Revised 10/7/15



Course Information

Date Submitted: 12/8/2014

Current Prefix and Number: MFS - Mfg Systems Engineering, MFS 505 MODELING MANUFACTRNG PROCESSES

&MACHINES

Other Course:

Proposed Prefix and Number: MFS 505

What type of change is being proposed?

Major - Add Distance Learning

Should this course be a UK Core Course? No

1. General Information

a. Submitted by the College of: ENGINEERING

b. Department/Division: Engineering

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: Fazleena Badurdeen

Email: badurdeen@engr.uky.edu

Phone: 323-3252

Responsible Faculty ID (if different from Contact)

Name:

Email:

Phone:

f. Requested Effective Date

Semester Following Approval: No OR Effective Semester: Spring 2015

2. Designation and Description of Proposed Course

a. Current Distance Learning (DL) Status: Please Add

b. Full Title: MODELING OF MANUFACTURING PROCESSES AND MACHINES

Proposed Title: MODELING OF MANUFACTURING PROCESSES AND MACHINES

c. Current Transcript Title: MODELING MANUFACTRNG PROCESSES &MACHINES

Proposed Transcript Title: MODELING MANUFACTRNG PROCESSES &MACHINES

KENTUCKY.

Current Course Report

d. Current Cross-listing: Same as ME 505

Proposed - ADD Cross-listing:

Proposed - REMOVE Cross-listing:

e. Current Meeting Patterns

LECTURE: 3

Proposed Meeting Patterns

LECTURE: 3

f. Current Grading System: ABC Letter Grade Scale

Proposed Grading System: Letter (A, B, C, etc.)

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? No

If Yes: Maximum number of credit hours:

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

2i. Current Course Description for Bulletin: A study of the major manufacturing processes and equipment. Emphasis on mathematical and computer models of these processes, as used in automated manufacturing and control of these processes. Lecture, two hours; laboratory, two hours.

Proposed Course Description for Bulletin: This course is aimed at providing the undergraduate and graduate students in mechanical and manufacturing engineering basic knowledge and understanding of the major manufacturing processes for modeling, monitoring and control of these processes through a series of analytical and experimental techniques and tools, including group work for assignments and experiments.

2j. Current Prerequisites, if any: Prereq: EM 302, EM 313, and engineering standing; or graduate standing with instructor consent.

Proposed Prerequisites, if any:

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 rational:



Current Course Report

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: Fazleena Badurdeen

Instructor Email: badurdeen@engr.uky.edu

Internet/Web-based: Yes

Interactive Video: Yes

Hybrid: Yes

- 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? The course syllabus conforms to University Senate Syllabus Guidelines, specifically the Distance Learning Considerations. The use of Blackboard, email, and web-conferencing provides for timely and appropriate interaction between students and faculty.
- 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. Student learning outcomes are assessed for all sections of the course, along with the usual TCE evaluations.
- 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. Standard university policy will be followed in all academic aspects, and all quizzes and exams will be proctored on-site.
- 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? Yes.

If yes, which percentage, and which program(s)? 100%; Manufacturing Systems Engineering MS Program

- 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? Access to student services will be the same as for other web-based courses in the University.
- 6.How do course requirements ensure that students make appropriate use of learning resources? Students will be required to access resources on-line using venues such as Blackboard
- 7.Please explain specifically how access is provided to laboratories, facilities, and equipment appropriate to the course or program. Activities will be designed as web-based interactive games/simulations and posted on Blackboard for student access. A residency requirement is included where students will come to the central campus, from Wednesday through Saturday once during the semester, to complete capstone simulation. This will be scheduled to fall towards the end of the course.

Current Course Report

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/)? Syllabus provides this access information.

9. Will the course be delivered via services available through the Distance Learning Program (DLP) and the Academic Technology Group (ATL)? YES

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. N/A

- 10. Does the syllabus contain all the required components? YES
- 11.I, the instructor of record, have read and understood all of the university-level statements regarding DL.

