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: Communication and Information Studies   Today's Date: 10/17/11

b. Department/Division: School of Library and Information Science

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 definition)

e. Contact Person Name: Melissa Johnston   Email: melissa.johnston@uky.edu   Phone: 257-4117

f. Requested Effective Date: ☐ Semester Following Approval   OR   ☒ Specific Term[2]: Spring 12

2. Designation and Description of Proposed Course.

a. Current Prefix and Number: LIS676   Proposed Prefix & Number: _____

b. Full Title: School Library Media Practicum   Proposed Title: _____

c. Current Transcript Title (if full title is more than 40 characters): School Library Media Practicum

c. 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:	_____ Lecture	_____ Laboratory[5]	_____ Recitation	_____ Discussion	_____ Indep. Study
	_____ Clinical	_____ Colloquium	X Practicum	_____ Research	_____ Residency
	_____ Seminar	_____ Studio	_____ Other – Please explain: _____		
Proposed:	_____ Lecture	_____ Laboratory	_____ Recitation	_____ Discussion	_____ Indep. Study
	_____ Clinical	_____ Colloquium	X 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

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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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COURSE CHANGE FORM

g.	Current number of credit hours: 1-3	Proposed number of credit hours: 1-3	

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: 3				
	If YES: Will this course allow multiple registrations during the same semester?		YES ☐	NO ☐	

i.	Current Course Description for Bulletin:	This course is designed to provide supervised experience at the elementary and secondary levels in school library media centers. Required for students seeking certification as school/media librarians in Kentucky. Experiences will be under the joint supervision of college faculty and cooperating media librarians. Prereq: LIS 644, valid Kentucky Teaching Certificate or Statement of Eligibility, and consent of instructor.
	Proposed Course Description for Bulletin:	*This course is designed to provide supervised experience at the elementary and secondary levels in school library media centers. Required for students seeking certification as school/media librarians in Kentucky. Experiences will be under the joint supervision of college faculty and cooperating media librarians. Prereq: LIS 644, valid Kentucky Teaching Certificate or Statement of Eligibility, and consent of instructor.*

j.	Current Prerequisites, if any:	LIS644
	Proposed Prerequisites, if any:	*LIS 644*

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:			

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.			

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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.

COURSE CHANGE FORM

Signature Routing Log

General Information:

Course Prefix and Number: LIS676

Proposal Contact Person Name: Melissa Johnston   Phone: 257-4117   Email: melissa.johnston@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
SIS faculty	10/7/11	Jeff Huber - 7 2004 jeffry.huber@uky.edu	JH
	/ /		
	/ /		
	/ /		
	/ /		

External-to-College Approvals:

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

Comments:

___

___

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

COURSE CHANGE FORM

Signature Routing Log

General Information:

Course Prefix and Number: LIS676

Proposal Contact Person Name: Melissa Johnston   Phone: 257-4117   Email: melissa.johnston@uky.edu

Internal College Approvals and Course Cross-listing Approvals:

Reviewing Group	Date Approved	Contact Person (name/phone/email)	Signature
SIS faculty	10/7/11	Jeff Huber - 7994 jeff.huber@uky.edu	JH
DEAN DAN O'HAIR	12/1/11	DAN O'HAIR / 2180290	Dan O'H ohair@uky.edu
		/	
		/	
		/	

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:

_____

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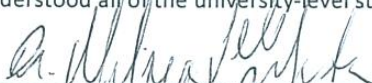
A number of specific requirements are listed for DL courses. **The *department* proposing the change in delivery method is responsible for ensuring that the requirements below are satisfied at the individual course level.** It is the responsibility of the instructor to have read and understood the university-level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

Course Number and Prefix: LIS 676	Date: 10/10/11
Instructor Name: Dr. Melissa Johnston	Instructor Email: melissa.johnston@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? Daily interaction will be possible through Blackboard discussion boards and email. Existing course syllabus will be adapted to online environment. Syllabus conforms to Senate guidelines. Syllabus includes statement on timliness of response to email 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 items, including appropriate text and course goals, are the same as a face to face class. Assessment will be accomplished through similarly appropriate assignments such as discussion board postings, projects and course participation. Additionally, course will make use of online tools such as discussion boards, email, online presentation and communication tools-such as Adobe Connect and Skype, and other communication methods to 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 into their myUK account. Assignments, such as papers, will be handled much the same as they would 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

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

	If yes, which percentage, and which program(s)?
	*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.
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 program 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 annoucements and we employ a full-time student affairs officer who regularly communicates with our students, regardless or location. We also maintain 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.

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 Libraries.

