Course Information

Date Submitted: 10/21/2015

Current Prefix and Number: RTM - Retailing &Tourism Management, RTM 600 RES METH HUM ENV SCI

Other Course:

Proposed Prefix and Number: RTM 600

What type of change is being proposed?

Major – Add Distance Learning

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: Retailing &Tourism Management

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: Scarlett Wesley

   Email: scarlett.wesley@uky.edu

   Phone: 859-257-7778

   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: RESEARCH METHODOLOGY IN HUMAN ENVIRONMENTAL SCIENCES

   Proposed Title: RESEARCH METHODOLOGY IN HUMAN ENVIRONMENTAL SCIENCES

c. Current Transcript Title: RES METH HUM ENV SCI

   Proposed Transcript Title:

d. Current Cross-listing: Same as HES 600

   Proposed – ADD Cross-listing :

   Proposed – REMOVE Cross-listing:

e. Current Meeting Patterns

     LECTURE: 3

   Proposed Meeting Patterns

     LECTURE: 3

f. Current Grading System: Graduate School Grade Scale

   Proposed Grading System: *Graduate School Grade Scale*

g. Current number of credit hours: 3

   Proposed number of credit hours: 3

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? No

2i. Current Course Description for Bulletin: Students will study scientific techniques and accepted research methodologies in human environmental science research. Emphasis is placed on understanding the research process and developing the skills necessary to evaluate and implement research methods and design procedures.

   Proposed Course Description for Bulletin: Students will study scientific techniques and accepted research methodologies in human environmental science research. Emphasis is placed on understanding the research process and developing the skills necessary to evaluate and implement research methods and design procedures.

2j. Current Prerequisites, if any: Prereq: Graduate standing.

   Proposed Prerequisites, if any: Prereq: Graduate standing.

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? No

   If YES, explain and offer brief rational:

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: Elizabeth Easter

Instructor Email: elizabeth.easter@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?   This course syllabus does conform to the University Senate Syllabus Guidelines, specifically the Distance Learning Considerations. All materials for this course will be managed on the student Canvas system.

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.   Content for the Distance Learning student will be the same as for a classroom-based student. Students taking an online course will be offered the same services as students enrolled in face to face courses at the University of Kentucky in the Department of Retailing and Tourism Management. When two sections of the same course are offered, one being face to face and one being distance, students will be held to the same requirements for each, have the same content presented to them, and be assessed in the same ways for each.

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 will submit work in Canvas using the appropriate course website. Canvas is a password protected system. Students are given the University's policy regarding academic integrity on their syllabus. There will be no exams given for assessment in this course.

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)?

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?   Students in an online section of this course will be given access to the same materials and information as any face to face students taking this course. These materials and information will be delivered to students via Canvas and the course webpage located on Canvas. Online students will have access to all services at the University of Kentucky. The instructor for this course will also be available electronically to the students taking the online section via virtual office hours and the Canvas course webpage.

6.How do course requirements ensure that students make appropriate use of learning resources?   Students in both the distance learning and classroom setting sections of this course will be given all course materials via Canvas.

7.Please explain specifically how access is provided to laboratories, facilities, and equipment appropriate to the course or program. All necessary access for students enrolled in an online section of this course is provided on the Canvas course webpage. This includes course materials, discussion boards, submission of assignments, syllabus, and readings. The instructor will also use Canvas to communicate with students and as a way to provide the most updated information about the course.

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 following statement appears on the syllabus: Canvas Course website, syllabus, course materials, assignments, grades and external resources and important announcements will be posted on Canvas from time to time; therefore, it is crucial that you make it a habit to check the course website frequently. The Blackboard system utilizes your @uky e-mail address as the default. The instructor will use the Canvas "communications" tab to send important information and announcements during the semester. Therefore, you should make it a habit to check your UK email account regularly, or make arrangements to have your e-mail forwarded to the account you check most frequently. If you have technical problem to access the course materials please contact TASC (www.uky.edu/TASC/; 859-257-8272) and Information Technology Customer Service Center (www.uky.edu/UKIT/; 859- 257-1300).

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. All information will be available via Canvas.

