

RECEIVED

APR 3 2013

OFFICE OF THE
SENATE COUNCIL

Course Information

Date Submitted: 4/4/2013

Current Prefix and Number: LIS - Library & Information Science , LIS 675 - PROFESS FLD EXPERIENCE

Other Course:

Proposed Prefix and Number: LIS 672

What type of change is being proposed?

Major Change

Should this course be a UK Core Course? No

1. General Information

a. Submitted by the College of: College of Communication and Information

b. Department/Division: Library & Information Science

c. Is there a change in 'ownership' of the course? No

If YES, what college/department will offer the course instead: Select...

e. 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

f. Requested Effective Date

Semester Following Approval: No OR Effective Semester: Fall 2013

2. Designation and Description of Proposed Course

a. Current Distance Learning (DL) Status: Already approved for DL*

b. Full Title: PROFESSIONAL FIELD EXPERIENCE

Proposed Title: Practicum

c. Current Transcript Title: PROFESS FLD EXPERIENCE

Proposed Transcript Title: Practicum

d. Current Cross-listing: none

Proposed – ADD Cross-listing :

Proposed – REMOVE Cross-listing:

e. Current Meeting Patterns

Proposed Meeting Patterns

PRACTICUM: X

f. Current Grading System: Graduate School Grade Scale

Proposed Grading System: PropGradingSys

g. Current number of credit hours: 3

Proposed number of credit hours: 3

h. Currently, is this course repeatable for additional credit? No

Proposed to be repeatable for additional credit? Yes

If Yes: Maximum number of credit hours: 6

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

2i. Current Course Description for Bulletin: Professional field experience in a library or other information-related organization. Student assumes entry level professional duties and responsibilities in an operational setting under the close supervision of an information professional. Available only to those students lacking similar experience and may not be repeated. Requires minimum of 140 hours of experiential learning, and the completion of term paper or special project under the direction of the course coordinator.

Proposed Course Description for Bulletin: Practicum in a library or other information-related organization. Student assumes entry level professional duties and responsibilities in an operational setting under the close supervision of an information professional. Requires minimum of 140 hours of experiential learning, and the completion of a multimedia presentation/portfolio under the direction of the course coordinator.

2j. Current Prerequisites, if any: Prereq: Completion of 18 hours of graduate work in library and information science and consent of course coordinator.

Proposed Prerequisites, if any: Completion of 18 hours of graduate work in library and information science and consent of course coordinator.

2k. Current Supplementary Teaching Component:

Proposed Supplementary Teaching Component:

3. Currently, is this course taught off campus? No

Proposed to be taught off campus? No

If YES, enter the off campus address:

4. Are significant changes in content/student learning outcomes of the course being proposed? No

If YES, explain and offer brief rationale:

5a. Are there other depts. and/or pgms that could be affected by the proposed change? No

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

5b. Will modifying this course result in a new requirement of ANY program? No

If YES, list the program(s) here:

6. Check box if changed to 400G or 500: No

Distance Learning Form

Instructor Name:

Instructor Email:

Internet/Web-based: No

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?

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:

SIGNATURE|JTHU222|Jeffrey T Huber|Dept approval for ZCOURSE_CHANGE LIS 675|20130115

SIGNATURE|CEMONA2|E C Monaghan|College approval for ZCOURSE_CHANGE LIS 675|20130115

SIGNATURE|ZNNIKO0|Roshan N Nikou|Graduate Council approval for ZCOURSE_CHANGE LIS 675|20130308

Courses	Request Tracking
---------	------------------

Course Change Form

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

[Open in full window to print or save](#)

Generate F

Attachments:

Upload File

	ID	Attachment
Delete	1096	LIS 672 Syllabus.pdf
Delete	1513	Summary of LIS 675 Course Change.pdf

First : 1 Last

Select saved project to retrieve... Get New

NOTE: Start form entry by choosing the Current Prefix and Number
(*denotes required fields)

