HHS 362: Interdisciplinary Health Advocacy
(1 credit hour, repeatable up to 4 credit hours)

NEW COURSE FORM

1.	**General Information.**	

a.	Submitted by the College of: Health Sciences	Today's Date: 6/22/11

b.	Department/Division: Clinical Sciences

c.	Contact person name: Sharon R. Stewart	Email: srstew01@uky.edu	Phone: 218-0570

d.	Requested Effective Date: ☐ Semester following approval	OR	☒ Specific Term/Year[1]: Fall 2012

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

a.	Prefix and Number: HHS 362

b.	Full Title: Interdisciplinary Health Advocacy

c.	Transcript Title (if full title is more than 40 characters): _____

d.	To be Cross-Listed[2] with (Prefix and Number): NA

e.	Courses must be described by <u>at least one</u> of the meeting patterns below. Include number of actual contact hours[3] for each meeting pattern type.

6 hrs Lecture	_____ Laboratory[1]	_____ Recitation	_____ Discussion	_____ Indep. Study
_____ Clinical	_____ Colloquium	18 (health navigator) Practicum	_____ Research	_____ Residency
_____ Seminar	_____ Studio	_____ Other – Please explain: _____		

f.	Identify a grading system: ☒ Letter (A, B, C, etc.) ☐ Pass/Fail

g.	Number of credits: 01

h.	Is this course repeatable for additional credit?	YES ☒ NO ☐

	If YES: Maximum number of credit hours: 04

	If YES: Will this course allow multiple registrations during the same semester?	YES ☐ NO ☒

i.	Course Description for Bulletin:	The course will provide experiences as a health navigator for students in the health sciences. Students will work with patients who are seeking advice about the availability of health resources, health services and health information. Students will be trained in skills needed to become effective health navigators, will work with communities to develop and maintain a health resources data base and will serve as motivational coaches to patients to attain healthy lifestyles.

j.	Prerequisites, if any: Admission to the HHS Programor consent of instructor.

k.	Will this course also be offered through Distance Learning?	YES[4] ☒ NO ☐

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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. Laboratory meeting, generally, represents at least two hours per week for a semester for one credit hour. (from SR S.2.1)

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

NEW COURSE FORM

I.	Supplementary teaching component, if any:	☒ Community-Based Experience ☐ Service Learning ☐ Both

3.	Will this course be taught off campus?	YES ☐	NO ☒

4. Frequency of Course Offering.

a.	Course will be offered (check all that apply):	☒ Fall ☐ Spring ☐ Summer	
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?	30-50

7. Anticipated Student Demand.

a.	Will this course serve students primarily within the degree program?	YES ☒	NO ☐
b.	Will it be of interest to a significant number of students outside the degree pgm?	YES ☒	NO ☐
	If YES, explain: This course may also be of interest to students in related health fields such as dentistry, pharmacy, or physical therapy.		

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: Bachelor's Degree in Human Health Sciences		
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 additional 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.a** above) are attached.

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

NEW COURSE FORM

Signature Routing Log

General Information:

Course Prefix and Number: HHS 362

Proposal Contact Person Name: Sharon R. Stewart   Phone: 218-0570   Email: srstew01@uky.edu

INSTRUCTIONS:
Identify the groups or individuals reviewing the proposal; note the date of approval; offer a contact person for each entry; and obtain signature of person authorized to report approval.

Internal College Approvals and Course Cross-listing Approvals:

Reviewing Group	Date Approved	Contact Person (name/phone/email)	Signature
Dept of Clinical Sciences	7/07/2011	Dr. Karen Skaff / 218-0585 / karenskaff@uky.edu	
College of Health Sciences	7/26/2011	Dr. Sharon Stewart / 218-0570 / srstew01@uky.edu	
		/ /	
		/ /	
		/ /	

External-to-College Approvals:

Council	Date Approved	Signature	Approval of Revision[6]
Undergraduate Council	2/28/2012	Sharon Gill	
Graduate Council			
Health Care Colleges Council	11/15/11	Heidi Anderson	
Senate Council Approval		University Senate Approval	

Comments:

_____

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[6] Councils use this space to indicate approval of revisions made subsequent to that council's approval, if deemed necessary by the revising council.

