

12/16/15

1. General Information

1a. Submitted by the College of: GRADUATE SCHOOL

Date Submitted: 3/9/2016

1b. Department/Division: Martin School of Public Administration

1c. Contact Person

Name: Jackie McCuddy

Email: jrwn2@uky.edu

Phone: 7-5594

Responsible Faculty ID (if different from Contact)

Name: Merl Hackbart

Email: m.hackbart@uky.edu

Phone: 7-1627

1d. Requested Effective Date: Semester following approval

1e. Should this course be a UK Core Course? No

2. Designation and Description of Proposed Course

2a. Will this course also be offered through Distance Learning?: Yes⁴

2b. Prefix and Number: PA 695

2c. Full Title: Data and Revenue Forecasting

2d. Transcript Title:

2e. Cross-listing:

2f. Meeting Patterns

LECTURE: 42

2g. Grading System: Graduate School Grade Scale

2h. Number of credit hours: 3

2i. Is this course repeatable for additional credit? No

If Yes: Maximum number of credit hours:

If Yes: Will this course allow multiple registrations during the same semester?

2j. Course Description for Bulletin: This course exposes public sector financial managers, budget officials and other stakeholders to the latest developments in fiscal analysis and revenue forecasting. This course introduces students to the tools to formulate tax budgeting plans. Through the use of lectures, case studies, presentations, etc. students will learn the statistical techniques, forecasting methods and revenue estimation models.

2k. Prerequisites, if any:

2l. Supplementary Teaching Component:

3. Will this course taught off campus? No

If YES, enter the off campus address:

4. Frequency of Course Offering: Fall,

Will the course be offered every year?: Yes

If No, explain:

5. Are facilities and personnel necessary for the proposed new course available?: Yes

If No, explain:

6. What enrollment (per section per semester) may reasonably be expected?: 25

7. Anticipated Student Demand

Will this course serve students primarily within the degree program?: Yes

Will it be of interest to a significant number of students outside the degree pgm?: No

If Yes, explain:

8. Check the category most applicable to this course: Relatively New – Now Being Widely Established,

If No, explain:

9. Course Relationship to Program(s).

a. Is this course part of a proposed new program?: Yes

If YES, name the proposed new program: Master of Public Financial Management

b. Will this course be a new requirement for ANY program?: Yes

If YES, list affected programs: Master of Public Financial Management

10. Information to be Placed on Syllabus.

a. Is the course 400G or 500?: No

b. The syllabus, including course description, student learning outcomes, and grading policies (and 400G-/500-level grading differentiation if applicable, from 10.a above) are attached: Yes

Distance Learning Form

Instructor Name: TBD

Instructor Email: TBD

Internet/Web-based: Yes

Interactive Video: No

Hybrid: No

1. How does this course provide for timely and appropriate interaction between students and faculty and among students? Does the course syllabus conform to University Senate Syllabus Guidelines, specifically the Distance Learning Considerations? The course will be taught online with pre-recorded lectures, online exercises and exams. The instructor will offer regular office hours for online chat, or telephone contact if needed, as well as open email access. The syllabus will conform with the University Senate Guidelines.

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. The course plan is very similar to the in-class experience, which consists mainly of lecture presentations, online homework and in-class exams. The student will work with the textbook in essentially the same way as the in-class student.

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. The course will be offered through Blackboard or other similar online classroom management software, ensuring that each student has individual protected access to the course materials. Online assignments are open book and exams will be individually unique, time-limited and one-time access.

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% of this program's (Master of Public Financial Management) courses will be offered through DL.

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? As registered students at UK, they will have access to the full range of student services as outlined on the UK Student Affairs website (<http://www.uky.edu/StudentAffairs/>) Students will also be provided an electronic copy of the attached "UK Student Academic Services" document.

6. How do course requirements ensure that students make appropriate use of learning resources? Successful completion of course requirements will require that students make appropriate use of the textbook and required internet sites, and access to library resources are available on the library website for DL (http://www.uky.edu/Libraries/lib.php?lib_id=16)

7. Please explain specifically how access is provided to laboratories, facilities, and equipment appropriate to the course or program. This course will not require physical access to any particular facility or equipment.

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/>)? The syllabus lists technical support services and students will be provided with a list of available University resources.

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.

