

SIGNATURE ROUTING LOG

General Information:

Proposal Type: Course Program Other





Proposal Name¹ (course prefix & number, pgm major & degree, etc.): PSY 311 (DL) Learning & Cognition

Proposal Contact Person Name: Dr. Jonathan Golding Phone: 257-4395 Email: golding@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, Dr. Ronald Taylor Curriculum Committee, Chair	10/4/10	Dr. Ronald Taylor / 257-4132ph / psyront@uky.edu	
Psychology, Dr. Robert Lorch, Chair	10/4/10	Dr. Robert Lorch / 257-6826 / rlorch@uky.edu	
		/ /	
		/ /	
A&S Ed. Policy Cmte. A&S Dean	<u>11/29/10</u> <u>11/29/10</u>	Joanna Badagliacco, Soc. Sci. / 7-4335 / jmb@uky.edu Anna Bosch, Associate Dean / 7-6689 / bosch@uky.edu	 

External-to-College Approvals:

*UGC
12/10/10*

Council	Date Approved	Signature	Approval of Revision ²
Undergraduate Council	2/15/2011		
Graduate Council			
Health Care Colleges Council			
Senate Council Approval		University Senate Approval	

Comments:

¹ Proposal name used here must match name entered on corresponding course or program form.

² Councils use this space to indicate approval of revisions made subsequent to that council's approval, if deemed necessary by the revising council.

APPLICATION FOR COURSE CHANGE (MAJOR AND MINOR)

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 & Sciences Today's Date: 10/29/2010
- 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 Minor¹ (place cursor here for minor change [OSCI] definition)
- e. Contact Person Name: Dr. Jonathan M. Golding Email: golding@uky.edu Phone: 257-4395
- f. Requested Effective Date: Semester Following Approval OR Specific Term²: _____

2. Designation and Description of Proposed Course.

- a. Current Prefix and Number: PSY 311 Proposed Prefix & Number: _____
- b. Full Title: Learning & Cognition Proposed Title: _____
- c. Current Transcript Title (if full title is more than 40 characters): _____
 Proposed Transcript Title (if full title is more than 40 characters): _____
- d. Current Cross-listing: N/A OR Currently³ Cross-listed with (Prefix & Number): _____
 Proposed – ADD³ 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 hours⁵ for each meeting pattern type.
- | | | | | | |
|-----------|------------------|-------------------------------|-------------------------------------|------------------|--------------------|
| Current: | <u>3</u> Lecture | _____ Laboratory ⁵ | _____ Recitation | _____ Discussion | _____ Indep. Study |
| | _____ Clinical | _____ Colloquium | _____ Practicum | _____ Research | _____ Residency |
| | _____ Seminar | _____ Studio | _____ Other – Please explain: _____ | | |
| Proposed: | _____ Lecture | _____ Laboratory | _____ Recitation | _____ Discussion | _____ Indep. Study |
| | _____ Clinical | _____ Colloquium | _____ Practicum | _____ Research | _____ Residency |
| | _____ Seminar | _____ Studio | _____ Other – Please explain: _____ | | |
- 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: _____
- h. Currently, is this course repeatable for additional credit? YES NO

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.)

APPLICATION FOR COURSE CHANGE (MAJOR AND MINOR)

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:** Theory and experimental techniques in the study of learning and cognition. Emphasis on research in the biological basis of learning, perceptual processing, classical conditioning, instrumental conditioning, memory, and language.

Proposed Course Description for Bulletin: _____

j. **Current Prerequisites, if any:** Prereq: PSY 100 and PSY 215 or 216 and PSY major or minor.

Proposed Prerequisites, if any: _____

k. **Current Distance Learning(DL) Status:** N/A Already approved for DL* Please Add⁶ 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 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 requirement⁷ for ANY program?** YES NO

If YES⁷, 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 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.)

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.

