# Distance Learning Form

This form must accompany every submission of a new/change course form that requests a change in delivery mode.
All 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 formal 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 are not in 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 requirements below 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 experience for students utilizing DL (available at http://www.uky.edu/USC/New/forms.htm).

| | |
|---|---|
| Course Number and Prefix: IEC 523 | Date: 3/9/09 |

| | |
|---|---|
| Instructor Name: Jennifer Grisham-Brown | Instructor Email: jgleat00@uky.edu |

| | *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 Senate Syllabus Guidelines, specifically the Distance Learning Considerations?<br><br>This course will meet for six face-to-face seminars using interactive or web-based video and weekly interactive meetings through BlackBoard course management software. In addition, the practicum instructor will observe students in their practicum settings twice. |
| 2. | How do you ensure that the experience for a DL student is comparable to that of a classroom-based student experience? Aspects to explore: textbooks, course goals, assessment of student learning outcomes, e‘<br><br>The student requirements of this course are the same as if it were an on campus course. A portion content will be delivered through BlackBoard, and students will submit assignments and receive feed BlackBoard rather than in person. Students will be assessed according to the same criteria as an on campus course. |
| 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.<br><br>The syllabus will include policy on academic integrity. Proctors will be available for interactive video sessions, |

| | |
|---|---|
| | and technical support will be available for both interactive video and web-based video sessions.  Quizes and exams, when offered on BlackBoard, will be timed and password protected. |
| 4. | Will offering this course via DL result in 25% or 50% (based on total credit hours required for completion) of a degree program being offered via any form of DL, as defined above?<br><br>no.<br><br>If yes, 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?<br><br><br>Distance learning students will be connected to student services that are designed to support their<br><br><br>participation (e.g., Teaching and Academic Support Center (TASC) services, distance learning librarian,<br><br><br>distance learning registration support). |

Abbreviations: TASC = Teaching and Academic Support Center    DL = distance learning    DLP = Distance Learning Prog

| | Library and Learning Resources | |
|---|---|---|
| 6. | How do course requirements ensure that students make appropriate use of learning resources? | |
| | Course requirements include research, literature reviews, book reviews, and exploration of web-based resources. | |
| 7. | Please explain specifically how access is provided to laboratories, facilities, and equipment appropriate to the course or program. | |
| | Students are assigned to a practicum site in their region of the state. Participation in the course requires access to a computer with internet connection, and TASC provides guidance on types of hardware and software needed for an optimal distance learning experience. | |
| | **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 receipt of the course, such as the Teaching and Academic Support Center (http://www.uky.edu/TASC/index.php) and the Information Technology Customer Service Center (http://www.uky.edu/UKIT/)? | |
| | Yes, this information is included in the syllabus. | |
| 9. | Will the course be delivered via services available through the Teaching and Academic Support Center? 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 technology. | |
| | 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 TASC (http://www.uky.edu/TASC/; 859-257-8272) and Information Technology Customer Service Center (http://www.uky.edu/UKIT/; 859-257-1300). ☒ Procedure for resolving technical complaints. ☒ Preferred method for reaching instructor, e.g. email, phone, text message. ☒ Maximum timeframe for responding to student communications. ☒ Information on Distance Learning Library Services (http://www.uky.edu/Libraries/DLLS)    o  Carla Cantagallo, DL Librarian    o  Local phone number: 859 257-0500, ext. 2171; long-distance phone number: (800) 828- (option #6)    o  Email: dllservice@email.uky.edu    o  DL Interlibrary Loan Service: http://www.uky.edu/Libraries/libpage.php?lweb_id=253&llib_id=16 | |

Abbreviations: TASC = Teaching and Academic Support Center    DL = distance learning    DLP = Distance Learning Programs

| 10. | I, the instructor of record, have read and understood all of the university-level statements regarding DL. |
|---|---|
| | Instructor Name: Jennifer Grisham-Brown _(signature)_ Instructor Signature: |

# IEC 523

# PRACTICUM IN EARLY CHILDHOOD ADMINISTRATION AND SUPERVISION

## (IECE Administrative Practicum)

Jennifer Grisham-Brown, Ed.D., Instructor

229 Taylor Education Building (mailbox)

119 Taylor Education Building (office)

257-8943 (office)

jgleat00@uky.eud (email)

## I. COURSE DESCRIPTION

IEC 523 Practicum in Early Childhood Administration and Supervision "Field training in a community setting related to early childhood administration and supervision. Opportunities for developing compentencies in program evaluation, personnel training and supervision, appropriate curriculum materials, parent involvement and education, program management and funding will be provided.

## II. CONCEPTUAL FRAMEWORK

The IECE teacher preparation program at the University of Kentucky will prepare reflective decision makers who can promote the growth in all developmental areas and facilitate the learning of all children. The holistic/reflective model presumes a critical discourse component between family, school, community and university personnel promoting on-going communication, constructive criticism, and self-awareness and assessment of philosophy and practice in order to further the knowledge base and the readiness level of future teachers of young children, with and without disabilities, aged birth to five.

