

RECEIVED

UNIVERSITY OF  
KENTUCKY

## Current Course Report

3/4/2013 11:08:13 AM

FEB 28 2013

OFFICE OF THE  
SENATE COUNCIL

### Course Information

Date Submitted: 3/4/2013

Current Prefix and Number: UK - University Wide , UK 101 - ACADEMIC ORIENTATION

Other Course:

Proposed Prefix and Number:

What type of change is being proposed?

Major Change

Should this course be a UK Core Course? No

### 1. General Information

a. Submitted by the College of: Undergraduate Education

b. Department/Division: University Wide

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: Becky Jordan

Email: rebecca.jordan@uky.edu

Phone: 257-6597

Responsible Faculty ID (if different from Contact)

Name: Benjamin C. Withers

Email: bwithers@uky.edu

Phone: 257-8450

f. Requested Effective Date

Semester Following Approval: No OR Effective Semester: Fall 2013

### 2. Designation and Description of Proposed Course

a. Current Distance Learning (DL) Status: N/A

b. Full Title: ACADEMIC ORIENTATION

Proposed Title: ACADEMIC ORIENTATION

c. Current Transcript Title: ACADEMIC ORIENTATION

Proposed Transcript Title:

Proposed to be taught off campus? No

If YES, enter the off campus address:

4. Are significant changes in content/student learning outcomes of the course being proposed? No

If YES, explain and offer brief rationale:

5a. Are there other depts. and/or pgms that could be affected by the proposed change? No

If YES, identify the depts. and/or pgms:

5b. Will modifying this course result in a new requirement of ANY program? No

If YES, list the program(s) here:

6. Check box if changed to 400G or 500: No

## Distance Learning Form

Instructor Name:

Instructor Email:

Internet/Web-based: No

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?

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.

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.

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?

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?

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

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

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/>)?

Courses	Request Tracking
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### Course Change Form

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

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

Generate F

Attachments:

Upload File

ID	Attachment
Delete 1146	Course change request memo December 2012.doc
Delete 1147	UK 101 example syllabus 2013 full semester.doc

First | 1 | Last

Select saved project to retrieve...  Get  New

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

Current Prefix and Number:		UK - University Wide UK 101 - ACADEMIC ORIENTATION	Proposed Prefix & Number:	
* What type of change is being proposed?		<input checked="" type="checkbox"/> Major Change <input type="checkbox"/> Major - Add Distance Learning Minor - change in number within the same hundred series, except 799 is the same "hundred series" <input type="checkbox"/> Minor - editorial change in course title or description which does no change in content or emphasis <input type="checkbox"/> Minor - a change in prerequisite(s) which does not imply a change course content or emphasis, or which is made necessary by the elimir significant alteration of the prerequisite(s) <input type="checkbox"/> Minor - a cross listing of a course as described above		
Should this course be a UK Core Course? <input type="radio"/> Yes <input checked="" type="radio"/> No				
If YES, check the areas that apply:				
<input type="checkbox"/> Inquiry - Arts & Creativity <input type="checkbox"/> Composition & Communications - II <input type="checkbox"/> Inquiry - Humanities <input type="checkbox"/> Quantitative Foundations <input type="checkbox"/> Inquiry - Nat/Math/Phys Sci <input type="checkbox"/> Statistical Inferential Reasoning <input type="checkbox"/> Inquiry - Social Sciences <input type="checkbox"/> U.S. Citizenship, Community, Diversity <input type="checkbox"/> Composition & Communications - I <input type="checkbox"/> Global Dynamics				
1. General Information				
a.	Submitted by the College of: Undergraduate Education		Today's Date: 3/4/2013	
b.	Department/Division: University Wide			
c.* Is there a change in "ownership" of the course?				
<input type="radio"/> Yes <input checked="" type="radio"/> No If YES, what college/department will offer the course instead? Select...				
e.* * Contact Person Name: Becky Jordan Email: rebecca.jordan@uky.edu Phone: 257-6597				
* Responsible Faculty ID (if different from Contact): Benjamin C. Withers Email: bwithers@uky.edu Phone: 257-8450				
f.* Requested Effective Date: <input type="checkbox"/> Semester Following Approval OR <input type="checkbox"/> Specific Term: <input checked="" type="checkbox"/> Fall 2013				
2. Designation and Description of Proposed Course.				
a. Current Distance Learning(DL) Status:		<input checked="" type="radio"/> N/A <input type="radio"/> Already approved for DL* <input type="radio"/> Please Add <input type="radio"/> 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 ) that the proposed change affect DL delivery.				
b. Full Title:		ACADEMIC ORIENTATION	Proposed Title: *	ACADEMIC ORIENTATION
c. Current Transcript Title (if full title is more than 40 characters):			ACADEMIC ORIENTATION	