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 311	Date: 11-1-10
Instructor Name: Dr. Jonathan Golding	Instructor Email: golding@uky.edu
Check the method below that best reflects how the majority of course of the course content will be delivered.	
Internet/Web-based <input type="checkbox"/>	Interactive Video <input type="checkbox"/>
Hybrid <input checked="" type="checkbox"/>	

Curriculum and Instruction	
1.	<p>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?</p> <p>This course will be taught online, with some pre-recorded lectures, online activities 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.</p>
2.	<p>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.</p> <p>The course plan is very similar to the in class experience, which consists mainly of lecture presentations, in-class activities, in-class participation and in-class exams. The students will work with the primary readings in essentially the same way as the in class student..</p>
3.	<p>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.</p> <p>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 activities are open book and exams will be individually unique, time limited and one-time access.</p>
4.	<p>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?</p> <p>No.</p> <p>If yes, which percentage, and which program(s)?</p> <p><small>*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.</small></p>
5.	<p>How are students taking the course via DL assured of equivalent access to student services, similar to that of a</p>


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!**

	<p>student taking the class in a traditional classroom setting?</p> <p>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.</p>
<i>Library and Learning Resources</i>	
6.	<p>How do course requirements ensure that students make appropriate use of learning resources?</p> <p>Successful completion of course requirements will require that the students make appropriate use of the primary readings and required Internet sites, and access to library resources are available on the library website for distance learning (http://www.uky.edu/Libraries/lib.php?lib_id=16).</p>
7.	<p>Please explain specifically how access is provided to laboratories, facilities, and equipment appropriate to the course or program.</p> <p>This course will not require physical access to any particular facility or equipment.</p>
<i>Student Services</i>	
8.	<p>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/)?</p> <p>The syllabus lists technical support services available and students will be provided with a list of available University resources.</p>
9.	<p>Will the course be delivered via services available through the Teaching and Academic Support Center?</p> <p>Yes <input checked="" type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>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.</p>

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!**

10.	<p>Does the syllabus contain all the required components, below? <input checked="" type="checkbox"/> Yes</p> <ul style="list-style-type: none"><input type="checkbox"/> Instructor's <i>virtual</i> office hours, if any.<input type="checkbox"/> The technological requirements for the course.<input type="checkbox"/> 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).<input type="checkbox"/> Procedure for resolving technical complaints.<input type="checkbox"/> Preferred method for reaching instructor, e.g. email, phone, text message.<input type="checkbox"/> Maximum timeframe for responding to student communications.<input type="checkbox"/> Language pertaining academic accommodations:<ul style="list-style-type: none"><input type="checkbox"/> "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."<input type="checkbox"/> Information on Distance Learning Library Services (http://www.uky.edu/Libraries/DLLS)<ul style="list-style-type: none"><input type="checkbox"/> Carla Cantagallo, DL Librarian<input type="checkbox"/> Local phone number: 859 257-0500, ext. 2171; long-distance phone number: (800) 828-0439 (option #6)<input type="checkbox"/> Email: dllservice@email.uky.edu<input type="checkbox"/> DL Interlibrary Loan Service: http://www.uky.edu/Libraries/libpage.php?lweb_id=253&llib_id=16
11.	<p>I, the instructor of record, have read and understood all of the university-level statements regarding DL.</p> <p>Instructor Name: Jonathan Golding</p> <p>Instructor Signature: </p>

University Senate Syllabi Guidelines

PS4311
chg add BL

General Course Information

- Full and accurate title of the course.
- Departmental and college prefix.
- Course prefix, number and section number.
- Scheduled meeting day(s), time and place.

Instructor Contact Information (if specific details are unknown, "TBA" is acceptable for one or more fields)

- Instructor name.
- Contact information for teaching/graduate assistant, etc.
- Preferred method for reaching instructor.
- Office phone number.
- Office address.
- UK email address.
- Times of regularly scheduled office hours and if prior appointment is required.

Course Description

- Reasonably detailed overview of the course.
- Student learning outcomes.
- Course goals/objectives.
- Required materials (textbook, lab materials, etc.).
- Outline of the content, which must conform to the Bulletin description.
- Summary description of the components that contribute to the determination of course grade.
- Tentative course schedule that clarifies topics, specifies assignment due dates, examination date(s).
- Final examination information: date, time, duration and location.
- For 100-, 200-, 300-, 400-, 400G- and 500-level courses, numerical grading scale and relationship to letter grades for *undergraduate* students.
- For 400G-, 500-, 600- and 700-level courses, numerical grading scale and relationship to letter grades for *graduate* students. (Graduate students cannot receive a "D" grade.)
- Relative value given to each activity in the calculation of course grades (Midterm=30%; Term Project=20%, etc.).
- Note that undergraduate students will be provided with a Midterm Evaluation (by the midterm date) of course performance based on criteria in syllabus.
- Policy on academic accommodations due to disability. Standard language is below:
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.