## III. STANDARDS

**1. Regulation and Laws**
   Knowledge of local, state, and national a
laws that provide for the care, support and protection of children and families.


   Ability to access changes in laws

   Awareness of web sites and office numbers
   related to laws governing families and  children

.

**2. Ethics**
   Overview of ethical issues in current early
   childhood environments related to
   fiscal operation

   Ability of differentiate and understand the
   transcational nature of individual rights
   and relationships.

   Understand the uniqueness and universality of
   individual situations due to a diverse and
   pluralistic society

**3. Program Planning for**
   **Children and Families**
   Overview of theoretical, foundational,
   philosophical, and historical perspectives

   Ability to develop and implement action plans
   as related to the needs of the families and
   children

   Awareness of assessment tools used in
   screening development of children

   Understanding of the effect of culture and
   environment on adults' beliefs regarding guidance
   and discipline as well as children's development
   and self-concept

| 4. **Supervision and Staff Development** |
|---|
| Understanding of Managerial Styles and personalities in order to motivate, guide, assess, evaluate, lead and inspire staff to meet the needs of families and children |

| 5. **Health and Safety** |
|---|
| Knowledge and implementation of laws that provide for the mental, physical, and emotional health and safety of children, families and staff<br><br>Awareness of nutritional needs and food preparation procedures<br><br>Ability ot locate and access information related to the health and safety of children, families, and staff |
| 6. **Financial Management and Marketing**<br>Understanding of financial concepts and utilization of financial tools in order to secure viability and promote expansion<br><br>Ability ot maintain accurate and complete financial records<br><br>Awareness of market climate and the assessment of supply and demand |

## REQUIRED TEXTS

None.

## IV. COURSE COMPETENCIES/STANDARDS/OBJECTIVES

1) To develop an individual plan with the site administrator that addresses indiv i.. student's objective for the placement site.

2) To experience administrative and managerial tasks relevant to the placement site.

## V. REQUIREMENTS AND EVALUATION SYSTEM

    A) Each student will complete nine (9) hours of practicum hours per week.

    B) Each student will complete a weekly journal and meet with your site administrator for a conference. The journal should reflect your thoughts and reactions about your experience.

    C) Each student will complete a final paper. Final paper will be a cumulative paper about your administrative experience in your placement.

    D) If applicable, the university instructor/supervisor will make a minimum of one (1) on-site visitation.

    E) The university instructor/supervisor will determine your grade for the course with feedback from the site administrator. The site administrator will complete a final evaluation of student's work in the placement. The grade will reflect your work in the following activities:

        *Participation at site......................50%

        *Journal...................................20%

        *Final Paper...............................30%

**Information for Distance Learning Students:**
Technical Requirements:
In order to participate in this course, you will need access to a computer with the minimum hardware, software, and Internet configuration described at this site: http://www.uky.edu/Blackboard/computer.php. You will also need to have a webcam and Quicktime and Adobe Reader plugins installed on your computer. If you experience technical difficulties with accessing course materials, the Customer Service Center may be able to assist you. Their hours are 7am to 6pm Monday through Friday. You may reach them at 859.257.1300 or by e-mail at helpdesk@uky.edu.

Distance Learning Library Services:
As a Distance Learning student you have access to the Distance Learning Library services (http://www.uky.edu/Libraries/DLLS). This service can provide you access to UK's circulating collections and can deliver to you manuscripts or books from UKs library or other libraries. The DL Librarian, Carla Cantagallo, may be reached at 859.257.0500, ext. 2171, 800.828.0439 (option #6), or by email at dllservice@email.uky.edu. For an interlibrary loan visit http://www.uky.edu/Libraries/libpage.php?lweb_id=253&llib_id=16.

Communicating with the Instructor:
The best way to reach your instructor is by email. On campus or virtual office hours can be scheduled and are available by appointment. The instructor will respond to emails within 48 hours on weekdays. The instructor may respond much more quickly, but students should not expect a response after 4:30pm on weekdays or during weekends.

TASC
The Teaching and Academic Support Center (TASC) website (http://www.uky.edu/TASC/) offers much more information and resources that can promote a successful distance learning experience. They may also be reached at 859.257.8272.

# APPLICATION FOR NEW COURSE

1. Submitted by the College of __Education_____ Date: __3/20/08_____

   Department/Division proposing course: __Special Education & Rehabilitation Counseling_____

2. Proposed designation and Bulletin description of this course:

   a. Prefix and Number __IEC 523_____

   b. Title* __Practicum in Early Childhood Administration and Supervision_____
      *If title is longer than 24 characters, write a sensible title (24 characters or less) for use on transcripts:
      __IEC Admin Practicum_____

   c. Courses must be described by <u>at least one</u> of the categories below. Include the number of <u>actual contact hours per week</u> for each category, as applicable.

