1. General Information

1a. Submitted by the College of: COMMUNICATION AND INFORMATION

   Date Submitted: 11/26/2014

1b. Department/Division: Library &Information Science

1c. Contact Person

   Name: Will Buntin

   Email: will.buntin@uky.edu

   Phone: 859-257-3317

   Responsible Faculty ID (if different from Contact)

   Name: Jeff Huber

   Email: jeffrey.huber@uky.edu

   Phone: 859-257-2334

1d. Requested Effective Date: Specific Term/Year [1]   spring 2015

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?:   Yes [4]

2b. Prefix and Number: ICT 390

2c. Full Title: Special Topics in ICT

2d. Transcript Title:

2e. Cross-listing:

2f. Meeting Patterns

   LECTURE: 3

2g. Grading System: Letter (A, B, C, etc.)

2h. Number of credit hours: 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?   Yes

2j. Course Description for Bulletin: Intensive study of one aspect of information communication technology under the leadership of an authority in the area.

2k. Prerequisites, if any:

2l. Supplementary Teaching Component:

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?:   30

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: Deloris Foxworth

Instructor Email: deloris.foxworth@uky.edu

Internet/Web-based: Yes

Interactive Video: No

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?   Timely and appropriate interaction will be possible through Blackboard, email and other online communication tools (i.e., Adobe Connect, Skype). Syllabus was designed with online instruction in mind. Syllabus conforms to Senate guidelines. Syllabus includes statement on timeliness of response to inquiries.

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.   Many aspects of face to face instruction are intact with this online course including items like course goals and learning objectives. Assessment will take place through items like discussion posts, tests, projects or papers. Additionally, course may make use of online tools such as discussion boards, email, video presentations and other communication methods to help improve the overall experience.

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.   Each student's Blackboard account is tied to their myUK account. Assignments such as papers will be handled much the same as they would be in a face to face course in terms of being evaluated for possible issues in regards to the academic offense policy.

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?   No.

If yes, which percentage, and which program(s)?   No.

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?   Since our School has long had remote students (primarily around Louisville and northern Kentucky), we have tried to make student services as accessible as possible. Our program uses a listserv for program announcements and we employ a full-time student affairs officer who regularly communicates with our students, regardless or location. We also have a Blackboard organization to further assist in providing student services to remote participants. Additionally, we encourage students to use services such as Distance Learning Libary Services when appropriate.

6.How do course requirements ensure that students make appropriate use of learning resources?   In order to successfully complete assignments such as class participation, quizzes and projects, students will have to use their textbook, course readings and supplementary materials available through UK Libraries.

7.Please explain specifically how access is provided to laboratories, facilities, and equipment appropriate to the course or program.   Students will not require access to equipment outside of a personal computer and appropriate software. Students will primarily use the services of UK's Distance Learning, UK Distance Learning Library and electronic access to UK Libraries.

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/)?   Students are informed via the syllabus and given contact information for technical issues.

9.Will the course be delivered via services available through the Distance Learning Program (DLP) and the Academic Technology Group (ATL)?   YES

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.   Students will use services available through DLP and ATL

10.Does the syllabus contain all the required components?   YES

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

  Instructor Name: Deloris Foxworth

SIGNATURE|JTHU222|Jeffrey T Huber|ICT 490 NEW Dept Review|20140908

SIGNATURE|MSBEAC2|Megan B Sizemore|ICT 490 NEW College Review|20141006

SIGNATURE|JMETT2|Joanie Ett-Mims|ICT 490 NEW Undergrad Council Review|20141113

Courses	Request Tracking

New Course Form

https://myuk.uky.edu/sap/bc/soap/rfc?services=

Open in full window to print or save

Generate R

Attachments:

[Browse...]   **Upload File**

	ID	Attachment
Delete	4118	ICT390SpecialTopics (2).pdf
Delete	4119	ICT390SpecialTopics sample.pdf

[First] 1 [Last]

[Select saved project to retrieve...]   Get   New

(*denotes required fields)

1. General Information

a. * Submitted by the College of: COMMUNICATION AND INFORMATION ▾   Submission Date: 11/26/2014

b. * Department/Division: Library & Information Science ▾

c.

