COURSE CHANGE FORM

Complete 1a – 1f & 2a – 2c. Fill out the remainder of the form as applicable for items being changed.

1.	**General Information.**				
a.	Submitted by the College of:	Arts and Sciences		Today's Date:	8/30/11
b.	Department/Division:	Psychology			

c.	Is there a change in "ownership" of the course?	YES ☐	NO ☒
	If YES, what college/department will offer the course instead?	_____	
d.	What type of change is being proposed? ☒ Major ☐ Minor[1] (place cursor here for minor change[OSC1] definition)		
e.	Contact Person Name: Charles Carlson	Email: ccarl@uky.edu	Phone: 257-4394
f.	Requested Effective Date: ☐ Semester Following Approval OR ☒ Specific Term[2]: Summer 2012		

2.	**Designation and Description of Proposed Course.**
a.	**Current Prefix and Number:** PSY 223 *Proposed Prefix & Number:* *same*
b.	**Full Title:** Developmental Psychology *Proposed Title:* *same*
c.	**Current Transcript Title** (if full title is more than 40 characters): Developmental Psychology
c.	*Proposed Transcript Title (if full title is more than 40 characters):* *same*
d.	**Current Cross-listing:** ☒ N/A OR Currently[3] Cross-listed with (Prefix & Number): _____
	Proposed – ☐ *ADD[3] Cross-listing (Prefix & Number):* _____
	Proposed – ☐ *REMOVE[3, 4] Cross-listing (Prefix & Number):* _____
e.	**Courses must be described by at least one of the meeting patterns below. Include number of actual contact hours[5] for each meeting pattern type.**

Current:	3 Lecture	_____ Laboratory[5]	_____ Recitation	_____ Discussion	_____ Indep. Study
	_____ Clinical	_____ Colloquium	_____ Practicum	_____ Research	_____ Residency
	_____ Seminar	_____ Studio	_____ Other – Please explain: _____		
Proposed:	*3 Lecture*	_____ *Laboratory*	_____ *Recitation*	_____ *Discussion*	_____ *Indep. Study*
	_____ *Clinical*	_____ *Colloquium*	_____ *Practicum*	_____ *Research*	_____ *Residency*
	_____ *Seminar*	_____ *Studio*	*3 (when taught online) Other – Please explain:*	*3 lecture when taught in class; 3 other when taught online*	

f.	**Current Grading System:**	☒ Letter (A, B, C, etc.)	☐ Pass/Fail	
	Proposed Grading System:	☒ *Letter (A, B, C, etc.)*	☐ *Pass/Fail*	
g.	**Current number of credit hours:**	3	*Proposed number of credit hours:*	*3*

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[1] See comment description regarding minor course change. *Minor changes are sent directly from dean's office to Senate Council Chair.* If Chair deems the change as "not minor," the form will be sent to appropriate academic Council for normal processing and contact person is informed.

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

[3] Signature of the chair of the cross-listing department is required on the Signature Routing Log.

[4] Removing a cross-listing does not drop the other course – it merely unlinks the two courses.

[5] Generally, undergrad courses are developed such that one semester hr of credit represents 1 hr of classroom meeting per wk for a semester, exclusive of any lab meeting. Lab meeting generally represents at least two hrs per wk for a semester for 1 credit hour. (See *SR 5.2.1.*)

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h.	**Currently, is this course repeatable for additional credit?**		YES ☐		NO ☒
	Proposed to be repeatable for additional credit?		YES ☐		NO ☐
	If YES:	*Maximum number of credit hours:*	_____		
	If YES:	*Will this course allow multiple registrations during the same semester?*	YES ☐		NO ☐

i.	**Current Course Description for Bulletin:**	An introduction to the principles of developmental psychology as seen in human growth over the entire lifespan, with the primary focus on infancy through adolescence. Emphasis is placed on theory and data relating to the developmental aspects of cognition, language and personality. Prereq: PSY 100 or equivalent.
	Proposed Course Description for Bulletin:	*same*

j.	**Current Prerequisites, if any:**	PSY 100 or equivalent
	Proposed Prerequisites, if any:	*same*

k.	Current Distance Learning(DL) Status:	☐ N/A ☐ Already approved for DL* ☒ *Please Add[6]* ☐ *Please Drop*
	*If already approved for DL, the Distance Learning Form must also be submitted <u>unless</u> the department affirms (by checking this box ☐) that the proposed changes do not affect DL delivery.	