Instructor Name: Fazleena Badurdeen

SIGNATURE|STEPHEN|L S Stephens|MFS 505 CHANGE Cross-List Chair Review|20141211

SIGNATURE|BJSTOK0|Barbara J Brandenburg|MFS 505 CHANGE College Review|20150313

SIGNATURE|JMETT2|Joanie Ett-Mims|MFS 505 CHANGE Undergrad Council Review|20150707

SIGNATURE|ZNNIKO0|Roshan Nikou|MFS 505 CHANGE Graduate Council Review|20150922

SIGNATURE|JEL224|Janie S Ellis|MFS 505 CHANGE Senate Council Review|20150928

SIGNATURE|BJSTOK0|Barbara J Brandenburg|MFS 505 CHANGE Approval Returned to College|20151007

Course Change Form

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*	Prereq: EM	302, EM 313, and	engineerin	g stan	ding; or gradu	ate star	ding W	ith instructor	c consent.	
k.	Current Su	pplementary Tead	ching Comp	onent	, if any:				Community-Based E	Experience

		O Both
	Proposed Supplementary Teaching Component:	○ Community-Based Experience ○ Service Learning ○ Both ○ No Change
3.	Currently, is this course taught off campus?	் Yes 🎱
*	Proposed to be taught off campus?	ී Yes ම
	If YES, enter the off campus address:	
4,*	Are significant changes in content/student learning outcomes of the course being proposed?	○ Yes ®
	If YES, explain and offer brief rationale:	
5.	Course Relationship to Program(s).	○ Yes ම
a,*	Are there other depts and/or pgms that could be affected by the proposed change? If YES, identify the depts, and/or pgms:	Olese
b.*	Will modifying this course result in a new requirement ² for ANY program?	Ů Yes ⑩
	If YES ² , list the program(s) here:	
	Information to be Placed on Syllabus,	
6. a.	Check box if changed to 400G- or 500-level course you must send in a syllabus and y undergraduate and graduate students by: (i) requiring additional assignme establishing different grading criteria in the course for graduate students. (nts by the graduate students; and
	Distance Learning Form	William Control of the Control of th
Th	is form must accompany <u>every</u> submission of a new/change course form that requests distance learning delivery. This form may be required v fields are required!	when changing a course already approved for
edu the A nu are	eduction/Definition: For the purposes of the Commission on Colleges Southern Association of Colleges and Schools accreditation to cational process in which the majority of the instruction (interaction between students and instructors and among students) in a case place, instruction may be synchronous or asynchronous. A distance learning (DL) course may employ correspondence students in the proposing the change in delivery method is responsibility of the instructor to have read and understood the university-ledents utilizing DL (available at http://www.uky.edu/USC/New/forms.htm).	course occurs when students and instruct y, or audio, video, or computer technolog onsible for ensuring that the require
	Course Number and Prefix: ME/MFS 505 Date: 12/8/2014	
The state of the s	Instructor Name: Fazteena Badurdeen Instructor Email: badurdeen@ene Check the method below that best reflects how the majority of the course content will be delivered. Internet/Web-based V Interactive Video V Hybrid V	gr.uky.edu
c	urriculum and Instruction	
The state of the s	 How does this course provide for timely and appropriate interaction between students and faculty and among students? Doe Syllabus Guidelines, specifically the Distance Learning Considerations? The course syllabus conforms to University Senate Syllabus Guidelines, specifically the Considerations. The use of Blackboard, email, and web-conferencing provides for timely 	ne Distance Learning