  * Contact Person Name: Will Buntin   Email: will.buntin@uky.edu   Phone: 859-257-3317

  * Responsible Faculty ID (if different from Contact) Jeff Huber   Email: jeffrey.huber@uky.edu   Phone: 859-257-2334

d. * Requested Effective Date: ○ Semester following approval OR ◉ Specific Term/Year ⊥ spring 2015

e.

Should this course be a UK Core Course? ○ Yes ◉ No

If YES, check the areas that apply:

☐ Inquiry - Arts & Creativity   ☐ Composition & Communications - II

☐ Inquiry - Humanities   ☐ Quantitative Foundations

☐ Inquiry - Nat/Math/Phys Sci   ☐ Statistical Inferential Reasoning

☐ Inquiry - Social Sciences   ☐ U.S. Citizenship, Community, Diversity

☐ Composition & Communications - I   ☐ Global Dynamics

2. Designation and Description of Proposed Course.

a. * Will this course also be offered through Distance Learning? ◉ Yes ⊥ ○ No

b. * Prefix and Number: ICT 390

c. * Full Title: Special Topics in ICT

d. Transcript Title (if full title is more than 40 characters):

e. To be Cross-Listed [2] with (Prefix and Number):

f. * Courses must be described by at least one of the meeting patterns below. Include number of actual contact hours[3] for each meeting pattern type.

3	Lecture		Laboratory[1]		Recitation		Discussion
	Indep. Study		Clinical		Colloquium		Practicum
	Research		Residency		Seminar		Studio
	Other	If Other, Please explain:					

g. * Identify a grading system:
◉ Letter (A, B, C, etc.)
○ Pass/Fail
○ Medicine Numeric Grade (Non-medical students will receive a letter grade)
○ Graduate School Grade Scale

h. * Number of credits: 3

i. * Is this course repeatable for additional credit? ◉ Yes ○ No
IF YES: Maximum number of credit hours: 12
IF YES: Will this course allow multiple registrations during the same semester? ◉ Yes ○ No

j. * Course Description for Bulletin:

Intensive study of one aspect of information communication technology under the leadership of an authority in the area.

k. Prerequisites, if any:

l. Supplementary teaching component, if any: ○ Community-Based Experience ○ Service Learning ○ Both

3. * Will this course be taught off campus?   ○ Yes ◉ No

If YES, enter the off campus address:

4. Frequency of Course Offering.

    a. * Course will be offered (check all that apply):   ☑ Fall   ☑ Spring   ☐ Summer   ☐ Winter

    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:

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 [5] for ANY program?   ○ Yes ◉ No

    If YES [5], 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 add 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** attached.

Distance Learning Form

This form must accompany *every* submission of a new/change course form that requests distance learning delivery. This form may be required when changing a course already approved for DL
fields are required!

Introduction/Definition: For the purposes of the Commission on Colleges Southern Association of Colleges and Schools accreditation review, *distance learning* is defined as a fo educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors the same place. Instruction may be synchronous or asynchronous. A distance learning (DL) course may employ correspondence study, or audio, video, or computer technologies

A number of specific requirements are listed for DL courses. **The _department_ proposing the change in delivery method is responsible for ensuring that the requiremen are satisfied at the individual course level.** It is the responsibility of the instructor to have read and understood the university-level assurances regarding an equivalent expe students utilizing DL (available at http://www.uky.edu/USC/New/forms.htm).

Course Number and Prefix:	ICT 390	Date:	9/5/2014
Instructor Name:	Deloris Foxworth	Instructor Email:	deloris.foxworth@uky.edu

Check the method below that best reflects how the majority of the course content will be delivered.

