

APPLICATION FOR NEW COURSE

1. Submitted by the College of Agriculture Date: October 13, 2008

Department/Division proposing course: Nutrition & Food Science

2. Proposed designation and Bulletin description of this course:

a. Prefix and Number NFS 475W

b. Title* Research in Nutrition: Application

*If title is longer than 24 characters, offer a sensible title of 24 characters or less: _____

c. Courses must be described by at least one of the categories below. Include number of actual contact hours per week..

() CLINICAL () COLLOQUIUM () DISCUSSION () LABORATORY () LECTURE
() INDEPEND. STUDY () PRACTICUM () RECITATION (3) RESEARCH () RESIDENCY
() SEMINAR () STUDIO () OTHER – Please explain: _____

d. Please choose a grading system: Letter (A, B, C, etc.) Pass/Fail

e. Number of credit hours: 3

f. Is this course repeatable? YES NO If YES, maximum number of credit hours: _____

g. Course description:

A required course which allows the student to design a research study, write a grant, prepare a comprehensive literature review, design a survey, conduct statistical analyses on collected data, and prepare a professional article and poster to present at University and regional events.

h. Prerequisite(s), if any:

Human Nutrition majors only. Grade of a "C" or better in NFS 474.

This is a writing-intensive (W) course approved to fulfill the upper tier of the graduation writing requirement (GWR). To receive W credit for this course, you must have successfully completed the first-year writing requirement (ENG 104 or its equivalent) and have completed at least 30 hours of coursework.

i. Will this course also be offered through Distance Learning? YES NO

If YES, please check one of the methods below that reflects how the majority of the course content will be delivered:

Internet/Web-based Interactive video Extended campus

3. Supplementary teaching component: N/A or Community-Based Experience Service Learning Both

4. To be cross-listed as: _____ / _____
Prefix and Number printed name Cross-listing Department Chair signature

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5. Requested effective date (term/year): Spring / 2010
6. Course to be offered (please check all that apply): Fall Spring Summer
7. Will the course be offered every year? YES NO
If NO, please explain: _____
8. Why is this course needed?
The human nutrition major prepares students to seek advance degrees in the areas of nutrition, pharmacy, physical therapy, medicine, dentistry, physician assistant studies, and other professional, health-related field. A solid foundation knowledge of research is essential for success in these professions. This course will allow the undergraduate student to write a grant, seek funding, develop a survey, collect data, analyze and interpret data, and present findings in a professional paper, poster, and presentation.

9. a. By whom will the course be taught? Dr. Tammy J. Stephenson
- b. Are facilities for teaching the course now available? YES NO
If NO, what plans have been made for providing them?

10. What yearly enrollment may be reasonably anticipated?
40
11. a. Will this course serve students primarily within the department? Yes No
- b. Will it be of interest to a significant number of students outside the department? YES NO
If YES, please explain.

12. Will the course serve as a University Studies Program course[†]? YES NO
If YES, under what Area? _____
[†]AS OF SPRING 2007, THERE IS A MORATORIUM ON APPROVAL OF NEW COURSES FOR USP.
13. Check the category most applicable to this course:
- traditional – offered in corresponding departments at universities elsewhere
- relatively new – now being widely established
- not yet to be found in many (or any) other universities
14. Is this course applicable to the requirements for at least one degree or certificate at UK? Yes No
15. Is this course part of a proposed new program? YES NO
If YES, please name: _____

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16. Will adding this course change the degree requirements for ANY program on campus? YES NO
 If YES[‡], list below the programs that will require this course:

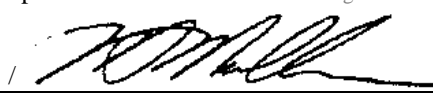
B.S. in Human Nutrition

[‡]In order to change the program(s), a program change form(s) must also be submitted.