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 goe
۷.	assessment of student learning outcomes, etc.
	Student learning outcomes are assessed for all sections of the course, along with the usual TCE evaluations.
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; acade
	policy; etc.
	Standard university policy will be followed in all academic aspects, and all quizzes and exams will be proctored c site.
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 a
	as defined above?
	Yes.
	Which percentage, and which program(s)? 100%; Manufacturing Systems Engineering MS Program
	1000; Manufacturing Systems Bigineering MS Frogram
	*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
	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 se
	Access to student services will be the same as for other web-based courses in the University.
Libra	rry and Learning Resources
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Stud	ent Services
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	the course, such as the Information Technology Customer Service Center (http://www.ukv.edu/UKIT/)?
	Syllabus provides this access information.
	Will the course be delivered via services available through the Distance Learning Program (DLP) and the Academic Technology Group (ATL)?
٦.	Will the course be delivered virus invalidate undergrade oracling magnifices y and the second year.
	® Yes
	○ No
	and bloom of the state of the s
	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 te
	N/A
10.	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 Distance Learning programs (http://www.uky.edu/DistanceLearning) and Information Technology Customer Service Center
	(http://yvww.uky.edu/UKIT/Help/; 859-218-HELP).
	Procedure for resolving technical complaints.
	 Preferred method for reaching instructor, e.g. email, phone, text message.
	Maximum timeframe for responding to student communications.
	Language pertaining academic accommodations:
	"If you have a documented disability that requires academic accommodations in this course, please make your request to the University Disability Res
	The Center will require current disability documentation. When accommodations are approved, the Center will provide me with a Letter of Accommodations details the recommended accommodations. Contact the Disability Resource Center, Jake Karnes, Director at 859-257-2754 or ikarnes@email.ukv.edu
	 Specific dates of face-to-face or synchronous class meetings, if any.
	 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: diservice@emaii.uky.edu
	■ DL Interlibrary Łoan Service: http://www.uky.edu/Libraries/libpage.php?lweb_id=253&ilib_id=16
11	I, the instructor of record, have read and understood all of the university-level statements regarding DL.
	Instructor Name:
	Fazleena Badurdeen

Abbreviations: DLP = Distance Learning Programs ATG = Academic Technology Group Customer Service Center = 859-218-HELP (http://www.ukv.edu/UKIT/Help)

"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 "n form will be sent to appropriate academic Council for normal processing and contact person is informed.

□Courses are typically made effective for the semester following approval. No course will be made effective until all approvals are received.

 $^{ ext{\tiny{12}}}$ Signature of the chair of the cross-listing department is required on the Signature Routing Log.

 $^{{\mbox{\tiny LEL}}}$ Removing a cross-listing does not drop the other course – it merely unlinks the two courses.

151 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 me meeting generally represents at least two hrs per wk for a semester for 1 credit hour. (See SR 5.2.1.)

161 You must also submit the Distance Learning Form in order for the course to be considered for DE delivery.

 $^{12}\mathrm{In}$ order to change a program, a program change form must also be submitted.

'The MFS 505 course is one of the core courses for the Manufacturing Systems Engineering MS degree that is being converted for online delivery. The primary change in this syllabus is to adding the distance learning aspect to enable delivering this course online starting Fall 2015'.

Course: MFS 505

University Senate Syllabi Guidelines Review Checklist

General Course Information	
☑ Full and accurate title of the course	Course prefix, number and section number
Departmental and college prefix	Scheduled meeting day(s), time and place
Instructor Contact Information (if specific details are un	
Instructor name	Office address
Contact information for teaching/graduate	∠ ☐ UK email address
assistant, etc.	igwedge Times of regularly scheduled office hours and if
Preferred method for reaching instructor	prior appointment is required
Office phone number	
Course Description	
·	e description should match on syllabus and eCATS form)
Prerequisites, if any (should match on syllabus and	
Student learning outcomes	•
Course goals/objectives	
Required materials (textbook, lab materials, etc.)	
Outline of the content, which must conform to the	Bulletin description
Summary description of the components that cont	ribute to the determination of course grade
▼ Tentative course schedule that clarifies topics, special topics.	cifies assignment due dates, examination date(s)
Final examination information: date, time, duratio	n and location
For 100-, 200-, 300-, 400-, 400G- and 500-level cou	rses, numerical grading scale and relationship to
letter grades for undergraduate students	
For 400G-, 500-, 600- and 700-level courses, numer	
grades for graduate students. (Graduate students of	
Relative value given to each activity in the calculat	ion of course grades (Midterm=30%; Term
Project=20%, etc.) Note that undergraduate students will be provided	t with a Midterm Evaluation (by the midterm
date) of course performance based on criteria in sy	
Policy on academic accommodations due to disabi	
	ires academic accommodations, please see me as soon as
possible during scheduled office hours. In orde	er to receive accommodations in this course, you must
	rom the Disability Resource Center (Room 2, Alumni Gym,
	du) for coordination of campus disability services available
to students with disabilities.	
"	JGE Review ()

Prerequisites should match on syllabus and eCATS form

Revise Make-Up Policy - students with an excused absence do not have to contact instructor in advance, except for major religious holidays

May want to clarify if meetings are synchronous or asynchronous (if synchronous, is there an attendance policy?)