University of Kentucky
College of Health Sciences
Department of Clinical Sciences

HHS 362: Interdisciplinary Health Advocacy
Section TBD
Course credits: 1; repeatable to 4 credits

MEETING DAYS AND TIMES: TBD

COURSE MEETING LOCATION: TBD

INSTRUCTOR INFORMATION:
   Instructor: Geza Bruckner, PhD,
   Office phone #: 218-0859
   Office address: CTW 207
   Email address: gbruckn@uky.edu
   Preferred method for reaching instructor: email or phone
   Office hours/ prior appointment: by appointment

   Instructor: Anne Harrison, PT, PhD
   Office phone #: 218-0596
   Office address: CTW 204
   Email address: alharr01@uky.edu
   Preferred method for reaching instructor: email or phone
   Office hours/ prior appointment: by appointment

   Instructor: Pangela Dawson, PAC,
   Office phone #: 218-0564
   Office address: CTW 205
   Email address: pddaws2@uky.edu
   Preferred method for reaching instructor: email or phone
   Office hours/ prior appointment: by appointment

   Health Navigator Coordinator: Renee King, 218-0492, rpki222@uky.edu

COURSE DESCRIPTION: The course will provide experiences as health navigator for students in health sciences. Students will work with patients who are seeking advice about the availability of health resources, health services and health information. Students will be trained in skills needed to become effective health navigators, work with communities to develop and maintain a health resources data base and serve as motivational coaches to patients to attain healthy lifestyles. *Prerequisites:* Admission to HHS Program or permission of instructor.

COURSE GOALS: The goal of this course is to provide students with the opportunity to obtain the knowledge and skills needed to become effective health navigators. This will be accomplished through study of prepared reading modules and guided practicum experience in a health navigator role.

STUDENT LEARNING OUTCOMES: Upon completion of this course, students will be able to:
1. Obtain HIPAA certification
2. Discuss various topics pertinent success functioning as a health navigator (topics described under course content)
3. Perform successfully in a health navigator role with faculty guidance and mentoring

4. Analyze, critique, and discuss the student's own performance as a health navigator through class discussion and by detailing barriers, successes and suggestions for improvement in a final paper

REQUIRED TEXTS AND READINGS: The required course materials and readings can be found under Course Documents on Blackboard under the Health Navigator course. Topics are listed under Course Content.

COURSE CONTENT: Students participating as Health Navigators are expected to attain competence and/or certification as required in each of the following areas prior to assuming Health Navigator roles. Specifically, students are expected to gain knowledge and emerging skills needed to become effective health navigators through the following reading material/modules:
1. Five A's of counseling (approx. 1 to 2 hrs to complete) (5 points)
2. Motivational Interviewing (approx. 1 to 2 hrs to complete) (5 points)
3. Telephone etiquette (approx. 1 hr to complete) (5 points)
4. Health literacy (approximately 2 to 3 hrs to complete) (5 points)
5. Cultural differences (approximately 2 to 3 hrs to complete) (5 points)
6. Eldercare issues (approximately 2 to 3 hrs to complete) (5 points)
7. HIPAA review – HIPAA certification(approximately 2 to 3 hrs to complete)
8. Project Overview and Counties
9. Community resources and database

After completing each student training module, students will be tested on their knowledge and expected to attain a grade of at least 80%. If students do not succeed the first time, they can review the material a 2nd time and a new test will be presented which they will again be required to attain at least an 80% score. The training is self-paced and there is no penalty for taking a test a second time.

After passing all module materials, students will be assigned patients who are seeking health information. With the guidance of a faculty mentor (distance students will be assigned an onsite faculty mentor), students will be expected to practice effective counseling skills to guide patients to health resources, with the expectation that healthy lifestyle changes will be achieved. Students will also be expected to share their learning experiences (15 points) at a course colloquium and to write a final paper detailing barriers, successes and suggestions for improvement (55 points).Details about each assignment will be available in Blackboard. Success functioning as a health navigator will be measured through discussion at the colloquium and the final paper.

