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OFFICE OF THE SENATE COUNCIL

Course Information

Date Submitted: 12/31/2013

Current Prefix and Number: PLS - Plant and Soil Science , PLS 525 GREENHOUSE FLORAL CROP MANAGEMENT

Other Course:

Proposed Prefix and Number: PLS 525

What type of change is being proposed?

Major Change

Should this course be a UK Core Course? No

1. General Information

a. Submitted by the College of: AGRICULTURE, FOOD AND ENVIRONMENT

b. Department/Division: Plant and Soil Sciences

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: Robert Geneve

Email: rgeneve@uky.edu

Phone: 7-8610

Responsible Faculty ID (if different from Contact)

Name:

Email:

Phone:

f. Requested Effective Date

Semester Following Approval: Yes OR Effective Semester:

2. Designation and Description of Proposed Course

a. Current Distance Learning (DL) Status: N/A

b. Full Title: GREENHOUSE FLORAL CROP MANAGEMENT

Proposed Title: Nursery and Floriculture Crop Production

c. Current Transcript Title: GREENHOUSE FLORAL CROP MANAGEMENT

Proposed Transcript Title: Nursery and Floriculture Crop Production

d. Current Cross-listing: none

Proposed – ADD Cross-listing :

Proposed – REMOVE Cross-listing:

e. Current Meeting Patterns

LECTURE: 2

LABORATORY: 1

Proposed Meeting Patterns

LECTURE: 3

LABORATORY: 2

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: 4

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? Yes

2i. Current Course Description for Bulletin: The study of methods of control of flowering and growth of selected flowering pot plants, cut flowers and bedding plants produced commercially in greenhouses. Lecture, two hours; laboratory, two hours.

Proposed Course Description for Bulletin: This course presents advanced methods and concepts for the commercial production of selected nursery and floriculture crops under field, greenhouse and controlled environments. Field trips for this course may end up to one hour later than the scheduled time due to distances traveled to commercial greenhouse and nursery firms.

2j. Current Prerequisites, if any: Prereq: PLS 440 and PLS 465.

Proposed Prerequisites, if any: Prere: PLS 386 and PLS 440.

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? Yes

If YES, explain and offer brief rational: This 4-credit hour course will be offered each spring semester and consolidates information that was previously presented in two 3-credit hour optional courses that were offered every other year. The 3-credit hour courses were PLS 352 Nursery Production and PLS 525 Greenhouse Floral Crop Management. These previous two courses shared considerable content and it made academic sense to combine the courses to be more efficient for the student and instructors. Also, by making the combined course a curriculum requirement we will be assuring that each student has the opportunity to be exposed to information that we feel is important for each horticulture student. We will be retaining the course number PLS 525 and we have revised the course to be presented at a uniform advanced level. Students will be provided a foundation for this course by taking two basic prerequisites in PLS 386 Plant Production Systems and PLS 440 Plant Propagation.

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:

Instructor Email:

Internet/Web-based: No

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?

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.

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.

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?

If yes, which percentage, and which program(s)?

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?

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

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

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/)?

9.Will the course be delivered via services available through the Distance Learning Program (DLP) and the Academic Technology Group (ATL)? NO

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? NO

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

Instructor Name:

SIGNATURE|LGRABAU|Larry J Grabau|PLS 525 CHANGE College Review|20140102

SIGNATURE|TPFEIFFE|T W Pfeiffer|PLS 525 CHANGE Dept Review|20140102

SIGNATURE|JMETT2|Joanie Ett-Mims|PLS 525 CHANGE Undergrad Council Review|20140507

SIGNATURE|ZNNIKO0|Roshan N Nikou|PLS 525 CHANGE Graduate Council Review|20140709

Courses | Request Tracking

Course Change 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	3454	PLS 525 Syllabus Revised.pdf

First | 1 | Last

Select saved project to retrieve... Get New

NOTE: Start form entry by choosing the Current Prefix and Number
(*denotes required fields)

	Current Prefix and Number:	PLS - Plant and Soil Science PLS 525 GREENHOUSE FLORAL CROP MANAGEMENT	*Proposed Prefix & Number:* (example: PHY 401G)	PLS 525

*	What type of change is being proposed?	☑ Major Change ☐ Major – Add Distance Learning ☐ Minor - change in number within the same hundred series, ex 799 is the same "hundred series" ☐ Minor - editorial change in course title or description which do change in content or emphasis ☐ Minor - a change in prerequisite(s) which does not imply a ch course content or emphasis, or which is made necessary by the significant alteration of the prerequisite(s) ☐ Minor - a cross listing of a course as described above