	Committee Kev	iew (1	ē
Course Policies	Comments			
Attendance				
Excused absences				
☑ Make-up opportunities				
✓ Verification of absences				 ew-
Submission of assignments				
Academic integrity, cheating & plagiarism				
Classroom behavior, decorum and civility				
Professional preparations				
Group work & student collaboration				·

ME 505/MFS 505 MODELING OF MANUFACTURING PROCESSES

Fall 2015

Course Description:

This course is aimed at providing the undergraduate and graduate students in mechanical and manufacturing engineering basic knowledge and understanding of the major manufacturing processes for modeling, monitoring and control of these processes through a series of analytical and experimental techniques and tools, including group work for assignments and experiments.

Prerequisites:

EM 302

Mechanics of Deformable Solids

EM 313

Dynamics

Engineering Standing

Or

Graduate standing with instructor consent

Credits:

3

Instructor:

I. S. Jawahir, Room 414B, CRMS Building

Phone: (859) 323-3239 (Work) E-mail: <u>is.jawahir@uky.ed</u>u

Virtual Office: https://connect.uky.edu/xxxxxxxxx/

Virtual office hours: Thursday 5-6 pm

Teaching Assistant:

Bo Huang, Room 414O, CRMS Building

Phone: (859) 323-3256 (Work)

E-mail: Bo Huang bo.huang@uky.edu

Student Learning Outcomes:

Upon completion of this course, the students should be able to

- Understand the complex manufacturing processes in terms of relevant input variables and the most desirable outputs, and then model the processes for improved productivity, enhanced product quality and reduced production cost
- 2. Evaluate and decide on various manufacturing options for achieving the production objectives within the constraints
- 3. Experimentally validate the modeling outcomes for applications
- 4. Monitor and implement product/process quality in component manufacturing
- 5. Work in teams/groups for developing suitable solutions to production issues including product/process quality
- 6. Develop skills and techniques for technical writing and documentation of project findings

Canvas Access:

This course will use Canvas (http://canvas.instructure.com) as a Learning Management System (LMS). An invitation will be sent to you through your UK email address including a link to join the online course shell. You will be prompted to sign in with your LinkBlue Id and Password. Be sure to verify access during the first week of the semester. Canvas will be used to communicate course content, announcements, exam grades, etc.

Course Outline:

1 Week **Introduction to Manufacturing Processes** 3 Weeks Module 1: **Bulk Deformation Processes Fundamental Material Properties Deformation Processing Principles** Modeling and Analysis of Forging, Drawing and Rolling Processes 1 Week Sheet Metalworking Processes Module 2: Modeling and Analysis of Shearing and Bending Processes Forming Limit Diagrams Drawing and Deep Drawing Processes Other Processes (Assignment 1) 6 Weeks Module 3: Machining Processes **Metal Cutting Theory Basic Metal Cutting Models** Stress Distributions in Machining Temperature Analysis in Metal Cutting Machinability and Machining Performance Factors Selection and Application of Cutting Tools Tool Wear and Tool-life **Fundamentals of Machining Economics Cutting Fluids** Surface Finish Chip Control (Assignment 2) 2 Weeks Module 4: Quality Control in Manufacturing Fundamental of Statistical Quality Control Control Charts CMM-based Quality Assessments

Textbook:

John A. Schey

Introduction to Manufacturing Processes

Geometric Dimensioning and Tolerancing

3rd Edition, McGraw Hill, 2000.

Reference Books/Material:

1. G. Boothroyd and W. A. Knight

Fundamentals of Machining and Machine Tools Second Edition, CRC Press, 2006.