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: Instructor TBD

SIGNATURE|FIN008|Merl M Hackbart|PA 695 NEW Dept Review|20151005

SIGNATURE|JACKSON|Brian A Jackson|PA 695 NEW College Review|20151005

SIGNATURE|ZNNIKO0|Roshan N Nikou|PA 695 NEW Graduate Council Review|20151210

SIGNATURE|JEL224|Janie S Ellis|PA 695 NEW Senate Council Review|20151214

SIGNATURE|FIN008|Merl M Hackbart|PA 695 NEW Approval Returned to Dept|20160316

New Course Form

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

Open in full window to print or save

Generate R

Attachments:

Browse...

Upload File

ID	Attachment
Delete 6422	PA 695 Data and Revenue Forecasting CANVAS.docx

First 1 Last

(*denotes required fields)

1. General Information

a. * Submitted by the College of: GRADUATE SCHOOL Submission Date: 3/9/2016

b. * Department/Division: Martin School of Public Administration

c.

* Contact Person Name: Jackie McCuddy Email: jrwn2@uky.edu Phone: 7-5594

* Responsible Faculty ID (if different from Contact): Merl Hackbart Email: m.hackbart@uky.edu Phone: 7-1627

d. * Requested Effective Date: Semester following approval OR Specific Term/Year 1

e.

Should this course be a UK Core Course? Yes No

If YES, check the areas that apply:

Inquiry - Arts & Creativity Composition & Communications - II

Inquiry - Humanities Quantitative Foundations

Inquiry - Nat/Math/Phys Sci Statistical Inferential Reasoning

Inquiry - Social Sciences U.S. Citizenship, Community, Diversity

Composition & Communications - I Global Dynamics

2. Designation and Description of Proposed Course.

a. * Will this course also be offered through Distance Learning? Yes No

b. * Prefix and Number: PA 695

c. * Full Title: Data and Revenue Forecasting

d. Transcript Title (if full title is more than 40 characters):

e. To be Cross-Listed ² with (Prefix and Number):

f. * Courses must be described by at least one of the meeting patterns below. Include number of actual contact hours³ for each meeting pattern type.

<input type="text" value="42"/> Lecture	<input type="text"/> Laboratory ⁴	<input type="text"/> Recitation	<input type="text"/> Discussion
<input type="text"/> Indep. Study	<input type="text"/> Clinical	<input type="text"/> Colloquium	<input type="text"/> Practicum
<input type="text"/> Research	<input type="text"/> Residency	<input type="text"/> Seminar	<input type="text"/> Studio
<input type="text"/> Other	If Other, Please explain:		

g. * Identify a grading system:

Letter (A, B, C, etc.)

Pass/Fail

Medicine Numeric Grade (Non-medical students will receive a letter grade)

Graduate School Grade Scale

h. * Number of credits: 3

i. * Is this course repeatable for additional credit? Yes No

If YES: Maximum number of credit hours: 1

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

j. * Course Description for Bulletin:

This course exposes public sector financial managers, budget officials and other stakeholders to the latest developments in fiscal analysis and revenue forecasting. This course introduces students to the tools to formulate tax budgeting plans. Through the use of lectures, case studies, presentations, etc. students will learn the statistical techniques, forecasting methods and revenue estimation models.

k. Prerequisites, if any:

l. Supplementary teaching component, if any: Community-Based Experience Service Learning Both

3. * Will this course be taught off campus? Yes No

If YES, enter the off campus address:

4. Frequency of Course Offering.

a. * Course will be offered (check all that apply): Fall Spring Summer Winter

b. * Will the course be offered every year? Yes No

If No, explain:

5. * Are facilities and personnel necessary for the proposed new course available? Yes No

If No, explain:

6. * What enrollment (per section per semester) may reasonably be expected? 25

7. Anticipated Student Demand.

a. * Will this course serve students primarily within the degree program? Yes No

b. * Will it be of interest to a significant number of students outside the degree pgm? Yes No

If YES, explain:

8. * Check the category most applicable to this course:

- Traditional - Offered in Corresponding Departments at Universities Elsewhere
- Relatively New - Now Being Widely Established
- Not Yet Found in Many (or Any) Other Universities

9. Course Relationship to Program(s).

a. * Is this course part of a proposed new program? Yes No

If YES, name the proposed new program:

Master of Public Financial Management

b. * Will this course be a new requirement for ANY program? Yes No

If YES, list affected programs:

Master of Public Financial Management

10. Information to be Placed on Syllabus.

a. * Is the course 400G or 500? Yes No

If YES, the differentiation for undergraduate and graduate students must be included in the information required in 10.b. You must include: (i) identification of add assignments by the graduate students; and/or (ii) establishment of different grading criteria in the course for graduate students. (See SR 3.1.4.)

b. * The syllabus, including course description, student learning outcomes, and grading policies (and 400G-/500-level grading differentiation if applicable, from 10 attached.

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 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 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 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 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/Newforms.htm>).

Course Number and Prefix:	PA 695	Date:	10/1/2015
Instructor Name:	TBD	Instructor Email:	TBD
Check the method below that best reflects how the majority of the course content will be delivered.			
Internet/Web-based <input checked="" type="checkbox"/> Interactive Video <input type="checkbox"/> Hybrid <input type="checkbox"/>			

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 Syllabus Guidelines, specifically the Distance Learning Considerations?

The course will be taught online with pre-recorded lectures, online exercises and exams. The instructor will offer regular office hours for online chat, or telephone contact if needed, as well as open email access. The syllabus

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, ; of student learning outcomes, etc.

The course plan is very similar to the in-class experience, which consists mainly of lecture presentations, online homework and in-class exams. The student will work with the textbook in essentially the same way as the in-class

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 policy; etc.

The course will be offered through Blackboard or other similar online classroom management software, ensuring that each student has individual protected access to the course materials. Online assignments are open book and exams

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 of as defined above?

Yes.

Which percentage, and which program(s)?

100% of this program's (Master of Public Financial Management) courses will be offered through DL.

*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 setting?

As registered students at UK, they will have access to the full range of student services as outlined on the UK Student Affairs website (<http://www.uky.edu/StudentAffairs/>) Students will also be provided an electronic copy of

Library and Learning Resources

6. How do course requirements ensure that students make appropriate use of learning resources?

Successful completion of course requirements will require that students make appropriate use of the textbook and required internet sites, and access to library resources are available on the library website for DL

7. Please explain specifically how access is provided to laboratories, facilities, and equipment appropriate to the course or program.

This course will not require physical access to any particular facility or equipment.

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 the course, such as the Information Technology Customer Service Center (<http://www.ukv.edu/UKIT/>)?

The syllabus lists technical support services and students will be provided with a list of available University resources.

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

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 techn

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://www.ukv.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 Resource Center. The Center will require current disability documentation. When accommodations are approved, the Center will provide me with a Letter of Accommodation detailing the recommended accommodations. Contact the Disability Resource Center, Jake Karnes, Director at 859-257-2754 or jkarnes@email.uky.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: dllservice@email.uky.edu
 - DL Interlibrary Loan Service: http://www.uky.edu/Libraries/libpage.php?lweb_id=253&lib_id=16

11. I, the instructor of record, have read and understood all of the university-level statements regarding DL.

Instructor Name: _____

Instructor TBD

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

Revised 8/09

¹¹¹ Courses are typically made effective for the semester following approval. No course will be made effective until all approvals are received.

¹²¹ The chair of the cross-listing department must sign off on the Signature Routing Log.

¹³¹ In general, undergraduate courses are developed on the principle that one semester hour of credit represents one hour of classroom meeting per week for a semester, exclusive of any laboratory meeting. 1½ meeting, generally, represents at least two hours per week for a semester for one credit hour. (from SR 5.2.1)

¹⁴¹ You must also submit the Distance Learning Form in order for the proposed course to be considered for DL delivery.

¹⁵¹ In order to change a program, a program change form must also be submitted.

Rev 8/09

PA 695 Data and Revenue Forecasting

Instructor Information:

Professor: TBD
Email: TBD
Office: TBD
Phone: TBD
Office Hrs: TBD

Required Text

See Selected Readings Below

Course Prerequisites: NA

Course Description:

This course exposes public sector financial managers, budget officials and other stakeholders to the latest developments in fiscal analysis and revenue forecasting. This course introduces students to the tools to formulate tax budgeting plans. Through the use of lectures, case studies, presentations, etc. students will learn the statistical techniques, forecasting methods and revenue estimation models.

