1. General Information

1a. Submitted by the College of: ARTS &SCIENCES

   Date Submitted: 3/14/2015

1b. Department/Division: Statistics

1c. Contact Person

   Name: Dr. Constance Wood

   Email: cwood@uky.edu

   Phone: 257-6115

   Responsible Faculty ID (if different from Contact)

   Name:

   Email:

   Phone:

1d. Requested Effective Date: Specific Term/Year [1]   Fall/2016

1e. Should this course be a UK Core Course?   No

2. Designation and Description of Proposed Course

2a. Will this course also be offered through Distance Learning?: Yes [4]

2b. Prefix and Number: STA 652

2c. Full Title: Advanced Statistical Modeling

2d. Transcript Title: Advanced Statistical Modeling

2e. Cross-listing:

2f. Meeting Patterns

   LECTURE: 3

2g. Grading System: Letter (A, B, C, etc.)

2h. Number of credit hours: 3

2i. Is this course repeatable for additional credit?   No

   If Yes: Maximum number of credit hours:

   If Yes: Will this course allow multiple registrations during the same semester?

2j. Course Description for Bulletin: This course aims to teach students to use advanced statistical modeling techniques and to interpret the results in context. Specifically, the statistical methods covered include general linear models and linear mixed models, semiparametric regression, nonlinear models, mixed models in ANOVA, generalized linear models, ridge regression, and repeated measures experiments.

2k. Prerequisites, if any: STA 649 and graduate status in Master of Applied Statistics

2l. Supplementary Teaching Component:

3. Will this course taught off campus?   No

   If YES, enter the off campus address:

4. Frequency of Course Offering: Spring,

   Will the course be offered every year?:   Yes

   If No, explain:

5. Are facilities and personnel necessary for the proposed new course available?:   Yes

   If No, explain:

6. What enrollment (per section per semester) may reasonably be expected?:   20

7. Anticipated Student Demand

   Will this course serve students primarily within the degree program?:   Yes

   Will it be of interest to a significant number of students outside the degree pgm?:   No

   If Yes, explain:

8. Check the category most applicable to this course: Relatively New -- Now Being Widely Established,

   If No, explain:

9. Course Relationship to Program(s).

   a. Is this course part of a proposed new program?:   Yes

   If YES, name the proposed new program: Master of Applied Statistics

   b. Will this course be a new requirement for ANY program?:   No

   If YES, list affected programs:

10. Information to be Placed on Syllabus.

   a. Is the course 400G or 500?:   No

   b. The syllabus, including course description, student learning outcomes, and grading policies (and 400G-/500-level grading differentiation if applicable, from **10.a** above) are attached: Yes

Distance Learning Form

Instructor Name: Dr. Constance Wood

Instructor Email: cwood@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?   The structure of the course is designed to include key elements of face-to-face classroom interaction while at the same time providing a range of flexibility associated with the structures of online education and distance learning. Highlights include: •Providing ways for students to access direct feedback to questions either through discussion groups or through weekly virtual "Meetings with the Expert." In these meetings (voice and chat synchronous, video asynchronous) students will have an opportunity to meet with the course instructors via Adobe Connect, Skype, or the best, similar method. We are currently testing alternatives. •Lectures that will be presented using the University's new lightboard. This creates a environment that is very similar to that in the classroom. •A clear weekly schedule with well-defined assignments and projects. •Periodic assessments with timely feedback.

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.   See answer above. This course: •Provides ways for students to access direct feedback to questions either through discussion groups or through weekly virtual "Meetings with the Expert." •Contains a balanced mix of course-related recorded media. This will primarily include recorded lightboard presentations, voice-over presentations, and short animations. All such media is intended to create an environment that is very similar to that in the classroom. •Will always be a clear weekly schedule with well-defined assignments and projects. •Requires periodic assessments with timely feedback.

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 nature of many of the assignments in the class is not really very conducive to plagiarism and a number of simple steps will help insure the integrity of the work. When objective assessments are used students will be required to use a lockdown browser. In general students may be asked to digitally sign a statement that then have neither given nor received inappropriate help on the assignment. In addition, the instructor may elect to have some answers submitted via video. We have used this technique in other of our online courses and it helps tremendously as a periodic check on how much the student really knows about the topics at hand. In addition, since this is an online course it would be very difficult for students to copy from one another. The course follows the standard UK policies for academic offenses which are spelled out in the syllabus.