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

1. General Information

a.	Submitted by the College of: AGRICULTURE, FOOD AND ENVIRONMENT		Submission Date: 12/31/2013	
b.	Department/Division:	Plant and Soil Sciences		
c.*	Is there a change in "ownership" of the course?			
	○ Yes ◉ No If YES, what college/department will offer the course instead? Select...			
e.*	* Contact Person Name:	Robert Geneve	Email: rgeneve@uky.edu	Phone: 7-8610
	* Responsible Faculty ID (if different from Contact)		Email:	Phone:
f.*	Requested Effective Date:	☑ Semester Following Approval	OR	Specific Term:

2. Designation and Description of Proposed Course.

a.	Current Distance Learning(DL) Status:	◉ N/A ○ Already approved for DL* ○ Please Add ○ Please Drop
	*If already approved for DL, the Distance Learning Form must also be submitted unless the department affirms (by checking this box) that the proposed chang affect DL delivery.	

b.	**Full Title:**	GREENHOUSE FLORAL CROP MANAGEMENT	*Proposed Title:* *	Nursery and Floriculture Production
c.	**Current Transcript Title** (if full title is more than 40 characters):		GREENHOUSE FLORAL CROP MANAGEMENT	

c.	*Proposed Transcript Title (if full title is more than 40 characters):*			Nursery and Floriculture Crop Production		
d.	**Current Cross-listing:**	☑ N/A		OR	Currently[3] Cross-listed with (Prefix & Number):	none
	Proposed – ADD[3] Cross-listing (Prefix & Number):					
	Proposed – REMOVE[3,4] Cross-listing (Prefix & Number):					
e.	**Courses must be described by at least one of the meeting patterns below. Include number of actual contact hours[5] for each meeting patterr**					
Current:	Lecture 2	Laboratory[5] 1	Recitation	Discussion	Indep. Stu	
	Clinical	Colloquium	Practicum	Research	Residency	
	Seminar	Studio	Other	Please explain:		
Proposed: *	Lecture 3	Laboratory[5] 2	Recitation	Discussion	Indep. Stu	
	Clinical	Colloquium	Practicum	Research	Residency	
	Seminar	Studio	Other	Please explain:		

f.	**Current Grading System:**	ABC Letter Grade Scale		
	*Proposed Grading System:**	◉ *Letter (A, B, C, etc.)* ○ *Pass/Fail* ○ *Medicine Numeric Grade (Non-medical students will receive a letter grade)* ○ *Graduate School Grade Scale*		
g.	**Current number of credit hours:**	3	*Proposed number of credit hours:**	4
h.*	**Currently, is this course repeatable for additional credit?**			○ Yes ◉
*	*Proposed to be repeatable for additional credit?*			○ Yes ◉
	If YES:	*Maximum number of credit hours:*		
	If YES:	*Will this course allow multiple registrations during the same semester?*		◉ Yes ○

i. Current Course Description for Bulletin:

The study of methods of control of flowering and growth of selected flowering pot plants, cut flowers and bedding plants produced commercially in greenhouses. Lecture, two hours; laboratory, two hours.

* *Proposed Course Description for Bulletin:*

This course presents advanced methods and concepts for the commercial production of selected nursery and floricultur crops under field, greenhouse and controlled environments. Field trips for this course may end up to one hour later than the scheduled time due to distances traveled to commercial greenhouse and nursery firms.

j. Current Prerequisites, if any:

Prereq: PLS 440 and PLS 465.

* *Proposed Prerequisites, if any:*

Prere: PLS 386 and PLS 440.

*

k.	**Current Supplementary Teaching Component, if any:**	○ Community-Based Experience ○ Service Learning ○ 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 ●
	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:	
	This 4-credit hour course will be offered each spring semester and consolidates information that was previously presented in two 3-credit hour optional courses that were offered every other year. The 3-credit hour courses were PLS 352 Nursery Production and PLS 525 Greenhouse Floral Crop Management. These previous two courses shared considerable content and it made academic sense to combine the courses to be more efficient for the student and instructors. Also, by making the combined course a curriculum requirement we will be assuring that each student has the opportunity to be exposed to information that we feel is important for each horticulture student. We will be retaining the course number PLS 525 and we have revised the course to be presented at a uniform advanced level. Students will be provided a foundation for this course by taking two basic prerequisites in PLS 386 Plant Production Systems and PLS 440 Plant Propagation.	
5.	**Course Relationship to Program(s).**	
a.*	**Are there other depts and/or pgms that could be affected by the proposed change?**	○ Yes ●
	If YES, identify the depts. and/or pgms:	
b.*	**Will modifying this course result in a new requirement[2] for ANY program?**	○ Yes ●
	If YES[2], list the program(s) here:	
6.	**Information to be Placed on Syllabus.**	
a.	☐ Check box if changed to 400G or 500.	If changed to 400G- or 500-level course you must send in a syllabus and *you must include the differentiation* between undei graduate students by: (i) requiring additional assignments by the graduate students; and/or (ii) establishing different grading course for graduate students. (See *SR 3.1.4.*)