Learning Objectives:

Students in this course will learn to:

- Understand the theoretical foundations for analyzing revenue systems
- Identify issues impacting revenue estimation and forecasting
- Understand how quantification techniques impact revenue estimates
- Understand micro-simulation and macroeconomic models used for effective analysis of data/revenue forecasting techniques

ASSIGNMENTS

Readings & Online Lectures: Available on course site

Selected Readings

Cooke, Stephen E. and Christopher MacIntosh, Forecasting General Fund Revenue: An Analysis of Idaho FY 1998 to FY 2011 Public Budgeting & Finance, Volume 31, Issue 4, Winter 2011, Pages: 51–73.

Bretschneider, Stuart and Wilpen L. Gorr *Organizational Pressures on Forecast Evaluation: Managerial, Political, and Procedural Influences* Vernon Dale Jones, Journal of Forecasting Volume 16, Issue 4, pages 241–254, July 1997.

Bretschneider, Stuart, Forecasting: Some New Realities Occasional Paper No. 99, Metropolitan Studies Program, The Maxwell School, Syracuse, New York, December, 1985.

Mikesell, John. Revenue Estimation/Scoring by States: An Overview of Experience and Current Practices with Particular Attention to the Role of Dynamic Methods, Public Budgeting & Finance Volume 32, Issue 2, Summer 2012, Pages: 1–24.

Mikesell, John and Justin M. Ross State Revenue Forecasts and Political Acceptance: The Value of Consensus Forecasting in the Budget Process 13 JAN 2014 DOI: 10.1111/puar.12166 Public Administration Review, Volume 74, Issue 2, pages 188–203, March/April 2014

Wang Xiaohu (Shawn), (Author). Financial Management in the Public Sector: Tools, Applications and Cases, June 1, 2014.

Reed, Robert and Cynthia L. Rogers Tax Burden and the Mismeasurement of State Tax Policy, Public Finance Review, July 2006, Vo 34 F: pp 404-426

Vonyolos, Istavan. Intergovernmental Revenue Estimation: Evidence from New York State School Districts, *Public Finance Review*, May 2009; vol. 37, 3: pp. 312-338., first published on February 19, 2009

Revenue Analysis and Forecasting (GFOA budgeting series Vol.2) Paperback – June 1, 2001

Armstrong, J. Scott, Long-Range Forecasting: From Crystal Ball to Computer, Second Edition, New York: John Wiley and Son, 1985. (Reprint)

Sun, Jimpling and (Editor), Thomas D. Lynch (Editor) Government Budget Forecasting: Theory and Practice (Public Administration and Public Policy) – March 26, 2008.

Participation in Discussion Board & Discussion Journal: IF APPLICABLE Insert expectation of discussion board participation if applicable. Suggested scale.

Scale for Discussion Boards:

- 4 Exceptional – thoughtful post(s) and responses across multiple days
- 3 Professional – thoughtful post(s) and responses on single day
- 2 Marginal – minimal post(s) and responses across multiple days
- 1 Unacceptable/Inappropriate – minimal post(s) and responses on single day
- 0 No participation

Canvas Assignment Submission Guidelines

Students are encouraged to become familiar with Canvas and its functions as well as Distance Learning support offered by the University. Information about student support is available at <http://www.uky.edu/DistanceLearning/>. When posting assignments or communicating with the professor, all files must be saved as a .pdf, or .doc, or .docx unless specifically noted by the professor. Any other format will not be accepted and considered as missing unless corrected before the deadline. Other specifics regarding technology needs, etc. to participate via online courses, are available at the link above. It is the students' responsibility to assure that they are familiar with the system. Questions about technology issues should be directed to Distance Learning support and not to the professor.

Assignment Submissions

This course "clock" is set for Eastern Time. Depending on the student's location, students will need to adjust submission to assure that all deadlines are met using Eastern Time. All assignments must be posted to the classroom Canvas Shell by 7:00 pm on Friday of the assigned week. This includes all assignments, oral communication, presentations, assignments, as well as self and peer critiques and class discussion postings if applicable. No late assignments will be accepted without prior approval of the instructor and an excused absence as described in this syllabus. Failure complete and submit any of the major assignments (exams or papers) will result in an automatic "E" for the course which may lead to dismissal from the program (see Grading Policy elsewhere in this syllabus). Graded assignments will be returned to you within one week of submission unless otherwise noted by the instructor.