GRADING:

Evaluation Components:

Modules:	30 points (5 points each – see above)	30% of total grade
Paper:	55 points	55%
Colloquium	15 points	15%
Total	100 points	100%

Grading Scale:

Total points & %	Course Grade
90 – 100	A
80 - 89	B
70 - 79	C
60 - 69	D
<60	E

Your midterm grade will be available online on (date).
There is no final examination in this course.

COURSE POLICIES:

Academic accommodations due to disability: If you have a documented disability that requires academic accommodations, please see the instructor as soon as possible. In order to receive accommodations in this course, you must provide the instructor with a Letter of Accommodation from the Disability resource Center (Room 2, Alumni gym, 257-2754, email address jkarnes@email.uky.edu) for coordination of campus disability services available to students with disabilities.

Attendance: Attendance in this course is mandatory. This includes both the 3 class meetings and the hours scheduled as part of the health navigator practicum. For each unexcused absence, the final points awarded in the course will be lowered by 1 %. Tardiness of more than 5 minutes or leaving class early without prior arrangement with the instructor will lower the final average by 1 point for each infraction. .

Excused absences: Senate Rule 5.2.4.2 defines the following as acceptable reasons for excused absences: serious illness; illness or death of family member; University-related trips; major religious holidays; and other circumstances the instructor may find to be 'reasonable cause for nonattendance."

Make-up opportunity: When there is an excused absence, you will be given the opportunity to make-up missed work and/or exams. It is your responsibility to inform the instructor of the absence and make arrangements for making up missed work or exams, preferably in advance, but no later than one week after it.

Verification of absences: 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. The University Health Services (UHS) provides a printed statement that specifies that the University Health Services does not give excuses for absences from class due to illness or injury. At the discretion of the instructor, you may be asked to sign a release of information that will give permission for the staff to talk with the instructor to verify that you kept an appointment with University Health Services (especially when there has been multiple or prolonged absences from class). This form is available on the University Health Services Web Page: http://www.uky.edu/StudentAffairs/UHS/.

Submission of assignments: Unless PRIOR arrangements are made between the student and instructor, assignments submitted late will be penalized 10% for each day beyond the due date. Tests over the modules are self-paced, but all should be completed successfully by the end of week 6. Assignments submitted electronically are due by 5:00 on the date specified; assignments to be submitted in class are due at the beginning of class.

Academic integrity, cheating, and plagiarism: Academic honesty is expected in this course, and any kind of plagiarism or other forms of cheating will not be tolerated.

If it is determined that a student has engaged in cheating, the minimum resulting penalty is a 'zero' for the assignment on which the offense occured.

Per university policy, students shall not plagiarize, cheat, or falsify or misuse academic records. Students are expected to adhere to University policy on cheating and plagiarism in all courses. The minimum penalty for a first offense is a zero on the assignment on which the offense occurred. If the offense is considered severe or the student has other academic offenses on their record, more serious penalties, up to suspension from the university may be imposed.

Plagiarism and cheating are serious breaches of academic conduct. Each student is advised to become familiar with the various forms of academic dishonesty as explained in the Code of Student Rights and Responsibilities. Complete information can be found at the following website: http://www.uky.edu/Ombud. A plea of ignorance is not acceptable as a defense against the charge of academic dishonesty. It is important that you review this information as all ideas borrowed from others need to be properly credited.

Part II of *Student Rights and Responsibilities* (available online http://www.uky.edu/StudentAffairs/Code/part2.html) states that all academic work, written or otherwise, submitted by students to their instructors or other academic supervisors, is expected to be the result of their own thought, research, or self-expression. In cases where students feel unsure about the question of plagiarism involving their own work, they are obliged to consult their instructors on the matter before submission.

When students submit work purporting to be their own, but which in any way borrows ideas, organization, wording or anything else from another source without appropriate acknowledgement of the fact, the students are guilty of plagiarism. Plagiarism includes reproducing someone else's work, whether it be a published article, chapter of a book, a paper from a friend or some file, or something similar to this. Plagiarism also includes the practice of employing or allowing another person to alter or revise the work which a student submits as his/her own, whoever that other person may be.

Students may discuss assignments among themselves or with an instructor or tutor, but when the actual work is done, it must be done by the student, and the student alone. When a student's assignment involves research in outside sources of information, the student must carefully acknowledge exactly what, where and how he/she employed them. If the words of someone else are used, the student must put quotation marks around the passage in question and add an appropriate indication of its origin. Making simple changes while leaving the organization, content and phraseology intact is plagiaristic. However, nothing in these Rules shall apply to those ideas which are so generally and freely circulated as to be a part of the public domain (Section 6.3.1).

