

Course Information

Date Submitted: 4/4/2013

Current Prefix and Number: RC - Rehabilitation Counseling , RC 782 - DIRECTED IND STUDY

Other Course:

Proposed Prefix and Number: RC 782

What type of change is being proposed?

Major – Add Distance Learning

Should this course be a UK Core Course? No

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APR 3 2013

OFFICE OF THE
SENATE COUNCIL

1. General Information

a. Submitted by the College of: College of Education

b. Department/Division: Early Childhood, Spec Ed, Rehab Counsel

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: Ralph Crystal

Email: ralph.crystal@uky.edu

Phone: 257-8275

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: Please Add

b. Full Title: DIRECTED INDEPENDENT STUDY

Proposed Title: DIRECTED INDEPENDENT STUDY

c. Current Transcript Title: DIRECTED IND STUDY

Proposed Transcript Title: DIRECTED IND STUDY

d. Current Cross-listing: none

Proposed – ADD Cross-listing :

Proposed – REMOVE Cross-listing:

e. Current Meeting Patterns

Proposed Meeting Patterns

INDEPSTUDY: 3

f. Current Grading System: Graduate School Grade Scale

Proposed Grading System: PropGradingSys

g. Current number of credit hours: 1 - 3 (variable)

Proposed number of credit hours: 3

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: 6

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

2i. Current Course Description for Bulletin: Study of an individually selected topic relevant to a student's academic development. May be repeated to a maximum of six credits.

Proposed Course Description for Bulletin: Study of an individually selected topic relevant to a student's academic development. May be repeated to a maximum of six credits.

2j. Current Prerequisites, if any: Prereq: Consent of instructor.

Proposed Prerequisites, if any: Prereq: Consent of instructor.

2k. Current Supplementary Teaching Component:

Proposed Supplementary Teaching Component: No Change

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? No

If YES, explain and offer brief rationale:

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: Ralph Crystal

Instructor Email: ralph.crystal@uky.edu

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? Independent study course content is determined each semester by instructor and students. The course syllabus conforms.

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 content is determined each semester by instructor and students. The course syllabus conforms.

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. Students submit work directly to instructor.

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? No.

If yes, which percentage, and which program(s)? N/A

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? Same access as campus students through the Distance Learning librarian.

6. How do course requirements ensure that students make appropriate use of learning resources? Students have access to all materials, whether on-campus or DL.

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

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 is defined each semester by students and faculty.

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. N/A

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: Ralph Crystal

SIGNATURE|BCOLL01|Belva J Collins|Dept approval for ZCOURSE_CHANGE RC 782|20121128

SIGNATURE|MYRT|Martha L Geoghegan|College approval for ZCOURSE_CHANGE RC 782|20121128

SIGNATURE|ZNNIKO0|Roshan N Nikou|Graduate Council approval for ZCOURSE_CHANGE RC 782|20130312

Courses	Request Tracking
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Course Change Form

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

[Open in full window to print or save](#)

Generate F

Attachments:

Upload File

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:		RC - Rehabilitation Counseling RC 782 - DIRECTED IND STUDY	Proposed Prefix & Number:	RC 782
* What type of change is being proposed?		<input type="checkbox"/> Major Change <input checked="" type="checkbox"/> Major - Add Distance Learning ... Minor - change in number within the same hundred series, exception CC same "hundred series" ... Minor - editorial change in course title or description which does not imp content or emphasis ... Minor - a change in prerequisite(s) which does not imply a change in co or emphasis, or which is made necessary by the elimination or significant a the prerequisite(s) ... Minor - a cross listing of a course as described above		
Should this course be a UK Core Course? <input type="radio"/> Yes <input checked="" type="radio"/> No				
If YES, check the areas that apply:				
<input type="checkbox"/> Inquiry - Arts & Creativity <input type="checkbox"/> Composition & Communications - II <input type="checkbox"/> Inquiry - Humanities <input type="checkbox"/> Quantitative Foundations <input type="checkbox"/> Inquiry - Nat/Math/Phys Sci <input type="checkbox"/> Statistical Inferential Reasoning <input type="checkbox"/> Inquiry - Social Sciences <input type="checkbox"/> U.S. Citizenship, Community, Diversity <input type="checkbox"/> Composition & Communications - I <input type="checkbox"/> Global Dynamics				
1. General Information				
a. Submitted by the College of:		College of Education	Today's Date: 4/4/2013	
b. Department/Division:		Early Childhood, Spec Ed, Rehab Counsel		
c.* Is there a change in "ownership" of the course?				
<input type="radio"/> Yes <input checked="" type="radio"/> No If YES, what college/department will offer the course instead? Select...				
e.* * Contact Person Name:		Ralph Crystal	Email: ralph.crystal@uky.edu	Phone: 257-8275
* Responsible Faculty ID (if different from Contact)			Email:	Phone:
f.* Requested Effective Date:		<input checked="" type="checkbox"/> Semester Following Approval	OR	Specific Term: ²
2. Designation and Description of Proposed Course.				
a. Current Distance Learning (DL) Status:		<input type="radio"/> N/A <input type="radio"/> Already approved for DL* <input checked="" type="radio"/> Please Add <input type="radio"/> Please Drop		
*If already approved for DL, the Distance Learning Form must also be submitted unless the department affirms (by checking this box) the proposed changes do not affect DL delivery.				
b. Full Title:		DIRECTED INDEPENDENT STUDY	Proposed Title: *	DIRECTED INDEPENDENT STUDY
c. Current Transcript Title (if full title is more than 40 characters):			DIRECTED IND STUDY	
c. Proposed Transcript Title (if full title is more than 40 characters):			DIRECTED IND STUDY	
d. Current Cross-listing:		<input type="checkbox"/> N/A	OR	Currently ³ Cross-listed with (Prefix & Number): none
Proposed - ADD ² Cross-listing (Prefix & Number):				

