

HHS 395: Independent Study (1-3 credit hours)

## NEW COURSE FORM

<b>1. General Information.</b>				
a.	Submitted by the College of: Health Sciences	Today's Date:	6/19/11	
b.	Department/Division: Clinical Sciences			
c.	Contact person name: Sharon R. Stewart	Email: srstew01@uky.edu	Phone:	218-0570
d.	Requested Effective Date:	<input type="checkbox"/> Semester following approval	OR	<input checked="" type="checkbox"/> Specific Term/Year <sup>1</sup> : Fall 2012
<b>2. Designation and Description of Proposed Course.</b>				
a.	Prefix and Number:	HHS 395		
b.	Full Title:	Independent Study		
c.	Transcript Title (if full title is more than 40 characters):	Independent Study in HHS		
d.	To be Cross-Listed <sup>2</sup> 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 <sup>3</sup> for each meeting pattern type.			
	Lecture	Laboratory <sup>1</sup>	____ Recitation	____ Discussion
	____ Clinical	____ Colloquium	____ Practicum	____ Research
	____ Seminar	____ Studio	____ Other – Please explain: _____	
f.	Identify a grading system:	<input checked="" type="checkbox"/> Letter (A, B, C, etc.)	<input type="checkbox"/> Pass/Fail	
g.	Number of credits:	01-03		
h.	Is this course repeatable for additional credit?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	
	If YES: Maximum number of credit hours:	06		
	If YES: Will this course allow multiple registrations during the same semester?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	
i.	Course Description for Bulletin:	Independent study for undergraduate students with an interest in a specific problem, topic, or issue in Human Health Sciences.		
j.	Prerequisites, if any:	Admission to HHS Program or consent of instructor.		
k.	Will this course also be offered through Distance Learning?	YES <sup>4</sup> <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	
l.	Supplementary teaching component, if any:	<input type="checkbox"/> Community-Based Experience	<input type="checkbox"/> Service Learning	<input type="checkbox"/> Both
3.	Will this course be taught off campus?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	
<b>4. Frequency of Course Offering.</b>				
a.	Course will be offered (check all that apply):	<input checked="" type="checkbox"/> Fall	<input checked="" type="checkbox"/> Spring	<input checked="" type="checkbox"/> Summer

<sup>1</sup> Courses are typically made effective for the semester following approval. No course will be made effective until all approvals are received.

<sup>2</sup> The chair of the cross-listing department must sign off on the Signature Routing Log.

<sup>3</sup> In general, undergraduate courses are developed on the principle that one semester hour of credit represents one hour of classroom meeting per week for a semester, exclusive of any laboratory meeting. Laboratory meeting, generally, represents at least two hours per week for a semester for one credit hour. (from SR 5.2.1)

<sup>4</sup> You must *also* submit the Distance Learning Form in order for the proposed course to be considered for DL delivery.

## NEW COURSE FORM

<b>b.</b>	Will the course be offered every year?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
	If NO, explain: _____		
<b>5.</b>	Are facilities and personnel necessary for the proposed new course available?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
	If NO, explain: _____		
<b>6.</b>	What enrollment (per section per semester) may reasonably be expected?	8-10	
<b>7.</b>	<b>Anticipated Student Demand.</b>		
<b>a.</b>	Will this course serve students primarily within the degree program?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
<b>b.</b>	Will it be of interest to a significant number of students outside the degree pgm?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
	If YES, explain: _____	This course may be of interest to students with an interest in health care or in related health fields such as dentistry, pharmacy, or physical therapy.	
<b>8.</b>	<b>Check the category most applicable to this course:</b>		
	<input checked="" type="checkbox"/> Traditional – Offered in Corresponding Departments at Universities Elsewhere		
	<input type="checkbox"/> Relatively New – Now Being Widely Established		
	<input type="checkbox"/> Not Yet Found in Many (or Any) Other Universities		
<b>9.</b>	<b>Course Relationship to Program(s).</b>		
<b>a.</b>	Is this course part of a proposed new program?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
	If YES, name the proposed new program: _____	Bachelor's Degree in Human Health Sciences	
<b>b.</b>	Will this course be a new requirement <sup>5</sup> for ANY program?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
	If YES <sup>5</sup> , list affected programs: _____		
<b>10.</b>	<b>Information to be Placed on Syllabus.</b>		
<b>a.</b>	Is the course 400G or 500?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
	If YES, the <i>differentiation for undergraduate and graduate students must be included</i> in the information required in <b>10.b</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>b.</b>	<input checked="" type="checkbox"/> The syllabus, including course description, student learning outcomes, and grading policies (and 400G-/500-level grading differentiation if applicable, from <b>10.a</b> above) are attached.		

<sup>5</sup> 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 395

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 <sup>6</sup>
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:

<sup>6</sup> 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 395: Independent Study  
Section TBD  
Course Credits: 1-3; repeatable to 6 total credits

**MEETING DAYS AND TIMES:** TBD

**COURSE MEETING LOCATION:** TBD

**INSTRUCTOR INFORMATION:**

**Instructor:** TBD (variable according to topic and student)

**Office phone:** TBD

**Office address:** TBD

**Email address:** TBD

**Preferred method for reaching instructor:** TBD

**Office hours:** TBD

**COURSE DESCRIPTION:** Independent study for undergraduate students with an interest in a specific problem, topic, or issue in human health sciences. *Prereq:* Admission to HHS Program or consent of instructor

**COURSE GOALS:** The overall goal of this course is to provide students with the knowledge and experiences they need to explore a topic, problem or issue in human health sciences in depth. The course will provide special learning opportunities through individualized study that is not offered through other course work.

