

COURSE CHANGE FORM

Complete 1a – 1f & 2a – 2c. Fill out the remainder of the form as applicable for items being changed.

1. General Information.					
a. Submitted by the College of of:		Communication and Information Studies		Today's Date: 11/02/2011	
b. Department/Division:		School of Library and Information Science			
c. Is there a change in "ownership" of the course?				YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
If YES, what college/department will offer the course instead? _____					
d. What type of change is being proposed? <input checked="" type="checkbox"/> Major <input type="checkbox"/> Minor ¹ (place cursor here for minor change definition)					
e. Contact Person Name:		Jeff Naidoo		Email: jeff.naidoo@uky.edu	
				Phone: 257-4301	
f. Requested Effective Date: <input type="checkbox"/> Semester Following Approval OR <input checked="" type="checkbox"/> Specific Term ² : Spring 12					
2. Designation and Description of Proposed Course.					
a. Current Prefix and Number:		LIS675 Proposed Prefix & Number: _____			
b. Full Title:		Professional Field Experience Proposed Title: _____			
c. Current Transcript Title (if full title is more than 40 characters):		Professional Field Experience			
c. Proposed Transcript Title (if full title is more than 40 characters):		_____			
d. Current Cross-listing: <input checked="" type="checkbox"/> N/A OR Currently ³ Cross-listed with (Prefix & Number): _____					
Proposed – <input type="checkbox"/> ADD ³ Cross-listing (Prefix & Number): _____					
Proposed – <input type="checkbox"/> 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:		<input type="checkbox"/> Lecture	<input type="checkbox"/> Laboratory ⁵	<input type="checkbox"/> Recitation	<input type="checkbox"/> Discussion
		<input type="checkbox"/> Clinical	<input type="checkbox"/> Colloquium	<input checked="" type="checkbox"/> Practicum	<input type="checkbox"/> Research
		<input type="checkbox"/> Seminar	<input type="checkbox"/> Studio	<input type="checkbox"/> Other – Please explain: _____	
Proposed:		<input type="checkbox"/> Lecture	<input type="checkbox"/> Laboratory	<input type="checkbox"/> Recitation	<input type="checkbox"/> Discussion
		<input type="checkbox"/> Clinical	<input type="checkbox"/> Colloquium	<input type="checkbox"/> Practicum	<input type="checkbox"/> Research
		<input type="checkbox"/> Seminar	<input type="checkbox"/> Studio	<input type="checkbox"/> Other – Please explain: _____	
f. Current Grading System: <input checked="" type="checkbox"/> Letter (A, B, C, etc.) <input type="checkbox"/> Pass/Fail					
Proposed Grading System: <input type="checkbox"/> Letter (A, B, C, etc.) <input type="checkbox"/> Pass/Fail					

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Comment [1]: Excerpt from SR 3.3.0.G.2 Definition. A request may be considered a minor change if it meets one of the following criteria:
a. change in number within the same hundred series*;
b. editorial change in the course title or description which does not imply change in content or emphasis;
c. a change in prerequisite(s) which does not imply change in content or emphasis, or which is made necessary by the elimination or significant alteration of the prerequisite(s); d. a cross-listing of a course under conditions set forth in SR 3.3.0.E;
e. correction of typographical errors.

*...for the specific purposes of the minor exception rule, the 600-799 courses are the same "hundred series," as long as the other minor change requirements are complied with. [RC 1/15/09]

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.)

