1. General Information

1a. Submitted by the College of: ARTS &SCIENCES

   Date Submitted: 9/6/2016

1b. Department/Division: Interdisciplinary Programs

1c. Contact Person

> Name: Erin Koch

> Email: erin.koch@uky.edu

> Phone: 7-7312

>   Responsible Faculty ID (if different from Contact)

> Name:

> Email:

> Phone:

1d. Requested Effective Date: Specific Term/Year [1]   Fall 2016

1e. Should this course be a UK Core Course?   No

2. Designation and Description of Proposed Course

2a. Will this course also be offered through Distance Learning?:   No

2b. Prefix and Number: HSP 399

2c. Full Title: Practicum in Health, Society &Populations

 2d. Transcript Title: HSP Practicum

2e. Cross-listing:

2f. Meeting Patterns

>   PRACTICUM: 1-3

2g. Grading System: Pass/Fail

2h. Number of credit hours: 1-3

2i. Is this course repeatable for additional credit?   Yes

   If Yes: Maximum number of credit hours: 12

   If Yes: Will this course allow multiple registrations during the same semester?   No

2j. Course Description for Bulletin: This course provides an internship experience in a health workplace under the guidance of an HSP faculty member. A learning contact must be approved by the HSP faculty sponsor and one of the HSP Co-Directors. This course may be repeated for a maximum of 12 credits. Maximum of six hours of HSP 399 will count toward the HSP Major requirements, and this is limited to the Health Professions Intellectual Unit. Pass/fail only.

2k. Prerequisites, if any: HSP Major, consent of instructor and HSP learning contract.

2l. Supplementary Teaching Component: Community-Based Experience

3. Will this course taught off campus?   No

   If YES, enter the off campus address:

4. Frequency of Course Offering: Spring,

   Will the course be offered every year?:   Yes

   If No, explain:

5. Are facilities and personnel necessary for the proposed new course available?:   Yes

   If No, explain:

6. What enrollment (per section per semester) may reasonably be expected?:   1-2

7. Anticipated Student Demand

   Will this course serve students primarily within the degree program?:   Yes

   Will it be of interest to a significant number of students outside the degree pgm?:   No

   If Yes, explain:

8. Check the category most applicable to this course: Traditional – Offered in Corresponding Departments at Universities Elsewhere,

   If No, explain:

9. Course Relationship to Program(s).

   a. Is this course part of a proposed new program?:   No

   If YES, name the proposed new program:

   b. Will this course be a new requirement for ANY program?:   No

   If YES, list affected programs:

10. Information to be Placed on Syllabus.

   a. Is the course 400G or 500?:   No

   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: Yes

Distance Learning Form

Instructor Name:

Instructor Email:

Internet/Web-based: No

Interactive Video: No   3

Hybrid: No

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?

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.

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.

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?

If yes, which percentage, and which program(s)?

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?

6.How do course requirements ensure that students make appropriate use of learning resources?

7.Please explain specifically how access is provided to laboratories, facilities, and equipment appropriate to the course or program.

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 Information Technology Customer Service Center (http://www.uky.edu/UKIT/)?

9.Will the course be delivered via services available through the Distance Learning Program (DLP) and the Academic Technology Group (ATL)?   NO

If no, explain how student 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?   NO

11.I, the instructor of record, have read and understood all of the university-level statements regarding DL.

    Instructor Name:

HSP 399: Practicum in Health, Society, & Populations
University of Kentucky

LEARNING CONTRACT

NOTE: The learning contract must be typed and approved via a signature by both the HSP faculty sponsor and one of the HSP Co-Directors. A signed copy must be provided to the internship field site supervisor and placed on file with the HSP Co-Directors.

_____

Student Information

Student Name:

E-mail:

Phone:

Address:

City/ST/Zip

Major:

College:

Class Level:

Student Number *(not SSN)*:

Course Information

Semester/Year:

Credit Hours:

Paid_____   Unpaid_____

Internship Partner Information

Organization/Company Name:

Supervisor's Name:

E-mail:

Phone:

Address:

City/ST/Zip:

Hours

Starting Date:

Ending Date:

Total Number of Weeks:

Average Hours Per Week:

Total Hours Worked:

_____

Describe the duties of your internship:

List your learning outcomes for this experience:
(What do you expect to learn from this experience? Learning outcomes should be measurable and achievable.)

Specify the assignments agreed upon with your faculty sponsor:
(Assignments are usually reflective in nature.)

Specify dates and times you have agreed to meet with your faculty sponsor for critical reflection:
(Dates/times may be specific or in general terms. "To Be Determined" is not acceptable.)