17. The major teaching objectives of the proposed course, syllabus and/or reference list to be used are attached.
18. Check box if course is 400G- or 500-level. If the course is 400G- or 500-level, *you must include a syllabus showing differentiation* for undergraduate and graduate students by (i) requiring additional assignments by the graduate students; and/or (ii) the establishment of different grading criteria in the course for graduate students. (See *SR 3.1.4*)
19. Within the department, who should be contacted for further information about the proposed new course?

Name: Tammy Stephenson Phone: 257-2353 Email: Tjhann00@uky.edu

20. Signatures to report approvals:

May 12, 2008 <small>DATE of Approval by Department Faculty</small>	Janet Kurzynske / on original <small>printed name Reported by Department Chair signature</small>
October 13, 2009 <small>DATE of Approval by College Faculty</small>	Michael D. Mullen /  <small>printed name Reported by College Dean signature</small>
3 / 3 / 2009 <small>* DATE of Approval by Undergraduate Council</small>	/ <small>printed name Reported by Undergraduate Council Chair signature</small>
<small>* DATE of Approval by Graduate Council</small>	/ <small>printed name Reported by Graduate Council Chair signature</small>
<small>* DATE of Approval by Health Care Colleges Council (HCCC)</small>	/ <small>printed name Reported by Health Care Colleges Council Chair signature</small>
<small>* DATE of Approval by Senate Council</small>	Reported by Office of the Senate Council
<small>* DATE of Approval by University Senate</small>	Reported by Office of the Senate Council

*If applicable, as provided by the *University Senate Rules*. (<http://www.uky.edu/USC/New/RulesandRegulationsMain.htm>)

UNIVERSITY SENATE ROUTING LOG

Proposal Title: New Course NFS 475W

Contact Person (name, email & phone #): Tammy Stephenson, 7-2353, tjhann00@uky.edu

Instruction: To facilitate the processing of this proposal please identify the groups or individuals reviewing the proposal, identify a contact person for each entry, provide the consequences of the review (specifically, approval, rejection, no decision and vote outcome, if any) and please attach a copy of any report or memorandum developed with comments on this proposal.

Reviewed by: (Chairs, Directors, Faculty Groups, Faculty Councils, Committees, etc.)	Contact person Name (phone/email)	Consequences of Review:	Date of Proposal Review	Review Summary Attached? (yes or no)
NFS Faculty	Janet Kurzynske 7-3800 jkurzyns@uky.edu	Approved	May 12, 2008	minutes
College Undergrad Curriculum Committee	Mike Mullen 7-3469 mike.mullen@uky.edu	Approved	Oct 13, 2008	minutes

NFS faculty meeting May 12, 2008

Present: Perry, Brown, Roseman, Adams, Stephenson, Gaetke, Bastin, Forsythe, Kurzynske (presiding), Webber (recording)

- Approval of March minutes- Tammy moved, Steve seconded, passed unanimously; Maggie Cook-Newell sent in vote for approval via email.
- Curriculum Committee- Changes to Tammy's class have been approved by the departmental curriculum committee. Sunny's HMT 370 class was voted on for approval by department faculty, Hazel moved for approval and Sandra seconded, passed unanimously. Now both classes can be forwarded to the College Curriculum Committee.
- Summer intern- Erika Johnson- She has just finished her sophomore year in dietetics and is funded by cooperative extension. She will be working with our department this summer, helping with 208 in the 4-week session and then doing the purchasing for 208 and 304. She will also be helping with the Food and Nutrition Conference in May. If anyone has a summer project and would like Erika's help let Janet K. know.
- Cheating and Plagiarizing- This semester we have had major occurrences of both cheating (on a take home exam) and plagiarizing (for a paper, from the internet). Currently we are using the process recommended by the provost for dealing with these issues, including making individual decisions as faculty on the punishment for cheating and plagiarizing. What can we do in the future to deal with these issues? We can make sure our syllabi contain the university policy and we can emphasize in our classes. We are not sure what other departments are doing. The discussion was tabled and it was decided that a committee may be formed in the fall to consider making more formal departmental guidelines for handling punishment for these offenses.
- Job descriptions for TA's- There is a need to write a job description for the TA's to protect them and clarify roles for faculty. The policy and procedures committee, Hazel, Kwaku, and Janet Tietyen were asked to draft a TA job description over the summer.
- Procedures for course approvals- The department, in particular HMT, has experienced some problems with procedures for course approvals this year. In the interest of academic freedom, the discussion for course approval procedures was opened. The consensus was for the need for new courses to be approved by all faculty, but the content of the new course to be approved by the specific area faculty only. The course would then be sent to the curriculum committee which would make sure all of the proper guidelines were followed. We may need to add this to our policy and procedures manual.
- Students with disabilities- Janet K. asked if we would like to have someone come in and speak to us as a group on students with disabilities. After some discussion, the consensus was to invite someone in to speak to us at the fall HES retreat on this topic.