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

For more information on what constitutes plagiarism, you should read: "Plagiarism: What is it?" at http://www.uky.edu/Ombud/Plagiarisiu.pdf. The Ombud web site also includes a link to a Prentice Hall Companion Website "Understanding Plagiarism" http://wps.prenhall.com/hss_understand_plagiarism_1/0,6622,427064-,00.html. The site includes brief quizzes on related topics.

Classroom behavior, decorum and civility. In addition to cheating and plagiarism, classroom demeanor is an increasingly significant problem on campus (and nationally). You are expected to respect the dignity of all and to value differences among members of our academic community. Students clearly have the right to take reasoned exception and to voice opinions contrary to those offered by the instructor and/or other students (S.R. 6.1.2), but this should be done with respect. Eqnally, a faculty member has the right -- and the responsibility -- to ensure that all academic discourse occurs in a context characterized by respect and civility. Obviously, the accepted level of civility does not include attacks of a personal nature or statements denigrating another on the basis of race, sex, religion, sexual orientation, age, national/regional origin or other such irrelevant factors.

Professional preparation: Students are expected to demonstrate professional behavior that is ethical, respectful of the healthcare and other professions, demonstrates sensitivity to individuals, regardless of their gender, religion, race, or ethnicity. For specific information about behavioral expectations, students should refer to guidelines provided by their profession.

FOR DISTANCE LEARING STUDENTS (Center for Excellence in Rural Health):
   Distance Learning: Formal educational process in which the majority of instruction in a course occurs when students and instructors are not in the same place.

Instructor Information:
Virtual Office Hours: TBD
Preferred method of contact: Email (email address found in INSTRUCTOR INFORMATION at top of syllabus)
Maximum timeframe for responding to student communications: 48 hours (2 working days)

Technological Requirements:
   - Access to a computer with Internet capabilities (DSL or Cable modems are highly recommended)
   - System Requirements for Blackboard see http://wiki.uky.edu/blackboard/Wiki%20Pages/FAQS.aspx
Technology Support:
   - Contact information for Teaching and Learning Services Center (TASC) (*now Center for Teaching & Learning*):
     Website: http://www.uky.edu/TASC/
     Phone: 859-257-8272
   - Contact information for Information Technology Customer Service Center (ITSC):
     Website: http://www.uky.edu/UKIT/
     Phone: 859-218-HELP
   - Procedure for resolving technical complaints: Contact TASC or ITSC first, then contact instructor
Distance Learning Library Services:
   - Contact information for Distance Learning Library Services:
     Website: http://www.uky.edu/Libraries/DLLS
     DL Librarian: Carla Cantagallo
     Email: dllservice@email.uky.edu
     Phone: 859-257-0500, ext. 2171; (800) 828-0439 (option #6)
     DL Interlibrary Loan Service: http://www.uky.edu/Libraries/libpage.php?1web_id=253&11ib_id=16

COURSE SCHEDULE: (Note: There are 3 class meetings during the semester, but you are encouraged contact your instructor at anytime during the semester.)

Week	Topic	Assignments Due
1 (2 hrs)	Course Overview/Expectations Explanation of Module Assignments, Blackboard, etc.	
2-6	Complete 9 student training modules	Pass exams on 6 modules; successfully complete HIPAA certification requirements
7-12	~ 3 hrs. per week completing practicum as health navigator (18 total hours)	
14 (2 hrs)	Course Colloquium/Shared Discussion of Learning Experiences	Prepare journals/notes in order to discuss your experience
15 (2 hrs)	Course Colloquium/Shared Discussion of Learning Experiences	Prepare journals/notes in order to discuss your experience
16		Final Papers Due at scheduled time for Final Exam