l.	**Current Supplementary Teaching Component, if any:**	☐ Community-Based Experience ☐ Service Learning ☐ Both
	Proposed Supplementary Teaching Component:	☐ *Community-Based Experience* ☐ *Service Learning* ☐ *Both*

3.	**Currently, is this course taught off campus?**		YES ☐		NO ☒
	Proposed to be taught off campus?		YES ☐		NO ☒

4.	**Are significant changes in content/teaching objectives of the course being proposed?**		YES ☐		NO ☒
	If YES, explain and offer brief rationale:				
	_____				

5.	**Course Relationship to Program(s).**				
a.	**Are there other depts and/or pgms that could be affected by the proposed change?**		YES ☐		NO ☒
	If YES, identify the depts. and/or pgms: _____				
b.	**Will modifying this course result in a new requirement[7] for ANY program?**		YES ☐		NO ☒
	If YES[7], list the program(s) here: _____				

6.	**Information to be Placed on Syllabus.**		
a.	☐	Check box if <u>changed to</u> 400G or 500.	If <u>changed to</u> 400G- or 500-level course you must send in a syllabus and *you must include the differentiation* between undergraduate and graduate students by: (i) requiring additional assignments by the graduate students; and/or (ii) establishing different grading criteria in the course for graduate students. (See *SR 3.1.4*.)

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[6] You must *also* submit the Distance Learning Form in order for the course to be considered for DL delivery.
[7] In order to change a program, a program change form must also be submitted.

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COURSE CHANGE FORM

Signature Routing Log

General Information:

Course Prefix and Number: PSY 223 (add on-line option)

Proposal Contact Person Name: Charles Carlson   Phone: 7-4394   Email: ccarl@uky.edu

INSTRUCTIONS:

Identify the groups or individuals reviewing the proposal; note the date of approval; offer a contact person for each entry; and obtain signature of person authorized to report approval.

Internal College Approvals and Course Cross-listing Approvals:

Reviewing Group	Date Approved	Contact Person (name/phone/email)	Signature
Psychology	8/26/11	Sung Hee Kim, DUS / 7-4643 / shkim00@uky.edu	
Psychology	8/26/11	Rich Milich, acting Chair / 7-9640 / milich@uky.edu	
College of A&S	10/31/11	Anna Bosch, Associate Dean / 7-6689 / bosch@uky.edu	
		/ /	
		/ /	

External-to-College Approvals:

Council	Date Approved	Signature	Approval of Revision[8]
Undergraduate Council	2/14/2012	Sharon Gill	
Graduate Council			
Health Care Colleges Council			
Senate Council Approval		University Senate Approval	

Comments:

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

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Professor: Charles R. Carlson, Ph.D., ABPP
Office: 106 Kastle Hall
Office Hours: M 8:30-9:30 a.m., W 9-10 a.m., and by appointment with professor.
Phone: 257-4394
Electronic Mail: ccarl@uky.edu
I prefer that you use email to contact me and I am available during my office hours or by appointment.   I will use Connect-Pro to communicate with you visually. You can link to this site by typing http://connect.uky.edu/charlescarlson and then enter your UK login. You can use Connect-Pro on either a PC or Mac.

You should expect a response from the instructor or TAs within 24 hours of submitting a communication on weekdays (Monday-Friday). Communication on Saturday or Sunday may take longer.

Course Description: An introduction to the major principles of developmental psychology over the entire lifespan, with particular attention to the period between infancy and adolescence. Emphasis is placed on theory and data relating to the developmental aspects of cognition, emotion, behavior, language, and personality.
Prereqs: PSY 100 or equivalent.

