

**HHS 455: Research Experience in Human Health Sciences (1-3 credit hours)**

# NEW COURSE FORM

## 1. General Information.

- a. Submitted by the College of: Health Sciences Today's Date: 6/18/11
- 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<sup>1</sup>: Fall 2012

## 2. Designation and Description of Proposed Course.

- a. Prefix and Number: HHS 455
- b. Full Title: Research Experience in Human Health Sciences
- c. Transcript Title (if full title is more than 40 characters): Research Experience in HHS
- d. To be Cross-Listed<sup>2</sup> with (Prefix and Number): NA
- e. Courses must be described by at least one of the meeting patterns below. Include number of actual contact hours<sup>3</sup> for each meeting pattern type.

<input type="checkbox"/> Lecture	<input type="checkbox"/> Laboratory <sup>1</sup>	<input type="checkbox"/> Recitation	<input type="checkbox"/> Discussion	<input type="checkbox"/> Indep. Study
<input type="checkbox"/> Clinical	<input type="checkbox"/> Colloquium	<input type="checkbox"/> Practicum	15-45 for 1-3 credits Research	<input type="checkbox"/> Residency
<input type="checkbox"/> Seminar	<input type="checkbox"/> Studio	x Other – Please explain:		

This is an individualized research experience component; additional contact hours may be required as agreed upon in the research contract (see syllabus for contract form).

- f. Identify a grading system:  Letter (A, B, C, etc.)  Pass/Fail
- g. Number of credits: 01-03
- h. Is this course repeatable for additional credit? YES  NO
- If YES: Maximum number of credit hours: 06
- If YES: Will this course allow multiple registrations during the same semester? YES  NO

- i. Course Description for Bulletin: Students complete a mentored, self-directed research experience. Students work with faculty to develop an experience of mutual scientific interest. The nature of the experience and the subsequent activities and expected outcomes are defined and outlined in the research contract between the student and mentor.
- j. Prerequisites, if any: Consent of instructor
- k. Will this course also be offered through Distance Learning? YES<sup>4</sup>  NO

<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 S.2.1)

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- 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? 20
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 College already has a number of undergraduate students from across campus working with faculty on research projects.
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<sup>5</sup> for ANY program? YES  NO   
If YES<sup>5</sup>, 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.

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

<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:    HS 455

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 455: Research Experience in Human Health Sciences  
Section TBA

Course Credits: 1 – 3; repeatable for up to 6 credits

**COURSE MEETING DAYS AND TIMES:** TBD

**COURSE MEETING LOCATION:** TBD

**INSTRUCTOR INFORMATION:**

**Instructor:** Gilson Capilouto

**Office phone #:** 218-0555

**Office address:** CTW 124G

**Email address:** [gjcapi2@uky.edu](mailto:gjcapi2@uky.edu)

**Preferred method for reaching instructor:** email or phone

**Office Hours:** By appointment. Faculty members are in the office almost every day, but we often have appointments and obligations outside the office. The best strategy is to call or email faculty members in advance to schedule an appointment.

**COURSE DESCRIPTION:** Students complete a mentored, self-directed research experience. Students work with faculty to develop an experience of mutual scientific interest. The nature of the experience and the subsequent activities and expected outcomes are defined and outlined in the research contract between the student and mentor. Prerequisite: Consent of instructor.

**COURSE GOALS:** The purpose of this course is to provide students with experience in planning, conducting, evaluating, and reporting on a research topic of interest under the mentorship of a faculty member.

**STUDENT LEARNING OUTCOMES:**

By the end of the course, the student will:

- Successfully complete research ethics education (human subjects or animal care and use) as directed by the mentor at <http://www.citiprogram.org/>
- Demonstrates knowledge about health science topics relevant to the research project in writing or orally as most appropriate for the experience
- Summarize the logistics and real-world factors for conducting research acquired through the project experience
- Be able to contribute to and participate in various aspects of the research process including, but not limited to, hypothesis generation, methodology development, data collection, data entry, data analysis, data interpretation, and dissemination of findings

**REQUIRED TEXT AND READINGS:** Readings appropriate to the research project will be negotiated between the faculty member and student as part of the research contract.