- S. Kalpakjian and R. Schmid Manufacturing Processes for Engineering Materials Fourth Edition, Addison-Wesley Publishing Co., 2006.
- 3. George Tlusty
 Manufacturing Processes and Equipment
 Prentice Hall Publishers, 2000.
- 4. D. A. Stephenson and J.S. Agapiou Metal Cutting Theory and Practice CRC Press, 2006
- E. J. A. Armarego and R. H. Brown.
 The Machining of Metals
 Prentice-Hall, Inc., Englewood Cliffs, NJ, 1969.
- 6. I.S. Jawahir

Course Notes on

Module 3: Machining Processes

Module 4: Quality Control in Manufacturing

Other selected topics

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2 Tests (Week 6 and Week 11)	40%
Final Exam	30%
2 Homework Assignments	15%
(Due in Week 7 and Week 12)	
2 Lab Reports (Due in Week 8 and Week 10)	15%

^{*}Additional questions/assignments will be given for students taking this course for graduate credit.

Materials and Technology Requirements for Distance Learning:

Access to a scanner for homework submissions is required when needed. Web cam and microphone are recommended for online interactions. For additional information regarding technical requirements and Distance Learning Library Services go to http://www.uky.edu/Libraries/DLLS. You can also contact Carla Cantagallo, DL Librarian through phone (859-257-0500 ext. 2171 or long-distance phone number: 800-828-0439) or email (dllservice@email.uky.edu).

Homework Assignments:

Homework must be submitted electronically through Canvas. All grades for the homework assignments will be posted on Canvas. All homework submitted on Canvas must be completed on white paper (lined notebook paper or white printer paper), scanned and submitted in pdf format. You can also use MS Word, MS PowerPoint, MS Excel, etc., to provide answers to the

homework. Any equations and computations should be clearly written and scanned or typed with an equation editor. All the documents for an assignment must be collected and converted into pdf format before being submitted through Canvas.

Lab Reports:

This course includes two lab activities, which may be conducted in the virtual environment with data and background provided. For example, this may entail viewing demonstration videos portraying lab activities, and analyzing provided data. Alternatively, a campus visit to conduct experiments can also be arranged. The on-campus visit can be arranged but is not a requirement for the course. Additional details will be provided in Canvas under the appropriate modules. Specific guidelines will be provided.

Exams:

The exams will test the student's understanding of the intended learning outcomes for this course. Exams are open-book; you may need a calculator to answer some questions. Exams are take-home type and must be completed individually, and submitted by the pre-specified day and time. The grades for these exams will be posted in myUK by the deadline established in the Academic Calendar (http://www.uky.edu/Registrar/AcademicCalendar.htm).

Student Interactions:

Students can maintain regular communication with the instructor and the TA using the following mechanisms. Primary communication mode is email, with responses typically to be expected on the day of receipt. Responses may be delayed during travel periods. For urgent matters, cell # is provided.

<u>Web-Conferencing (Adobe Connect):</u> Virtual office meetings are held through Adobe Connect using the virtual office address https://connect.uky.edu/xxxxxxxxx/. The most suitable time for regular meetings via Adobe Connect will be established at the beginning of the semester.

<u>Email:</u> UK email addresses will be used by default, so students must activate e-mail forwarding if they prefer another primary e-mail address.

<u>Canvas Discussion Board:</u> Discussion topics may be introduced for sharing among the instructor and other students on the Canvas course shell

Phone: Suitable times for phone to be established.

I.S. Jawahir: (859) 323-3239 (Work)

(859) 312-2574 (Cell-urgent communications)

Bo Huang: (859) 323-3256 (Work)

Technical Support:

Students experiencing difficulty with delivery of the course material should contact the instructor or the UK help desk. For difficulties with Canvas or logins, contact the Teaching and Academic Support Center http://www.uky.edu/ukit/atg/tasc, or the Information Technology Customer Support Center at https://www.uky.edu/ukit/help, and inform the instructor.

The UK IT customer service center can be reached at 859-218-HELP

Excused Absences: Students need to notify the professor of absences prior to class when possible. S.R. 5.2.4.2 defines the following as acceptable reasons for excused absences: (a) serious illness (b) illness or death of family member, (c) University-related trips, (d) major religious holidays, and (e) other circumstances found to fit "reasonable cause for nonattendance" by the professor.

