COURSE CHANGE FORM

Signature Routing Log

General Information:

Course Prefix and Number: ITA 102

Proposal Contact Person Name: Gloria Allaire   Phone: 7-7098   Email: allaire@insightbb.com

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
MCL French, Director	4-30-10	Suzanne Pucci / 7-1066 / spucci1@uky.edu	_Suzanne Pucci TF_
Modern & Classical Languages, Chair	4-30-10	Theodore Fiedler / 7-4642 / tfiedler@uky.edu	_Theodore Fiedler_
		/ /	
A&S EPC	9/21/10	Randall Roorda / 7-1003 / rroorda@uky.edu	_Randall Roorda_
A&S Associate Dean	9/21/10	Anna Bosch / 7-6689 / bosch@uky.edu	_A.R. Bosch_

External-to-College Approvals:

Council	Date Approved	Signature	Approval of Revision[8]
Undergraduate Council	2/1/2011	Sharon Gill _Digitally signed by Sharon Gill DN: cn=Sharon Gill, o=Undergraduate Education, ou=Undergraduate Council, email=sgill@uky.edu, c=US Date: 2011.02.04 08:28:16 -05'00'_	
Graduate Council			
Health Care Colleges Council			
Senate Council Approval		University Senate Approval	

Comments:

_____

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[8] Councils use this space to indicate approval of revisions made subsequent to that council's approval, if deemed necessary by the revising council.

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COURSE CHANGE FORM

1. **General Information.**

a. Submitted by the College of: Arts and Sciences   Today's Date: 7-6-10

b. Department/Division: Modern and Classical Languages, Literatures and Cultures

c. Is there a change in "ownership" of the course?   YES ☐   NO ☒

    If YES, what college/department will offer the course instead? _____

d. What type of change is being proposed?   ☒ Major   ☐ Minor[1] (place cursor here for minor change[OSC1] definition)

e. Contact Person Name: Gloria Allaire   Email: allaire@insightbb.com   Phone: 7-7098

f. Requested Effective Date: ☒ Semester Following Approval   OR   ☐ Specific Term[2]: _____

2. **Designation and Description of Proposed Course.**

a. **Current Prefix and Number:** ITA 102   *Proposed Prefix & Number:*   *ITA 102*

b. **Full Title:** Elementary Italian   *Proposed Title:*   *Elementary Italian*

c. **Current Transcript Title** (if full title is more than 40 characters): _____

    Proposed Transcript Title (if full title is more than 40 characters): _____

d. **Current Cross-listing:**   ☒ N/A   OR   Currently[3] Cross-listed with (Prefix & Number): _____

    Proposed – ☐ *ADD[3] Cross-listing (Prefix & Number):* _____

    Proposed – ☐ *REMOVE[3, 4] Cross-listing (Prefix & Number):* _____

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: 3 Lecture   ____ Laboratory[5]   ____ Recitation   ____ Discussion   ____ Indep. Study

____ Clinical   ____ Colloquium   ____ Practicum   ____ Research   ____ Residency

____ Seminar   ____ Studio   ____ Other – Please explain: ____

Proposed: *4 Lecture*   ____ *Laboratory*   ____ *Recitation*   ____ *Discussion*   ____ *Indep. Study*

____ *Clinical*   ____ *Colloquium*   ____ *Practicum*   ____ *Research*   ____ *Residency*

____ *Seminar*   ____ *Studio*   ____ *Other – Please explain:* ____

f. **Current Grading System:**   ☒ Letter (A, B, C, etc.)   ☐ Pass/Fail

    Proposed Grading System: ☒ Letter (A, B, C, etc.)   ☐ Pass/Fail

g. **Current number of credit hours:**   3   *Proposed number of credit hours:*   *4*

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[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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h. **Currently, is this course repeatable for additional credit?** YES ☐ NO ☒

    Proposed to be 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. **Current Course Description for Bulletin:**   A study of the grammar and composition of Italian.

