

1. General Information

1a. Submitted by the College of: FINE ARTS

Date Submitted: 5/17/2013

1b. Department/Division: Fine Arts - Theatre Arts

1c. Contact Person

Name: Geri Maschio

Email: g.maschio@uky.edu

Phone: 7-8201

Responsible Faculty ID (if different from Contact)

Name:

Email:

Phone:

1d. Requested Effective Date: Semester following approval

1e. Should this course be a UK Core Course? Yes

Inquiry - Humanities

2. Designation and Description of Proposed Course

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

2b. Prefix and Number: TA 388 001

2c. Full Title: History of the American Musical

2d. Transcript Title:

2e. Cross-listing:

2f. Meeting Patterns

OTHER: 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?

RECEIVED

MAY 16 20/3

OFFICE OF THE SENATE COUNCIL



New Course Report

- 2j. Course Description for Bulletin: Beginning with the 1866 production of The Black Crook, the American Musical has appealed to audiences of every type. This course examines the history and development of the musical and analyzes the various types and styles of musical productions, including musicals that have been made into films. Particular attention is paid to investigating the musical as a manifestation of social, political, cultural values and norms.
- 2k. Prerequisites, if any: none
- 21. Supplementary Teaching Component:
- 3. Will this course taught off campus? Yes

If YES, enter the off campus address: Distance Learning

4. Frequency of Course Offering: Summer,

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?: 30
- 7. Anticipated Student Demand

Will this course serve students primarily within the degree program?: No

Will it be of interest to a significant number of students outside the degree pgm?: Yes

If Yes, explain: [var7InterestExplain]

8. Check the category most applicable to this course: Traditional – Offered in Corresponding Departments at Universities Elsewhere,

If No, explain:

- 9. Course Relationship to Program(s).
 - a. Is this course part of a proposed new program?: No

If YES, name the proposed new program:

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



New Course Report

Instructor Name: Maschio

Instructor Email: g.maschio@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? In addition to regular assignments, the course requires 5 discussion forums through which the students and instructor will interact. Syllabus conforms to Senate guidelines.

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.

Participation/discussion, written assignments, and tests are required. There are videos and other visual material as well as written material required for each session. Instructor will be available for virtual office hours. IT information contained in syllabus.

- 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. Assignments will be uploaded into Blackboard, which is protected. Academic offense policy clearly stated in 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? 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? Information is provided to students about resources.
- 6. How do course requirements ensure that students make appropriate use of learning resources? Library resources provided; Blackboard use of films on demand and other uploaded visual and written resources.
- 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/)? Syllabus provides information on technology issues and resources.
- 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. Students will access visual and written material via Blackboard as well as respond to questions through Bb discussio boards. Instructor will have virtual office hours. Information on IT assistance is contained in the syllabus.

10. Does the syllabus contain all the required components? YES



New Course Report

11.I, the instructor of record, have read and understood all of the university-level statements regarding DL.

Instructor Name: Geri Maschio

SIGNATURE|NCJONE0|Nancy C Jones|Dept approval for ZCOURSE_NEW TA 388 001|20130115

SIGNATURE|GMASC1|Geraldine Maschio|College approval for ZCOURSE_NEW TA 388 001|20130115

SIGNATURE|WF-BATCH|Batch User|Subworkflow for GenEd Expert review|20130125

SIGNATURE|JALLISO|Jonathan M Allison|UKCEC Expert review ZCOURSE_NEW TA 388 001|20130125

SIGNATURE|JMETT2|Joanie Ett-Mims|UKCore approval for ZCOURSE_NEW TA 388 001|20130418

SIGNATURE|JMETT2|Joanie Ett-Mims|Undergrad Council approval for ZCOURSE_NEW TA 388 001|20130510

Course Review Form Intellectual Inquiry in the Humanities

Course: TA 388DL

Reviewer Recommendation Accept Revisions Needed

Using the course syllabus as a reference, identify when and how the following learning outcomes are addressed in the course. Since learning outcomes will likely be addressed multiple ways within the same syllabus, please identify a representative example (or examples) for each outcome.

Activities that enable students to demonstrate their ability to present and critically evaluate competing interpretations through written and oral analysis and argumentation.

Example(s) from syllabus:

Analysis assignment: compare/contrast film and stage productions

Brief Description:

Assignment requires students to study a stage musical and its film adaptation and compare and contrast them, using appropriate terminology, concepts, etc.