Student Learning Outcomes: Upon completion of this course the student should be able to:
   1. Describe the basic theories and principles that guide human development from gestation through the lifespan, to include responses to death.
   2. Discuss why the development of language skills provides a foundation for intellectual growth and achievement.
   3. Assess and summarize the critical life events that shape one's own developmental trajectory.
   4. Compare and contrast the influence of genetic and epigenetic variables on human development across the lifespan as they relate to family, school, community and organizational systems.

Course Goals: The purpose of this course is to provide the student with a working knowledge of the fundamental precepts of developmental psychology. This includes the basic terminology, theories, data, and clinical/research methods applied to understanding human growth and development. Another purpose of this course is to increase the student's understanding of her/his own development through exposure to the concepts of developmental psychology. Finally, the course is intended to provide students with basic principles of human development that can be applied within family, school, community, and organizational systems.

Course Text: Berger, S. (2012). The Developing Person Through the Lifespan, 8th ed. New York: Worth.

Please note that one of the **best resources** for test preparation concerning material from the textbook and an ideal companion resource for the course are the online materials for the text found at http://bcs.worthpublishers.com/bergerls8e/default.asp#t_658648____.   Please take special note that there are practice exam questions for each chapter available for your review and the instructor does not have access to your practice quizzes on-line.

Course Activities and Evaluation Plan:

1. The course will be conducted in an online format. Each week you will have access to readings, other online material, and video lectures.   Access to course materials will be through the Blackboard Course Shell (http://elearning.uky.edu). In addition you will also take part in discussion sections that will focus on various topics using the letsKNOW system (www.letsknow.org). This will give you a forum to discuss topics with the instructor and your fellow classmates. You will need an active internet connection with Firefox browser. Should you have any problems with technology you may contact the University of Kentucky TASC

(http://www.uky.edu/TASC/; 859-257-8272) and Information Technology Customer Service Center (http://www.uky.edu/UKIT/; 859-257-1300). 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 the instructor with a Letter of Accommodation which details the recommended accommodations. Contact the Disability Resource Center, Jake Karnes, Director at 859-257-2754 or jkarnes@email.uky.edu. Information on Distance Learning Library services is available at http://www.uky.edu/Libraries/DLLS. Carla Cantagallo, is the DL librarian and the local number is 859 257-0500 ext. 2171; the long distance number is 800 828-0439 option #6. Her email is dllservice@email.uky.edu. Should you need the interlibrary loan service the access is htt;://www.uky.edu/Libraries/libpage.php?lweb id=253&llib id=16.

2. Four written examinations over the material covered in the readings and in class will be held. The date windows for these examinations are listed in the syllabus below. You may take the exam on-line during the window listed. The exam will be timed (50 minutes) electronically so once you start you will have only the 50 minute window. The last exam will be similar to the other three examinations. Each exam will consist of 50 multiple choice items and account for 100 points. Students will be given 50-minutes to complete the exam. In the case of an absence recognized by the university (illness, family emergency, etc. as defined in university handbook), it is the student's responsibility to contact the instructor and arrange for a make-up exam **within 24 hours of the close of the exam window**. Academic integrity is expected in accord with current university policy. (400 of 600 total possible pts, 66.7% of grade)

3. Active and regular participation is encouraged, so also is regular completion of course materials. There will be written exercises for each major section of the course (17 sections as outlined on the syllabus. Each written exercise will be composed of 1-10 questions; format will vary and often include a writing component. The total points available for each written exercise reviewed will be 20 points; ten exercises will be selected for inclusion in your grade during the semester so that a total of 200 points will be assigned to this activity. Note that all assignments for a section must be completed before taking the exam for that section. (200 of 600 total possible pts, 33.3% of grade)

4. Grades will be assigned according to the following distribution:

A	=	90+ (+540)
B	=	80+ (+480)
C	=	70+ (+420)
D	=	60+ (+360)
E	=	<60 (<360)

At any time during the course, you may compute your grade by dividing your obtained points by the total points available so far in the course and comparing that percentage to the grading system above.