- HES August Retreat- Janet announced that the retreat would be on August 21st and 22nd this year and that all faculty should block off both of those days for attending the conference. It will probably be on campus this year and we will probably have ½ day to meet separately as a department.
- Janet K. gave a budget update from her meeting with the Dean earlier in the day.
 - Mileage will probably go up on July 1st and may also have a mid-year adjustment.
 - There will be no pay increases for any university employees this year.
 - The increased cost of health benefits will be covered by the university this year.
 - The Dean and Provost will meet next week to discuss undergraduate enrollment and generation of tuition. The Provost may return some funds and positions to departments who generate the most tuition. This would benefit all of HES.
 - The hiring freeze will probably be lifted around July 1st, but departments still have to ask for permission to hire.
 - RE: more efficient ways to teach- there are two people who have retired from extension that can come back and work part-time
 - The college will fund graduate students through the Lyman T. Johnson fellowship this fall
 - Departments were instructed not to operate in the red this coming year.
 - Linus Walton's position will not be filled when he retires.
 - SACs accreditation is coming up.
 - The business office is restructuring.
 - Janet K. is still working on our departmental budget. There will some changes to DOE's but that has not been finalized yet. Tammy will be the new director of Human Nutrition as Kwaku will be 50% with the graduate school this fall.
- HES website- The HES website is being updated and is presently unavailable. The goal is for all departments to look consistent. There is also a push to add more extension and research information to the website. Hollie will be able to update our website after these changes are made.
- Round-Up- Will be Sept. 30th this year.
- Ag Communications will be buying new color printers and selling the printing presses. When this is done faculty need to check with them before Kinko's for pricing. There is also a new photo gallery from the College of Ag that we can access and use.
- Desmond suggested that there was a need for a new copier in Erikson Hall.
- Updates-
 - HMT- Sunny's sabbatical for July-Dec. 2008 was approved by the dean.
 - Dietetics- The 5-year program assessment report is due in October for the DPD and CP.
 - HN- no updates
 - Exit survey- no updates

- Food systems position- the committee has met yet, but need to start working on the position description and have something together by June 1st.
- Advising notebooks- HN and dietetics have updated their materials and they are ready to be put into the notebook. HMT needs to look at their materials and they will use Tammy's as a guide, and then submit their materials for the notebook.
- April minutes-Changes suggested; Sandra moved to approve with changes, Kelly seconded, all approved.
- Desmond reported on HMT 499 that at least 5 students have turned in their notebooks after receiving the letters he mailed in regards to finishing up degree requirements.

College of Agriculture
Undergraduate Curriculum Committee
Minutes – Oct. 13, 2008

Members Present: Lee Edgerton, Cheryl Mimbs, Donna Smith, Tammy Stephenson, Deborah Witham, Mike Mullen.

Absent: Desmond Brown, Bob Coleman, Clair Hicks, Bob Houtz, David Williams,

The committee first considered the change of AED 435 to AED 583. As described by Dr. Mimbs, this change allows the course to be taught in sequence with AED 580 and 586. Students are required to take 435 after 580 and before 586. This numerical change makes for better alignment of the curriculum. Witham moved to approve the proposal, Stephenson seconded. Motion passed unanimously.