    Proposed Course Description for Bulletin: Continuation of ITA 101. Prereq:ITA 101, or one year of high school Italian, or its equivalent.

j. **Current Prerequisites, if any:**   ITA 101

    Proposed Prerequisites, if any: ITA 101, or one year of high school Italian, or its equivalent

k. Current Distance Learning(DL) Status: ☒ N/A ☐ Already approved for DL* ☐ *Please Add*[6] ☐ *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 ☐) that the proposed changes do not affect DL delivery.

l. **Current Supplementary Teaching Component, if any:** ☐ Community-Based Experience ☐ Service Learning ☐ Both

    Proposed Supplementary Teaching Component: ☐ *Community-Based Experience* ☐ *Service Learning* ☐ *Both*

3. **Currently, is this course taught off campus?** YES ☐ NO ☒

    Proposed to be taught off campus? YES ☐ NO ☒

4. **Are significant changes in content/teaching objectives of the course being proposed?** YES ☒ NO ☐

    If YES, explain and offer brief rationale:

    We are proposing that ITA 102 become a four-credit course to make it consistent with other comparable beginning language courses at the 100 level. Students will be expected to acquire more language skills in the process.

5. **Course Relationship to Program(s).**

a. **Are there other depts and/or pgms that could be affected by the proposed change?** YES ☐ NO ☒

    If YES, identify the depts. and/or pgms: _____

b. **Will modifying this course result in a new requirement[7] for ANY program?** YES ☐ NO ☒

    If YES[7], list the program(s) here: _____

6. **Information to be Placed on Syllabus.**

a. ☐ Check box if changed to 400G or 500.   If <u>changed to</u> 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.*)

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[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.

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REVISED COURSE DESCRIPTION: (changing to 4 credit hours)   (24 April 2011 edits)

U.K., Modern and Classical Languages, Literatures and Cultures;   Spring 20XX
Div. of French and Italian.   Elementary Italian, ITA 102.
        Sec. 001 MTBF time / room
        Sec. 002 MTBF time / room
        Sec. 003 MTBF time / room

Dr. Gloria Allaire
Office: 1149 P.O.T.   Office phone: 859-257-7098 voicemail
email: allaire_students@insightbb.com
Office Hours: M T W 12:00-12:50, or by appt.

Ms. Ioana Larco
Office: 929 P.O.T.   Office Phone: 257-7728
email: ioana.larco@uky.edu
Office Hours: TBA

Required Materials
        Merlonghi, Merlonghi, Tursi, & O'Connor. *Oggi in Italia*, 8th edn.
        Workbook / Lab Manual / Video Manual to accompany *Oggi in Italia*, 8th edn.
                Note: used copies of workbook are unacceptable. Please check your workbook to
                be sure that there is no writing in it & that all pages are there.

Strongly Recommended
        An English / Italian Dictionary of your choice (will be required for ITA 202).

Learning Outcomes

        This course is a continuation of work begun in Italian 101 (the second semester in a
four-course sequence). The prerequisite is ITA 101.

        In this course students will continue to develop their abilities in Italian language as well
as gaining additional knowledge of contemporary Italian life and culture. You will learn to
describe your daily routine, ask prices and indicate quantities, talk about food and dining out, and
discuss family and travel or recreation plans. You will learn to make requests, suggestions,
formulate questions and give commands, both informal and polite. By the end of the course, you
will be able to describe the weather, parts of the body, clothing and colors, the cinema, sports
people and places. You will be able to express your likes and dislikes. A new verb tense will let
you compare and contrast your past activities.

Tentative Course Schedule (by weeks):

K All workbook chapters will be due the day that Chapter Quiz (or Midterm Exam) is given.

For Electronic Tutorial lessons (in column 4), please visit: www.uky.edu/~allaire