Current Prefix and Number:	LIS - Library & Information Science LIS 675 - PROFESS FLD EXPERIENCE	Proposed Prefix & Number:	LIS 672
* What type of change is being proposed?		<input checked="" type="checkbox"/> Major Change <input type="checkbox"/> Major -- Add Distance Learning Minor - change in number within the same hundred series, except 799 is the same "hundred series" Minor - editorial change in course title or description which does not change in content or emphasis Minor - a change in prerequisite(s) which does not imply a change content or emphasis, or which is made necessary by the elimination or significant alteration of the prerequisite(s) Minor - a cross listing of a course as described above	
Should this course be a UK Core Course? <input type="radio"/> Yes <input checked="" type="radio"/> No If YES, check the areas that apply:			
<input type="checkbox"/> Inquiry - Arts & Creativity <input type="checkbox"/> Composition & Communications - II <input type="checkbox"/> Inquiry - Humanities <input type="checkbox"/> Quantitative Foundations <input type="checkbox"/> Inquiry - Nat/Math/Phys Sci <input type="checkbox"/> Statistical Inferential Reasoning <input type="checkbox"/> Inquiry - Social Sciences <input type="checkbox"/> U.S. Citizenship, Community, Diversity <input type="checkbox"/> Composition & Communications - I <input type="checkbox"/> Global Dynamics			
1. General Information			
a.	Submitted by the College of: College of Communication and Information		Today's Date: 4/4/2013
b.	Department/Division: Library & Information Science		
c.*	Is there a change in "ownership" of the course? <input type="radio"/> Yes <input checked="" type="radio"/> No If YES, what college/department will offer the course instead? Select...		
e.*	* 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		
f.*	Requested Effective Date:	<input type="checkbox"/> Semester Following Approval	OR Specific Term: ² Fall 2013
2. Designation and Description of Proposed Course.			
a.	Current Distance Learning (DL) Status:		<input type="radio"/> N/A <input checked="" type="radio"/> Already approved for DL* <input type="radio"/> Please Add <input type="radio"/> 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 change affect DL delivery.			
b.	Full Title:	PROFESSIONAL FIELD EXPERIENCE	Proposed Title: * Practicum
c.	Current Transcript Title (if full title is more than 40 characters):		PROFESS FLD EXPERIENCE

c.	Proposed Transcript Title (if full title is more than 40 characters):		Practicum		
d.	Current Cross-listing:	<input checked="" type="checkbox"/> N/A	OR	Currently ³ Cross-listed with (Prefix & Number):	none
	Proposed – ADD ³ Cross-listing (Prefix & Number):				
	Proposed – REMOVE ^{3,4} Cross-listing (Prefix & Number):				
e.	Courses must be described by <u>at least one</u> of the meeting patterns below. Include number of actual contact hours ⁵ for each meeting pattern				
Current:	Lecture	Laboratory ⁵	Recitation	Discussion	Indep. Study
	Clinical	Colloquium	Practicum	Research	Residency
	Seminar	Studio	Other	Please explain:	
Proposed: *	Lecture	Laboratory ⁵	Recitation	Discussion	Indep. Study
	Clinical	Colloquium	Practicum X	Research	Residency
	Seminar	Studio	Other	Please explain:	
f.	Current Grading System:	Graduate School Grade Scale			
	Proposed Grading System:*	<input checked="" type="radio"/> Letter (A, B, C, etc.) <input type="radio"/> Pass/Fail <input type="radio"/> Medicine Numeric Grade (Non-medical students will receive a letter grade)			
g.	Current number of credit hours:	3	Proposed number of credit hours:*	3	
h.*	Currently, is this course repeatable for additional credit?				<input type="radio"/> Yes <input checked="" type="radio"/> No
*	Proposed to be repeatable for additional credit?				<input checked="" type="radio"/> Yes <input type="radio"/> No
	If YES:	Maximum number of credit hours:	6		
	If YES:	Will this course allow multiple registrations during the same semester?	<input type="radio"/> Yes <input checked="" type="radio"/> No		
i.	Current Course Description for Bulletin:				
	Professional field experience in a library or other information-related organization. Student assumes entry level professional duties and responsibilities in an operational setting under the close supervision of an information professional. Available only to those students lacking similar experience and may not be repeated. Requires minimum of 140 hours of experiential learning, and the completion of term paper or special project under the direction of the course coordinator.				
*	Proposed Course Description for Bulletin:				
	Practicum in a library or other information-related organization. Student assumes entry level professional duties and responsibilities in an operational setting under the close supervision of an information professional. Requires minimum of 140 hours of experiential learning, and the completion of a multimedia presentation/portfolio under the direction of the course coordinator.				
j.	Current Prerequisites, if any:				
	Prereq: Completion of 18 hours of graduate work in library and information science and consent of course coordinator.				
*	Proposed Prerequisites, if any:				
	Completion of 18 hours of graduate work in library and information science and consent of course coordinator.				
k.	Current Supplementary Teaching Component, if any:				<input type="radio"/> Community-Based Experience