The next items to be considered were the proposals for the new NFS courses, 474 and 475W. These courses are already being taught as NFS 591 (Special Problems) and are required in the Human Nutrition BS program. The W is already being awarded under this arrangement. Therefore, these courses simply make permanent these requirements in the program. Mimbs motioned approval of the courses, and Edgerton seconded. Further discussion highlighted the need for updating the syllabi to include student learning outcomes, and the fact that the Human Nutrition program would need a minor change to reflect that now NFS 474 and 475W would be required rather than 6 hours of NFS 591. The committee agreed that this was a minor change to the curriculum. The motion was amended to reflect that the learning outcomes needed to be added and program needed to be amended. Motion passed unanimously.

The committee then considered the proposal for HMT 370. The Committee noted that this course would also necessitate a change in the HMT BS program to reflect its inclusion in the menu of directed HMT electives that a student could take. Mimbs moved approval of the course. Brown seconded. Unanimous approval.

The meeting was adjourned.

NFS 475W Research in Nutrition: Application **SPRING 2010 COURSE SYLLABUS**

Instructor: Tammy J. Stephenson, PhD
Office: 121 Funkhouser Building
Office Hours: Wednesday 2-4, Friday 2-3, or by appointment
Mailbox: 209 Funkhouser Building
Phone: 257-2353 (office) or 351-3881 (mobile)
E-Mail: Tjhann00@uky.edu (the best way to reach me)

Course Description

A required course which allows the student to design a research study, write a grant, prepare a comprehensive literature review, design a survey, conduct statistical analyses on collected data, and prepare a professional article and poster to present at University and regional events.

Prerequisites

Human Nutrition majors only. Grade of a "C" or better in NFS 474.

This is a writing-intensive (W) course approved to fulfill the upper tier of the graduation writing requirement (GWR). To receive W credit for this course, you must have successfully completed the first-year writing requirement (ENG 104 or its equivalent) and have completed at least 30 hours of coursework.

Required Textbooks

Pan, M. Ling. Preparing Literature Reviews: Qualitative and Quantitative Approaches, Third Edition, 2008. Pyrzak Publishing. ISBN # 1-884585-76-0

Monsen, ER. Research: Successful Approaches, Third Edition, 2008. American Dietetic Association.

Recommended Textbooks (optional, depending on statistics background)

Holcomb, ZC. Interpreting Basic Statistics: A Guide and Workbook Based on Excerpts from Journal Articles, Fifth Edition, 2007. Pyrzak Publishing. ISBN # 1-884585-71-X

This textbook is recommended for those students who have not yet taken STA 291 or who need a refresher in basic statistics. The Instructor has answers to all of the textbook exercises and will provide them to anyone who is interested!

Student Learning Outcomes

Upon completion of the course students should be able to:

- (1.) Conduct their own research project including developing an idea, writing a grant, developing a survey, gathering data, completing appropriate statistical analyses, and presenting findings to the class.
- (2.) Write a paper that is essentially free of mechanical errors (grammar, punctuation, spelling, and syntax) and awkwardness, using a style that is appropriate to the purpose and audience.
- (3.) Demonstrate an ability to discover, evaluate, and clearly present evidence in support of an argument in the subject area and utilize documentation that conforms to the formats and citation conventions of the subject area.
- (4.) Be aware that composing a successful text frequently takes multiple drafts, with varying degrees of focus on generating, revising, editing, and proofreading.
- (5.) Write a capable, interesting essay about a complex issue (discipline-specific) for a general university audience.
- (6.) Utilize library and internet search engines to research relevant scientific journal articles and to properly cite these articles in their own work.
- (7.) Develop a creative, organized, and concise poster to present research findings.
- (8.) Present findings in a professional poster session to students and faculty in the Department and potentially at University and/or regional events.
- (9.) Explore the most current advances in nutrition and food science and pursue any individual research interests that he/she may have. This includes finding potential funding agencies for future undergraduate research projects.

COURSE REQUIREMENTS

Assignments

All assignments are due by 12:00 pm on the day that they are due. For the grant students will lose 3 points (out of 10 possible) for each day the assignment is turned in after the due date. NO grant can be turned more than 5-academic days after the due date. NO late project updates will be accepted. Assignments are submitted via e-mail.