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: Elizabeth Easter

SIGNATURE|VPWICK0|Vanessa P Jackson|RTM 600 CHANGE Dept Review|20150417

SIGNATURE|AVAIL2|Ann Vail|RTM 600 CHANGE Cross-List Chair Review|20150422

SIGNATURE|LGRABAU|Larry J Grabau|RTM 600 CHANGE College Review|20150925

SIGNATURE|ZNNIKO0|Roshan Nikou|RTM 600 CHANGE Graduate Council Review|20151028

Course Change Form

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

Open in full window to print or save

Attachments:

[Browse...]   Upload File

	ID	Attachment
Delete	5574	RTM 600 Research Methodology in Human Environmental

[First] 1 [Last]

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

Current Prefix and Number:	RTM – Retailing & Tourism Management ▼ RTM 600 RES METH HUM ENV SCI ▼		*Proposed Prefix & Number:* (example: PHY 401G) ☑ Check if same as current	RTM 600

*	What type of change is being proposed?	☐ Major Change ☑ Major – Add Distance Learning ☐ Minor - change in number within the same hundred series, exception 6... the same "hundred series" ☐ Minor - editorial change in course title or description which does not im... in content or emphasis ☐ Minor - a change in prerequisite(s) which does not imply a change in c... content or emphasis, or which is made necessary by the elimination or sig... 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: 10/21/2015
b.	Department/Division: Retailing & Tourism Management
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: Scarlett Wesley Email: scarlett.wesley@uky.edu Phone: 859-257-7778 * Responsible Faculty ID (if different from Contact) Email: Phone:
f.*	Requested Effective Date: ☑ Semester Following Approval OR Specific Term: [2]

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 <u>unless</u> the department affirms (by checking this box) tha... proposed changes do not affect DL delivery.

b.	**Full Title:**	RESEARCH METHODOLOGY IN HUMAN ENVIRONMENTAL SCIENCES	*Proposed Title: *	RESEARCH METHODOLOGY IN HUM... ENVIRONMENTAL SCIENCES
c.	**Current Transcript Title** (if full title is more than 40 characters):		RES METH HUM ENV SCI	
c.	*Proposed Transcript Title (if full title is more than 40 characters):*			
d.	**Current Cross-listing:**	☐ N/A	OR	Currently[3] Cross-listed with (Prefix & Number):	Same as HE...
	Proposed – ADD[3] Cross-listing (Prefix & Number):				

	Proposed – REMOVE [3,4] Cross-listing (Prefix & Number):				
e.	**Courses must be described by <u>at least one</u> of the meeting patterns below. Include number of actual contact hours [5] for each meeting pattern type.**				

Current:	Lecture 3	Laboratory[5]	Recitation	Discussion	Indep. Study
	Clinical	Colloquium	Practicum	Research	Residency
	Seminar	Studio	Other _____ Please explain:		

Proposed: *	Lecture 3	Laboratory[5]	Recitation	Discussion	Indep. Study
	Clinical	Colloquium	Practicum	Research	Residency
	Seminar	Studio	Other _____ Please explain:		

f.	**Current Grading System:**	Graduate School 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: *	3

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:**
	Students will study scientific techniques and accepted research methodologies in human environmental science research. Emphasis is placed on understanding the research process and developing the skills necessary to evaluate and implement research methods and design procedures.
*	*Proposed Course Description for Bulletin:*
	Students will study scientific techniques and accepted research methodologies in human environmental science research. Emphasis is placed on understanding the research process and developing the skills necessary to evaluate and implement research methods and design procedures.

j.	**Current Prerequisites, if any:**
	Prereq: Graduate standing.
*	*Proposed Prerequisites, if any:*
	Prereq: Graduate standing.

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 ◉ 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 requirement[Z] for ANY program?**	○ Yes ◉ No
	If YES[Z], 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* undergraduate and graduate students by: (i) requiring additional assignments by the graduate students; and establishing different grading criteria in the course for graduate students. (See *SR 3.1.4.*)

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

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

A number of specific requirements are listed for DL courses. **The *department* proposing the change in delivery method is responsible for ensuring that the require 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 equi experience for students utilizing DL (available at http://www.uky.edu/USC/New/forms.htm).

Course Number and Prefix:	RTM 600	Date:	4/17/2015
Instructor Name:	Elizabeth Easter	Instructor Email:	elizabeth.easter@uky.edu

Check the method below that best reflects how the majority 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 Univers Senate Syllabus Guidelines, specifically the Distance Learning Considerations?

   This course syllabus does conform to the University Senate Syllabus Guidelines, specifically the Distance Learning Considerations. All materials for this course will be managed on the student Canvas system.