COURSE CHANGE FORM

g. Current number of credit hours: <u>3</u>	<i>Proposed number of credit hours:</i> _____
h. Currently, is this course repeatable for additional credit?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
<i>Proposed to be repeatable for additional credit?</i>	YES <input type="checkbox"/> NO <input type="checkbox"/>
<i>If YES: Maximum number of credit hours:</i>	_____
<i>If YES: Will this course allow multiple registrations during the same semester?</i>	YES <input type="checkbox"/> NO <input type="checkbox"/>
i. Current Course Description for Bulletin:	<u>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 [the Placement Supervisor]. Available only to those students lacking similar experience. Requires 140 hours of experiential learning and the completion of a term paper under the direction of the course coordinator.</u>
<i>Proposed Course Description for Bulletin:</i>	_____
j. Current Prerequisites, if any:	<u>Completion of 18 hours of graduate work in library and information science and consent of the course coordinator</u>
<i>Proposed Prerequisites, if any:</i>	_____
k. Current Distance Learning(DL) Status:	<input type="checkbox"/> N/A <input type="checkbox"/> Already approved for DL* <input checked="" type="checkbox"/> Please Add ⁶ <input type="checkbox"/> 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 <input type="checkbox"/>) that the proposed changes do not affect DL delivery.	
l. Current Supplementary Teaching Component, if any:	<input type="checkbox"/> Community-Based Experience <input type="checkbox"/> Service Learning <input type="checkbox"/> Both
<i>Proposed Supplementary Teaching Component:</i>	<input type="checkbox"/> Community-Based Experience <input type="checkbox"/> Service Learning <input type="checkbox"/> Both
3. Currently, is this course taught off campus?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
<i>Proposed to be taught off campus?</i>	YES <input type="checkbox"/> NO <input type="checkbox"/>
4. Are significant changes in content/teaching objectives of the course being proposed?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
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?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
If YES, identify the depts. and/or pgms: _____	
b. Will modifying this course result in a new requirement⁷ for ANY program?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
If YES ⁷ , list the program(s) here: _____	
6. Information to be Placed on Syllabus.	
a.	<input type="checkbox"/> Check box if changed to 400G or 500. If changed to 400G- or 500-level course you must send in a syllabus and <i>you must include the differentiation</i> 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 <i>SR 3.1.4.</i>)

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.

COURSE CHANGE FORM

Signature Routing Log

General Information:

Course Prefix and Number: LIS675

Proposal Contact Person Name: Jeff Naidoo Phone: 257-4301 Email: jeff.naidoo@uky.edu

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
SCIS Faculty	10/7/11	Jeff Haber 7257 / / jeff.haber@uky.edu	JSH
		/ /	
		/ /	
		/ /	

External-to-College Approvals:

Council	Date Approved	Signature	Approval of Revision ⁸
Undergraduate Council			
Graduate Council	3/9/12	Dr. Brian Jackson	
Health Care Colleges Council			
Senate Council Approval		University Senate Approval	

Comments:

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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Internal College Approvals and Course Cross-listing Approvals:

Reviewing Group	Date Approved	Contact Person (name/phone/email)	Signature
SCIS Faculty	10/7/11	Jeff Huber 7-2224 jeff.huber@uky.edu	JSH
DEAN DAN O'HAIR	12/1/11	DAN O'HAIR 218-0290 ohaio@uky.edu	Dano'Ha
		/ /	

External-to-College Approvals:

Council	Date Approved	Signature	Approval of Revision ⁸
Undergraduate Council			
Graduate Council			
Health Care Colleges Council			
Senate Council Approval		University Senate Approval	

Comments:

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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 delivery.

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: LIS 675	Date: 11/02/11
Instructor Name: Jeff Naidoo	Instructor Email: jeff.naidoo@uky.edu

<i>Curriculum and Instruction</i>	
1.	<p>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?</p> <p>Timeley and appropriate interaction will be possible through email and telephone. Existing course syllabus will be adapted to online environment. Syllabus conforms to Senate guidelines. Syllabus includes statement on timliness of response to email inquiries.</p>
2.	<p>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.</p> <p>Many aspects of a face to face course will remain intact for this class including course goals and learning objectives. Assessment will be accomplished through a final project. Additionally, the course will make use of online tools such as email and other communication methods to improve the overall experience for the student.</p>
3.	<p>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.</p> <p>The students placement will be supervised by a qualified information professional. This will ensure that the learning goals are appropriately met. The final course deliverable will be handled much the same as they would in a face to face course in terms of being evaluated for possible issues with regard to the academic offense policy.</p>
4.	<p>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?</p> <p>No</p>