NOTE: Students enrolled in additional sections of the course will serve as peer mentors to new students and will asked to broaden their study for additional KY counties. Students will be required to focus on resources for specific illnesses or disease, e.g., diabetes, obesity, lung or breast cancer, oral health, etc. The HHS program will create a resource library based on the work of the HHS students.
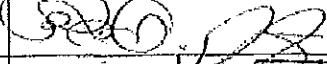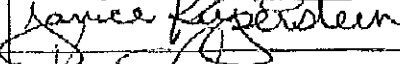
Distance Learning Forms
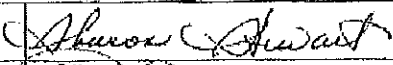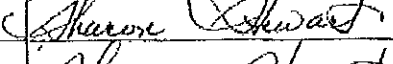
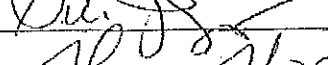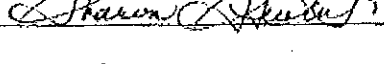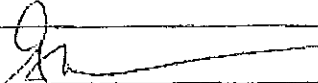# BACHELOR'S DEGREE IN HUMAN HEALTH SCIENCES (HHS)
Distance Learning Proposal for Program Courses

The College of Health Sciences (CHS) is proposing a new Bachelor's degree in Human Health Sciences. As part of this new degree, the CHS is seeking approval to offer portions of the program using interactive video for students enrolled at the Center for Excellence in Rural Health (CRH) in Hazard, KY. One course will be in hybrid distance learning format.

The College of Health Sciences has a longstanding, successful relationship with the Center, and CHS faculty are highly experienced in delivering courses to students at the Center using distance technologies Since the 1980's, the CHS Division of Physical therapy has offered its degree program at the Center. In addition, the Division of Medical Laboratory Sciences (formerly Clinical Laboratory Sciences) has successfully offered a degree at the Center in the past and has been approved to resume the distance program in 2012.

The CHS anticipates being able to initiate the HHS program on the UK campus in Lexington in fall 2012. Once the new HHS Program is implemented and is established at the UK campus in Lexington, the Program plans to expand its offering to the UK CRH – perhaps as early as fall 2013. As noted previously, the Program will use synchronous interactive video to deliver courses to the UK CRH with the exception of one course that will use a hybrid format.

Information provided in the attached Distance Learning Forms applies to the courses listed below. New courses that will be offered using distance technologies (interactive video or hybrid) are listed and signatures are included where the course instructor has been identified. Course syllabi for these courses can be found with the appropriate new course or major course change forms that are part of the HHS proposal.

Course Prefix	Course Name	Instructor Name	Signature
New Courses – Proposed Interactive Video			
HHS 451	Introduction to Medicine	TBD	
HHS 102	Survey of Health Professions II: Shadowing	Dr. Karen Skaff	
HHS 356	Seminar in Inter-professional Health Care	Dr. Janice Kuperstein	
HHS 361	Health Care Quality and Patient Safety	Prof. Kevin Schuer	
HHS 443	Health Information Management	TBD	
HHS 453	Cultural Competence in Health Care	TBD	
HHS 454	Research in Human Health Sciences	Dr. Gilson Capilouto	
HHS 470	International Experience in Health Sciences	TBD	
New Courses – Hybrid			
HHS 362	Health Advocacy	Dr. Geza Bruckner	

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 delivery. **All 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 formal 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 are not in the same place. Instruction may be synchronous or asynchronous. A distance learning (DL) course may employ correspondence study, or audio, video, or computer technologies.

A number of specific requirements are listed for DL courses. **The *department* proposing the change in delivery method is responsible for ensuring that the requirements below are satisfied at the individual course level.** It is the responsibility of the instructor to have read and understood the university-level assurances regarding an equivalent experience for students utilizing DL (available at http://www.uky.edu/USC/New/forms.htm).