- (1.) Revised Research Grant

Students completed a 5-page research draft proposal at the end of NFS 474. Students will now revise the grant through the Instructors' written comments on the draft and an individual student-Instructor conference about the draft. If a survey was included this should be revised and resubmitted as well. The Instructor can make copies of the survey

when it has been approved in its final form. Guidelines for writing the grant and sample grants are available on Blackboard.

(2.) Research Project Updates

Students will complete four updates on the progress of their research. Research project update forms are available on Blackboard and should be utilized for these updates. Please be honest in your updates and let the Instructor know if you need ANY help - we are here to help you! It is important to stay on schedule with your project and to gather your data as early in the semester as possible.

Research Project

All papers must be typed using 12-font and standard margins. Papers are due by 12:00 pm on the day that they are due. Students will lose 5 points (out of possible 15 or 25) for each day the paper is turned in after the due date. NO papers can be turned more than 5-academic days after the due date. Papers are submitted via HARD COPY to the Instructor's mailbox.

(1.) Research Paper

Students will write a 15-page (maximum 17 pages) research paper using a professional journal format. The paper will be submitted in both draft and final forms. The Instructor will provide written comments and will meet with the student to discuss recommended revisions to the manuscript. Students should use formatting guidelines specified by the Journal of the American Dietetic Association (<http://www.editorialmanager.com/adaj>). Your paper will fit into the "Research" category. The guidelines are very specific so make sure you spend time reading through all of them very carefully. Remember you are NOT actually submitting this paper to the Journal, but are using their guidelines in terms of format and content. Papers not following these formatting guidelines will not be read by the Instructor and will automatically be given a grade of "0". Papers should be written at a professional level as would be seen in journal articles. Appropriate statistics and organized data presentation should be emphasized. Again, you will be submitting both draft and final version of your paper for evaluation by the Instructor.

(2.) Poster

Students will prepare a professional poster to be displayed in Funkhouser Building or Erikson Hall. This is a professional-grade poster as one would see at a scientific meeting. Details on how to prepare such a poster will be provided on Blackboard. Students will

also have the opportunity (suggested, but not mandatory) to attend a poster training session (date and time to be determined). Posters can be printed for *no cost* through the School of HES or at the King Library Computer Lab. Students are also encouraged to submit their posters to the Undergraduate Research Showcase to be held on Wednesday, April 23rd. The Instructor will post submission details on Blackboard when they are available.

(3.) Presentation

Each student will present a 3-5 minute professional discussion at their poster on their research findings. Presentations should emphasize study design, results, and general conclusions. Again, the class is large, so please keep your presentation under 5 minutes. Presentations will be graded on organization, forethought, understandability, and speaking style (loud voice projection, eye contact, enthusiasm).

Textbook Reading Assignments

Students will be completing reading assignments from both the Monsen and Pan textbooks. Students are required to read the assigned chapters and answer several questions related to those chapters. Responses to the questions must be typed and e-mailed to the Instructor by 12:00 pm on the day that they are due. NO late assignments will be accepted. Individual questions will not be graded by the Instructor, but students will earn 4 points for turning in a complete assignment. Points will be deducted accordingly for incomplete assignments. These reading assignments will serve as excellent tools for writing your final paper and putting together your poster.

Assignment due-dates and detailed instructions on each reading assignment are provided on Blackboard.

Online Discussion Board

Students will participate in online discussion throughout the course of the semester. Students are expected to engage in discussion at least once per week throughout the semester and will earn up to 5 points for their participation. Failure to participate in discussion will result in a 1-point reduction (out of the possible 5, and up to 5) for each week that the student does not participate. The discussion board is on the course Blackboard website. The Instructor will pose discussion questions, but students are also invited to ask their own questions about anything related to the class!

