

HHS/CLM 480: Seminar in Human Health Sciences (1-3 credits)
Repeatable up to 6 credits

COURSE CHANGE FORM

Complete 1a – 1f & 2a – 2c. Fill out the remainder of the form as applicable for items being changed.

1. General Information.			
a.	Submitted by the College of: <u>Health Sciences</u>	Today's Date: <u>6-20-11</u>	
b.	Department/Division: <u>Clinical Sciences</u>		
c.	Is there a change in "ownership" of the course?		YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
	If YES, what college/department will offer the course instead? _____		
d.	What type of change is being proposed? <input checked="" type="checkbox"/> Major <input type="checkbox"/> Minor ¹ (place cursor here for minor change definition)		
e.	Contact Person Name: <u>Sharon R. Stewart</u>	Email: <u>srstew01@uky.edu</u>	Phone: <u>218-0570</u>
f.	Requested Effective Date: <input type="checkbox"/> Semester Following Approval OR <input checked="" type="checkbox"/> Specific Term ² : <u>Fall 2012</u>		
2. Designation and Description of Proposed Course.			
a.	Current Prefix and Number: <u>CLM 880</u>	Proposed Prefix & Number: <u>CLM 480</u>	
b.	Full Title: <u>Seminar in Allied Health (variable topic)</u>	Proposed Title: <u>Seminar in Human Health Sciences (variable topic)</u>	
c.	Current Transcript Title (if full title is more than 40 characters): <u>NA</u>		
c.	Proposed Transcript Title (if full title is more than 40 characters): <u>no change</u>		
d.	Current Cross-listing: <input type="checkbox"/> N/A OR	Currently ³ Cross-listed with (Prefix & Number): <u>HSE 880</u>	
	Proposed – <input checked="" type="checkbox"/> ADD ³ Cross-listing (Prefix & Number):		<u>HHS 480</u>
	Proposed – <input checked="" type="checkbox"/> REMOVE ^{3,4} Cross-listing (Prefix & Number):		<u>HSE 880</u>
e.	Courses must be described by at least one of the meeting patterns below. Include number of actual contact hours ⁵ for each meeting pattern type.		
Current:	<input type="checkbox"/> Lecture	<input type="checkbox"/> Laboratory ⁵	<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	<input type="checkbox"/> Research
	<input type="checkbox"/> Residency	<input type="checkbox"/> Studio	<input type="checkbox"/> Other – Please explain: _____
	<u>15 hrs total per or. hr Seminar</u>		
Proposed:	<input type="checkbox"/> Lecture	<input type="checkbox"/> Laboratory	<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	<input type="checkbox"/> Research
	<input type="checkbox"/> Residency	<input type="checkbox"/> Studio	<input type="checkbox"/> Other – Please explain: _____
	<u>no change Seminar</u>		
f.	Current Grading System: <input checked="" type="checkbox"/> Letter (A, B, C, etc.) <input type="checkbox"/> Pass/Fail		
	Proposed Grading System: <input checked="" type="checkbox"/> Letter (A, B, C, etc.) <input type="checkbox"/> Pass/Fail		

Comment [OSC1]: Excerpt from SR 3.3.0.G.2 Definition. A request may be considered a minor change if it meets one of the following criteria:
a. change in number within the same hundred series*;
b. editorial change in the course title or description which does not imply change in content or emphasis;
c. a change in prerequisite(s) which does not imply change in content or emphasis, or which is made necessary by the elimination or significant alteration of the prerequisite(s);
d. a cross-listing of a course under conditions set forth in SR 3.3.0.E;
e. correction of typographical errors.

*...for the specific purposes of the minor exception rule, the 600-799 courses are the same "hundred series," as long as the other minor change requirements are complied with. [RC 1/15/09]

¹ See comment description regarding minor course change. *Minor changes are sent directly from dean's office to Senate Council Chair.* If Chair deems the change as "not minor," the form will be sent to appropriate academic Council for normal processing and contact person is informed.
² Courses are typically made effective for the semester following approval. No course will be made effective until all approvals are received.
³ Signature of the chair of the cross-listing department is required on the Signature Routing Log.
⁴ Removing a cross-listing does not drop the other course – it merely unlinks the two courses.
⁵ Generally, undergrad courses are developed such that one semester hr of credit represents 1 hr of classroom meeting per wk for a semester, exclusive of any lab meeting. Lab meeting generally represents at least two hrs per wk for a semester for 1 credit hour. (See SR 5.2.1.)