[1] See comment description regarding minor course change. *Minor changes are sent directly from dean's office to Senate Council Chair.* If Chair deems the change as "not minor," the form will b appropriate academic Council for normal processing and contact person is informed.
[2] Courses are typically made effective for the semester following approval. No course will be made effective until all approvals are received.
[3] Signature of the chair of the cross-listing department is required on the Signature Routing Log.
[4] Removing a cross-listing does not drop the other course – it merely unlinks the two courses.
[5] Generally, undergrad courses are developed such that one semester hr of credit represents 1 hr of classroom meeting per wk for a semester, exclusive of any lab meeting. Lab meeting gene least two hrs per wk for a semester for 1 credit hour. (See *SR 5.2.1.*)
[6] You must *also* submit the Distance Learning Form in order for the course to be considered for DL delivery.
[7] In order to change a program, a program change form must also be submitted.

Submit as New Proposal Save Current Changes

PLS 525 - Nursery and Floriculture Crop Production

Instructor: Dewayne Ingram
email: dingram@uky.edu
Office: N-308-F ASN Office Phone: 257-8903 Cell Phone: 859-948-2777

Assisting with Laboratories: Shari Dutton
email: sdutton@uky.edu
Office: Greenhouse Office Phone: 257-4209

Lecture:	**Tuesday/Thursday**	**11:00 - 12:15**	**S-221 ASN**
Laboratory:	**Thursday**	**1:00 – 2:50**	**Greenhouse Classroom (G11)**

Course Organization:
The course is offered as two 75-minute lectures on Tuesday and Thursday plus a 2-hour laboratory on Thursday. The arrangement allows for more flexibility for field trips and longer lab periods. Sometime it may be necessary to use the laboratory for lecture. During the first laboratories, floriculture crops will be started so they will reach maturity by the end of the semester. Also extended laboratories will include field trips to nursery production and floriculture businesses.

The lab portion of this course will include student production of greenhouse crops and experiments relating to plant cultural practices. Students must understand that the day-to-day care of these plants will be their responsibility Monday through Friday all semester. UK staff that will water the crops on weekends and any days the University is closed.

Course Description:
This course presents advanced methods and concepts for the commercial production of selected nursery and floriculture crops under field, greenhouse and controlled environments. Field trips for this course may end up to one hour later than the scheduled time due to distances traveled to commercial greenhouse and nursery firms.

Student Learning Outcomes:
1. Students will be able to demonstrate knowledge of accepted cultural and management principles and practices used to produce nursery crops (shade & flowering trees, evergreen and deciduous shrubs, and conifers) and floriculture crops (potted flowering crops, bedding plants, cut flowers, bulb crops, and herbaceous perennials).
2. Through hands-on greenhouse and nursery lab exercises students will be able to perform the appropriate cultural tasks (such as proper crop scheduling, fertilization, pruning and irrigation) necessary to produce high-quality potted plants.

Required Text:
1. Best Management Practices, SNA, Marietta, GA http://contents.sna.org/bmpv30.html
2. Ball Red Book, 18th Edition Volumes 1& 2 http://www.ballbookshelf.com/
   The 18th Edition and 17th Edition volumes are on reserve in the Ag. Information Center

Additional Nursery References:

1. NM Pro / Nursery Management (www.nurserymag.com)
2. American Nurseryman (www.amerinursery.com)
3. Various nursery production videos

Additional Floriculture References:

Free Industry Magazines available online

1. Greenhouse Grower (www.greenhousegrower.com)
2. Greenhouse Product News (GPN) (www.gpnmag.com/production)
3. Grower Talks

Additional Texts, you may cite these in your lab reports

4. Introduction to Floriculture, Dr. Roy Larson, editor
5. Greenhouse Operations and Management, Dr. Paul Nelson
6. Floriculture: Principles and Species, John Dole and Harold Wilkins

GENERAL INFORMATION

Grading: <u>Undergraduate Students</u>

- The final grade for the course will be based on the number of points earned from a possible total of 800. Points will be assigned as follows.