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

	<p>If yes, which percentage, and which program(s)?</p> <p>*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 will be six months from the date of approval.</p>
5.	<p>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?</p> <p>Distance learning has been an intrinsic component of our program for a long time now, and we have made great strides in ensuring that student services are 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 of location. We've also begun a Blackboard organization to further assist in providing student services to remote participants. Additionally, we encourage students to use services such as Distance Learning Library Services when appropriate.</p>
Library and Learning Resources	
6.	<p>How do course requirements ensure that students make appropriate use of learning resources?</p> <p>In order to successfully complete the final project deliverable for this course, students will consult materials available through UK Libraries.</p>
7.	<p>Please explain specifically how access is provided to laboratories, facilities, and equipment appropriate to the course or program.</p> <p>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.</p>
Student Services	
8.	<p>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/)?</p> <p>Students are informed via the syllabus and given contact information for technical issues.</p>
9.	<p>Will the course be delivered via services available through the Teaching and Academic Support Center?</p> <p>Yes <input checked="" type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>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.</p>
<p>Does the syllabus contain all the required components, below? Yes</p> <p>Instructor's <i>virtual</i> office hours, if any.</p> <p>The technological requirements for the course.</p> <p>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).</p> <p>Procedure for resolving technical complaints.</p> <p>Preferred method for reaching instructor, e.g. email, phone, text message.</p>	

	<p>Maximum timeframe for responding to student communications.</p> <p>Information on Distance Learning Library Services (http://www.uky.edu/Libraries/DLLS)</p> <ul style="list-style-type: none"> ○ 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
10.	<p>I, the instructor of record, have read and understood all of the university-level statements regarding DL.</p> <p>Instructor Name: Jeff Naidoo</p> <p>Instructor Signature: </p>

School of Library and Information Science
University of Kentucky
3017 Little Library
Lexington Kentucky 40506-0224

Course LIS 675 Professional Field Experience
LEARNING CONTRACT

A student who is enrolled in course LIS 675 is required to complete (i) 140 hours of field work during the semester or term of the enrollment and (ii) a capstone project which examines some aspect of the work of the placement.

A Learning Contract must be completed *before the start* of the semester or term in which the professional field experience will be done. It is to be completed by the student in consultation with the Placement Supervisor, except that the student is to complete the description of the capstone project in consultation with the course coordinator, Dr. Jeff Naidoo (jeff.naidoo@uky.edu). When the contract has been completed, the student and Placement Supervisor sign in the place provided, and the student then submits the contract to the course coordinator, *prior to the beginning of the semester or term*. The Assistant Director's signature indicates School agreement to the contract. When he has signed, the Assistant Director returns copies to the parties. *At the end of the term*, the Placement Supervisor completes an evaluation and submits it to the Assistant Director.

Student name _____

Professional field experience would be done: semester or term _____ year _____

Student email address _____

Supervisor name & title _____

Supervisor phone _____ & email address _____

Agency/library _____

Agency/library address _____

I. Describe nature of placement and student's responsibilities. (If a separate sheet is used, please repeat this heading.)

LIS 675 LEARNING CONTRACT (continued)

III. Set forth the criteria for evaluating the student's performance in the placement, which will account for 70% of course grade. (If a separate sheet is used, please repeat this heading.)

IV. Describe the capstone project, which is to be a part of this course, which will account for 30% of course grade, and whose topic the course coordinator must approve in advance. (If a separate sheet is used, please repeat this heading.)