Activities that enable students to demonstrate their ability to distinguish different artistic, literary, philosophical, religious, linguistic, and historical schools or periods according to the varying approaches and viewpoints characterized therein.

Example(s) from syllabus:

Analysis assignment: cultural significance

Brief Description:

Assignment requires students to investigate a musical and its historical period as well as important cultural, social trends to determine its cultural significance.

Activities that enable students to demonstrate their ability to identify the values and presuppositions that underlie the world-views of different cultures and peoples, as well as one's own culture, over time through the analysis and interpretation of at least one of the following: works of art, literature, folklore, film, philosophy and religion, language systems or historical narratives (or the primary sources of historical research).

Example(s) from syllabus:

Analysis assignments

Brief Description:

Analysis of a musical's cultural significance, based on research into specific time periods (in relevant countries), significant historical events that inform the musical and other important social/cultural trends of the period.

Activities that enable students to demonstrate disciplinary literacy (vocabulary, concepts, methodology) in written work, oral presentations, and classroom discussions.

Example(s) from syllabus:

Test

Brief Description:

Test will cover terminology, concepts, and other "technical" elements.

An assignment that enables students to demonstrate their ability to conduct a sustained piece of analysis of some work of art, literature, folklore (or popular culture), film (or other digital media), philosophy, religion, language system, or historical event or existing historical narrative that makes use of logical argument, coherent theses, and evidence of that discipline, with use of library sources when applicable, demonstrating appropriate information literacy in a particular discipline of the humanities (i.e. identifying appropriate sources, accessing them and assessing their value). This assignment will be used for program-level assessment.

Example(s) from syllabus: Analysis assignments

Brief Description:

Analysis of a musical(s) according to form and style, demonstrating understanding and application of key musical theatre concepts and terminology relative to form, style, genre, etc.

Information literacy component: Analysis Assignments

Analysis of a musical(s) according to form and style, demonstrating understanding and application of key musical theatre concepts and terminology relative to form, style, genre, etc.

Analysis of a musical's cultural significance, based on research into specific time periods (in relevant countries), significant historical events that inform the musical and other important social/cultural trends of the period.

Reviewer's Comments:

-	1					
Courses	Request	Tracking				
		d.	New Course Form			
https://n	nyuk.uky.edu/s	sap/bc/soap/rfc?services=				
	Open in full	window to print or save			G	enerate
Att	tachments:					
		Browse	Upload File			
	ID	Attachment				
		88DL Humanities Form.pdf 88DL Syllabus.docx				
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Sel	ect saved pro	ject to retrieve		Get New		
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			(*denotes n	equired fields)		
	1. General Ir	nformation				
	a. * Sı	ubmitted by the College of: FINE AR	rts	Today's Date: 5/17/2013		
	b. * De	epartment/Division: Fine Arts - T	heatre Arts			
	c.					
		ontact Person Name:	Geri Maschio	.,	Phone: 7-8201	
		esponsible Faculty ID (if different from			Phone:	
		equested Effective Date: Semes	ster following approval OR OSpecific	Term/Year -		
	e. Sho	uld this course be a UK Core Course?	• Yes O No			
	If Y	ES, check the areas that apply:				
		Inquiry - Arts & Creativity	Composition & Communications -	п		
	·	Inquiry - Humanities	Quantitative Foundations			
		Inquiry - Nat/Math/Phys Sci	Statistical Inferential Reasoning			
			-			
		Inquiry - Social Sciences	U.S. Citizenship, Community, Div	ersity		
		Composition & Communications - I	Global Dynamics			
	2. Designatio	on and Description of Proposed Co	urse.			
	a. * W	ill this course also be offered through	Distance Learning? • Yes • No			
	b. * Pr	efix and Number: TA 388 001				
	c. * Fu	II Title: History of the American	Musical			
	d. Tran	script Title (if full title is more than 40	0 characters):			7
	e. To b	e Cross-Listed ² with (Prefix and Num	iber):			
	f. * Co		one of the meeting patterns below. Incl			
		Lecture Indep. Study	Laboratory ¹ Clinical	Recitation Colloquium	Discussion	
		Research	Residency	Seminar	Studio	
	3	Other	If Other, Please explain:	distance learning45 hrs	approx	
	g. * Id	entify a grading system:	(A, B, C, etc.) Pass/Fail Graduat	e School Grade Scale		
	h. * Nu	imber of credits: 3				
50	į * Te	this course repeatable for additional of	credit? Yes • No			
		S: Maximum number of credit hours:				
	If YE	S: Will this course allow multiple regi	strations during the same semester?	○ Yes ○ No		