Internet/Web-based ☑   Interactive Video ☐   Hybrid ☐

Curriculum and Instruction

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 Syllabus Guidelines, specifically the Distance Learning Considerations?

   Timely and appropriate interaction will be possible through Blackboard, email and other online communication tools (i.e., Adobe Connect, Skype). Syllabus was designed with online instruction in mind. Syllabus conforms to Senate

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, of student learning outcomes, etc.

   Many aspects of face to face instruction are intact with this online course including items like course goals and learning objectives. Assessment will take place through items like discussion posts, tests, projects or papers.

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; academi policy; etc.

   Each student's Blackboard account is tied to their myUK account. Assignments such as papers will be handled much the same as they would be in a face to face course in terms of being evaluated for possible issues in regards to

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 f as defined above?

   No.

   Which percentage, and which program(s)?

   No.

   *As a general rule, if approval of a course for DL delivery results in 50% or more of a program being delivered through DL, the effective date of the course's DL delivery months from the date of approval.

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 settinɡ

   Since our School has long had remote students (primarily around Louisville and northern Kentucky), we have tried to make student services as accessible as possible. Our program uses a listserv for program announcements and we

Library and Learning Resources

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

   In order to successfully complete assignments such as class participation, quizzes and projects, students will have to use their textbook, course readings and supplementary materials available through UK Libraries.

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

   Students will not require access to equipment outside of a personal computer and appropriate software. Students will primarily use the services of UK's Distance Learning, UK Distance Learning Library and electronic access to UK

Student Services

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 r the course, such as the Information Technology Customer Service Center (http://www.uky.edu/UKIT/)?

   Students are informed via the syllabus and given contact information for technical issues.

9. Will the course be delivered via services available through the Distance Learning Program (DLP) and the Academic Technology Group (ATL)?

   ◉ Yes
   ◯ No

   If no, explain how students enrolled in DL courses are able to use the technology employed, as well as how students will be provided with assistance in using said techn

   Students will use services available through DLP and ATL

10. Does the syllabus contain all the required components, below? ☑ Yes

    - Instructor's _virtual_ office hours, if any.

    - The technological requirements for the course.

    - Contact information for Distance Learning programs (http://www.uky.edu/DistanceLearning) and Information Technology Customer Service Center (http://www.uky.edu/UKIT/Help/; 859-218-HELP).

    - Procedure for resolving technical complaints.

    - Preferred method for reaching instructor, e.g. email, phone, text message.

    - Maximum timeframe for responding to student communications.

    - Language pertaining academic accommodations:

- ▪ "If you have a documented disability that requires academic accommodations in this course, please make your request to the University Disability Resourc The Center will require current disability documentation. When accommodations are approved, the Center will provide me with a Letter of Accommodatior details the recommended accommodations. Contact the Disability Resource Center, Jake Karnes, Director at 859-257-2754 or jkarnes@email.uky.edu."

- ▸ Specific dates of face-to-face or synchronous class meetings, if any.

- ▸ Information on Distance Learning Library Services (http://www.uky.edu/Libraries/DLLS)

    - ▪ Carla Cantagallo, DL Librarian

    - ▪ Local phone number: 859 257-0500, ext. 2171; long-distance phone number: (800) 828-0439 (option #6)

    - ▪ Email: dllservice@email.uky.edu

    - ▪ DL Interlibrary Loan Service: http://www.uky.edu/Libraries/libpage.php?lweb_id=253&llib_id=16

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

    Instructor Name: _____

    Deloris Foxworth

    Abbreviations: DLP = Distance Learning Programs ATG = Academic Technology Group Customer Service Center = 859-218-HELP (http://www.uky.edu/UKIT/Help)

Revised 8/09

[1] Courses are typically made effective for the semester following approval. No course will be made effective until all approvals are received.

[2] The chair of the cross-listing department must sign off on the Signature Routing Log.