_____

HSP Faculty Sponsor: HSP Co-Director:
Department: Department:
Campus Address: Campus Address:
Phone:
E-mail:

_____   _____
HSP Faculty Signature   Date   HSP Co-Director Signature   Date

_____
Student Signature   Date

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HSP 399
Practicum in Health, Society, and Populations (HSP)

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Instructor: Dr. Carrie B. Oser
Office Address: 1531 Patterson Office Tower
Email: carrie.oser@uky.edu
Office Phone: 257-6890
Office Hours: By Appointment

Course Description:
This course provides an internship experience in a health workplace under the supervision of an HSP faculty member. Students taking this course must be HSP majors and must have a 3.0 GPA in their HSP coursework. A learning contact must be approved by the HSP faculty sponsor and one of the HSP Co-Directors. This course may be repeated for a maximum of 12 credits. A maximum of six hours of HSP 399 will count toward the HSP Major requirements, and this is limited to the Health Professions Intellectual Unit. Pass/fail only.

Prerequisites:
HSP Major, consent of instructor and HSP learning contract.

Student Learning Outcomes:
Student learning outcomes differ depending on which student takes the course, the nature of their interests, and their internship placement site. Examples of HSP 399 student learning outcomes could include:
1. Demonstrate thorough knowledge of specific health-related topics from the perspective of the social sciences.
2. Analyze a social or cultural determinant of health trend in a health workplace.
3. Design solutions for social inequalities observed in health workplaces or via work with community or governmental organizations that provide health-related services and programs.
4. Prepare career preparation documents (e.g., resume, cover letter, biosketch, and personal statement) necessary for the graduate/professional school application process and/or for the job market.

Required Materials:
The required course materials will vary, as the HSP faculty supervisor and student deem necessary, and will be outlined in the learning contract.

Description of Course Activities and Assignments:
The course activities for HSP 399 are working at a health workplace for a specified number of hours. The number of credit hours earned for HSP 399 depends on the number of hours worked at the internship. Below are the minimum work hours required to earn 1, 2, or 3 credit hours based on University standards.
  1 credit hour = 48 total hours worked at the internship
  2 credit hours = 96 total hours worked at the internship
  3 credit hours = 144 total hours worked at the internship

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The assignments for the internship will be developed by the HSP faculty supervisor and student. All assignments will be noted in the learning contract.

Course Grading:
HSP 399 is a pass/fail course.

Course Policies:

Submission of Assignments: At the discretion of the HSP faculty supervisor.

Attendance Policy: At the discretion of the HSP faculty supervisor, but must be in accordance with Senate Policy on excused absences.

Excused Absences: Students need to notify the professor of absences prior to class when possible. S.R. 5.2.4.2 defines the following as acceptable reasons for excused absences: (a) serious illness, (b) illness or death of family member, (c) University-related trips, (d) major religious holidays, and (e) other circumstances found to fit "reasonable cause for nonattendance" by the professor. Students anticipating an absence for a major religious holiday are responsible for notifying the instructor in writing of anticipated absences due to their observance of such holidays no later than the last day in the semester to add a class. Information regarding dates of major religious holidays may be obtained through the religious liaison, Mr. Jake Karnes (859-257-2754). Students are expected to withdraw from the class if more than 20% of the classes or internship hours scheduled for the semester are missed (excused or unexcused) per university policy.

Verification of Absences: Students may be asked to verify their absences in order for them to be considered excused. 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. Appropriate notification of absences due to university-related trips is required prior to the absence.

Make-up Assignments, Quizzes or Exams: Students with an excused absence are required to make up any missed assignments, quizzes, or exams within two weeks of their return to the internship after the excused absence. It is the student's responsible to contact the instructor to schedule a day and time to make up the missed work.

Academic Integrity: 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.

Professionalism: All students completing an internship are expected to maintain a high standard of professionalism in terms of assigned tasks, decorum and respect for a diversity of experiences and opinions that might vary from their own. Dress codes will be determined by the standards of the organization with which the student is working.

Disability Resources and Accommodations: Should anyone need classroom or exam accommodations for a disability please contact the Disability Resource Center (DRC). DRC Address: 725 Rose Street, Multidisciplinary Science Building (the building between the T. H. Morgan Building (Biological Sciences) and the College of Nursing), Suite 407. Phone: 257-2754. Director: David Beach dtbeac1@uky.edu. Please see the DRC website for policies regarding official faculty notification of accommodations, etc. http://www.uky.edu/StudentAffairs/DisabilityResourceCenter/

Tentative Course Schedule:
Assignment due dates and meeting dates will be outlined on the learning contract.