k. Prerequisites, if any: none I. Supplementary teaching component, if any:	
I. 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: Distance Learning 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:	
3. * Will this course be taught off campus?	
3. * Will this course be taught off campus?	
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If YES, enter the off campus address: Distance Learning 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:	
 4. Frequency of Course Offering. a. * Course will be offered (check all that apply):	
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:	
b. * Will the course be offered every year? If No, explain: 5. * Are facilities and personnel necessary for the proposed new course available? If No, explain:	
If No, explain: 5. * Are facilities and personnel necessary for the proposed new course available? If No, explain:	
5. * Are facilities and personnel necessary for the proposed new course available? ① Yes ① No If No, explain:	
If No, explain:	
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? ① Yes ① No If YES, explain: Musicals are extremely popular as evidenced by the huge success of Les Miserables (stage. TV/concert ver recent film). UK's own production of Phantom of the Opera was sold out and added extra performances. The	sion, and course,
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:	*
b. * Will this course be a new requirement * for ANY program? Yes • No If YES *, 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) identife 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 applications). 	ication of add
Distance Learning Form	

Introduction/Definition: For the purposes of the Commission on Colleges Southern Association of Colleges and Schools accreditation review, distance learning is defined as a for 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 requirement 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 expestudents utilizing DL (available at http://www.uky.edu/USC/New/forms.htm).

	Course Number and Prefix:	TA 388	Date:	1/15/2013				
	Instructor Name:	Maschio	Instructor Email:	g.maschio@uky.edu				
1		best reflects how the majority of the course co		10				
		Internet/Web-based	Interactive Video	Hybrid 🗌				
urr	iculum and Instruction							
1.		le for timely and appropriate interaction betwe cally the Distance Learning Considerations?	en students and faculty and amon	g students? Does the course syllabus conform to University S				
		lar assignments, the course requabus conforms to Senate guidelin		through which the students and instructor				
2.	How do you ensure that the student learning outcomes,		that of a classroom-based student	's experience? Aspects to explore: textbooks, course goals, as				
				re are videos and other visual material as lable for virtual office hours. IT				
3.	policy; etc.			ortals, proctors for exams at interactive video sites; academic				
	Assignments will be	uploaded into Blackboard, which	is protected. Academic	offense policy clearly stated in syllabus.				
4.	Will offering this course via defined above?	DL result in at least 25% or at least 50%* (ba	sed on total credit hours required	for completion) of a degree program being offered via any for				
		(32)						
	If yes, which percentage, ar N/A	nd which program(s)?						
		*As a general rule, if approval of a course for DL delivery results in 50% or more of a program being delivered through DL, the effective date of the course's DL delivery months from the date of approval.						
5.		e course via DL assured of equivalent access to fided to students about resources		of a student taking the class in a traditional classroom setting?				
ihe	ary and Learning Resour	cac						
Die	ary and Learning Resour			6				
6.		s ensure that students make appropriate use o provided; Blackboard use of films		oaded visual and written resources.				
7.	Please explain specifically ho	ow access is provided to laboratories, facilities,	and equipment appropriate to the	e course or program.				
tud	lent Services							
8.	How are students informed	of procedures for resolving technical complaint	s? Does the syllabus list the entiti	es available to offer technical help with the delivery and/or re				
		tion Technology Customer Service Center (http:// nformation on technology issues						
٥	Will the course be delivered	via services available through the Distance Le	arning Program (DLP) and the Aca	demic Technology Group (ATL)?				
	● Yes			3, 3, 4, 4, 4, 4, 4, 4, 4, 4, 4, 4, 4, 4, 4,				
	○ No							
	Students will acces	s visual and written material vi-	a Blackboard as well as	students will be provided with assistance in using said technol respond to questions through Bb discussio stance is contained in the syllabus.				
10.	Does the syllabus contain al	I the required components, below? Yes						
	 Instructor's virtual 	office hours, if any.		•				
	 The technological red 	quirements 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 resolvi	ing technical complaints.						
	Preferred method for	r reaching instructor, e.g. email, phone, text m	essage.					
	 Maximum timeframe 	for responding to student communications.						
	 Language pertaining 	academic accommodations:						
	■ "If you have a	a documented disability that requires academic	accommodations in this course, p	please make your request to the University Disability Resource				

recommended accommodations. Contact the Disability Resource Center, Jake Karnes, Director at 859-257-2754 or ikarnes@email.uky.edu."