Course Number and Prefix: HHS 362	Date: 6/22/11
Instructor Name: See attached list	Instructor Email: See attached list

Check the method below that best reflects how the majority of course 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 Senate Syllabus Guidelines, specifically the Distance Learning Considerations? When students are not meeting in a classroom, Blackboard communiation tools will be used. Interaction between students and faculty and among students will occur via the Discussion Board. Faculty will check the discussion board often and use it as a means of regular communication among students. In addition, faculty will have scheduled office hours. Email will also be used as a means of private and/or mass communication. Response to email will be provided within 48 hours (2 working days). Course materials, including the tutorials, will be available to all students via Blackboard. The exception is the HIPAA training, which is on the UK website. The syllabus conforms to Senate Guidelines for DL considerations (see syllabus attached to HHS 362 New Course form).
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. The same syllabi will be used for students at the UK campus in Lexington and the UK CRH in Hazard. Course goals, student learning outcomes, textbooks and readings, assignments, course expectations, assessment, and grading will be identical for students at both locations. Lecture syllabi, materials, assignments, and gradebook will be available on Blackboard. All tutorials are available on Blackboard except for the HIPAA training, which is accessed on the UK website. Class meetings will be delivered by a faculty member at one site and simultaneously delivered to the other site using interactive video.
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.

Abbreviations: TASC = Teaching and Academic Support Center   DL = distance learning   DLP = Distance Learning Programs

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 delivery. **All fields are required!**

	1. Students at both locations will submit assignments via Blackboard. 2. No tests or quizzes are included for this course. SHould they be included in the future, students will take exams on Blackboard. Measures taken to discourage cheating on quizzes include: 1) setting appropriate time limits; 2) randomizing questions or assessments from question pools, and 3)posting a discussion board message prior to quizzes that publicizes the content, format, rules, and honor codes. If cheating is suspected, additional measures will be considered. 3. Students at the UK campus in Lexington and the UK CRH in Hazard are expected to abide by UK policy on academic honesty and other policies as described in th course syllabus.
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? Up to 44% of the HHS Program may be taken via distance learning by students at the CRH. If yes, which percentage, and which program(s)? *Students enrolled in the HHS Program at the CRH will be transfer students from the Hazard Community College. The Program requires 120 credits. At least 67 credit hours will be non-distance learning courses, including gen ed and prerequisite required or recommended courses. This means that students could take up to 53 credit hours, or 44%, of the 120 credit hours using DL technologies.* *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 will be six 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 setting? Students at the UK CRH in Hazard have student services compariable to those offered at the UK campus in Lexington. The CRH offers student advising, student health services, technical assistance and computer/technology access, and opportunities to interact with program faculty.
Library and Learning Resources	
6.	How do course requirements ensure that students make appropriate use of learning resources? Students may be asked to make use of the library, online library resources, computers available in computer labs, and other learning resources depending on the course offering.
7.	Please explain specifically how access is provided to laboratories, facilities, and equipment appropriate to the course or program. Both the UK Lexington and Hazard locations are wel l equipped to meet student needs. Distance learning classrooms, and classroom/computer equipment are appropriate for the program at both locations.
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 receipt of the course, such as the Teaching and Academic Support Center (http://www.uky.edu/TASC/index.php) and the Information Technology Customer Service Center (http://www.uky.edu/UKIT/)? The syllabi list entities available for technical assistance (see syllabi attached to the HHS proposal). The syllabi specify the necessary software for successful course completion, requirements for access and use of Blackboard, and related course policies. Important links are provided.

Distance Learning Form

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

9.	Will the course be delivered via services available through the Teaching and Academic Support Center? Yes ☒ No ☐ If no, explain how students enrolled in DL courses are able to use the technology employed, as well as how students will be provided with assistance in using said technology.

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 TASC (http://www.uky.edu/TASC/; 859-257-8272) and Information Technology Customer Service Center (http://www.uky.edu/UKIT/; 859-257-1300).
	 ☐ 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:
	   o "If you have a documented disability that requires academic accommodations in this course, please make your request to the University Disability Resource Center. The Center will require current disability documentation. When accommodations are approved, the Center will provide me with a Letter of Accommodation which details the recommended accommodations. Contact the Disability Resource Center, Jake Karnes, Director at 859-257-2754 or jkarnes@email.uky.edu."
	 ☐ Information on Distance Learning Library Services (http://www.uky.edu/Libraries/DLLS)
	   o Carla Cantagallo, DL Librarian
	   o Local phone number: 859 257-0500, ext. 2171; long-distance phone number: (800) 828-0439 (option #6)
	   o Email: dllservice@email.uky.edu
	   o 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: See attached list for name & signature Instructor Signature:

Abbreviations: TASC = Teaching and Academic Support Center   DL = distance learning   DLP = Distance Learning Programs