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?   Yes

If yes, which percentage, and which program(s)?   Master of Applied Statistics (100%)

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?   All students in this course will have access to UKIT and the Distance Learning Library and the contact information is available in the syllabus. The instructor of the course will hold regular weekly contact hours ("Meet the Expert") and the students can access the instructional team in a variety of ways. Moreover the instructional team will respond to all emails within 24 hours.

6.How do course requirements ensure that students make appropriate use of learning resources?   The course is set up to require a combination of reading, mathematical, communication and computing skills. Over the duration of this course, assignments will require students to utilize all of these learning resources to successfully complete them.

3

7.Please explain specifically how access is provided to laboratories, facilities, and equipment appropriate to the course or program.   The computer hardware required to complete this course is standard equipment and common for most graduate students or professional. The software required is either open source software (meaning it is free to use and widely available), or available for free download for any registered U.K. student. Both the hardware and software requirements are clearly specified in the syllabus. There are special arrangements needed for using SAS on a Mac, but these will be communicated to affected students well in advance.

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 course syllabus provides contact information for the Information Technology Customer Service Center to assist with the delivery and receipt of the course via the Canvas LMS, which is expected to be the official LMS for U.K. by the time the program starts. During the course we will also instruct students on other means of troubleshooting technical problems (course discussion groups, installation of R, etc.) that arise as part of their assignments.

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.   Not applicable

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: Dr. Constance Wood

SIGNATURE|ASTRO11|Arnold J Stromberg|STA 652 NEW Dept Review|20150313

SIGNATURE|ACSI222|Anna C Harmon|STA 652 NEW College Review|20150421·

SIGNATURE|ZNNIKO0|Roshan Nikou|STA 652 NEW Graduate Council Review|20150508

New Course Form

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

Open in full window to print or save

Generate R

Attachments:

Browse...   Upload File

	ID	Attachment
Delete	4637	STA 652 Syllabus.pdf

First 1 Last

(*denotes required fields)

1. **General Information**

   a. * Submitted by the College of: ARTS & SCIENCES   Submission Date: 3/14/2015

   b. * Department/Division: Statistics

   c.
   * Contact Person Name: Dr. Constance Wood   Email: cwood@uky.edu   Phone: 257-6115
   * Responsible Faculty ID (if different from Contact)   Email: Phone:

   d. * Requested Effective Date: ○ Semester following approval OR ◉ Specific Term/Year ⊥ Fall/2016

   e.
   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

2. **Designation and Description of Proposed Course.**

   a. * Will this course also be offered through Distance Learning? ◉ Yes ⊥ ○ No

   b. * Prefix and Number: STA 652

   c. * Full Title: Advanced Statistical Modeling

   d. Transcript Title (if full title is more than 40 characters): Advanced Statistical Modeling

   e. To be Cross-Listed [2] with (Prefix and Number):

   f. * 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.

3	Lecture		Laboratory[1]		Recitation		Discussion
	Indep. Study		Clinical		Colloquium		Practicum
	Research		Residency		Seminar		Studio
	Other	If Other, Please explain:					

   g. * Identify a grading system:
   ◉ Letter (A, B, C, etc.)
   ○ Pass/Fail
   ○ Medicine Numeric Grade (Non-medical students will receive a letter grade)
   ○ Graduate School Grade Scale

   h. * Number of credits: 3

   i. * Is this course 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

j. * Course Description for Bulletin:

This course aims to teach students to use advanced statistical modeling techniques and to interpret the results in context. Specifically, the statistical methods covered include general linear models and linear mixed models, semiparametric regression, nonlinear models, mixed models in ANOVA, generalized linear models, ridge regression, and repeated measures experiments.

k. Prerequisites, if any:

STA 649 and graduate status in Master of Applied Statistics

l. Supplementary teaching component, if any: ○ Community-Based Experience ○ Service Learning ○ Both

3. * Will this course be taught off campus?   ○ Yes ◉ No

If YES, enter the off campus address:

4. Frequency of Course Offering.

a. * Course will be offered (check all that apply):   ☑ Fall   ☑ Spring   ☐ Summer   ☐ Winter

b. * Will the course be offered every year?   ◉ Yes ○ No

If No, explain:

5. * Are facilities and personnel necessary for the proposed new course available?   ◉ Yes ○ No