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/)?
	Students are informed via the syllabus and given contact information for technical issues.
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)
	○ 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.	I, the instructor of record, have read and understood all of the university-level statements regarding DL.
	Instructor Name: Dr. Melissa P. Johnston Instructor Signature:

LIS 676: SCHOOL LIBRARY MEDIA PRACTICUM

UNIVERSITY OF KENTUCKY SCHOOL OF LIBRARY AND INFORMATION SCIENCE

INSTRUCTOR

Dr. Melissa P. Johnston
Phone: 859-257-4117
Email: melissa.johnston@uky.edu
Office: 350 The Little Library Building
Office Hours: Tuesday 8:00am – Noon, or by appointment
Virtual Office Hours: Tuesday 8:00am – Noon, or by appointment

CLASS INFORMATION

Course Format: This is an online course, but asynchronous class discussion via Blackboard is required to facilitate a sense of community.

Course Requirements
You will need access to an appropriate computer with a broadband Internet connection.

Blackboard
The Blackboard course management system will be used to facilitate the class. Please visit http://www.uky.edu/Blackboard/ to learn about this system and the login requirements.

REQUIRED TEXT

Empowering Learners: Guidelines for School Library Media Programs (2009)
Published by AASL - ISBN-13: 978-0-8389-8519-9
I requested that the bookstore order this, but it is available from ALA for purchase as well:
http://www.alastore.ala.org/detail.aspx?id=2682

COURSE DESCRIPTION

This course is designed to provide supervised experience at the elementary and secondary levels in school library media centers. Required for students seeking certification as school/media librarians in Kentucky. Experiences will be under the joint supervision of college faculty and cooperating media librarians. Prereq: LIS 644, valid Kentucky Teaching Certificate or Statement of Eligibility, and consent of instructor.

COURSE OVERVIEW

Students in the school media certification program will complete two practicums of 10 days each (elementary and secondary). Each practicum will carry one (1) semester hour of credit. One (1) additional semester hour is given for the completion of the portfolio.

Each student will be supervised by a cooperating librarian, who must have been a certified school library media specialist for three years and must have two years of experience in his/her present position. The university supervisor will make one visit to the school library media site during each practicum either in person or virtually. During the observation it is expected that you will be teaching a lesson or working with the students in some fashion. Additionally, a meeting in person or

virtually will be conducted by the instructor, with you, and with the cooperating librarian. The cooperating library media specialist will complete and submit an evaluation of the practicum student.

For each practicum, you will need to complete a packet of information for the Office of Field Service in the University of Kentucky College of Education. I will provide you with these materials and directions for completion. Your cooperating librarians will receive official notification of their assignment from the Office of Field Service. In addition, I will contact each cooperating LMS by email.

ATTENDANCE
If you miss any days of your practicum because of illness or some other emergency, you must make-up these days at the end of your scheduled practicum.

COURSE REQUIREMENTS
The following are written assignments, which must be completed during your practicum. You should review the suggested activities for your practicum that both you and your cooperating LMS will receive. You and your cooperating LMS should use these suggestions to plan a variety of experienced that will meet your particular needs.

- **ASSIGNED READINGS**
  Please see the Blackboard site Weekly Folders for the assigned readings for the practicum. **These are required for students doing the elementary and the secondary practicum.**

  If you are just doing portfolio you do not have to do the assigned readings, but I would suggest it to prepare you for taking the Praxis and for preparing for practice.

- **DISCUSSION BOARD POSTINGS**
  Please see the Blackboard site Weekly Folders for the assigned Discussion Board Postings for the practicum and expectations. **These are required for students doing the elementary and the secondary practicum.**

  If you are just doing portfolio you do not have to do the Discussion Board Postings, but I would suggest you follow some of the discussion to prepare you for taking the Praxis and for preparing for practice.

- **DAILY LOG AND REFLECTIVE JOURNAL**
  As a requirement for the practicum you are to keep a practicum log of all activities that you participate in everyday during your practicum hours as well as reflections on these experiences. You will need to submit the log and reflections before you will receive a practicum grade. There are also a LMC management piece and Collaborative teaching piece that will need to be included. Please see the Blackboard site folder that contains the specifics that are to be included in your reflective daily journal. See the Course Documents folder for a list of suggested activities.

  Keep a brief log of your daily activities listing what you do each day during your practicum. At the end of the week (or daily) reflect upon your experiences in a journal. For example, consider the

following questions: How do you feel about your experiences? What went well? What would you do differently next time? What have you discovered about children in this school community? What did you learn about the role of the school media librarian? What problems did you observe or experience? How do you think your experiences will affect your approach to your first job as a school media librarian?

Since this is a personal journal in which you may be commenting on interactions with students, teachers, and your cooperating librarian, you should keep your journals at home. After I have read your journal, all but the first page will be destroyed. [The first page will be filed with your other 676 paperwork.]