BLACKBOARD 6.0

Students must access Blackboard (www.elearning.uky.edu) for use of the NFS 475W course website. All communication throughout the semester will occur via Blackboard. As such, students are expected to access the course site *at least three times per week* to view important announcements and participate in the discussion board. The website provides information on all assignments, papers, and the research project. As well, the external links are carefully chosen to help you when completing work in this course. Please read all of the information provided and check the site frequently.

STUDENT EVALUATION

Assignments	Revised Research Grant	10
	Four Research Project Updates (2 points each)	8
Paper	First Draft	15
	Final Draft	25
Textbook reading	Five assignments due (4 points each)	20
Poster		10
Presentation		7
Discussion on BB		5

Final Grading Scale

89.5-100	A	59.5-69	D
79.5-89	B	< 59	E
69.5-79	C		

Your attendance at the presentation sessions is expected and MANDATORY. Due to the large size of the class TWO sessions will be held. Students will have the opportunity to pick which session they present at, but are expected to attend both. Those students with class during the presentation sessions will be excused. Work and other activities will not be excused so be sure to mark these dates on your calendar soon. A 5-point deduction from your final grade will be taken for any absences so be sure to be there!

Excused Absences (from the UK Handbook)

S.R. 5.2.4.2 defines the following as acceptable reasons for excused absences:

1. Serious illness
2. Illness or death of family member
3. University-related trips
4. Major religious holidays
5. Other circumstances you find to be "reasonable cause for nonattendance"

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.

To pass the course, students must submit all formal assignments (in draft and final form) and earn a grade of C or higher on each. Assignments other than the formal writing enter into the final grade determination only if the student has achieved grades of C or higher on graded assignments. Any major assignment that receives a D or below must be revised to reflect competency and resubmitted. Students are limited to three revision attempts. At the discretion of the Instructor, students who fail to achieve competency may receive I (incomplete) grades, but in no case may a student whose writing fails to reach the level of C (competent) receive a passing grade in a course that satisfies the University Writing Requirement.

Writing Initiative Contact

Questions about the W option should be referred to the Director of the UK Writing Initiative, Professor Janet Carey Eldred, eldred@uky.edu.

Plagiarism

Part II of *Student Rights and Responsibilities* (6.3.1; online at <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 a question of plagiarism involving their 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 acknowledgment of the fact, the students are guilty of plagiarism.

Plagiarism includes reproducing someone else's work, whether it be published article, chapter of a book, a paper from a friend or some file, or whatever. 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, it must be done by the student, and the student alone.

When a student's assignment involves research in outside sources or information, the student must carefully acknowledge exactly what, where and how he/she has 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.

SACS Assessment

Please submit two copies of your final paper to the instructor. One copy will be graded by the instructor; the second copy will be used for SACS assessment and should be a clean copy, with only your student identification number listed at the top of the page, with all other identifying information (your name, instructor name, and course and section number) removed.

NFS 475W COURSE SCHEDULE

SPRING 2010

DUE DATE	WHAT?	How Submitted
January 22 nd	Revised Research Grant	E- mail grant and survey to Instructor
January 25 th	Reading Assignment # 1 - Pan	E- mail assignment to Instructor
February 5 th	Reading Assignment # 2 - Pan	E- mail assignment to Instructor
February 8 th	Research Project Update	E-mail form to Instructor
February 15 th	Reading Assignment # 3 - Pan	E-mail assignment to Instructor
February 22 nd	Research Project Update	E-mail form to Instructor
February 29 th	Reading Assignment # 4 - Pan & Mosen	E- mail assignment to Instructor
March 7 th	Research Project Update	E-mail form to Instructor
March 28 th	Reading Assignment # 5 - Pan Research Project Update	E- mail assignment to Instructor E-mail form to Instructor
April 11 th	Paper - First Draft	Hard copy to Instructor mailbox
April 22 nd 12-2 pm April 25 th 1-3 pm	Posters and Presentations	Poster Presentations (you will chose which day to present, but must be present on both days)
April 23 rd	eUreKa Undergraduate Showcase	Abstract submitted online - due date tba (www.uky.edu/eUreKa)
April 28 th by noon	Paper - Final Draft	Hard copy to Instructor