Reasonable cause may include unforeseen emergencies such as where the student is involved in an automobile accident.

Students anticipating an absence for a major religious holiday re responsible for *notifying the instructor in writing of anticipated absences* due to their observance of such holidays *no later than the last day in the semester to add a class.* Information regarding dates of major religious holidays may be obtained through the religious liaison, Mr. James Karnes (859-257-2754).

Students are expected to withdraw from the class if more than 20% of the classes scheduled for the semester are missed (excused or unexcused) per university policy.

Verification of Absences: Students may be asked to verify their absences in order for them to be considered excused. Senate Rule 5.2.4.2 states that faculty have the right to request "appropriate verification" when students claim an excused absence because of illness or death in the family. Appropriate notification of absences due to university-related trips is required prior to the absence.

Late Submission Policy: Students who wish to submit a homework assignment/report later than the due date should obtain permission in advance from the instructor; otherwise, it will be treated as failure to submit the assignment as required. The number of additional days provided to submit the assignment/report will be decided by the instructor based on the reasoning for the delay.

Points will be deducted for every late submitted assignment/report if delayed further than the extended deadline. Five percent of the grade will be taken off for each day the submission is delayed form the newly stipulated deadline.

Make-up Policy for Missed Work with and Excused Absence: Those students who have obtained prior permission from the instructor to have an excused absence will have one week to contact instructor regarding missed graded work.

Per university policy, students shall not plagiarize, cheat, or falsify or misuse academic records. Students are expected to adhere to University policy on cheating and plagiarism in all courses. The minimum penalty for a first offense is a zero on the assignment on which the offense occurred. If the offense is considered severe or the student has other academic offenses on their record, more serious penalties, up to suspension from the university may be imposed.

Plagiarism and cheating are serious breaches of academic conduct. Each student is advised to become familiar with the various forms of academic dishonesty as explained in the Code of Student Rights and Responsibilities. Complete information can be found at the following website: http://www.uky.edu/Ombud. A plea of ignorance is not acceptable as a defense against the charge of academic dishonesty. It is important that you review this information as all ideas borrowed from others need to be properly credited.

Part II of Student Rights and Responsibilities (available online

http://www.uky.edu/StudentAffairs/Code/part2.html) states that 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 the question of plagiarism involving their own work, they are obliged to consult their instructors on the matter before submission.

When students submit work purporting to be their own, but which in any way borrows ideas, organization, wording or anything else from another source without appropriate acknowledgement of the fact, the students are guilty of plagiarism. Plagiarism includes reproducing someone else's work, whether it be a published article, chapter of a book, a paper from a friend or some file, or something similar to this. Plagiarism also includes the practice of employing or allowing another person to alter or revise the work, which a student submits as his/her own, whoever that other person may be.

Students may discuss assignments among themselves or with an instructor or tutor, but when the actual work is done, the student, and the student alone must do it. When a student's assignment involves research in outside sources of information, the student must carefully acknowledge exactly what, where and how he/she employed them. If the words of someone else are used, the student must put quotation marks around the passage in question and add an appropriate indication of its origin. Making simple changes while leaving the organization, content and phraseology intact is plagiaristic. However, nothing in these Rules shall apply to those ideas, which are so generally, and freely circulated as to be a part of the public domain (Section 6.3.1).

***Please note: Any assignment you turn in may be submitted to an electronic database to check for plagiarism.

For information on Distance Learning Library Services go to

http://www.uky.edu/Libraries/DLLS. You can also contact Carla Cantagallo, DL Librarian through phone (859-257-0500 ext. 2171 or long-distance phone number: 800-828-0439) or email (dllservice@email.uky.edu).

If you have a documented disability that requires academic accommodations in this course, please make your request to the University Disability Resource Center. The Center will require current disability documentation. When accommodations are approved, the Center will provide you with a Letter of Accommodation, which details the recommended accommodations. Contact the Disability Resource Center: Jake Karnes, Director by phone 859-257-2754 or email address: jkarnes@email.uky.edu.