Exams (3)	300 points
Homework	100 points total
Individual Crop Project	100 points
Lab Reports	100 points total
Final Exam	200 points
Attendance	-50 points for each unexcused absence over two

The final course grade will be based on the above. Students must earn a minimum of 720 points for an A, 640 points for a B, 560 points for a C, and 480 points for a D. Students with less than 480 points will earn an E. Exams will include lecture and laboratory material. Exam dates are provided on the class schedule. Mid-term grades will be posted in myUK by the deadline established in the Academic Calendar (http://www.uky.edu/Registrar/AcademicCalendar.htm)

- <u>Missed Exams:</u> Make-up exams will be given only with a valid University excuse. Exams missed without an excuse will mean the final exam will be worth a greater amount (equal to the missed exam).

- Attendance: Attendance is required at all lectures and laboratories. After two unexcused absences, 50 points will be subtracted from the final course grade for each additional unexcused absence from lecture or laboratory.

Laboratory:

The laboratory will complement the lecture. It will consist of experience in growing greenhouse crops. You will be expected to take several field trips. The Thursday field trips will begin at 11:00 am and may end up to one hour later than the scheduled 2:50 pm because of distance traveled. Students with a valid University excuse for missing a field trip will be given a virtual field trip assignment. Exam questions should be expected relative to field trips and a written report will be required.

Individual Crop Production Records:

Students will be expected to keep detailed and accurate production records for their Individual Crop. You will turn in your hand-written individual records as well as a compiled organized record at the end of the semester including a brief report about your crop and your experience in growing the crop. Grades will be assigned based on completeness of the records.

Lab Reports:

The laboratory reports should be in the style of ASHS publications. This will include:

1. An **introduction** section with background information from external sources and clearly stated objectives for the experiment as well as the hypothesis.
2. A **materials and methods** section that clearly describes how the experiment was conducted. A good methods and materials section would allow someone to repeat your experiment exactly as you did it.
3. A **results** section that provides the data you collected in a clear format which may include tables, charts, and/or pictures.
4. A **discussion** section that addresses the implications of your data and your conclusions.

Lab Report Tips

- Reports will be due 2 weeks after the final data is collected
- Reports may be submitted by email in any MS office compatible file format or on paper.
- Each report **must properly cite at least 2 articles** from referred publications to be considered complete.
- You may also cite trade journal articles, extension publications, and text book chapters. Wikipedia or other anonymous online sources are not acceptable resources to cite in a report.
- A complete report should average 3-5 single spaced pages in length, but there is no length requirement or restriction.
- If you feel you need help preparing your lab reports, feel free to submit a draft to either instructor for feedback at least 5 days before the due date.
- Grade will be based on
    - Completeness (all 4 parts present and complete),
    - Style (grammar, clear and concise wording, logical presentation of ideas, correct units of measure, figures that are easy to interpret, consistent use of terminology), and
    - Formatting.

Grading: Graduate Students

In addition to the requirements described above for undergraduate students, Graduate Students must submit a Crop Production System paper by the last class period. This will be a research paper describing in detail a nursery and/or floral crop production system. Students will discuss possible paper topics with the instructor and the topic will be agreed to in writing by the first class period in April.

- The final grade for the course will be based on the number of points earned from a possible total of 1000. Points will be assigned as follows.

Exams (3)	300 points
Homework	100 points total
Individual Crop Project	100 points
Lab Reports	100 points total
Final Exam	200 points
Production System paper	200 points
Attendance*	-50 points for each unexcused absence over two

The final course grade will be based on the above. Students must earn a minimum of 900 points for an A, 800 points for a B and 700 points for a C. Graduate students with less than 700 points will earn an E. Exams will include lecture and laboratory material. Exam dates are provided on the class schedule.

Referred Journals related to horticulture:

- ASHS Journals
  - HortScience
  - Journal Amer. Soc. Horticultural Science
  - Hort Technology
- Acta Horticulturae
- Journal of Experimental Botany
- Scientia Horticulturae
- J. Environmental Horticulture
- SNA Research Conference Proceedings
- International Plant Propagators Proceedings
- Annals of Botany
- .....And many others

Extension Publications

- Look for .edu sources on your internet searches
- UK, NC State, Cornell, U of Florida, Virginia Tech, and many others had good resources

Tips on finding Journal articles:

One of the best ways to search for journal articles is through ISI Web of Science (that's what I use) which can be accessed from any campus computer. Google Scholar is also a good search engine.