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 goa assessment of student learning outcomes, etc.

   Content for the Distance Learning student will be the same as for a classroom-based student. Students taking an online course will be offered the same services as students enrolled in face to face courses at the University

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; acac
   offense policy; etc.

   Students will submit work in Canvas using the appropriate course website. Canvas is a password protected system.
   Students are given the University's policy regarding academic integrity on their syllabus. There will be no

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 a
   DL, as defined above?

   no

   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 deli·
   be six 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 se

   Students in an online section of this course will be given access to the same materials and information as any
   face to face students taking this course. These materials and information will be delivered to students via

Library and Learning Resources

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

   Students in both the distance learning and classroom setting sections of this course will be given all course
   materials via Canvas.

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

   All necessary access for students enrolled in an online section of this course is provided on the Canvas course
   webpage. This includes course materials, discussion boards, submission of assignments, syllabus, and readings.

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

   The following statement appears on the syllabus: Canvas Course website, syllabus, course materials, assignments,
   grades and external resources and important announcements will be posted on Canvas from time to time; therefore,

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.

   All information will be available via Canvas.

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 Res
        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."

    - Specific dates of face-to-face or synchronous class meetings, if any.

    - Information on Distance Learning Library Services (http://www.uky.edu/Libraries/DLLS)

      - Carla Cantagallo, DL Librarian

      - Local phone number: 859 257-0500, ext. 2171; long-distance phone number: (800) 828-0439 (option #6)

      - Email: dllservice@email.uky.edu

      - DL Interlibrary Loan Service: http://www.uky.edu/Libraries/libpage.php?lweb_id=253&llib_id=16

11. I, the instructor of record, have read and understood all of the university-level statements regarding DL.
    Instructor Name:
    Elizabeth Easter

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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 "n 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 me 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.

An Equal Opportunity University
Retailing & Tourism Management
Hospitality & Tourism Management
College of Agriculture Food & Environment
318 Erikson Hall
Lexington, KY 40506-0050
Phone: (859) 257-4917
Fax: (859) 257-1275

UK

UNIVERSITY OF KENTUCKY

RTM 600
RESEARCH METHODOLOGY in HUMAN ENVIRONMENTAL SCIENCES
Online Class

INSTRUCTOR: Elizabeth P. Easter Ph.D., Professor
306 Erikson Hall
Phone: 257-7777
E-mail: EEASTER@UKY.EDU
(preferred method, will respond within 2 business days)
Office hours: Wednesday 9:00-10:00 a.m. or by appointment

COURSE DESCRIPTION: Students will study scientific techniques and accepted research methodologies in human environmental science research. Emphasis is placed on understanding the research process and developing the skills necessary to evaluate and implement research methods and design procedures. Prerequisites: Graduate standing. (Same as HES 600).

This is **a distance learning course**. The course materials will be delivered via Canvas. If you have any problem to access Canvas and have questions regarding a distance class please contact Distance Learning Program (DLP)(http://www.uky.edu/DistanceLearning/; 859-257-3377) and Information Technology Customer Service Center (www.uky.edu/UKIT/; 859-257-1300).

Contact information for Distance Learning Library Services
Phone: (859) 218-1240
Fax: (859) 257-0505
E-mail: dllservice@lsv.uky.edu
Librarian: Carla Cantagallo
2-2, north wing, William T. Young Library 0456
Website: http://libraries.uky.edu/dlls

Technology needed for this course:

The University of Kentucky strongly recommends that each student purchase a personal laptop computer or equivalent tablet device. A student's program requirements, budget, and preference should be the primary factors in choosing a laptop/tablet. Most laptops on the market will meet basic needs; however, UK offers a few guidelines. A student should also consider the major he or she will be pursuing, as some areas of study may have more stringent requirements than the recommendations listed below.