Week / Dates	Textbook Lesson (to do in class)	Special Activities (in class)	Elec. Tutorial (do at home)	Assignments due, Tests
I. Jan. XX-XX	W: Course intro. F: review; Lez. 7			
II. Jan. XX-XX	M: holiday T, W, F: Lezione 7	Practice *dettato*; Cultural Info: *La Liguria* p. 169-70	*Reflexives; Imperatives*	
III. Jan. XX-XX	Finish Lezione 7	*Dialogo* p. 149 "Il mercato all'aperto"		F: **Workbook 7 due** F: **Test I (Lez. 7)**
IV. Feb. X-X	Begin Lezione 8	Practice *dettato*	*Demonstratives*	
V. Feb. X-XX	Lez. 8	Cultural Info: *Venezia* PP. 191-192		
VI. Feb. XX-XX	Finish Lez. 8	*La famiglia italiana* reading practice		**F: Workbook 8 due** **F: Test II (Lez. 8)**
VII. Feb. XX-XX	Begin Lez. 9	*Studiare all'estero* p. 198	*Imperfetto*	
VIII. Mar. X-X	Lez. 9	Oral presentations	*Negative Expressions*	
IX. Mar. XX-XX	Finish Lez. 9	Cultural info: *Conoscere l'Italia*		**F: Workbook 9 due;** **MIDTERM EXAM**
X.. Mar. XX-XX	SPRING BREAK	-----	-----	*Stay safe!*
XI.. Mar. XX-XX	Begin Lez. 10	Oral role plays: shopping in Italy	*Review "Passato Prossimo"*	
XII. Mar. xx - Apr. x	Lez. 10	Reading: *Il cinema italiano* p. 221	*Special Plurals, Conoscere /Sapere*	
XIII. Apr. X-X	Finish Lez. 10	Cultural info: *Milano* pp. 237-38		**F: Workbk. 10 due;** **F: Test III (Lez. 10)**
XIV. Apr. XX-XX	Begin Lez. 11	*La moda italiana*: presentations (p. 237)		
XV. Apr. XX-XX	Lez. 11	*Dialogo* p. 242; reading *Lo sci* p. 243	*Object Pronouns; More Pronouns*	
XVI. Apr. XX-XX	Finish Lez. 11	Cultural info: *Torino* pp. 261-62	*Piacere*	

Numerical grading Scale: University of Kentucky letter grades and their percentages are as follows:

        A = 90 - 100%

        B = 80 - 89%

C = 70-79%
D = 60 - 69 %
E = 59 % or below

The grading scale (breakdown of final percentage) that will be used to award your final grade in Italian 101 is as follows:

Attendance and Participation	15%
Written Assignments	15%
Chapter Tests (drop <u>one</u>, not curved)	25%
Oral proficiency exam	5%
Midterm Hour Exam	20%
Final Exam	20%

<mark>Midterm Evaluation</mark>: Each student will receive a Midterm grade electronically via the U.K. system.

<mark>Final Exam</mark>: Exact Date, Time & Location of *to be announced*. Exam length is two hours.

Hints for success in this course:

Our learning outcomes can only be achieved <u>both</u> by active classroom participation <u>and</u> by doing the assignments regularly outside of class. Reading skills will be developed both during classroom work and individually at home. Writing activities will include workbook exercises and may also include written homework or short compositions. Late work will be graded, but receives a grade of "zero." To successfully acquire ability in a second language, you should plan on setting aside approximately an hour a day (outside of class time) for study and review. Remember: ALL your work is important, not just the tests!

Attendance Policy

Due to the importance of maximizing exposure to the language, attendance is mandatory. Your course grade will be lowered proportionately for EACH unexcused absence. Arriving more than ten minutes late or leaving more than 10 minutes early will count as ½ period attendance.
Students are responsible for all assignments and announcements made in class and for all handouts distributed in class, <u>whether or not they were present</u>. Please exchange phone # or email addresses with 2-3 of your classmates to keep informed (in the event that you are unable to contact me for basic questions at odd hours of the day or weekends.)

We reserve the right to administer unannounced "pop" quizzes. At the end of the semester, all "pop" quiz grades will be combined to equal ONE quiz grade. There are no "makeups" on pop quizzes. It is to your advantage to memorize vocabulary and study new grammar material every night so that you will be prepared the next day and do well on any and all tests, at any time we choose to give them. Come in class, study nightly & you will do better on your tests!