Course Policies

- Attendance.
- Excused absences.
- Make-up opportunities.
- Verification of absences.
- Submission of assignments.
- Academic integrity, cheating & plagiarism.
- Classroom behavior, decorum and civility.
- Professional preparations.
- Group work & student collaboration.

Psychology 311-229
Summer 2011
4-week session
Learning & Cognition

Instructor

Dr. Jonathan Golding

118 Kastle Hall

111A Kastle Hall (mailbox)

257-4395 (Dr. Golding's office)

257-9640 (Psychology Department Office)

Instructor email: golding@uky.edu (preferred method of contact)

Course email: TBA

Virtual Office Hours: Tuesday, 10:00 – 11:00 AM or by appointment

I will use Skype. Go to www.skype.com to download this free program. My username is: TBA

Maximum timeframe for responding to student communications:

Students should expect a response from the instructor within 24 hours of submitting communication on weekdays (i.e., Monday-Friday). Communication on Saturday and Sunday may take longer.

The Course

Purpose. This course is designed to provide you with a broad, general introduction to learning and memory. We will discuss basic subject matter, approaches to doing research, and also the means by which learning and cognition are (or can be) applied to our lives.

Goals. There are three objectives in this course. First, you should increase your **knowledge of learning and cognition**. You should finish this course with a better understanding of psychological approaches to studying learning and cognition, problems in studying learning and cognition, historical antecedents, and research findings, concepts, and methodologies.

The second goal is to help you to continue to **develop scientific values and skills**. The course should stimulate your intellectual curiosity about learning and cognition. Also, the course should impress upon you the importance of the scientific method, the possibility of biases in research, and the importance of having a critical attitude toward all generalizations.

Finally, the course should **aid in your personal development**. The knowledge that you gain from this course should increase your tolerance of the learning and cognition of others, give you a better understanding of the forces that limit your ability to learn and use your cognitive abilities, stimulate your curiosity to explain why people think and behave as they do, and allow you to be more critical of the "truth" often

expressed by "experts."

Specific goals. I would like this course to be something very special for you, to be something you enjoy, look forward to, and will remember long after you leave the University of Kentucky. For this goal to be realized, we must all work together to create a unique educational experience. This will mean that you must stop thinking of yourself as a "passive academic garbage can" into which words are dumped and only retrieved for exams. You must contribute your curiosity, unique experiences, time, effort, and concern for constantly getting the most out of the course while trying to improve any aspect of class that is less than perfect. For me, this has meant rethinking my role as professor, being open to all suggestions for change, and being willing to invest time, energy, and enthusiasm into this course.

The course will be conducted in an online format. Each week, you'll have access to readings, other online material (Power Point slides, videos, etc.), and some online lectures. Access to the lectures will be through the Blackboard Course Wiki (<http://wiki.uky.edu/blackboard/Wiki%20Pages/Home.aspx>). 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 encourage you to gain general and specific knowledge related to learning and cognition and will give you a forum in which to discuss topics with me and your fellow classmates.

Required Readings

The required readings will be research articles and chapters. These readings will be available through the UK Libraries website. Please note that the reading list is not comprehensive, as a thorough coverage of the literature would require even more readings! You should contact me for additional references if you become interested in a course topic and would like to explore it further, or if a topic of interest is not represented in the course readings. Also, there may be other readings that are added throughout the semester.

Classical conditioning overview.

<http://dakota.fmpdata.net/PsychAI/PrintFiles/ClassCondOvrvw.pdf>

Watson, J. B., & Rayner, R. (1920). Conditioned emotional reactions. *Journal of Experimental Psychology*, 3, 1-14.

Skinner, B. F. (1992). 'Superstition' in the pigeon. *Journal of Experimental Psychology: General*, 121(3), 273-274.