Mid-term Grade
Mid-term grades will be posted on myUK by the deadline established in the Academic Calendar
http://www.uky.edu/Registrar/AcademicCalendar.htm

Course Schedule

Course Window Opens	Introduction	
June 7		
Class 1	Theories, Methods	C-1 see Blackboard to select assignment
Class 2	" "	C-2
Class 3	Prenatal Issues	C-3 see Blackboard to select assignment
Class 4	" "	
Class 5	Birth and Early Growth	C-4 see Blackboard to select assignment
Class 6	" " " "	
Class 7	" " " "	C-5
Class 8	Cognitive Development	C-6 see Blackboard to select assignment
Class 9	" "	
Class 10	Social/Emotional Issues	C-7 see Blackboard to select assignment

	in Infancy/Toddlerhood	
First Exam Window	Exam: Classes 1-10 plus Chapters 1-7 Note: 5 assignments due before exam.	
June 17-21		
Class 11	Play	C-8 see Blackboard to select assignment
Class 12	"	
Class 13	Psychosocial Development	C-9 see Blackboard to select assignment
Class 14	" "	"
Class 15	Language Development	C-10 see Blackboard to select assignment
Class 16	" "	
Class 17	Development of Self	C-11 see Blackboard to select assignment
Class 18	" " "	
Class 19	Intelligence/Cognition	C-12 see Blackboard to select assignment
Class 20	" "	C-13
Second Exam Window	Exam: Classes 11-20 plus Chapters 8-13 Note: 5 assignments due before exam.	
July 1-5		
Class 21	Adolescence	C-14 see Blackboard to select assignment
Class 22	"	
Class 23	"	C-15 see Blackboard to select assignment
Class 24	"	
Class 25	"	C-16
Class 26	Young Adulthood	C-17 see Blackboard to select assignment
Class 27	" "	
Class 28	" "	C-18 see Blackboard to select assignment
Class 29	" "	C-19
Class 30	" "	
Third Exam Window	Exam: Classes 21-30 plus Chapters 14-19 Note: 4 assignments due before exam.	
July 15-19		
Class 31	Middle Adulthood	C-20 see Blackboard to select assignment
Class 32	" "	
Class 33	" "	C-21
Class 34	" ""	C-22
Class 35	Middle Adulthood	C-23 see Blackboard to select assignment
Class 36	" "	
Class 37	" "	
Class 38	Late Adulthood	C-24 see Blackboard to select assignment
Class 39	" "	C-25
Class 40	Death and Dying	Epilogue see Blackboard to select assignment
Fourth Exam Window	Exam: Classes 31-40 plus Chapters 20-25 and Epilogue Note: 3 assignments due before exam.	
July 29-Aug 2		

Course Policies:

Submission of assignments: Each written assignment must be submitted online following the procedures outlined above within 48 hours of posting. Late papers will not be graded.

Attendance and absence policy: Given the flexibility of the online format, students will be responsible to meet the deadline windows for completion of assignments. If there is a reason that a student may not be able to complete an assignment in a timely manner the instructor must be notified within 24 hours of the deadline for the assignment.   An excused delay (absence) may be granted in accord with university policy. 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 a delay 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 assignments scheduled for the semester are missed (excused or unexcused) per university policy.

Verification of excuse. 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.

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.

Part II of *Student Rights and Responsibilities* (available online http://www.uky.edu/StudentAffairs/Code/part2.html) states that all academic work, written or otherwise, submitted by students to their instructors or other academic supervisors, is expected to be the result of their own thought, research, or self-expression. In cases where students feel unsure about the question of plagiarism involving their own work, they are obliged to consult their instructors on the matter before submission.

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

 Students may discuss assignments among themselves or with an instructor or tutor, but when the actual work is done, 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).

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

Accommodations due to disability. If you have a documented disability that requires academic accommodations, please contact the instructor as soon as possible during scheduled office hours. In order to receive accommodations in this course, you must provide 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.

Online behavior policies. Respectful dialogue is expected at all times during the conduct of the course.

Distance Learning Form

This form must accompany every submission of a new/change course form that requests distance learning delivery. This form may be required when changing a course already approved for DL delivery. **All fields are required!**

Introduction/Definition: For the purposes of the Commission on Colleges Southern Association of Colleges and Schools accreditation review, *distance learning* is defined as a formal educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same place. Instruction may be synchronous or asynchronous. A distance learning (DL) course may employ correspondence study, or audio, video, or computer technologies.

