to complete the activities described in the learning goal contract
- Articulate how universal design applies within the student's own discipline

Course Delivery

This course is designed as an 80 hour field site experience.

Required Texts

There are no required texts.

Course Requirements

Students will identify and obtain their practicum, with assistance of the Director of the Certificate in Universal Design. Before starting practicum hours, a student must receive approval from the Director of the Certificate in Universal Design, and must complete a learning goal contract. The contract must describe the practicum activities, designate a field site supervisor, and describe the organization that will be hosting the practicum. Sample practicum learning goal contracts will be made available to students. Students must complete a minimum of 80 hours during the practicum.

Reflections – Reflection papers will give you an opportunity to react and respond to your practicum experiences. 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 document, audio file, or online tool (such as Padlet or Word Cloud) format. All assignments must be individual and independent efforts. Graduate students will complete a midterm and final reflection paper. Undergraduates will complete only the final reflection. More detail about requirements and grading rubric will be provided in class and in the document REFLECTIONSHDI500 on Canvas.

Field Work Activity Documentation – This course involves field work on campus or in the community. Students are expected to complete 80 hours of field work activities over the course of the semester. You will complete activity logs, outlining your practicum activities and time spent throughout the semester. You will receive instruction on the field work log template in class. All field work documents will also be available on Canvas – FIELDWORKTEMPLATEHDI500 Documents that must be completed include:

- Signed learning goal contract
- Weekly logs
- Student evaluation
- Field site supervisor evaluation

Grades

There are different assignments and grading criteria for undergraduate and graduate students in 400 G and 500-level courses. In this course, undergraduate students will not be required to complete the midterm reflection.

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

	Undergraduate Students	Graduate Students
Signed Learning Goal Contract	10 points	10 points
Midterm Reflection	N/A	25 points
Final Reflection	25 points	25 points
Logs documenting 80 hrs	100 points	100 points
Completed Exit Interview w/Cert Director	10 points	10 points
Completed Student Evaluation	10 points	10 points
Completed Supervisor Evaluation	10 points	10 points
Total	165 points	190 points

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>	<u>Graduate Students</u>
148 – 165 points = A	171 – 190 points = A
132 - 147 points = B	152 - 170 points = B
115 - 131 points = C	133 - 151 points = C
99 – 114 points = D	0 – 132 points = E
0 – 98 points = E	

COURSE POLICIES

Attendance

Students are expected to complete their practicum hours as agreed upon with the field site supervisor and Director of the Certificate in Universal Design. If you are unable to attend your practicum setting at the designated time, you must inform your practicum site.

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_ReligiousHolidays.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.

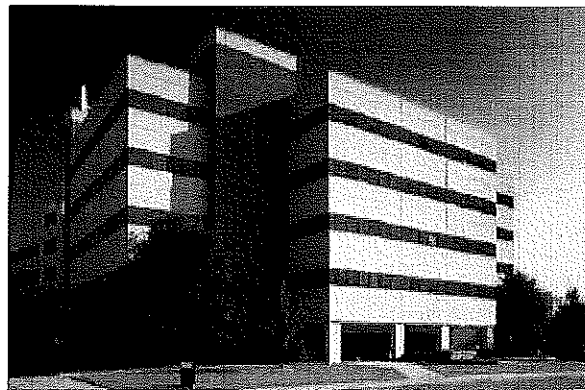
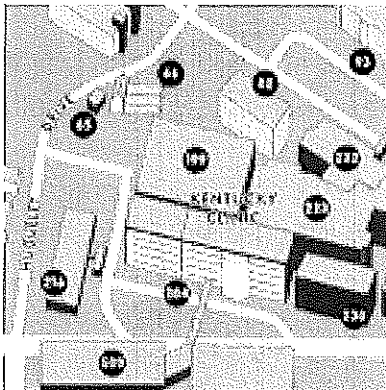
Practicum Decorum

Practicum 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

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

Map of Multidisciplinary Science Building (#) Home to Disability Resource Center



Academic Integrity, Cheating and Plagiarism

Students will not cheat or plagiarize, per UK policy. Students are expected to adhere to University policy related to cheating and plagiarism for all courses. The first offense minimum penalty is a zero on the assignment for which the offense occurred. A severe offense will result in more serious penalties, from failure of the course to suspension from the university.

All materials generated for this class (which may include but are not limited to syllabi and in-class materials) are copyrighted. You do not have the right to copy such materials unless the professor expressly grants permission. As commonly defined, plagiarism consists of passing off as one's own the ideas, words, writing, etc., which belong to another. In accordance with this definition, you are committing plagiarism if you copy the work of another person and turn it in as your own, even if you should have permission of that person. Plagiarism is one of the worst academic violations, for the plagiarist destroys trust among others.

Students are advised to review the forms of academic dishonesty as found in the Code of Student Rights and Responsibilities. This is available at www.uky.edu/Ombud It is not acceptable to plead ignorance in defense of a charge of academic dishonesty. All submitted academic work is expected to be the product of individual expression, research or thought.

Any assignment that is submitted may, in turn, be submitted to an electronic database to check for consistent phrases and narrative content with others' work. Additional resources on plagiarism are available at www.uky.edu/Ombud/Plagiarism.pdf For UK's policy on academic integrity, visit Student Rights and Responsibilities Part II, Section 6.3 www.uky.edu/StudentAffairs/Code/part2.html