<i>Proposed - REMOVE ^{2A} Cross-listing (Prefix & Number):</i>					
e. Courses must be described by at least one of the meeting patterns below. Include number of actual contact hours ³ for each meeting pattern type.					
Current:	Lecture	Laboratory ³	Recitation	Discussion	Indep. Study
	Clinical	Colloquium	Practicum	Research	Residency
	Seminar	Studio	Other	Please explain:	
<i>Proposed: *</i>	Lecture	Laboratory ³	Recitation	Discussion	Indep. Study 3
	Clinical	Colloquium	Practicum	Research	Residency
	Seminar	Studio	Other	Please explain:	
f. Current Grading System:		Graduate School Grade Scale			
<i>Proposed Grading System:*</i>		<input checked="" type="radio"/> Letter (A, B, C, etc.) <input type="radio"/> Pass/Fail <input type="radio"/> Medicine Numeric Grade (Non-medical students will receive a letter grade)			
g. Current number of credit hours:		1 - 3 (variable)	<i>Proposed number of credit hours:*</i>	3	
h.* Currently, is this course repeatable for additional credit?				<input checked="" type="radio"/> Yes <input type="radio"/> No	
* Proposed to be repeatable for additional credit?				<input checked="" type="radio"/> Yes <input type="radio"/> No	
<i>If YES:</i>	<i>Maximum number of credit hours:</i>		6		
<i>If YES:</i>	<i>Will this course allow multiple registrations during the same semester?</i>				<input type="radio"/> Yes <input checked="" type="radio"/> No
i. Current Course Description for Bulletin:					
Study of an individually selected topic relevant to a student's academic development. May be repeated to a maximum of six credits.					
* Proposed Course Description for Bulletin:					
Study of an individually selected topic relevant to a student's academic development. May be repeated to a maximum of six credits.					
j. Current Prerequisites, if any:					
Prereq: Consent of instructor.					
* Proposed Prerequisites, if any:					
Prereq: Consent of instructor.					
* Proposed Prerequisites, if any:					
k. Current Supplementary Teaching Component, if any:				<input type="radio"/> Community-Based Experience <input type="radio"/> Service Learning <input type="radio"/> Both	
<i>Proposed Supplementary Teaching Component:</i>				<input type="radio"/> Community-Based Experience <input type="radio"/> Service Learning	

Both
 No Change

3. Currently, is this course taught off campus? Yes No

* Proposed to be taught off campus? Yes No

If YES, enter the off campus address:

4.* Are significant changes in content/student learning outcomes 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 requirement² for ANY program? Yes No

If YES², 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 different between undergraduate and graduate students by: (i) requiring additional assignments by the graduate and/or (ii) establishing different grading criteria in the course for graduate students. (See SR 3.1.4.)

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 1 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 educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructor in the same place. Instruction may be synchronous or asynchronous. A distance learning (DL) course may employ correspondence study, or audio, video, or computer technology.

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 equitable experience for students utilizing DL (available at <http://www.uky.edu/USC/New/forms.htm>).

Course Number and Prefix: RC 782	Date: 11/28/2012
Instructor Name: Ralph Crystal	Instructor Email: ralph.crystal@uky.edu
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?
 Independent study course content is determined each semester by instructor and students.
 The course syllabus conforms.

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 goal assessment of student learning outcomes, etc.
 The content is determined each semester by instructor and students.
 The course syllabus conforms.

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.
Students submit work directly to instructor.

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 an as defined above?
No.

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

N/A

*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 is 12 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? Same access as campus students through the Distance Learning librarian.

Library and Learning Resources

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

Students have access to all materials, whether on-campus or DL.

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

N/A

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.uky.edu/UKIT/>)? The syllabus is defined each semester by students and faculty.

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 technology.
N/A

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.uky.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/DLIS/>)
 - Carla Centagallo, 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: Ralph Crystal

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

Revised 8-00

¹²¹ 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 "i" form will be sent to appropriate academic Council for normal processing and contact person is informed.*

¹²² Courses are typically made effective for the semester following approval. No course will be made effective until all approvals are received.

¹²³ 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 generally represents at 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](#) [Delete Form Data and Attachments](#)