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

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

Revised 8/09

- [11] 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.
- [33] 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

Submit as New Proposal Save Current Changes

TA 388 DL History of the American Musical

UK Core Humanities

Instructor: Office Address: Dr. G. Maschio

206a Fine Arts Bldg g.maschio@uky.edu (preferred

Email:

method of contact; please expect 1 day

turnaround time)

Office Phone:

257-8201

Office hours:

Monday and Wednesday

3 to 4 PM

Course Description:

Beginning with the 1866 production of The Black Crook, the American Musical has appealed to audiences of every type. This course examines the history and development of the musical and analyzes the various types and styles of musical productions, including musicals that have been made into films. Particular attention is paid to investigating the musical as a manifestation of social, political, cultural values and norms.

Student Learning Outcomes:

After completing this course, the student will be able to:

- 1. Describe the salient features of the musical using appropriate terminology
- 2. Assess musicals according to their form and style and medium (stage or film)
- 3. Set a musical within its specific time period and culture
- 4. Analyze musicals for their cultural/historical significance

Required Materials:

The Musical: A Look at the American Musical Theatre, Richard Kislan

CDs of musicals (see below for list)

Libretti (at http://libretto.Musical.ru/index.php?language=1) and on the nypl.org website listed in syllabus.

New York Times reviews

Selected blogs (noted in syllabus)

Subscription to Netflix or other means of watching films

There will be video selections available via Blackboard (Bb) as well as selected readings

Other Resources:

www.musicals101.com

www.americantheatrewing.org

www.playbill.com/index.php

www.nytheatre.com/index.htm

www.reallyuseful.com/rug

Tentative Schedule

- 1. Introduction & Class Intro (via Adobe Connect)
- 2. The Black Crook http://www.nypl.org/blog/2011/06/02/musical-month-black-crook Read NYT review
- 3. Operetta & the European model

http://www.nypl.org/blog/2012/06/01/naughty-marietta-production-history also video on Bb.

http://www.nypl.org/blog/2011/07/08/musical-month-florodora (blog only) Read NYT review

- 4. Development of "Broadway" & George M. Cohan http://www.nypl.org/blog/2012/08/01/musical-month-biography-george-m-cohan Bb video. Discussion Board.
- 5. The Ziegfeld Follies pre-war; Bb video (Read NYT reviews 1907-1931)
- 6. The Ziegfeld Follies post-war & imitators; Bb video
- 7. Williams and Walker: Bb video
- 8. "Black" Musicals of the 20s: *Shuffle Along.* Video and NYT reviews. http://www.nypl.org/blog/2012/02/10/musical-month-shuffle-along
- 9. Show Boat (read libretto, listen to CD & watch video; respond to questions).
- 10. Read NYT review Discussion Board.
- 11. Musicals of the 30s. Bb video.
- 12. Cole Porter, Rogers and Hart
- 13. Gershwins & Porgy and Bess. Listen to CD; Bb video. NYT reviews
- 14. The 40s & the Book Musical
- 15. Oklahoma! (Read, listen, watch). NYT reviews
- 16. South Pacific (Read; NYT review)
- 17. The 50s
- 18. West Side Story & Dance as Storytelling (read, listen, watch). NYT review
- 19. My Fair Lady (read, listen, watch), NYT review. Discussion Board.
- 20. The 60s
- 21. Cabaret (read, listen, watch). NYT review
- 22. Rock Musical: Hair, JC Superstar. Listen to Hair; NYT reviews
- 23. The Concept Musical & the 70s; Bb video.
- 24. Company: Bb video; Listen to CD; NYT reviews
- 25. Sondheim and the 80s: Bb video.
- 26. Sweeney Todd (read, listen, watch). NYT reviews
- 27. Sunday in the Park with George; Watch. NYT reviews. Discussion Board.
- 28. Mega Musicals & And the British Invasion; Bb video
- 29. Phantom of the Opera.Listen to CD; NYT reviews
- 30. Les Miserables Bb video. Listen to CD; NYT reviews
- 31. The Disneyfication of Broadway and the 90s
- 32. The Lion King; Bb video. NYT reviews. Discussion Board.
- 33. The New Century and Wicked; Listen to CD;. NYT review
- 34. The Business of Show Biz and wrap-up.

Course Assignments & Scale

Read and listen selected stage musicals and watch film versions.