- **FORMATIVE SELF-EVALUATION OF THE PRACTICUM**
  This is for those students completing their FIRST practicum. During and immediately after your first practicum placement you will evaluate your learning and performance using the Student Formative Evaluation Form. You should submit the completed form to Dr. Johnston by email for your SLIS folder. The document is in the Course Documents folder

- **LESSON PLAN PROJECT**
  You will submit a written lesson plan to me before at the time I observe you teaching a lesson to students in the library media center.

  ELEMENTARY PRACTICUM
  As a part of your elementary practicum experience it is required that you teach at least one lesson to students. You will need to work with your supervising LMS and a classroom teacher to develop a lesson that demonstrates your understanding of integrating AASL standards into the curricular areas. Your observation during the elementary practicum should be scheduled with Dr. Johnston ahead of time so that she can observe you teaching the lesson.

  You will submit a written lesson plan **before or on the day of your observation** that includes:
  - AASL standards you will be addressing
  - KY or Common Core Standards you will be addressing
  - Notes the planning that took place between you and the teacher before the lesson
  - Lesson resources
  - Lesson procedure
  - Possible accommodations that may be needed based on students
  - Assessments

  After the observation and lesson instruction you will need to reflect on the lesson for a journal entry
  - Reflection on the lesson planning, the lesson itself
  - What worked, what did not?
  - Adaptations for next time - what would you change and why

  You must also complete the Lesson Reflection form, which is in the Course Documents folder.

  *Note there is also a lesson plan template in the Course Library Resource Folder---Lesson Plan

Resources that you may want to use.

SECONDARY PRACTICUM

I recognize in the secondary practicum experience it is sometime harder to schedule an instructional lesson to be observed. While I would still encourage teaching a lesson if possible there are other possible alternatives. **Please discuss what you are planning ahead of time with Dr. Johnston and these will be considered on a student-by-student basis for approval.**

Observation should be scheduled at a time when I can observe you directly interacting with students. Some options are:

- Conducting a whole group instructional lesson
- Working with a small group of students on some task such as research
- Working one-on-one with students on some task
- Planning with a teacher for instructional unit or programming
- Conducting a program in which you are working with students and students directly benefit - such as developing and author visit, working with a teacher to plan a program to encourage reading or research, developing programming for a special even such as Teen Reading Week

Whichever you choose you will need to have approved ahead of time by Dr. Johnston, have a formal written description/plan, and a reflective entry in your journal. I will still expect a written lesson/project plan **before or on the day of your observation** that includes:

- AASL standards you will be addressing
- KY or Common Core Standards you will be addressing
- Notes the planning that took place between you and the teacher before the lesson
- Lesson resources
- Lesson procedure
- Possible accommodations that may be needed based on students
- Assessments

After the observation and lesson instruction you will need to reflect on the lesson for a journal entry

- Reflection on the lesson planning, the lesson itself
- What worked, what did not?
- Adaptations for next time - what would you change and why

You must also complete the Lesson Reflection form, which is in the Course Documents folder.

*Note there is also a lesson plan template in the Course Library Resource Folder---Lesson Plan Resources that you may want to use.

- **PERSONAL PROFESSIONAL DEVELOPMENT PLAN**

  At the end of your practicum experience, write a personal professional development plan. Evaluate your present strengths and weaknesses. What continuing education experiences do you feel you need? How will you go about gaining the professional development experiences you need? Be very specific, noting titles of journals, professional organizations you will join,

names and approximate dates of conferences, etc. You should include this plan in your portfolio.

- **PORTFOLIO**
  This is ONLY for those students completing the portfolio requirement this semester.

  Portfolio documents should reflect key knowledge and skills acquired throughout the program. These documents come from a variety of sources and may include entries collected during course work as well as professional development opportunities. Portfolios are finalized during the practicum and reviewed at the conclusion of the candidate's practicum experience. The portfolios are evaluated during the midpoint and final assessments, and must include required entries that document Kentucky's Teacher Standards and the AASL Standards for School Media Librarians. Copies of the Standards can be obtained from the faculty member who is responsible for the practicum or from the Kentucky Education Professional Standards Board, http://www.kyepsb.net.
  Please see the LIS 676 Blackboard site for details on the portfolio and the rubric that will be used to evaluate it.

  Your portfolios are due the Friday of the last week of class (December 9). You will need to mail or send those to me by UPS at my office address. They will need to arrive no later than December 9, but of course I will be happy to receive them earlier. Please email Dr. Johnston the date you intend to submit your portfolio.

Resources for both the practicum and the portfolio will be found on the Blackboard site for the course. These resources include all the documents needed for the assignments, useful webpages, and directions for the various activities.