Minimum suggested laptop computer hardware:

- Processor: Dual Core 1.3 Ghz or higher
- RAM: 4 GB minimum (more preferred)
- Hard Drive: 250 GB or larger preferred (minimum 100 GB or larger)
- Wireless card: 802.11n preferred (minimum 802.11 b/g compatible)
- Operating system: Most recent version for your hardware (for example, Mac 0S 10.7+ or Windows 7+)
- Up-to-date virus software, preferably installed before coming to campus
- Webcam (some laptops come with an integrated webcam and will not require an external device)
- Headphones or headset with microphone
- *Other helpful options:* DVD/CD drive/burner, external hard drive (for data backup/extra storage), wired usb mouse, and laptop security cable

Minimum suggested tablet computer hardware:

- Processor: Dual Core 1.3 Ghz or higher | Apple A5 or higher
- Storage capacity: 32 GB or larger
- Wireless card: 802.11n preferred (minimum 802.11 b/g compatible)
- Operating system: Most recent version for your hardware (for example, Windows 8.1, Windows RT, iOS 7)

Other helpful options: Adapters / Other Hardware

Canvas Course website

Syllabus, course materials, assignments, exam guides, grades and external resources and important announcements will be posted on Canvas from time to time; therefore, it is crucial that you make it a habit to check the course website frequently.

The Canvas system utilizes your @uky e-mail address as the default. The instructor will use the Canvas "communications" tab to send important information and announcements during the semester. Therefore, you should make it a habit to check your UK email account regularly, or make arrangements to have your e-mail forwarded to the account you check most frequently.

If you have technical problem to access the course materials please contact TASC (www.uky.edu/TASC/; 859-257-8272) and Information Technology Customer Service Center (www.uky.edu/UKIT/; 859-257-1300).

TEXTBOOKS: (Required)

1. Gray, David E. (2014). *Doing Research in the Real World (3rd ed.)* Sage Publishing. Los Angeles, CA. & www.sagepub.co.uk/gray
2. Kumar, Ranjit. (2014). *Research Methodology: a step-by-step guide for beginners (4th ed.)* Sage Publication Inc.

3. *Publication Manual of the American Psychological Association* (6th ed.). Washington, DC.
4. *Writing a Research Paper: Quick and Easy Guide, 3rd Edition* (2012) - students can order their copies through http://Writing.EduPublisher.com.
5. *Graduate School Thesis Handbook*, UK Graduate School Website - download hard copy.

COURSE OBJECTIVES: This course is designed to help graduate students understand the research process and the tools of the researcher. This course will also provide a foundation for conducting thesis/non-thesis research projects. The overall objective of this course is to create an appreciation for research and to generate excitement for research.

STUDENT LEARING OUTCOMES: At the completion of this course, the student will be able to:
1. To demonstrate knowledge of research terminology and research tools.
2. To understand the research process, from conceptualization of the problem to the final product, in the form of a thesis/non-thesis research project.
3. To examine research methodologies; select one method and apply this method to a clearly defined problem.
4. To become familiar with research publications and be able to review research publications. To understand ethical and professional responsibilities in research.
5. To demonstrate the ability to apply research tools to a problem.

EVALUATION:

Mini Research Proposal (rough draft)	100
Mini Research Proposal (final draft)	100
Assignments	150
Research Proposal & Bibliography	150
TOTAL	***500***

GRADING SCALE:

450 - 500	A	
400 - 449	B	
350 - 399	C	
Below 350	Failure	(Below 70%)

PERFORMANCE STANDARDS:

Excused 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.

Verification of Absences: Students may be asked to verify their absences in order for them to be considered excused. Senate Rule 5.2.4.2 states that faculty have the right to request "appropriate verification" when students claim an excused absence because of illness or death in the family. Appropriate notification of absences due to university-related trips is required prior to the absence.

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 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.

To receive a grade in this course, you must sign a form that will be passed around in class indicating that you have read the syllabus in its entirety, understand the assignments, and the basis which grades are determined.

Emergency Safety: "If an emergency arises in this classroom, building or vicinity, your instructor will advise you of actions to follow to enhance your safety. If a situation requires emergency shelter (i.e., during a severe weather event), the nearest shelter location is <insert location here>. If building evacuation occurs (i.e., fire alarm), follow posted evacuation routes and assemble at <insert the evacuation location> so the instructor can help ensure their students have evacuated the building safely and they are not hindering emergency personnel access to the building. If you may require assistance during an emergency, notify the instructor at the beginning of the semester. In order to prepare for emergencies while on campus please continue to the below links for detailed emergency response guidelines: the UK Division of Crisis Management & Preparedness website (http://www.uky.edu/EM/emergency-response-guide.html) and the College of Agriculture, Food and Environment (http://www.ca.uky.edu/). To receive emergency messages, sign up for UK Alert (http://www.uky.edu/EM/UKAlert). Always turn cellular phones to silent mode when entering the classroom. If you observe or receive an emergency alert, immediately and calmly inform your instructor."