- UK has subscriptions to most of these referred journals online (that means no trips to the library, just download PDFs)

2014 Spring Semester Schedule – This is a tentative schedule.

Day		Date	Topic	*Reading /* assignments
R	Jan	16	Lecture: Introduction and Nursery/Floriculture Industry Overview Lab: Tour the greenhouses and introduce individual crop project	
T		21	Greenhouse Structures and Equipment	*BRB Vol. 1: Chapters 1-4*
R		23	Lecture: Integrated Pest Management (Dr. Jen White) Lab: Plant nutrition experiment / IPM techniques	**Individual Crop Plans Due** *to Shari Dutton* BRB Vol. 2: Chapter 9
T		28	Greenhouse Environmental Control... Heating, Cooling and Ventilation	*BRB Vol. 1: Chapters 5-7* *Vol. 2; Chapters 6 & 7*
R		30	Lecture: Environmental Control... Light and Lighting Strategies Lab: Virtual Grower... Understanding greenhouse energy requirements Initiate Individual Crop project	*BRB Vol. 2: Chapter 6 & 7*
T	Feb	4	Soilless Substrates	BMP Chapter 3; BRB Vol. 2: Chapter 2
R		6	Lecture: Fertility Management and Water Quality Lab: Substrate Qualities and Demonstrate Pour-through Method	**Begin pH and EC weekly readings** *BRB Vol. 2: Chapters 1, 2, and 3* *BMP Chapter 4*
T		11	Crop Scheduling	*Handout/Website*
R		13	Lecture: Crop Plant Size Control Lab: Initiate PGR experiment	*BRB Vol. 2: Chapter 8*
T		18	**Exam 1**	
R		20	Lecture / Lab: Field Trip – Color Point and Southerland's	
T		25	Floriculture Crops - Bedding plants	*Handout/Website*
R		27	Lecture: Floriculture Crops - Potted Flowering Plants Lab: Data collection / Individual Crop updates	*Handout/Website*
T	Mar	4	Floriculture Crops - Cut Flowers and Bulbs	*Handout/Website*
R		6	Lecture: Site Selection and Layout Lab: Data collection /	*UK Extension Circular HO-109*
T		11	Field Production Systems	BMP Chapter 5 & Handouts
R		13	Lecture: Lab: Field Trip Snow Hill Nursery	
		18	Spring Break, 2014	
		20		
T		25	Container Nursery Production Systems	*Handout/Website*

R		27	Lecture/Lab: Field Trip – Wilson's Nursery, Frankfort	
T	Apr	1	**Exam 2**	
R		3	Lecture: Pruning and Training (Dr. Win Dunwell) Lab: pruning exercise	*Handout/Website*
T		8	Cold and Heat Protection for Outdoor Container Production	*Handout/Website*
R	Apr	10	Lecture: Pot-in-Pot Production System Lab: Videos of PNP system installation and operation	*Handout/Website*
T		15	Marketing Floral and Landscape Plants	*Handout/Website*
R		17	Lecture: Production Cost Accounting Lab: Cost accounting exercise	*Handout/Website*
T		22	TBA (possibilities: post-harvest handling, plant quality assessment or other topics based on student interest)	*Handout/Website*
R		24	Lecture: TBA Lab: TBA	*Handout/Website*
T		29	**Exam 3**	
R	May	1	Lecture: Environmental Considerations in Sustainable Green Industry Production Systems Lab: Final presentations on individual crops and Review for Final Exam	*Handout/Website* **Individual Crop Production Records due**

UK Administrative Comments:

Policies related to excused absences, cheating/plagiarism, course withdrawal, incomplete grades, final and common exams can be found in your copy of *Student's Rights and Responsibilities* (copies available in the Registrar's Office). As students and faculty in the University of Kentucky, we are responsible for adhering to these policies.

Attendance:

Required at all lectures, laboratory and field trips. All assignments must be completed to receive a grade in the course. Only valid University excuses will be acceptable for 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. 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 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. Jake 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.

Academic Integrity:

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.

Student Rights and Responsibilities(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, it must be done by the student, and the student alone. 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).

Accommodations due to disability:

If you have a documented disability that requires academic accommodations, please see me as soon as possible during scheduled office hours. In order to receive accommodations in this course, you must provide me with a Letter of Accommodation from the Disability Resource Center (Room 2, Alumni Gym, 257-2754, email address: jkarnes@email.uky.edu) for coordination of campus disability services available to students with disabilities.