STUDENT EVALUATION

This course is highly individualized and structured as such. There are certain requirements that all practicum students must meet – see below. Your practicum must be scheduled ahead of time with the coordination of the instructor and supervising school library media specialist. Each student is responsible for developing their plan and communicating it to Dr. Johnston ahead of time.

If you are enrolled only in the Portfolio portion of the practicum then the requirements are also listed below for that credit. ALL requirements are on the LIS 676 Blackboard site.

Please see below for whichever portion of the Practicum credit you are registered for:

PRACTICUM
- Participation in Blackboard Discussion Postings 5%
- Daily Reflective Journal 30%
- Lesson Plan & Observation 30%
- Supervising SLMS Evaluation 30%
- Professional Development Plan 5%

ALL requirements for the above are on the LIS 676 Blackboard site.

PORTFOLIO

- Portfolio 100% (see rubric on the Blackboard Site)

GRADING SCALE

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

COMMUNICATION

You may communicate with me via Blackboard, 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. E-mails sent from within Blackboard will be delivered to the e-mail address stored in Blackboard. 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.

WRITING EXPECTATIONS

The use of proper English is expected at all times. This includes discussion posts and journal entries, if applicable. Writing and citation guides will be provided in the course materials in Blackboard. APA (6th edition) formatting is required for citations. Writing Resources can be found on the Blackboard site in the Writing Tools folder.

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?"

EXCUSED ABSENCES

Summarized from Senate Regulation 5.2.4.2: A student shall not be penalized for an excused absence. The following are defined as excused absences:

- Significant illness of the student or serious illness of a member of the student's household (permanent or campus) or immediate family.
- The death of a member of the student's household (permanent or campus) or immediate family.
- Trips for members of student organizations sponsored by an educational unit, trips for University classes, and trips for participation in intercollegiate athletic events, including club sports registered with the university as well as varsity sports. Prior notification is required.
- Major religious holidays. Prior notification is required.
- Any other circumstances which the Instructor of Record finds reasonable cause for absence.

Students missing any graded work due to an excused absence bear the responsibility of informing the

Instructor of Record about their excused absence within one week following the period of the excused absence (except where prior notification is required), and of making up the missed work. The Instructor of Record shall give the student an opportunity to make up the work and/or the exams missed due to an excused absence, and shall do so, if feasible, during the semester in which the absence occurred.

Excused absences' effect on grading: Summarized from Senate Regulation 5.2.4.2: If attendance is required by the class policies elaborated in the syllabus or serves as a criterion for a grade in a course, and if a student has excused absences in excess of one-fifth of the class contact hours for that course, a student shall have the right to petition for a "W", and the Instructor of Record may require the student to petition for a "W" or take an "I" in the course. If a student has an excused absence on a day when a quiz is given, the instructor may not deny permission for a makeup exam and simply calculate the student's grade on the basis of the remaining requirements.

INCOMPLETES
Student requests for an Incomplete (an I grade) will be considered within University guidelines and only in extreme circumstances. See section 5.1.3.2 http://www.uky.edu/StudentAffairs/Code/part2.html.

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.

INTEGRATION OF SYLLABUS WITH UK EDUCATOR PREPARATION UNIT THEMES
This course will address the four themes of the conceptual framework for the UK professional education unit: **research, reflection, learning, and leading**. Students will be given the opportunity to review, analyze, discuss, and apply research from diverse perspectives in education, including professional scholarship and practitioner inquiry, in order to reflect on their own practices as they study, observe, and practice in P-12 school and university classrooms. Reflection will also be integrated into students' learning opportunities through the production of written essays and analyses of observation and teaching experiences to help students take advantage of the analytical and problem-solving skills that comprise critical professional reflection on one's own teaching. This course emphasizes the commitment of the professional education unit to assure that its graduates move into their professional lives equipped for lifelong learning as educators who will be active in leading colleagues in their schools, districts, and professional organizations. The ultimate goal in addressing these four themes is to produce teacher leaders who work together to improve student learning among diverse populations and improve education in Kentucky and beyond.

INTEGRATION OF THE SYLLABUS WITH THE THEMES OF DIVERSITY, ASSESSMENT, AND TECHNOLOGY
All UK professional education programs address and affirm the value of diversity in education, the use of technology to support all aspects of instructional programming, and the importance of attaining high levels of skill in assessing the outcomes of instruction. This course will provide students an opportunity to demonstrate attention to these themes and reflect on the mechanisms that this course has provided to demonstrate improved skills in these areas.

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. For both Windows and Mac users, Mozilla Firefox 3.6.17 is browser/ version currently recommended by UK's Blackboard administrators.

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