GRADING CRITERIA

There are no optional assignments. Your grade in this course is a function of the following:

	Points
Unit Tests	
• Exam 1	30
• Exam 2	30
Research Projects	20
Other assignments	20
TOTAL	100

SAMPLE Final letter grades will be assigned based on the following point distribution:

Grade Point Range

A	90-100
B	80-89.9
C	70-79.9
E	Below 70

TENTATIVE WEEKLY SCHEDULE

WK	TOPIC	READINGS	ASSIGNMENT
1	Empirical Techniques and Models		
2	Overview of Micro and Macro-simulation models		
3	Overview of Micro and Macro-simulation models continued		Project #1
4	Typical taxpayer model		EXAM 1
5	GDP-based forecasting models		
6	Regression analysis/Sampling techniques		
7	Consumer expenditure surveys		Project #2
8	Risk management and revenue forecasts		EXAM 2

COURSE TECHNOLOGY REQUIREMENTS

Minimum Technology Requirements: Complete the following steps to make sure your computer is correctly configured and the necessary software is installed.

1. Go to this site provided by Distance Learning to check the minimum hardware, software, and browser requirements: <http://www.uky.edu/ukit/hardwareguide>
2. Distance learning recommends having access to multiple browsers for quick troubleshooting.
3. Students will need Flash, Adobe Acrobat Reader and QuickTime movie player, Java. Go to <http://www.uky.edu/DistanceLearning/current/technology/techReqs.html> for current links.
4. Students will need to use Microsoft Word for all written work and Microsoft PowerPoint for presentational where applicable.
5. INSERT OTHER NEEDS such as webcam if doing SKYPE or live interaction. E-LEARNING staff can confirm if your syllabus contains the necessary language given the course/technology requirements.

Getting Help: Anticipate the types of technology and access you will need prior to class sessions and assignment due dates. Do not hesitate to contact the UKIT Service Help Desk or Distance Learning Office. Inform your instructor when you are having technical difficulties.

Important Contact Information:

Help Desk: 859-218-HELP (4357)

Distance Learning Programs Office: 859-257-3377

Distance Learning Services, DL Librarian: 859-257-0500, ext. 2171; or 800-828-0439 (option#6);
dllservice@email.uky.edu

Procedure for Resolving Technical Complaints: If you experience technical difficulties, contact the Customer Service Center at 859-218-HELP or by email at helpdesk@uky.edu. Inform your instructor when you are having technical difficulties.

Time Zone: This course is taught in the Eastern Time Zone. All times listed in this syllabus are ET. If you live outside the ET, you need to account for the time change when turning in assignments.

VIRTUAL CLASS POLICIES

Academic Integrity: The Martin School of Public Policy and Administration and its faculty are strong proponents of academic integrity. Students are expected to have full knowledge of the institutional Integrity Policy of the University. For information on these policies please refer to The Martin School Student Handbook or http://www.uky.edu/Ombud/ForStudents_AcademicIntegrity.php.

See Part II of *Student Rights and Responsibilities*, which is available online to learn more about academic integrity at the University of Kentucky available at <http://www.uky.edu/StudentAffairs/Code/part2.html>).

Similarly, the definition of plagiarism is “an act or instance of using or closely imitating the language and thoughts of another author without authorization and the representation of that author’s work as one’s own, as by not crediting the original author”. Plagiarism, i.e. using people’s ideas, thoughts, or works will not be tolerated. Students who violate university standards for academic integrity will be subject to a sanction at the instructor’s discretion within institutional policy.

Plagiarism and cheating are serious breaches of academic conduct. 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. The University regulations pertaining to this matter can be found at <http://www.uky.edu/StudentAffairs/Code/>. Part II, Selected Rules of the University Senate Governing Academic Relationships Section 6.3 found at <http://www.uky.edu/StudentAffairs/Code/part2.html> outlines University policy with respect to these to serious offenses.

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>. It is important that students review this information as all ideas borrowed from others need to be properly credited.