If No, explain:

6. * What enrollment (per section per semester) may reasonably be expected?   20

7. Anticipated Student Demand.

a. * Will this course serve students primarily within the degree program?   ◉ Yes ○ No

b. * Will it be of interest to a significant number of students outside the degree pgm?   ○ Yes ◉ No

If YES, explain:

8. * Check the category most applicable to this course:

☐ Traditional – Offered in Corresponding Departments at Universities Elsewhere
☑ Relatively New – Now Being Widely Established
☐ Not Yet Found in Many (or Any) Other Universities

9. Course Relationship to Program(s).

a. * Is this course part of a proposed new program?   ◉ Yes ○ No

If YES, name the proposed new program:

Master of Applied Statistics

b. * Will this course be a new requirement [1] for ANY program?   ○ Yes ◉ No

If YES [1], list affected programs::

10. Information to be Placed on Syllabus.

a. * Is the course 400G or 500?   ○ Yes ◉ No

If YES, the *differentiation for undergraduate and graduate students must be included* in the information required in **10.b.** You must include: (i) identification of add assignments by the graduate students; and/or (ii) establishment of different grading criteria in the course for graduate students. (See SR 3.1.4.)

b. ☑ * The syllabus, including course description, student learning outcomes, and grading policies (and 400G-/500-level grading differentiation if applicable, from **10** attached.

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 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 fo 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 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 requiremen 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 expe students utilizing DL (available at http://www.uky.edu/USC/New/forms.htm).

Course Number and Prefix:	STA 652	Date:	3/9/2015
Instructor Name:	Dr. Constance Wood	Instructor Email:	cwood@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 University Syllabus Guidelines, specifically the Distance Learning Considerations?

   The structure of the course is designed to include key elements of face-to-face classroom interaction while at the same time providing a range of flexibility associated with the structures of online education and distance

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, a of student learning outcomes, etc.

   See answer above. This course:
   * Provides ways for students to access direct feedback to questions either through discussion groups or

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; academ policy; etc.

   The nature of many of the assignments in the class is not really very conducive to plagiarism and a number of simple steps will help insure the integrity of the work. When objective assessments are used students will be

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 f as defined above?

   Yes

   Which percentage, and which program(s)?

   Master of Applied Statistics (100%)

   *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 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 settin

   All students in this course will have access to UKIT and the Distance Learning Library and the contact information is available in the syllabus. The instructor of the course will hold regular weekly contact hours ("Meet the

Library and Learning Resources

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

   The course is set up to require a combination of reading, mathematical, communication and computing skills. Over the duration of this course, assignments will require students to utilize all of these learning resources to

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

   The computer hardware required to complete this course is standard equipment and common for most graduate students or professional. The software required is either open source software (meaning it is free to use and widely

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

   The course syllabus provides contact information for the Information Technology Customer Service Center to assist with the delivery and receipt of the course via the Canvas LMS, which is expected to be the official LMS for U.K.

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 techn

   Not applicable

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 Resour
  The Center will require current disability documentation. When accommodations are approved, the Center will provide me with a Letter of Accommodation
  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:

   Dr. Constance Wood

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

Revised 8/09

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

[2] The chair of the cross-listing department must sign off on the Signature Routing Log.

[3] In general, undergraduate courses are developed on the principle that one semester hour of credit represents one hour of classroom meeting per week for a semester, exclusive of any laboratory meeting. La
meeting, generally, represents at least two hours per week for a semester for one credit hour. (from SR 5.2.1)

[4] You must also submit the Distance Learning Form in order for the proposed course to be considered for DL delivery.

[5] In order to change a program, a program change form must also be submitted.

Rev 8/09

Syllabus for Statistics 652:
Advanced Statistical Modeling (3 credit hours)

Instructor: Constance L. Wood
Office Phone: +1 (859) 257-1208
Email: cwood@email.uky.edu
Discussion Boards: All content-related questions about the course – including homework questions – must be posted on the discussion boards. More information is provided below.
Visual Office Hours: Mon/Wed/Fri, 11 am to 12 pm, EST and by appointment
The instructor will be available on Google Hangout during the office hours listed above. You may also contact the instructor by phone during office hours. Outside of office hours, please contact the instructor by email only. The instructor will answer emails received within one University of Kentucky-defined business day EST of receiving them.