Showboat, Oklahoma!, West Side Story, My Fair Lady, Cabaret, Sweeney Todd Watch Sunday in the Park with George; Listen to Phantom of the Opera, Les Miserables; The Lion King, Wicked, Porgy and Bess, Hair.

Respond to questions and discussions via Discussion Board postings, as indicated. 5 discussion board responses, each worth 10 pts for total of 50 pts.

View other video resources, as assigned.

Read articles and reviews of musicals

Complete 3 analysis assignments - 50 pts each for 150 total

2 Exams 50 pts each for 100 points total

TOTAL 300 pts [300-250 = A, 249-199 = B, 198-148 = C, 147-100 = D, 99-0 = E]

Summary Description of Course Assignments (specific details to follow) Exam—test of history, terminology, etc.

Analysis assignments (minimum 5 pages each)

- analysis of a musical(s) according to form and style, demonstrating understanding and application of key musical theatre concepts and terminology relative to form, style, genre, etc.
- 2. analysis of a musical's cultural significance, based on research into specific time periods (in relevant countries), significant historical events that inform the musical and other important social/cultural trends of the period.
- 3. compare/contrast film and stage productions of a musical, citing changes in plot, theme, tone, characters, etc., as well as discussing financial success and popular appeal.

Discussion Board Responses

Questions will be posted for discussion. Each student is required to respond to the question and to at least one other student response. Responses will be graded on their quality, not quantity. "Yes/no" responses are not acceptable, nor are long-winded ones. Students must consider the questions fully in their responses and discuss the ideas embedded in the questions and in the other student's response.

All course assignments will be completed on or uploaded to Blackboard by midnight of the date due.

Mid-term Grade

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

Course Policies:

Since this is an on-line course, it is expected that you have a reliable computer with a high-speed connection. If you use a laptop, do so only with a wired connection, <u>not</u> Wi Fi (the connection is not stable and can cause interruptions and lost work). Do not use an iPad.

Minimum Requirements:

Hardware	 1 GB RAM Headset with a microphone Webcam
Software	 The latest version of Java (<u>Available Here</u>) The latest version of Adobe Flash (<u>Available Here</u>) The latest version of Adobe Acrobat Reader (<u>Available Here</u>) Microsoft Office (Available free to students through http://download.uky.edu)
Internet Connection	1 MBPS Broadband Connection

Information about and training for **Adobe Connect** at: http://www.uky.edu/DistanceLearning/current/technology/adobeConnect.html

Submission of Assignments

Tests will be available for a limited amount of time (usually 48 hours. Each test will have a time limit (for example, tests are given a time limit of 50 minutes). If your internet "dies" or you accidentally close the window in which you are taking the exam, you will be able to enter them exam again (Blackboard should save your work automatically) as long as you are within the given time frame for the exam. Once the time limit is up, your test will be submitted automatically. Any attempts to enter the test after the time limit has expired will not be graded. If you experience technical difficulties, you must email me and UK IT immediately with an explanation and a "screen shot" of your work. Contact UK IT at helpdesk@uky.edu (859-218-4357).

ALL EXAMS MUST BE COMPLETED WITHIN THE GIVEN TIMEFRAME AND BY THE ASSIGNED DUE-DATE. PLEASE NOTE THAT QUIZZES AND TESTS WILL NOT BE ACCEPTED LATE WITHOUT PRIOR APPROVAL FROM THE INSTRUCTOR.

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.

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.

Distance Learning Information

All DL students receive Link Blue accounts and library card accounts the same as on campus students. The Link Blue user ID and password allows students remote access via proxy server to electronic library resources (databases, e-journals and eBooks). The library card account identifies DL students in the UK Library circulation system, for the purposes of borrowing UK Library materials and creating an Interlibrary Loan account (Illiad), for requesting items not held by the UK Library system. A DL student must first request a library card before creating their Illiad account:

Library Card Request Form: http://libraries.uky.edu/page.php?lweb_id=170

Illiad account creation and instructions:http://libraries.uky.edu/page.php?lweb_id=253

Distance Learning Librarian

If you have any questions or need assistance with DL Library Services, please contact the Distance Learning Librarian.

Carla Cantagallo

carla@uky.edu

2-2, North Wing, 2nd floor, Young Library 40506-0456 (859) 257-0500, ext. 2171

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 which details the recommended accommodations. Contact the Disability Resource Center, Jake Karnes, Director at 859-257-2754 or jkarnes@email.uky.edu