The University and the Martin School expects students to know about these policies and all requirements governing the use of another's work or materials and for acknowledging and documenting the source appropriately. A plea of ignorance is not acceptable as a defense against the charge of academic dishonesty and is not an excuse and will not be accepted under any circumstances. The Martin School and its faculty reserve the right to submit student work product to an electronic database or use other means use to check for plagiarism.

Appointments and Office Hours: Online classes provide opportunity to interact with professors by email and other means. Office hours will be at the times listed above and by appointment and will be held via Adobe Connect (EXAMPLE). Faculty may want to use webcam (SKYPE) or limit communication to email/phone. Studies show students are more successful if there are opportunities to interact face-to-face with professors so having “virtual office hours” is encouraged.

Attendance and Participation: As an accelerated 8-week graduate level course, students are expected to budget time appropriately and manage course assignments within the class schedule. Students without good time management skills and self-motivation are very likely to fall behind quickly. Budgeting time for course assignments as if attending a regular class will give students the best option for success. Delaying assignments and procrastination will not lead to a successful outcome. Weekly assignments require students to submit work on time and students are expected to check the course website on a regular basis for messages, updates on assignments, and other communications from the professor. Due to the fast past schedule, complete assignments must be submitted on time according to the course schedule. Late assignments will not be accepted.

Late/Make-up Work: Students will receive ZERO points for assignments handed in after the scheduled due date, unless prior arrangements have been made with the professor. (see Excused Absence). Students’ request to change dates and exam times around work schedules, personal matters, other coursework, and/or other exams in other classes will not be accommodated. Remember, assignments may always be turned in early. Students enrolled in this course are expected to meet all assignment dates unless otherwise approved. (see Excused Absence). Exams are to be taken at the scheduled exam time unless prior permission is given by the instructor.

Excused Absence: Given this is an online course, traditional “attendance” will not be taken. The Martin School understands that sometimes issues surface that prevent students from completing assignments. If students are unable to meet an assignment or other required course deadline, students may submit request for excused absence and will be considered within the University definition found in UK Student Code 5.2.4.2. Students are expected to notify the professor within one week of missing the assignment and if approved for excused absence, students will be given opportunity to submit the work with the permission and within a timeline set by the professor. Students will not be penalized for excused absences. Exams are to be taken at the scheduled exam time unless prior permission is given by the instructor. Professor’s office phone is available for emergency contact or by email to request an excused absence. University policies related to these issues can be found online at

<http://www.uky.edu/StudentAffairs/Code/part2.html>

Academic Standards: 5.2.4

Attendance and Completion of Assignments: 5.2.4.1

Excused absences: 5.3.4.2

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 non attendance” by the professor.

Students anticipating an absence for a major religious holiday are responsible for notifying the instructor in writing of anticipated absences due to their observance of such holidays. Information regarding dates of major religious holidays may be obtained through the religious liaison Mr. Jake Karnes (859-257-2754).

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.

The Martin School wants to build an online class climate that is comfortable for all. It is especially important that we display respect for all members of the class – including the instructor and students, and avoid unacceptable language such as racist, sexist, homophobic, or other negative statements. Not all unacceptable behavior can be listed and this is not an exhaustive list of behaviors. These are provided as examples and set a standard for expected behavior while participating in this class.

E-mails and Communications: Email will be a primary way of communicating with the professor. Students must monitor and manage their email storage quota and clear all spam filter restrictions to insure emails are received. Students are expected to check their email daily to remain current with University and class related communications. All electronic communication will be treated as would a face-to-face interaction and thus students are expected to present electronic communications in a professional way. Messages should be succinct, without spelling errors, slang, and short-cut, slang language. Emails will be returned within XXXXX hours/days during the week. Weekend communications will not be returned until the beginning of the workweek. In addition to communication with the professor, any communication with fellow students should be professional in nature. May want to insert how you want emails titled, subject line, etc. Such as including course number in subject line, etc.

Accommodations due to disability:

The Martin School and the University will make accommodations if you have a documented disability that requires academic accommodations. Evidence of the disability must be presented to the professor as soon as possible.

Grading Policy:

The Martin School of Public Policy and Administration Student Handbook states that a student may be dismissed from the program for any one of the following reasons:

1. Receiving a grade of "C" for any 9 credit hours or three classes.
2. Receiving a grade of "E" for any 3 credit hours.
3. Twice failing the Final Examination.