      (__) CLINICAL      (__) COLLOQUIUM      (1) DISCUSSION      (__) LABORATORY      (__) LECTURE

      (__) INDEPEND. STUDY      (7) PRACTICUM      (__) RECITATION      (__) RESEARCH      (__) RESIDENCY

      (__) SEMINAR      (__) STUDIO      (__) OTHER – Please explain: _____

   d. Please choose a grading system:   ☒ Letter (A, B, C, etc.)      ☐ Pass/Fail

   e. Number of credit hours: __3_____

   f. Is this course repeatable?   YES ☐   NO ☒      If YES, maximum number of credit hours: _____

   g. Course description:

      Field training in a community setting related to early childhood administration and supervision. Opportunities for developing competencies in program evaluation, personnel training and supervision, appropriate curriculum materials, parent involvement and education, program management and funding will be provided.

   h. Prerequisite(s), if any:

      IEC 552 or consent of instructor.

   i. Will this course be offered through Distance Learning?      YES ☒   NO ☐
      If YES, please circle one of the methods below that reflects how the majority of the course content will be delivered:

      | Internet/Web-based | Interactive video | Extended campus | Kentucky Educational Television (KET/teleweb) | Other |
      |---|---|---|---|---|

      Please describe "Other": __On campus/Interactive Video/BlackBoard_____

3. Teaching method:   ☐ N/A   or   ☒ Community-Based Experience      ☐ Service Learning Component      ☐ Both

4. To be cross-listed as: _____      _____
                          Prefix and Number                Signature of chair of cross-listing department

# APPLICATION FOR NEW COURSE

**5.** Requested effective date (term/year):    Fall       /   2009

**6.** Course to be offered (please check all that apply):    ☐ Fall    ☒ Spring    ☐ Summer

**7.** Will the course be offered every year?      ☒ YES    ☐ NO

If NO, please explain: _____

**8.** Why is this course needed?
Graduate and undergraduate students will have the opportunity to apply, observe, and actually experience strategies and concepts learned in the IEC 552 Administration and Supervision course in various community settings.

**9.** **a.** By whom will the course be taught?   Graduate level IECE faculty

     **b.** Are facilities for teaching the course now available?      ☒ YES    ☐ NO

        If NO, what plans have been made for providing them?

**10.** What yearly enrollment may be reasonably anticipated?
5-10

**11.** **a.** Will this course serve students primarily within the department?      ☒ Yes    ☐ No

     **b.** Will it be of interest to a significant number of students outside the department?      ☐ YES    ☒ NO
        If YES, please explain.

**12.** Will the course serve as a University Studies Program course[+]?      ☐ YES    ☒ NO
If YES, under what Area? _____
[+]AS OF SPRING 2007, THERE IS A MORATORIUM ON APPROVAL OF NEW COURSES FOR USP.

**13.** Check the category most applicable to this course:

     ☒ traditional – offered in corresponding departments at universities elsewhere

     ☐ relatively new – now being widely established

     ☐ not yet to be found in many (or any) other universities

**14.** Is this course applicable to the requirements for at least one degree or certificate at UK?      ☒ Yes    ☐ No

**15.** Is this course part of a proposed new program?      ☐ YES    ☒ NO
If YES, please name: _____

**16.** Will adding this course change the degree requirements for ANY program on campus?      ☐ YES    ☒ NO
If YES[‡], list below the programs that will require this course:

# APPLICATION FOR NEW COURSE

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*In order to change the program(s), a program change form(s) must also be submitted.

17. ☒ The major teaching objectives of the proposed course, syllabus and/or reference list to be used are attached.

18. ☒ Check box if course is 400G or 500. If the course is 400G- or 500-level, *you must include a syllabus showing differentiation* for undergraduate and graduate students by (i) requiring additional assignments by the graduate students; and/or (ii) the establishment of different grading criteria in the course for graduate students. (See *SR 3.1.4*)

19. Within the department, who should be contacted for further information about the proposed new course?

Name: __Kim Townley__        Phone: __257-9776__        Email: __kim.townley@uky.edu__

20. Signatures to report approvals:

| | |
|---|---|
| __April 2008__ | Debra Harley |
| DATE of Approval by Department Faculty | printed name    Reported by Department Chair    signature |
| __April 7, 2009__ | __Rosetta Sandidge__ |
| DATE of Approval by College Faculty | printed name    Reported by College Dean    signature |
| __3/30/2010__ | __S.Gill__ |
| * DATE of Approval by Undergraduate Council | printed name    Reported by Undergraduate Council Chair    signature |
| | |
| * DATE of Approval by Graduate Council | printed name    Reported by Graduate Council Chair    signature |
| | |
| * DATE of Approval by Health Care Colleges Council (HCCC) | printed name    Reported by Health Care Colleges Council Chair    signature |
| | |
| * DATE of Approval by Senate Council | Reported by Office of the Senate Council |
| | |
| * DATE of Approval by University Senate | Reported by Office of the Senate Council |

*If applicable, as provided by the *University Senate Rules. (http://www.uky.edu/USC/New/RulesandRegulationsMain.htm)*

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