[3] 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. La meeting, generally, represents at least two hours per week for a semester for one credit hour. (from SR 5.2.1)

[4] You must also submit the Distance Learning Form in order for the proposed course to be considered for DL delivery.

[5] In order to change a program, a program change form must also be submitted.

Rev 8/09

Submit as New Proposal   Save Current Changes

ICT 390
Special Topics in Information Communication Technology

Instructor: TBA
Office Address: 320 Little Library
Email: TBA
Office Phone: TBA

Office hours: TBA

Course Description:

      Intensive study of one aspect of information communication technology under the leadership of an authority in the area.

Prerequisites:
      Consent of instructor and approval of proposal.

Student Learning Outcomes:

      After completing this course, the student will be able to:
1 . 1. Locate ICT within the overall context of the client information environment as well as within the designated emphasis area.
2 . Demonstrate skills to critically evaluate both public and commercially available information retrieval sources.
3. Demonstrate applying principles, concepts, and skills within a particular emphasis area of ICT.

Course goals or objectives: TBA

Required Materials:
TBA

Description of Course Activities and Assignments
      TBA

Course Assignments
TBA

Summary Description of Course Assignments
TBA

Course Grading

90% – 100% = **A (Exceptional Achievement)**
80% –　89% = **B (High Achievement)**
70% –　79% = **C (Average Achievement)**
60% –　69% = **D (Below Average)**
　0% –　59% = **E (Failing)**

Final Exam Information
TBA

Mid-term Grade
Mid-term grades will be posted in myUK by the deadline established in the
Academic Calendar (http://www.uky.edu/Registrar/AcademicCalendar.htm)

Course Policies:

Submission of Assignments:
Assignment due dates are indicated on the daily schedule. Late assignments are
not accepted unless arrangements have been made with the instructor prior to the
due date. Exceptions are made if a student has an excused absence.

All homework must include your name, my name, the course, and the date. When
submitting assignments on Blackboard, make sure to give your work a document
name to indicate what the item is. For example, you may title your evaluating
information activity "Last Name Info Eval." You are responsible for keeping back-
up (I recommend several) copies of all your work since electronic texts can be lost.
All assignments must be written in Standard English with correct grammar,
spelling, and punctuation. Assignments are to be completed solely by the
individual.

Attendance Policy.

This course relies heavily on participation and discussion. Therefore, attendance is requisite. For face to face sections, this course follows the University of Kentucky policy on class attendance: **If a student misses more than one-fifth of the course contact hours, she cannot receive credit for the course. For a course meeting twice a week, students must withdraw or receive a grade of E upon the sixth absence; for a course meeting three times a week, students must withdraw or receive a grade of E upon the ninth absence; for a course meeting four times a week, the maximum is twelve absences.** This policy will be strictly enforced. For online sections, class participation will be monitored through a variety of methods (such as log in frequency, number of posts, etc).

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 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.

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.

Accommodations due to disability:
If you have a documented disability that requires academic accommodations, please see me as soon as possible during scheduled office hours. In order to receive accommodations in this course, you must provide me 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.

Tentative Course Schedule

TBA

This syllabus is provided as a sample only of how a special topic course might be structured in Information Communication Technology. The content below is not being proposed as a course.

ICT 390
Special Topics in Information Communication Technology
Communications and Law for Professionals

Instructor:	Dr. Jasmine McNealy
Office Address:	320 Little Library
Email:	jemcnealy@uky.edu
Office Phone:	859-218-2297
Office hours:	T/R 2pm-4pm or by appointment

Course Description:

Intensive study of one aspect of information communication technology under the leadership of an authority in the area.