		<input type="radio"/> Service Learning <input type="radio"/> Both
	<i>Proposed Supplementary Teaching Component:</i>	<input type="radio"/> Community-Based Experience <input type="radio"/> Service Learning <input type="radio"/> Both <input type="radio"/> No Change
3.	Currently, is this course taught off campus?	<input type="radio"/> Yes <input checked="" type="radio"/> No
*	Proposed to be taught off campus?	<input type="radio"/> Yes <input checked="" type="radio"/> No
	If YES, enter the off campus address:	
4.*	Are significant changes in content/student learning outcomes of the course being proposed?	<input type="radio"/> Yes <input checked="" type="radio"/> No
	If YES, explain and offer brief rationale:	
5.	Course Relationship to Program(s).	
a.*	Are there other depts and/or pgms that could be affected by the proposed change?	<input type="radio"/> Yes <input checked="" type="radio"/> No
	If YES, identify the depts. and/or pgms:	
b.*	Will modifying this course result in a new requirement ² for ANY program?	<input type="radio"/> Yes <input checked="" type="radio"/> No
	If YES ² , list the program(s) here:	
6.	Information to be Placed on Syllabus.	
a.	<input type="checkbox"/> Check box if <u>changed to 400G or 500.</u>	If <u>changed to 400G- or 500-level course</u> 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) est different grading criteria in the course for graduate students. (See SR 3.1.4.)

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 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 gene least two hrs per wk for a semester for 1 credit hour. (See SR 5.2.f.)

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.



School of Library
& Information Science

LIS 672: Practicum

Instructor

TBD
320 Lucille Little Fine Arts Library
Lexington, KY 40506-0224
Phone: 859.257.8876 (administration)
Fax: 859.257.4205
Preferred method of contact: email

Office Hours

TBD and by appointment. Contact me via e-mail to schedule an appointment to meet: I will frequently respond as soon as possible, usually within 24 hours.

CLASS INFORMATION

This is an online class, but regular meetings (face-to-face, telephone, Adobe Connect, etc.) are required between the student and the course coordinator to ensure that the learning goals of the placement are being met. Additionally, the Blackboard course management system will be used to facilitate the class. You will need access to an appropriate computer with a broadband Internet connection. Please visit <http://www.uky.edu/Blackboard/> to learn about this system and the login requirements.

COURSE INFORMATION

Course Description

Practicum in a library or other information-related organization. Student assumes entry level professional duties and responsibilities in an operational setting under the close supervision of an information professional. Requires minimum of 140 hours of experiential learning, and the completion of a multimedia presentation/portfolio under the direction of the course coordinator.

Course Objectives

After successfully completing this course, the student will:

- Gain real world understanding of the application of theories covered in the classroom.
- Demonstrate application of skills and knowledge learned in the library science program in the practicum site setting.
- Demonstrate mastery of the material by way of final multimedia deliverable.

Course Overview

Students undertaking a practicum will complete 140 hours of experiential learning and complete a capstone project under the direction of the course coordinator. Prerequisites for this course include completion of 18 hours of graduate work in library and information science and consent of the course coordinator. This course may be repeated for a total of 6 credit hours.

Each student will be supervised by a qualified librarian/information professional who will: (i) work with the student to complete parts I-III of the learning contract; (ii) supervise and coach the student throughout the placement; (iv) submit the evaluation to the course coordinator by the due date.