Tests are NOT given on demand and must be taken as scheduled (see syllabus). Do not make travel or personal plans that conflict with the scheduled testing dates. If you miss a test or exam due to an unexcused reason, this will result in a grade of <u>zero</u>.
According to the University Senate Rules definition, section 5.2.4.2, viewable at

www.uky.edu/StudentAffairs/Code/part2.htm, the following are "Excused Absences":

- ˜ "Significant illness of the student"
- ˜ "Serious illness of a member of the student's household or immediate family"
- ˜ "Death of a member of the student's household or immediate family"
- ˜ "Trips for members of student organizations sponsored by an academic unit, trips for University classes, and trips for participation in intercollegiate athletic events. When feasible, the student must notify the instructor prior to the occurrence of such absences, but in no case shall such notification occur more than one week after the absence."
- ˜ "Major Religious Holidays."

To sum up, if you have an absence that falls under the heading of "Excusable" (see above), IT IS YOUR RESPONSIBILITY TO NOTIFY ME in advance if possible, but NO LATER THAN ONE WEEK AFTER THE ABSENCE OCCURS. According to the guidelines of the Code, I WILL NEED TO SEE WRITTEN DOCUMENTATION THAT PROVES THE REASON FOR THE ABSENCE (ER admission paperwork, funeral home obituary, letter from coach or other professor who is leading a field trip, etc.) WITHOUT TIMELY WRITTEN DOCUMENTATION, YOUR ABSENCE WILL STAND AS UNEXCUSED.

If your absence fell on the day of a test or exam, a makeup test can only be given if you follow the above guidelines for proving that the absence was, in fact, excusable. Documentation must be furnished promptly and the makeup test must be taken WITHIN ONE WEEK of the absence. Any other missed assignments are also due within one week of the excusable absence.

If your absence is unexcusable and /or undocumented, you will NOT be able to do a makeup test or exam.

Classroom Decorum

Please try to arrive on time and remain in the room for the entire class period. Avoid getting up and walking out of the room during class. This is disruptive, you are not able to participate when you are not in the room, and your partner will not be able to do conversation or other pair work if you are gone. If you have a distant class that makes it difficult to arrive on time, tell me the first week & I will make note of it. EATING during the class period is forbidden. You may quietly sip water, coffee, juice or any non-alcoholic beverage, however.

Electronic Resources

Since many students have busy class schedules in addition to after-school jobs, it is sometimes difficult to come to office hours for extra help. To alleviate this problem, Dr. Allaire has created a series of webpage files, dedicated to verb tenses and other important grammar topics. This is available 24/7 and may be accessed from any computer, even off campus. Simply go to www.uky.edu/~allaire and click on "Electronic Tutorial." Then choose your study topic from the Index. (This is also suitable for use as review or remedial practice by 102, 201 and 202 students.)   Electric Tutorial Topics that correspond to our 101 lessons are indicated in a special column on the SYLLABUS. Please use them as part of your regular study!

You may also wish to do sample tests and additional activities which accompany our text. These are available on the publisher's website: http://college.cengage.com/languages/italian/merlonghi/oggi/7e/students/index.html

Other Student Responsibilities in this Class

If you want to <u>pass </u>ITA 101, you are responsible for doing ALL of the following:

- ˜ Come to class!
- ˜ Bring your own textbook to class daily!
- ˜ Always do your best to pay attention and participate during class!
- ˜ Do homework assignments!
- ˜ Do ALL written portions of the workbook for EACH chapter! (Unless told to skip)
- ˜ Take ALL tests and exams! (These will be announced in advance.)

Special Accommodations

If you need an accommodation based on a diagnosed disability, you should make your instructor aware of special needs as soon as possible. We can discuss the situation privately. We rely on the Disability Resource Center at (859) 257-2754, and the U.K. Counseling and Testing Center (in Frazee hall) for assistance in verifying the need for accommodations. Any eventual testing accommodations need to be arranged in advance.

Policy on cheating and plagiarism:

Academic honesty is fundamental to the principles of a university. Any evidence of cheating and/or plagiarism on assignments or tests will be referred to the Judicial Board, as outlined in the Student Handbook.

If you are unsure about what constitutes plagiarism, please discuss it with your instructor as soon as possible. The University's policy on these matters is outlined in **section 6** of the University Senate Rules online at:http://www.uky.edu/Faculty/Senate/rules_regulations/Rules%20Versions/MASTER%20RULES%20from%20September%202009_WIP_elect%204-2011.pdf