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g.	Current number of credit hours: 01-03	Proposed number of credit hours: no change	
h.	Currently, is this course repeatable for additional credit?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
	Proposed to be 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.	Current Course Description for Bulletin:	Study and analysis of current and topical problems and issues regarding the roles, trends and research for allied health educators. May be repeated to a maximum of six credits.	
	Proposed Course Description for Bulletin:	Study and analysis of current and topical problems and issues regarding the roles, trends and research for health care professionals. May be repeated to a maximum of six credits.	
j.	Current Prerequisites, if any:	Prereq: Admission to the College of Allied Health Professions Program or permission of instructor.	
	Proposed Prerequisites, if any:	Prereq: Admission to CLM or HHS program or consent of instructor	
k.	Current Distance Learning(DL) Status:	<input type="checkbox"/> N/A <input checked="" type="checkbox"/> Already approved for DL* <input type="checkbox"/> Please Add ⁶ <input type="checkbox"/> Please Drop	
	*If already approved for DL, the Distance Learning Form must also be submitted <u>unless</u> the department affirms (by checking this box <input checked="" type="checkbox"/>) that the proposed changes do not affect DL delivery.		
l.	Current Supplementary Teaching Component, if any:	<input type="checkbox"/> Community-Based Experience <input type="checkbox"/> Service Learning <input type="checkbox"/> Both	
	Proposed Supplementary Teaching Component:	<input type="checkbox"/> Community-Based Experience <input type="checkbox"/> Service Learning <input type="checkbox"/> Both	
3.	Currently, is this course taught off campus?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
	Proposed to be taught off campus?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
4.	Are significant changes in content/teaching objectives of the course being proposed?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
	If YES, explain and offer brief rationale:		
5.	Course Relationship to Program(s).		
a.	Are there other depts and/or pgms that could be affected by the proposed change?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
	If YES, identify the depts. and/or pgms: <i>proposed new Human Health Sciences Bachelor's degree program</i>		
b.	Will modifying this course result in a new requirement ⁷ for ANY program?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
	If YES ⁷ , list the program(s) here:	<i>This course(HHS 480) is an elective course in the proposed new Human Health Sciences Bachelor's degree program</i>	
6.	Information to be Placed on Syllabus.		
a.	<input type="checkbox"/> Check box if changed to 400G or 500.	If changed to 400G- or 500-level course you must send in a syllabus and you must include the differentiation between undergraduate and graduate students by: (i) requiring additional assignments by the graduate students; and/or (ii) establishing different grading criteria in the course for graduate students. (See SR 3.1.4.)	

⁶ You must *also* submit the Distance Learning Form in order for the course to be considered for DL delivery.

⁷ In order to change a program, a program change form must also be submitted.

COURSE CHANGE FORM

Signature Routing Log

General Information:

Course Prefix and Number: CLM/HHS 480

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 (where CLM, HSE, HHS courses reside)	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 ⁸
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:

⁸ 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**

CLM/HHS 480: Seminar in Human Health Sciences (VARIABLE TOPIC)
Section TBD

Course Credit: 1-3 credits; repeatable up to 6 credits

COURSE MEETING DAYS AND TIMES: TBD

COURSE MEETING LOCATION: TBD

INSTRUCTOR INFORMATION:

Instructor: TBD

Office phone #: TBD

Office address: TBD

Email address: TBD

Preferred method for reaching instructor: TBD

Office Hours: TBD

COURSE DESCRIPTION: Study and analysis of current and topical problems and issues regarding roles, trends, and research for health care professionals. *Pre-requisite:* Admission to CLM or HHS program or consent of instructor.

COURSE GOALS: TBD as the course goals are dependent upon current problem or topic selected for study. Course goals will be established for the purpose of meeting stated student learning outcomes.

STUDENT LEARNING OUTCOMES: TBD as learning outcomes are dependent upon current problems or issue selected for study. Outcomes will be stated in observable terms.

REQUIRED TEXT AND READINGS:

Required texts and readings will be based on the course topic. Reference texts, journal articles and other sources of current health information relevant to seminar topics may be included.

COURSE CONTENT: TBD based on current problem or topic selected for study and the number of credit hours assigned. The standard of 15 contact hours for each credit hour will be applied.

GRADING:

Evaluation components: Exact details regarding evaluation criteria are to be determined by the assigned instructor. Evaluation criteria are dependent on current problem or issue selected and the number of credit hours assigned. Each assignment, the point value for and percent of final course grade will be included in this section.

Grading Scale: Unless otherwise stated that grading scale will follow the format below. The number of points in the course will vary based on the assignments made by the instructor.

Percent	Total Points	Grade
90 – 100%	90 – 100 points	A
80 – 89	80 – 89	B
70 – 79	70 – 79	C
60 – 69	60 – 69	D

Less than 60

Less than 60

E

Students will be provided with a mid-term grade on (date). If a final exam is required, details about the location, day and time, and length of time for the exam will be provided here.

COURSE POLICIES: (Instructors may provide supplementary course policies. Below are sample policies that will be used at a minimum.)

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. For each unexcused absence, the final points awarded in the course will be lowered by 3 points (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. 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.

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. 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. 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.

FOR DISTANCE LEARNING 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&1lib_id=16

COURSE SCHEDULE: TBD by assigned instructor as schedule is dependent upon current problem or issue selected for study and the number of credit hours assigned.