RTM 600
FALL 2015   **TENTATIVE SCHEDULE**
DR. EASTER

Week	_Date_	_Topic_	_Assignment_

PART I - INTRODUCTION TO RESEARCH & RESEARCH REPORTS

| 1 | 8/27 | Introduction & Class Requirements | Handouts |

2	9/3	What is Research? (definition of research)	Kumar Ch 1
		Research: a way of thinking	Kumar Ch 1
		Research in the real world	Gray Ch 1, 2 & 3
		Types of Research & Research Paradigms	Kumar Ch 1
		Basic (Pure) Research	
		Applied Research	
		Research Interest	*Worksheet*
		Review a Thesis or Non Thesis Research Project	*Worksheet*

3	9/10	What is a Thesis?	Handouts
		Research Interest	*Assignment*
	Due		
		Review a Thesis or Research Project	*Worksheet*
		Due	
		Interview of Departmental Faculty	*Assignment*

PART II - FOCUSING ON THE RESEARCH PROCESS

4	9/17	The Research Process	Kumar Ch 2
		Identify a Research Topic – "Thinking About It" Stage	Gray Ch 3
			Keah Step 1
		Interview of Departmental Faculty	*Assignment*
	Due		
		Identification of a Research Topic	*Worksheet*

5	9/24	The Problem: The Heart of the Research Process	Kumar Ch 4
		Identification of a Research Topic	
	Worksheet Due		
		My Research Problem	*Worksheet*

6	10/1	The Literature Review – Preliminary Search	Keach Step 2 & 3
		Searching, Reviewing & Using the Literature	Gray Ch 5
			Kumar Ch 3
		Note Taking & Managing Information	Keach Step
		4,5 & 6	
		My Research Problem	*Assignment*
	Due		

		Library Searching for Research Topics & Literature	*Assignment*
7	10/8	Library Research	Library
		Tools of Research	Handout
		Electronic Literature Searching	Librarian
		Library Searching for Research Topics & Literature	*Assignment Due*
		Analyzing a Research Article	*Assignment*
8	10/15	Overview of the Research Proposal	Keach Step 7
		Stating the Hypothesis and/or Research Questions	Kumar Ch 6
		Terms, Assumptions & Limitations	
		Analyzing a Research Article	*Assignment*
Due			
		Introduction – Problem, Questions & Hypothesis	*Worksheet*
9	10/22	**EXAM #1 – MIDTERM**	**11:00-12:30**

PART III – RESEARCH DESIGN & METHODOLOGY

		The Research Design – Quantitative & Qualitative	Gray Ch 6, 7 & 8
			Kumar Ch 7 & 8
		Research Methodology	*Worksheet*
		Developing my Proposal	*Worksheet*

PART IV - QUANTITATIVE RESEARCH METHODOLOGIES

10	10/29	Methodologies – Quantitative Designs	Kumar Ch 18
		Experimental Research Designs	Gray Ch 6
		Descriptive Research Designs	Gray Ch 9

PART V - QUALITATIVE RESEARCH METHODOLOGIES

11	11/5	Qualitative Research Designs	Gray Ch 7
		Case Studies	Gray Ch 10
		Historical Research	

PART VI – INSTURMENTS & DATA COLLECTION METHODS

12	11/12	Instruments for Data Collection: Questionnaires,	Kumar Ch 9 & 10
		Interviews & Observations	Gray Ch 13, 14 & 15
		Selecting a Population & Sample	Kumar Ch 12
		Research Data Treatments & Statistical Techniques	Gray Ch 17 &
18			
		Research Methodology	*Assignment*
			Due
		Developing my Proposal	*Assignment*

PART VII – WRITING A RESEARCH PROPOSAL

13	**11/19**	**Mini Proposal Rough Draft**	**11 – 12:30**
		Preparing the Research Proposal	Gray 19
		Writing the Research Proposal	Kumar Ch 13
		The Rough Draft	Keach Step 8
14	**11/26**	**THANKSGIVING HOLIDAY**	**No Class**
15	**12/3**	Preparing for Research Presentations	Gray Ch 20
		Editing the Research Proposal	*Keach Step 9& 10*
			Assignment
16	**12/10**	*Informal Discussion of Proposals*	*Classtime*
17	**12/17**	**Mini Proposal Final Due**	**@ 12:00 noon**