**COURSE CONTENT:** Students in this course will engage in self-directed, independent work under the direction of a faculty mentor in an area of mutual scientific interest. The Research Experience may be mentored by any member of the HHS faculty or by faculty in other colleges. Archival or library research, field research and laboratory research are all acceptable modes of inquiry for this project. Projects

designed to meet the requirements of this course must receive a letter grade (no "Pass/Fail" option). Expectations with respect to project aims, activities and expected outcomes are determined in consultation with mentor and should be clearly stated in the Research Experience Contract (contained herein) before registering for the course. The contract is signed by the student, faculty research mentor and Director of Undergraduate Research for the College of Health Sciences.

Content and activities considered to be part of the research experience are outlined by the faculty mentor in cooperation with the student using the attached contract. The contract will indicate due dates for assignments and tasks and components that contribute to the determination of the course grade.

### **How to get started:**

#### Getting an idea:

- Review notes and books from classes and class topics you enjoyed
- Talk with friends and with faculty who have completed projects and learn what they valued most about the experience (<http://www.uky.edu/UGResearch/SPUR.html>)
- Review your academic career: What has excited you? What questions intrigue you and remain unexamined? What would you like to accomplish in your undergraduate education that you have not yet been able to do?
- Meet with the Director of Undergraduate Research for the CHS; Dr. Capilouto ([gjcapi2@uky.edu](mailto:gjcapi2@uky.edu))

#### Identifying a mentor:

- After you have some ideas, search through the CHS database of research opportunities to identify a mentor.
- Contact the mentor to schedule an appointment.
- Be prepared to discuss your idea as well as the activities/tasks you feel would be appropriate for the project.
- Complete the research contract and collect all necessary signatures.

**General Expectations<sup>1</sup>** (Note: stated expectations for the time spent in the lab/on research is exclusive of additional assignments or activities beyond the time actually engaged in the lab)

#### *Fall or Spring Semester*

For a one credit hour commitment

- Student would be expected to spend 2 – 3 hours per week, for 9-12 weeks, in the research experience

For a 2 credit hour commitment

- Student would be expected to spend 4 - 5 hours per week, for 9-12 weeks, in the research experience

For a 3 credit hour commitment

- Student would be expected to spend 6 - 8 hours per week, for 9-12 weeks, in the research experience

#### *Eight –week Summer Session*

For a one credit hour commitment

- Student would be expected to spend 4 – 6 hours per week, for 8 weeks, in the research experience

For a 2 credit hour commitment

- Student would be expected to spend 5 -8 hours per week, for 8 weeks, in the research experience

For a 3 credit hour commitment

- Student would be expected to spend 9 - 12 hours per week, for 8 weeks, in the research experience

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<sup>1</sup> Commitment may be voluntary, i.e. in the absence of formal course credit.

## GRADING:

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

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

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

Your midterm grade will be available to you on (date). There is no final examination.

## 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 research experience requires no class time, there must be regular contact, as directed and outlined in the contract, with the supervising faculty member. Regular contact with your mentor will involve discussion, advising, and constructive criticism. However, you are personally responsible for the development and progress of the experience. In addition to face-to-face meetings, email and phone contact is also encouraged.

**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. It is your responsibility to inform the instructor of the absence and make arrangements for making up missed work, 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/>.

**Late Assignments:** Unless PRIOR arrangements are made between the student and 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. You 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 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 chosen profession.

**HHS 455: Research Experience in Health Sciences: Contract**

**Student Name/Rank/Major:**

**Description of experience (goals, objectives):**

**Tasks for Completing Objectives (with timelines as needed; required readings should be included here):**

**Criteria for Assessment (Activities and Products with due dates, point value and percent of grade):**

**GRADING:** The following grading system will be used.

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

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

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

**Director, Undergraduate Research:** \_\_\_\_\_ **Date:** \_\_\_\_\_

After approval, copies of the contract will be distributed to:

1. Student
2. Student's File – kept with the DUR (research office)
3. Faculty Mentor