Course Website: TBD

Course Description: This course aims to teach students to use advanced statistical modeling techniques and to interpret the results in context. Specifically, the statistical methods covered include general linear models and linear mixed models, semiparametric regression, nonlinear models, mixed models in ANOVA, generalized linear models, ridge regression, and repeated measures experiments.

Prerequisite: STA 649 and graduate status in Master of Applied Statistics

Reference Text: *SAS for Mixed Models* by Stroup, Wolfinger, Ramon C. Littell, Schabenberger and Milliken (2006)

Software: This course will use the SAS and the freeware R.

Student Learning Outcomes: The central goal of this course is to acquire experience using advanced regression models. Specifically, after successful completion of this course, students will be able to:

1. Design mixed model experiments.
2. Perform ANOVA for mixed models using PROC MIXED, PROC GLM, and PROC GLIMMIX.
3. Fit nonlinear and semiparametric models.
4. Run and interpret the results of PROC MIXED, PROC GLM, and PROC GLIMMIX for repeated measures experiments.
5. Design and analyze experiments including both random and fixed factors.

Course Modules (Course Content): Specific course modules to aid students in achieving the course goals include the following.

Module	Theme	Specific Topics
1	Linear Models	- Least Squares Estimators - Projection Matrices - Geometric Interpretation of Least Squares - Quadratic Forms and Cochran's Theorem

2	Goodness of Fit	• Measures of Fit: AIC and BIC • Testing for Lack of Fit
3	Nonlinear Models	• Fitting Nonlinear Models in SAS and R • Maximization Methods • Asymptotic Variance and Covariance
4	Semiparametric Regression	• Linear spaces of functions • Natural cubic splines • Penalized regression • B-splines and T-splines
5	Fixed and Random Effects	• ANOVA • Expected Mean Squares and Testing • Standard Errors of a Means and Contrasts
6	Ridge Regression	• Multicollinearity • Biased Estimation vs Standard Errors • Ridge plots
7	Generalized Linear Mixed Models	• Generalized Linear Models • Models for non-Gaussian distributions • Link functions
8	Repeated Measures Experiments	• Analyzing multivariate responses • Choosing a covariance structure • Relationship to Split-Plot Designs

Final Grade: Your final course grade will be based on the following weighting of assessment components:

> Constructive Class Participation (Face Time and Discussion Board): 10%
> Homework: 40%
> Midterm Exam: 25%
> Final Exam: 25%

Grading Scale: Grades will be assigned according this scale, with course components weighted as above.

> At least an A: 90-100
> At least a B: 80-89
> At least a C: 70-79
> At least an E: 0-69

Homework Assignments: This course requires submission of at least one homework assignment for each module. We are primarily interested in being able to assess students' understanding of the course content, but we intend to challenge and increase students' presentation skills at the same time. To that end, students will need to be prepared to submit homework in a variety of ways. Some assignments may require professional formatting, while others may require scanning to pdfs, or submission as videos. Details will be explained well in advance of due dates.

Constructive Class Participation: Constructive participation is expected of all students in the course. Each student is responsible for submitting assignments and simulation study results by their respective deadlines. Online discussion of assimilated class results is an imperative interactive component of this course. During such discussions, students are expected to interact in a timely and professional manner in order to make constructive contributions to collaborations with their classmates.

Academic Integrity: The Department of Statistics, the College of Arts and Sciences, and the University of Kentucky expect academically honest behavior. Refer to the University of Kentucky Student Rights and Responsibilities document at: www.uky.edu/StudentAffairs/Code/part2.html.

Disabilities: If you have a documented disability that requires academic accommodations, please contact the course instructor as soon as possible during scheduled office hours. In order to receive accommodations in this course, you must provide the instructor with a *Letter of Accommodation* from the Disability Resource Center (Jake Karnes, Director, 859-257-2754, jkarnes@email.uky.edu) for coordination of campus disability services available to students with disabilities.

Syllabus Changes: This syllabus is subject to change. Any such changes will be announced online.

Tentative and Approximate Schedule of Course Modules: Each module will be covered in approximately two weeks with the exception of modules 2, 3, 4, 8, and 9, which will only require one week.

Exams: There will be two exams: a midterm and a final exam. The exams will each require students to perform task(s) in SAS and R, assimilate results, and communicate the results of the task via graphical displays and/or a written report. These exams will be uploaded to the Canvas learning management system. Exams will be provided to students 48 hours prior to the submission deadline.