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

Course Number and Prefix: PSY 223	Date: April 10, 2011
Instructor Name: C Carlson	Instructor Email: ccarl@uky.edu
Check the method below that best reflects how the majority of course of the course content will be delivered. Internet/Web-based ☒　　　　Interactive Video ☐　　　　Hybrid ☐	

	Curriculum and Instruction
1.	How does this course provide for timely and appropriate interaction between students and faculty and among students? Does the course syllabus conform to University Senate Syllabus Guidelines, specifically the Distance Learning Considerations? The course will be an internet/Web based experience that will involve regular contact with course proctor/faculty through preparation of weekly reaction papers, on-line quizzes, and on-line exams.
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. Textbook required is the same as classroom based course, as are the course goals. Assessment of student learning will include regular examination scores (4) and review quizzes that is consistent with classroom assessment.
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 developers will work with the A&S technical team to use best practices for password-protected submission of student work and interactive monitoring of exams or quizzes. Password protection for Blackboard and AdobeConnect is provided through UKIT, and exams may be proctored through an approved NCTA or KCTCS proctoring facility and/or by TAs. The syllabus will specify the same rules and the same consequences for academic offenses as in the classroom-based version.
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? Not at the present time. If yes, which percentage, and which program(s)? *As a general rule, if approval of a course for DL delivery results in 50% or more of a program being delivered through DL, the effective date of the course's DL delivery will be six months from the date of approval.

Distance Learning Form

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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?
	Course faculty will have posted office hours for student availability and information is contained in syllabus for students to access support services.

	Library and Learning Resources
6.	How do course requirements ensure that students make appropriate use of learning resources?
	Course requirements will be congruent with assessment policies; assessment will be comprehensive and require student mastery of course content for successful completion.
7.	Please explain specifically how access is provided to laboratories, facilities, and equipment appropriate to the course or program.
	Not applicable; however, plan is to incorporate video demonstrations of behavior to augment internet based instruction.

	Student Services
8.	How are students informed of procedures for resolving technical complaints? Does the syllabus list the entities available to offer technical help with the delivery and/or receipt of the course, such as the Teaching and Academic Support Center (http://www.uky.edu/TASC/index.php) and the Information Technology Customer Service Center (http://www.uky.edu/UKIT/)?
	We intend to use the technical services available and the course syllabus will make those specifically known.
9.	Will the course be delivered via services available through the Teaching and Academic Support Center?
	Yes ☒
	No ☐
	If no, explain how students enrolled in DL courses are able to use the technology employed, as well as how students will be provided with assistance in using said technology.
	I am not familiar first hand with all current services, have designed course to take advantage of available resources

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

Distance Learning Form

This form must accompany <u>every</u> submission of a new/change course form that requests distance learning delivery. This form may be required when changing a course already approved for DL delivery. **All fields are required!**

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 TASC (http://www.uky.edu/TASC/; 859-257-8272) and Information Technology Customer Service Center (http://www.uky.edu/UKIT/; 859-257-1300).
	☐ Procedure for resolving technical complaints.
	☐ Preferred method for reaching instructor, e.g. email, phone, text message.
	☐ Maximum timeframe for responding to student communications.
	☐ Language pertaining academic accommodations:
	o "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 which details the recommended accommodations. Contact the Disability Resource Center, Jake Karnes, Director at 859-257-2754 or jkarnes@email.uky.edu."
	☐ Information on Distance Learning Library Services (http://www.uky.edu/Libraries/DLLS)
	o Carla Cantagallo, DL Librarian
	o Local phone number: 859 257-0500, ext. 2171; long-distance phone number: (800) 828-0439 (option #6)
	o Email: dllservice@email.uky.edu
	o DL Interlibrary Loan Service: http://www.uky.edu/Libraries/libpage.php?lweb_id=253&llib_id=16
11.	I, the instructor of record, have read and understood all of the university-level statements regarding DL.
	Instructor Name: Charles R. Carlson Instructor Signature:

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

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