Bandura, A., Ross, D., & Ross, S. A. (1961). Transmission of aggression through imitation of aggressive models. *Journal of Abnormal and Social Psychology*, 63, 575-582.

Buckhout, R. (1974). Eyewitness testimony. *Scientific American*, 231, 23-31.

Wearing, D. (2005). *The man who keeps falling in love with his wife*. Available at <http://www.telegraph.co.uk/health/3313452/The-man-who-keeps-falling-in-love-with-his-wife.html>

Sacks, O. (2007). *The Abyss*. (Clive Wearing's amnesia). Available at

- http://www.accessmylibrary.com/coms2/summary_0286-33640024_ITM
- Rundus, D., & Atkinson, R. C. (1970). Rehearsal processes in free recall: A procedure for direct observation. *Journal of Verbal Learning and Verbal Behavior*, 9, 99-105.
- Roediger, H.L., & Crowder, R.G. (1976). A serial position effect in recall of United States presidents. *Bulletin of the Psychonomic Society*, 8, 275-278.
- Loftus, E. F., & Palmer, J. C. (1974). Reconstruction of automobile destruction: An example of the interaction between language and memory. *Journal of Verbal Learning and Verbal Behavior*, 13, 585-589.
- Ericsson, K. A., Chase, W. G., & Faloon, S. (1980). Acquisition of a memory skill. *Science*, 208, 1181-1182.

Minimum Technology Requirements:

In order to participate in this course, you will need access to a computer with the minimum hardware, software and internet configuration described at this site:

<http://wiki.uky.edu/blackboard/Wiki%20Pages/Bb9%20Hardware%20and%20Software%20Requirements.aspx>

Note: the use of Internet Explorer is NOT recommended for use with Blackboard. Firefox is the recommended Internet browser for the course. You can download Mozilla Firefox (free) at this site: <http://www.mozilla.com/en-US/firefox/upgrade.html>

You will need to install a number of plugins on your computer. The links to the specific plugins required for this course can also be found at your course website. If using a UK computer these plugins should be already installed. To check if your browser has Flash, Adobe Acrobat Reader and QuickTime movie player, click this link: <http://wiki.uky.edu/blackboard/Wiki%20Pages/Browser%20Check.aspx>. If you do not have these, you can download them from this site.

To download Windows Media Player, click this link:

<http://www.microsoft.com/windows/windowsmedia/player/10/default.aspx>

Students and faculty can download Microsoft Office Suite (including Word and PowerPoint) from this site: <https://download.uky.edu/>.

If you experience technical difficulties with accessing course materials, the Customer Service Center may be able to assist you. You may reach them at 859-218-HELP (4357) or by e-mail at helpdesk@uky.edu. Please also inform the course instructor when you are having technical difficulties.

The **Teaching and Academic Support Center (TASC)** website (<http://www.uky.edu/TASC/>) offers additional information and resources that can promote a successful "online course" learning experience. They may also be reached at 859-257-8272.

As a Distance Learning student you have access to the Distance Learning Library (Carla Cantagallo, Librarian) services at <http://www.uky.edu/Libraries/DLLS>. This

service can provide you access to UK's circulating collections and can deliver to you manuscripts or books from UK's library or other libraries. The DL Librarian may be reached at 859-257-0500, ext 2171, or 800-828-0439 (option #6) or by mail at dlservice@email.uky.edu. For an interlibrary loan visit: http://www.uky.edu/Libraries/linpage.php?lweb_id=253&llib_id=16

Copyright Information

My overheads and handouts are protected by state common law and federal copyright law. They are my own original expression. Whereas you are authorized to take notes in class based on my overheads and handouts, this authorization extends only to making one set of notes for your own personal use, sharing one copy of those notes with a student who is enrolled in this class for his/her own studies, and no other use. You are not authorized to make any commercial use of my overheads and handouts without express prior written permission from me.