Minimal Technology Requirements: This course is an online course and content, assignments and interactions rely on all students having computer hardware and software. While these are available on computers in student computer labs on UK's campus, most students will not be physically present and are responsible for gaining access themselves.

Hardware
- Computer, a newer model with a recent operating system and a hard drive with at least 2-5 GB of free space (more can be useful).
- Webcam and a headset/microphone for online interaction
- A broadband internet connection

Students are responsible for ensuring that their computer is smoothly operating (virus free, OS updates, etc.).

Software
1. PDF reader, such as Adobe Acrobat Reader
2. Microsoft Office (Excel, Word, PowerPoint P available free through UK,

https://download.uky.edu/)
3. R and SAS (available free through UK, https://download.uky.edu/)
4. Video Media player such as Windows Media Player, or Apple Quick Time
5. An Internet Browser supporting HTML 5, we recommend Chrome

In addition, as part of this course students will be expected to install various software programs, device drivers, etc. More specific instructions will be provided as part of the course.

Tests

- **Check Your Computer** (https://www.whatismybrowser.com/) a quick test to see what browser version you are using, whether or not you have Java and JavaScript enabled, your version of Flash player, and several other items.
- **Speed Test** (http://www.speedtest.net/) Use this site to check what download speed you are getting. For videos to play, you need at least a 1 Mbps download speed. If higher, you will have less possibility of the videos having to stop and wait for more of the video to download.

Special Resources for Online Students: See UK's Distance Learning Webpage for a complete listing of services and contacts. http://www.uky.edu/DistanceLearning/ or call (859) 257-3377 or email distancelearn@lsv.uky.edu. Additional material will be distributed on online services from UK will be distributed as appropriate.

Distance Learning Library Services
The goal of Distance Learning Library Services is to provide access to information resources for the students who take classes through the Distance Learning Programs. Services include:

- Access to the University's circulating collections
- Document Delivery & Interlibrary Loan
- Research Assistance

Information on Distance Learning Library Services:
http://www.uky.edu/DistanceLearning/current/DLLS/

DL Librarian: Carla Cantagallo

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

Information Technology Customer Service Center & Distance Learning Programs
UKIT http://www.uky.edu/UKIT/ provides technical support to University of Kentucky students.

If students are having difficulty with UK-related systems, (http://www.uky.edu/UKIT/Help/; 859-218-HELP).

Canvas Learning Management System
This course uses the Canvas Learning Management System or LMS. The course online system is available via Canvas at https://uk.instructure.com/ . Use your LinkBlue account to login and you will see this course under the courses menu   (top of the page towards the left). This course - https://uk.instructure.com/courses/1096339 offers an orientation to Canvas and the Help button in the top right corner provides quick access to the guides, ask the community and the phone number for 24/7 support. Course materials (syllabus, readings, assignments, discussions, exams, etc.) will all be posted here and you are responsible for any changes in assignments, readings and due dates posted on the course blog.

Other Technical Complaints
If the student is having difficulty with their own computer or software, they will be responsible for resolving these as soon as possible.

Attendance and Completion of Assignments
The student is expected to carry out all required work including participating on Discussion Boards, and to take all examinations at the time designated by the instructor.

Excused absences in excess of one-fifth of class contact hours (SR 5.2.4.2 http://www.uky.edu/Faculty/Senate/rules_regulations/Rules%20Versions/MASTER%20RULES%20from%20September%202014_clean.docx) will result in a Withdrawal from the course.

Excused Absences and Make-up Opportunities
A student will not be penalized for excused absences. Excused absences are defined in SR 5.2.4.2 and include, but are not limited to the following. Significant illness or the death of a member of the student's household (permanent or campus) or immediate family, The Instructor has the right to request appropriate verification. Excused absences include Major Religious Holidays. Students are responsible for notifying the Instructor of Record **in writing** of anticipated absences due to their observance of such holidays.

Students missing any graded work due to an excused absence bear the responsibility of informing the Instructor about their excused absence within one week following the period of the excused absence (except where prior notification is required), and of making up the missed work. The Instructor will give the student an opportunity to make up the work and/or the exams missed due to an excused absence, and will do so, if feasible, during the semester in which the absence occurred.

Final Exam: TBD