This specific special topics course is designed to introduce students to the many legal questions faced by journalists and other mass media professionals in disseminating news and information to the public. Through a combination of lectures, class discussions and other resource materials, students will study and analyze cases and problems involving issues that are relevant to professions in advertising, journalism, public relations and telecommunication. Some of the topics we will cover include: First Amendment theory, libel, invasion of privacy, the sunshine laws, public records laws, newsgathering, restrictions on court reporting, obscenity, copyright, advertising and broadcasting.

Prerequisites:
Consent of instructor.

Student Learning Outcomes:

After completing this course, the student will be able to:
1. Articulate and assert the rights of a media professional.
2. Understand key concepts in media law such as prior restraint, defamation, copyright, obscenity, indecency, and freedom of speech.
3. Demonstrate an understanding of American courts, including how to read and report on judicial decisions.
4. Apply legal reasoning, judicial tests and precedents to specific factual situations in order to determine whether they are potentially (a) unconstitutional under

the First Amendment, (b) illegal or (c) actionable under civil law.
5. Understand the historical and philosophical evolution of the First Amendment.

Required Materials:
- Moore, Maye & Collins, Advertising and Public Relations Law (2nd Ed). (APL)
- Parkinson & Parkinson, Public Relations Law: A Supplemental Text (PRL)
- Add these Web sites to your RSS feed and check them often: http://media-law.alltop.com/
- Other cases and readings as assigned by the instructor

Description of Course Activities and Assignments

This course will be a combination of readings, practical exercises and group based discussions.

Contacting Dr. McNealy

Should students have any questions concerning the class or substance, the easiest way to contact Dr. McNealy is by the e-mail address provided. All e-mails sent between the hours of 9am and 5pm will be answered ASAP. Those e-mails sent after this time will not be answered until the next day unless designated as an emergency. Students should put "COM507" in the subject line of the e-mail. E-mails should be written complying with formal grammar, punctuation, and grammar rules.

GRADING POLICY

Grades in this course are awarded solely on the basis of student performance. No credit or grades will be awarded to students based on their needs. There will be three examinations, 4 case briefs, and a class participation grade upon which your final grade will be calculated.

Students in this course are not entitled to a grading curve. While the professor is under no obligation to curve the test scores, she reserves the right to institute one in any given semester, and the decision will be made by her only at the end of the semester after the final grades have been tabulated and averaged. Neither is there an obligation to provide extra-credit opportunities for students, although that right is also reserved. Extra-credit opportunities are presented on a class-wide basis only. No assignments are given to fit individual needs.

Note: Late assignments will not be accepted and will receive a grade of "0." Exceptions will be made if the student is able to provide documentation for an excused, unforeseen absence. In those cases where excused absences are anticipated (e.g. a university field trip, athletic trip, etc.), papers must be submitted in advance of the anticipated absence.

The grading scale for the course is as follows:

> 90% – 100% = **A (Exceptional Achievement)**
> 80% – 89% = **B (High Achievement)**
> 70% – 79% = **C (Average Achievement)**
> 60% – 69% = **D (Below Average)**
> 0% – 59% = **E (Failing)**

The percentage breakdown for class assignments is as follows:

Exams (3)	= 75%
Briefs/written assignments (4)	= 15%
Participation	= 10%

Note: Challenges to assignment or exam grades must be made in writing, after a period of 48 hours after receiving your grade. The writing should express why the student feels the grade should be changed and justification, based on fact, for the grade change. Challenges to grades should be made no later than one (1) week after receiving the grade. After this time, the student forfeits the ability to have their grade challenge considered.

EXAMINATIONS

Each of the three scheduled examinations will involve only the materials covered in the respective portions of the semester. Students will be responsible for all of the information contained in the readings, lectures and other presentations. Examinations generally will consist of objective and essay questions. The professor reserves the right to alter the examination format.

Students are expected to be present and on time for each scheduled examination. Only in instances where there is an excused absence will a make-up be given. A student seeking to be excused must present to the professor written evidence of an excusable absence such as personal illness or death in the family. Other excuses must be analyzed on a case-by-case basis. Except during periods of extreme weather conditions, no extra time will be given to examination latecomers.