**STUDENT LEARNING OUTCOMES:** By the end of the course, students will have acquired the knowledge and expertise appropriate for the independent study project. Specific learning outcomes will be stated in the LEARNING CONTRACT.

**REQUIRED READINGS:** TBD. Readings appropriate to the independent study activity will be specified in the LEARNING CONTRACT.

**COURSE CONTENT:** This is an independent study course. It is expected that students will engage in a range of activities necessary to meet the specified student learning outcomes, such as extensive readings, research, and/or experiential learning. Content and activities will be stated in the learning contract displayed at the end of the syllabus.

**GRADING:**

**Evaluation components:** The evaluation components, point values, and percent contribution to the final grade will be discussed between the student and faculty mentor and delineated in the learning contract.

**Grading Scale:** The following grading system will be used:

<i>Percent</i>	<i>Grade</i>
100 - 90	A
89 - 80	B
79 - 70	C
69 - 60	D
< 60	E

Your midterm grade will be available to you on (date). There will be no final examination unless specified in the learning contract.

## **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](mailto:jkarnes@email.uky.edu)) for coordination of campus disability services available to students with disabilities.

**Attendance:** Though an independent study course typically requires no in-class time, there must be regular contact, as directed and outlined in the contract, with the faculty mentora. Regular contact with your mentor will likely involve discussion, advising, and constructive feedback. In addition to face-to-face meetings, email and phone contact may also be appropriate.

**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:** Information about submission of assignments will be stipulated in the learning contract. In general, students can expect that unless PRIOR arrangements are made between the student and faculty mentor, assignments submitted late will be penalized 10% for each day beyond the due date.

**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.

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/Plagiarism.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](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). This issue extends to individual interactions between students and instructors in mentoring relationships. 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. Equally, 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.

**University of Kentucky**  
**Human Health Sciences Program**  
**HHS 395: Independent Study in Human Health Sciences**

**LEARNING CONTRACT GUIDELINES**

**Registration Procedures:** This variable credit course is designed to provide special learning opportunities through individualized study that is not offered through other course work. Students interested in participating in such learning activities must work with the faculty to complete the necessary forms and learning activities. The responsibilities listed below are intended to guide the process of developing an independent study.

**Student Responsibilities:**

1. Student may discuss interest in HHS 395 with the Academic Advisor. The Academic Advisor may help the student to identify a faculty member who can potentially serve as the Faculty Mentor of the project.
2. Student requests and obtains agreement from a faculty member to serve as the Faculty Mentor for the Independent Study. The student must understand that a faculty member is not obligated to agree to supervise an independent study. Generally faculty members agree to an independent study if it is in their specific area/s of interest and if they have the time to devote to it.
3. Student registers for the course (HHS 395) for the number of credit hours agreed to with the Faculty Mentor.
4. Student works with the Faculty Mentor to finalize the LEARNING CONTRACT and complete necessary documentation.
5. If the LEARNING CONTRACT is not finalized and approved by the end of the second week of the semester, the student withdraws from the course.

**Faculty Mentor Responsibilities:**

1. Faculty Mentor works with student to finalize the LEARNING CONTRACT, including student learning outcomes, course content and activities, grading system (evaluation components and their value), and number of credit hours to be awarded.
2. Faculty Mentor submits LEARNING CONTRACT to the student's Academic Advisor.
3. Faculty Mentor directs the student's learning experiences and grades the student's performance.



**University of Kentucky  
Human Health Sciences  
HHS 395: Independent Study in Human Health Sciences**

**LEARNING CONTRACT**

*NOTE: This LEARNING CONTRACT is to be completed by the student in collaboration with the Faculty Mentor. This should be completed before the start of the semester. If the LEARNING CONTRACT is not finalized and approved by the end of the second week of the semester, the student withdraws from the course. The title and a brief project description should be prepared prior to discussion between the student and academic advisor. The student and faculty mentor should revise and complete the LEARNING CONTRACT prior to submission to the Academic Advisor for final approval.)*

Student Name: \_\_\_\_\_ Student Number: \_\_\_\_\_

Semester: \_\_\_\_\_ Credit Hours: \_\_\_\_\_

**Title of Independent Study:**

**Purpose of the project (in a few sentences):**

**Student Learning Outcomes:**

**Activities/ Tasks** designed to meet project purpose and student learning outcomes , including timelines, required readings, specific activities, etc.:

**Criteria for Assessment**, including products or outcomes with due dates, point value, and percent of grade:

Faculty Mentor Signature: \_\_\_\_\_ Date

Student Signature: \_\_\_\_\_ Date

After approval, copies of the LEARNING CONTRACT are to be distributed to:

1. Student
2. Faculty Mentor
3. Academic Advisor (Student's file)