SIGNATURES:

Student _____ Date _____

Placement supervisor _____ Date _____

Assistant Director UK SLIS _____ Date _____

STUDENT AND PLACEMENT SUPERVISOR: At the end of the term, I must submit a grade for this course, by a deadline set by the Registrar's Office. To enable me to comply with that deadline, please adhere to the dates below for having the evaluation and term paper to me. I will insert the dates when I sign the Learning Contract. For fall or spring semester, the dates will be the last day of classes (capstone project) and last day of semester (evaluation). For summer, the date for both will be the last day of the term.

The **CAPSTONE PROJECT** completed by the **STUDENT** is due not later than: _____

(I will fill in the date for the semester or term in question, but in general the capstone project is due the last day of classes. In the summer that is the last day of the 8-week term; in the fall and spring it is the Friday before exam week.)

(The term paper may *not* be faxed but may be sent as a Word file attached to e-mail: carrigan@uky.edu.)

The **EVALUATION** completed by the **PLACEMENT SUPERVISOR** is due not later than: _____

(The evaluation is due the last day of the term or semester.)

LIS 675: PROFESSIONAL FIELD EXPERIENCE

UNIVERSITY OF KENTUCKY SCHOOL OF LIBRARY AND INFORMATION SCIENCE

INSTRUCTOR

Dr. Jeff Naidoo

Phone: 859-257-4031

Email: jeff.naidoo@uky.edu

Office: 317 Little Library Building

Office Hours: Wednesday 8:00am – Noon, or by appointment

Virtual Office Hours: Tuesday 8:00am – Noon, or by appointment

COURSE FORMAT

This is an online course, 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.

REQUIRED TEXT

There is no required text for this course. Readings will be assigned as appropriate.

COURSE DESCRIPTION

This course is designed to provide students an opportunity to apply their course learning in a library or information center, thereby gaining practical work experience. Field placements are coordinated by a faculty supervisor and a site supervisor who must be a qualified information professional. Placements are available in corporate libraries, medical libraries, legal libraries, academic libraries, public libraries, archives, as well as other organizations.

COURSE OVERVIEW

Students undertaking a professional field experience placement will complete 140 hours of experiential learning and complete a capstone project under the direction of the course coordinator (faculty supervisor). 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 not be repeated.

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; (iii) complete the evaluation and discuss it with the student at the end of the placement; (iv) submit the evaluation to the course coordinator by the due date.

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 for the professional field experience.

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.

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 course grade) and (ii) evaluation of the final deliverable (worth 30% of course grade).

GRADING SCALE

90% – 100% = **A (Exceptional)**

80% – 89% = **B (High)**

70% – 79% = **C (Average)**

0% – 69% = **E (Failing)**

COMMUNICATION

Students may communicate with me via e-mail or phone. E-mail will elicit the timeliest response. While I am generally available on the weekends and will always respond as quickly as I can, please do not wait until the day before an assignment is due (or the day it is due) 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. To change your default e-mail address, follow the Course Tools link from the course navigation bar to edit your Personal Information.

UNIVERSITY POLICIES

ACADEMIC INTEGRITY

According to Senate Regulation 6.3.1: "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 a question of plagiarism involving their work, they are obliged to consult their instructors on the matter before submission." For specific information regarding the University's code and regulations on plagiarism and cheating, visit: <http://www.uky.edu/StudentAffairs/Code/> <http://www.uky.edu/StudentAffairs/Code/part2.html> <http://www.uky.edu/Ombud/Plagiarism.pdf> : "Plagiarism: What is it?"

ACADEMIC 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.

TECHNOLOGY INFORMATION & RESOURCES

Distance Learning Students (for the purpose of this online course, this means *all* 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.

Please be certain that your computer and/or browser allow you to view Adobe Reader documents (.pdf). Microsoft Office and other software products are free for students:
<https://iweb.uky.edu/MSDownload/>.

As your instructor, I am your first go-to person for technology problems. Please e-mail me at melissa.johnston@uky.edu for the timeliest response. I will generally respond within a few hours, but longer wait times are possible. If you need more immediate assistance, please contact TASC or UKIT.

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.

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