Students requesting accommodations are advised to consult with the Office of Disability Services. Any student requesting accommodations must submit a letter from the Office of Disability Services within the first two weeks of class. The instructor reserves the right to defer to the knowledge and skill of the Office of Disability Services to assess the propriety of an accommodation request.

No one will be allowed to take an examination after one of the examinees has completed his or her examination and left the room. No one is allowed to leave the room for any reason during the examination unless he or she suddenly becomes too ill to complete the examination. Therefore, students should take care of all their needs prior to entering the examination room. Makeup examinations must be completed within one week (7 days) of the scheduled examination date.

Final Exam Information

SAMPLE SAMPLE SAMPLE SAMPLE SAMPLE SAMPLE SAMPLE SAMPLE SAMPLE SAMPLE

This course does not have a final exam

Mid-term Grade

Mid-term grades will be posted in myUK by the deadline established in the Academic Calendar (http://www.uky.edu/Registrar/AcademicCalendar.htm)

Course Policies:

Submission of Assignments:

Assignment due dates are indicated on the daily schedule. Late assignments are not accepted unless arrangements have been made with the instructor prior to the due date. Exceptions are made if a student has an excused absence.

All homework must include your name, my name, the course, and the date. When submitting assignments on Blackboard, make sure to give your work a document name to indicate what the item is. For example, you may title your evaluating information activity "Last Name Info Eval." You are responsible for keeping back-up (I recommend several) copies of all your work since electronic texts can be lost. All assignments must be written in Standard English with correct grammar, spelling, and punctuation. Assignments are to be completed solely by the individual.

Attendance Policy.

This class relies heavily on participation and as such attendance, either face to face or online, is critical. We will rely heavily on class discussion as we explore this special interest area of ICT. This course follows the University of Kentucky policy on class attendance (for face to face sections): **If a student misses more than one-fifth of the course contact hours, she cannot receive credit for the course. For a course meeting twice a week, students must withdraw or receive a grade of E upon the sixth absence; for a course meeting three times a week, students must withdraw or receive a grade of E upon the ninth absence; for a course meeting four times a week, the maximum is twelve absences.** This policy will be strictly enforced. Online sections will be monitored for participation through various means.

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

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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 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.

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.

Accommodations due to disability:
If you have a documented disability that requires academic accommodations, please see me as soon as possible during scheduled office hours. In order to receive accommodations in this course, you must provide me 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.

CLASS SCHEDULE*

Week 1   Introduction to Law of Mass Communications
Readings:
Text: Chapter 1:   PRL
        Appx A& B   APL
Read the Syllabus

Week 2   Freedom of Expression
Readings:
Text: Chapter 1   APL
Chapter 3   PRL

Week 3   Commercial Speech
Text: Chapter 2, 3, 10   APL
Written Assignment (Brief) #1

Week 4   Obscenity
Readings:
Text: Available on Blackboard

Week 5   Obscenity and Indecency con't

Sep. 29, 2011: Exam 1

Week 6   Defamation
Readings:
Text: Chapter 4   APL

Week 7   Defamation con't/Invasion of Privacy
Readings:
Text: Chapter 5   APL
Written Assignment (Brief) #2

Week 8   Invasion of Privacy con't
Readings:
Text: Chapter 5, 6   APL

Week 9   Emotional Distress and Physical Harm
Text: Available on Blackboard

Week 10   Emotional Distress con't
Written Assignment (Brief) #3

Nov. 3, 2011: Exam 2

Week 11   Copyright
Readings:
Text: Chapter 7   APL

Week 12   Trademark
Readings:
Text: Chapter 8   APL
Written Assignment (Brief) #4

Week 13   Trademark con't

Week 14   Contracts and Labor
Text: Chapter 4   PRL
Exam 3

Week 15   Class wrap up, questions and discussion

*Syllabus subject to change.