Required Text

There is no required text for this course.

STUDENT EVALUATION

This course is highly individualized and structured as such. The practicum must be scheduled ahead of time with the course coordinator and the supervising library or information center. Each student is responsible for obtaining approval from the course coordinator for the learning goals of the placement and the proposed final deliverable. The course instructor will assign a grade based on (i) the Placement Supervisor's evaluation of the student's performance (worth 70% of the course grade) and (ii) evaluation of the final deliverable (worth 30% of course grade).

Attendance

There is no official attendance policy for this course. However, all requirements must be completed prior to the end of the semester in which the student is enrolled in the practicum.

Course Requirements

Parts I-III of the learning contract must be completed jointly by the student and the Placement Supervisor. Learning objectives (part II) must be clearly identified and approved by the course coordinator. The student will submit a bi-weekly status report updating the course coordinator on their experiences in the placement environment. The student will complete and submit a final deliverable at the conclusion of the placement.

Grading Scale

[90% – 100%] = A (Exceptional Achievement)

[80% – 89%] = B (High Achievement)

[70% – 79%] = C (Average Achievement)

[0% – 69%] = E (Fail)

Communication

Students may communicate with the course coordinator via e-mail, phone, Blackboard or Adobe Connect. E-mail will elicit the timeliest response. While the coordinator is generally available on the weekend and will always respond as quickly as possible, please do not wait until the day before an assignment is due (or later) to ask questions. It is the student's responsibility to make sure that all course communications are accessible. Your UK e-mail address is the default.

GENERAL COURSE POLICIES

Policies concerning academic integrity, excused absences and academic accommodations due to disability are available online at: <http://www.uky.edu/CIS/SLIS/academics/policies.pdf>

TECHNOLOGY INFORMATION & RESOURCES

Distance Learning Students are expected to have a minimum level of technological acumen and the availability of technological resources. Students must have regular access a computer with a reliable Internet connection and audio capabilities. Internet Explorer 7 (IE) or Firefox 2.x are the recommended browsers for those using a Windows-based PC. Those using Firefox 3.x may encounter problems with assignment uploads. Those using an Apple computer with MAC OS X (10.5.x) may use Firefox 3.x or Safari 3.x.

Please be certain that your computer and/or browser allow you to view Adobe Reader documents (.pdf). Microsoft Office and other software products are available free for students:

<https://iweb.uky.edu/MSDownload/>

Where to get Help

As your instructor, I am your first go-to person for technology problems. If you need more immediate assistance, please contact:

- Teaching and Learning Services Center (TASC)
<http://www.uky.edu/TASC/>
859-257-8272
- Information Technology Customer Service Center (UKIT)
<http://www.uky.edu/UKIT/>
859-257-1300

Library Services

- Distance Learning 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&lilib_id=16

Summary of LIS 675 Course Change

3/7/2013

- Change course number from LIS 675 to LIS 672
- Change course title from "Professional Field Experience" to "Practicum"
- Change course description (not a substantive change to original description)

from: "Professional field experience in a library or other information-related organization. Student assumes entry level professional duties and responsibilities in an operational setting under the close supervision of an information professional. Available only to those students lacking similar experience and may not be repeated. Requires minimum of 140 hours of experiential learning, and the completion of a term paper or special project under the direction of the course coordinator. Prereq: Completion of 18 hours of graduate work in library and information science and consent of course coordinator."

to: "Practicum in a library or other information-related organization. Student assumes entry level professional duties and responsibilities in an operational setting under the close supervision of an information professional. Requires minimum of 140 hours of experiential learning, and the completion of a multimedia presentation/portfolio under the direction of the course coordinator."

- Change course to be repeatable up to a total of 6 hours (specifically to allow for more practical experience in the degree program)

Point of clarification: There will only be one course of this type on the books after the change is enacted - 672 is replacing 675. While the basic idea of the course remains largely intact, change of course number is to help re-introduce the course to students and reinforce the most significant change - that the course is repeatable. The change of course number will also help our office keep good records of this course pre and post change.