

# APPLICATION FOR NEW COURSE

## 1. General Information.

- a. Submitted by the College of: Honors Program Today's Date: 11/1/10
- b. Department/Division: Honors Program
- c. Contact person name: Meg Marquis Email: memarq0@email.uky Phone: 257-3111  
.edu
- d. Requested Effective Date:  Semester following approval OR  Specific Term/Year<sup>1</sup>: Fall 2011

## 2. Designation and Description of Proposed Course.

- a. Prefix and Number: HON 100
- b. Full Title: Academic Orientation for Singletary Scholars
- c. Transcript Title (if full title is more than 40 characters): \_\_\_\_\_
- d. To be Cross-Listed<sup>2</sup> with (Prefix and Number): \_\_\_\_\_

- 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.

1 Lecture \_\_\_\_\_ Laboratory<sup>1</sup> \_\_\_\_\_ Recitation \_\_\_\_\_ Discussion \_\_\_\_\_ Indep. Study \_\_\_\_\_

\_\_\_\_\_ Clinical \_\_\_\_\_ Colloquium \_\_\_\_\_ Practicum \_\_\_\_\_ Research \_\_\_\_\_ Residency \_\_\_\_\_

\_\_\_\_\_ Seminar \_\_\_\_\_ Studio \_\_\_\_\_ Other – Please explain: \_\_\_\_\_

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

- g. Number of credits: 1

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

If YES: Maximum number of credit hours: \_\_\_\_\_

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

- i. Course Description for Bulletin: This course is designed to introduce first-semester Singletary Scholarship recipients to the scholarly life of the University and also to organize and execute

<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)

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community service as a cohort. Through guest lectures, discussions, and out-of-class assignments, HON 100 helps first-semester Singletary scholars: gain an early understanding of opportunities at a research university; increase awareness and use of campus resources; reflect on community issues that they can address using the skills and talents specific to their cohort, and form beneficial relationships with students, faculty, and staff.

j. Prerequisites, if any: Must be a first-semester recipient of the Singletary Scholarship.

k. Will this course also be offered through Distance Learning? YES<sup>4</sup>  NO

l. 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

### 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: In reference to 7a above: While Honors is not degree-granting, the students enrolled in this course are required by the Singletary Scholarship parameters to also be enrolled in the Honors Program.

### 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: \_\_\_\_\_

b. Will this course be a new requirement<sup>5</sup> for ANY program? YES  NO

If YES<sup>5</sup>, list affected programs: \_\_\_\_\_

<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.

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### 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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## Signature Routing Log

**General Information:**

Course Prefix and Number:    HON 100

Proposal Contact Person Name:    Meg Marquis

Phone: 257-3111


Email:

memarq0@email.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
Honors Program		Dr. Frank Ettensohn / 257-3111 / f.ettensohn@uky.edu	
		/    /	
		/    /	
		/    /	
		/    /	

**External-to-College Approvals:**

Council	Date Approved	Signature	Approval of Revision <sup>6</sup>
Undergraduate Council	11/09/2010		
Graduate Council			
Health Care Colleges Council			
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.

**UK 100-002: Academic Orientation for Singletary Scholars**  
**W 3-3:50**  
**CB 215**

Meg Marquis  
memarq0@email.uky.edu  
355 POT  
257-3111  
Office Hours: By appointment

**Course Objective/Outcomes:**

This course is designed to introduce first-semester Singletary Scholarship recipients to the scholarly life of the University and also to organize and execute community service as a cohort. Through guest lectures, discussions, and out-of-class assignments, HON 100 helps first-semester Singletary scholars: gain an early understanding of opportunities at a research university; increase awareness and use of campus resources; reflect on community issues that they can address using the skills and talents specific to their cohort, and form beneficial relationships with students, faculty, and staff.

**Grading Criteria:**

Because this course is pass/fail, a passing grade will be awarded based on successful fulfillment of the following:

- A semester-long journal with 1 entry per week (15 entries total) – **Journal entries are due at the beginning of each class meeting.**
- Participation in group service project, to be determined and planned by the group during this course, and an individual community service commitment that equals 24 hours over the course of the Fall semester.
- Attendance at all Singletary dinners and meetings (3 per semester)
- Attendance at a mandatory one-on-one conference with me, to be scheduled in October.
- **Regular attendance in this course: *students are permitted one absence with no explanation necessary.***

**Academic Honesty:**

Academic honesty is fundamental to the activities and principles of any university, and there are serious consequences for plagiarism and cheating. Please familiarize yourself with the portion of UK's student code that addresses academic offenses, beginning with section 6.3.0 found at <http://www.edu.edu/StudentAffairs/Code/part2.html>.

**Students With Special Needs:**

Any student with a disability who is taking this course and needs classroom or other accommodations should contact the Disability Resource Center, 257-2754, room 2 Alumni Gym, or email Jake Karnes at [jkarnes@uky.edu](mailto:jkarnes@uky.edu).

## Calendar:

8.25: Getting to know you, brainstorming

9.1: Assessing Cohort Skill Set and Community Need - *Journal #1 Due*

9.8: **Center for Community Outreach (CCO) – Meet in Student Center Room 106 - *Journal #2 Due***

9.15: External Scholarship and Gaines Fellowship Program - *Journal #3 Due*

9.22: **Class Cancelled – Mandatory Singletary Dinner and Meeting on Thursday, Sept. 23 at 5:00 pm – Maxwell Place. *Journal #4 To Be Turned in at Dinner***

9.29: Brainstorming - *Journal #5 Due*

10.6: Committee Formation; Discussion of Information Gathering and Delegation - *Journal #6 Due*

10.13: **Class Cancelled – Mandatory Singletary Meeting and Dinner on Thursday, Oct. 14 from 5:00-7:00 pm – Commonwealth House. *Journal #7 To Be Turned in at Dinner***

10.20: Committee Updates; Revisions to Project as Logisitcs Necessitate - *Journal #8 Due*

10.27: Education Abroad - *Journal #9 Due*

11.3: Undergraduate Research – EUREKA! And Kaleidoscope - *Journal #10 Due*

11.10: Committee Updates; Group-Wide Task Lists - *Journal #11 Due*

11.17: **Class Cancelled – Mandatory Singletary Meeting and Dinner on Thursday, Nov. 18 from 5:00-7:00 pm – Commonwealth House. *Journal #12 Due***

11.24: **No Class – Thanksgiving Holiday**

12.1: Committee Updates; Finalize To-Do Lists - *Journal #13 and 14 Due*

12.8: Last class! Evaluations; Reflections - *Journal #15 Due*