Class Schedule (Subject to Change)

Week 1 (May 10 – May 13)

Topics covered

Introduction to Course
What is Learning?
Science/History of Behaviorism
Habituation
Classical Conditioning

Readings

Classical Conditioning Overview
Watson & Raynor

Applications of Classical Conditioning

EXAM 1 to be completed by Sunday, May 15

Week 2 (May 16 – May 20)

Topics covered

Operant Conditioning
Applications of Operant Conditioning
Cognitive View Of Learning

Readings

Skinner
Bandura

EXAM 2 to be completed by Sunday, May 22

Week 3 (May 23 – May 27)

Topics covered

Eyewitness Testimony
Memory: Physiology

Readings

Buckout
Wearing
Saks
Rundus & Atkinson

Memory: Encoding

EXAM 3 to be completed by Sunday, May 29

Week 1 (May 30 – June 3)

Topics covered

Memory: Storage
Memory: Retrieval

Reading

Roediger & Crowder
Loftus & Palmer

EXAM 4 to be completed by Sunday, June 5

Evaluation Criteria (this course adheres to the university's regulations against cheating and plagiarism http://www.uky.edu/Faculty/Senate/rules_regulations/index.htm University Senate Rules 6.3.1 & 6.3.2)

NOTE: Your final grade point total in this course is from 0-100 points.

Class Participation. 9% of your grade is based on class participation. Participation is defined as any meaningful online contribution to the entire class (comment or question) that pertains to class material. (Note: Even if you give an incorrect answer, your effort still will typically earn you credit.) **You must participate at least 5 times. If you do not fulfill this requirement your final letter grade for the course will be dropped 2 letter grades. That is, if you had a final grade of "A" in the course, you will be dropped to a final grade of "C" in the course.**

Writing Activities. 15% of your grade will be based on your performance in numerous activities that will be completed online. These activities: (1) may be completed by you alone, or Dr. Golding may ask you to work with one or more other students on an activity; (2) may include discussing a particular lecture, reading, or Internet site, doing library research, answering a survey about class, etc; and (3) are graded from 0-100. **You must have a score above "0" on at least 80% of all writing activities. If you do not fulfill this requirement your final letter grade for the course will be dropped 2 letter grades. That is, if you had a final grade of "A" in the course, you will be dropped to a final grade of "C" in the course.** There will be a minimum of 20 of these activities. Although you may miss one or more activities due to an unexcused absence and still pass the course, you will receive a 0 for each activity missed.

Examinations. 76% of your grade will be based on examinations (19% for each exam). The exams will be comprised of multiple-choice questions from all course material. The exams will be graded on a 0 to 100 scale (e.g., 90 to 100 = A).

Extra Credit

The possibility of extra credit will be discussed during the course of the semester.

Grades

90-100	A
80-89.99	B
70-79.99	C
60-69.99	D
Below 60	E

Attendance Policy

It is unlikely that you will pass this course if you do not maintain regular online attendance. Moreover, whether you partake in the online activities or not, you will be responsible for material covered, written activities, and/or relevant announcements.

Attendance at exams is a specific course requirement. Make-up exams will only be offered in the case of an "excused" absence. Excused absences are defined by the *University of Kentucky Bulletin*--you should consult the *Bulletin* for a description of what is an excused absence. An excused absence from an exam must be verified by presenting documentation to me. If you know before the excused absence is to occur that you will be absent, then present documentation to me ahead of time. An unexcused absence is any case that does not meet the University's definition. An unexcused absence from a lecture exam will result in a grade of 0 for that particular exam.

Make-Up Policy

In the event of an excused absence from an exam or written activity you have the right to make up the work. The following conditions apply to making up the work due to an excused absence. For a missed exam, you must present documentation of the absence to Dr. Golding within 1 day of the exam. For a missed written activity, you must present documentation of the absence to Dr. Golding within 1 day of the activity. Failure to make up an excused lecture exam or in-class/out-of-class activity by following the conditions specified above will result in a grade of zero (0) for that exam or writing activity.

Americans with Disabilities Act (ADA)

The ADA requires that all qualified persons should have equal opportunity and access to education regardless of the presence of any disabling conditions. If you have a documented disability that requires academic accommodations, please notify the instructor as soon as possible. In order to receive accommodations in this course, you must provide the instructor with a Letter of Accommodation from the Disability Resource Center (Room 2, Alumni Gym, 859-257-2754, email Jake Karnes at jkarnes@email.uky.edu) for coordination of campus disability services available to students with disabilities.