c. Proposed Transcript Title (if full title is more than 40 characters):					
d. Current Cross-listing:	<input checked="" type="checkbox"/> N/A	OR	Currently <sup>3</sup> Cross-listed with (Prefix & Number):	none	
Proposed – ADD <sup>3</sup> Cross-listing (Prefix & Number):					
Proposed – REMOVE <sup>3,4</sup> Cross-listing (Prefix & Number):					
e. Courses must be described by at least one of the meeting patterns below. Include number of actual contact hours <sup>4</sup> for each meeting pattern					
Current:	Lecture 1	Laboratory <sup>5</sup>	Recitation	Discussion	Indep. Study
	Clinical	Colloquium	Practicum	Research	Residency
	Seminar	Studio	Other	Please explain:	
Proposed: *	Lecture 1 to 2 hours/week	Laboratory <sup>5</sup>	Recitation	Discussion	Indep. Study
	Clinical	Colloquium	Practicum	Research	Residency
	Seminar	Studio	Other	Please explain:	
f. Current Grading System:	ABC Letter Grade Scale				
Proposed Grading System:*	<input checked="" type="radio"/> Letter (A, B, C, etc.) <input type="radio"/> Pass/Fail <input type="radio"/> Medicine Numeric Grade (Non-medical students will receive a letter grade)				
g. Current number of credit hours:	1	Proposed number of credit hours:*	1-2		
h.* Currently, is this course repeatable for additional credit?					<input type="radio"/> Yes <input checked="" type="radio"/> No
* Proposed to be repeatable for additional credit?					<input type="radio"/> Yes <input checked="" type="radio"/> No
If YES:	Maximum number of credit hours:				
If YES:	Will this course allow multiple registrations during the same semester?				<input type="radio"/> Yes <input type="radio"/> No
i. Current Course Description for Bulletin:	<p>This course is designed to assist undergraduates in adjusting to the academic life of the University. Through lectures, discussions, exercises, and out-of-class assignments, UK 101 helps first-year students: articulate the purpose and nature of a college education at a research university; articulate UK's expectations of its students; gain an appreciation of the University's mission, history, and traditions; develop skills for achieving academic success such as study strategies and library research skills; increase awareness and use of campus resources; reflect on personal and social issues that first-year students often face in a college environment; become involved in the total life of the University; and form beneficial relationships with students, faculty, and staff.</p>				
* Proposed Course Description for Bulletin:	<p>This course is designed to assist undergraduates in adjusting to the academic life of the University. Through lectures, discussions, exercises, and out-of-class assignments, UK 101 helps first-year students: articulate the purpose and nature of a college education at a research university; articulate UK's expectations of its students; gain an appreciation of the University's mission, history, and traditions; develop skills for achieving academic success such as study strategies and library research skills; increase awareness and use of campus resources; reflect on personal and social issues that first-year students often face in a college environment; become involved in the total life of the University; and form beneficial relationships with students, faculty, and staff.</p>				
j. Current Prerequisites, if any:					
* Proposed Prerequisites, if any:					
k. Current Supplementary Teaching Component, if any:	<input type="radio"/> Community-Based Experience				

	<input type="radio"/> Service Learning <input type="radio"/> Both		
<i>Proposed Supplementary Teaching Component.</i>	<input type="radio"/> Community-Based Experience <input type="radio"/> Service Learning <input type="radio"/> Both <input type="radio"/> No Change		
<b>3.</b> Currently, is this course taught off campus?	<input type="radio"/> Yes <input checked="" type="radio"/> No		
<b>a.*</b> <i>Proposed to be taught off campus?</i>	<input type="radio"/> Yes <input checked="" type="radio"/> No		
If YES, enter the off campus address:			
<b>4.*</b> Are significant changes in content/student learning outcomes of the course being proposed?	<input type="radio"/> Yes <input checked="" type="radio"/> No		
If YES, explain and offer brief rationale:			
<b>6. Course Relationship to Program(s).</b>			
<b>a.*</b> Are there other depts and/or pgms that could be affected by the proposed change?	<input type="radio"/> Yes <input checked="" type="radio"/> No		
If YES, identify the depts. and/or pgms:			
<b>b.*</b> Will modifying this course result in a new requirement <sup>2</sup> for ANY program?	<input type="radio"/> Yes <input checked="" type="radio"/> No		
If YES <sup>2</sup> , list the program(s) here:			
<b>6. Information to be Placed on Syllabus.</b>			
<b>a.</b>	<input type="checkbox"/>	Check box if <u>changed to 400G</u> or 500.	If changed to 400G- or 500-level course you must send in a syllabus and you must include the differentiation between undergraduate and graduate students by: (i) requiring additional assignments by the graduate students; and/or (ii) estab different grading criteria in the course for graduate students. (See SR 3.1.4.)

<sup>1</sup> See comment description regarding minor course change. *Minor changes are sent directly from dean's office to Senate Council Chair.* If Chair deems the change as "not minor," the form will appropriate academic Council for normal processing and contact person is informed.

<sup>2</sup> Courses are typically made effective for the semester following approval. No course will be made effective until all approvals are received.

<sup>3</sup> Signature of the chair of the cross-listing department is required on the Signature Routing Log.

<sup>4</sup> Removing a cross-listing does not drop the other course – it merely unlinks the two courses.

<sup>5</sup> Generally, undergrad courses are developed such that one semester hr of credit represents 1 hr of classroom meeting per wk for a semester, exclusive of any lab meeting. Lab meeting gene least two hrs per wk for a semester for 1 credit hour. (See SR 5.2.f.)

<sup>6</sup> You must also submit the Distance Learning Form in order for the course to be considered for DL delivery.

<sup>7</sup> In order to change a program, a program change form must also be submitted.

Memorandum

December 20, 2012

To: Ben Withers  
Interim Associate Provost for Undergraduate Education

From: Becky Jordan  
Associate Dean of Students

I am writing to request an expansion of credit hours for UK 101, specifically, changing the course from one credit hour to variable credit of one to three hours. In its current format, the class meets for 10½ weeks, twice a week for 50 minutes. Under a two or three-credit-hour format, the class would meet for the full semester. The increase of class sessions is needed for the following reasons:

- UK 101 instructors and peer instructors consistently report significant time constraints in addressing the core curriculum topics.
- University administrators are asking that the core curriculum include new subjects such as money management, college finances, and APEX/SAP.
- Major or college-specific UK 101 sections would benefit from the expanded time so that instructors can augment information related to their discipline.
- Analysis of national survey data by the Policy Center on the First Year of College/The Gardner Institute found that students are more likely to report achieving the first-year seminar's learning outcomes when the course is two or three credit hours instead of one. ([http://www.sc.edu/fye/resources/assessment/essays/swing-8.28.02\\_pdfs/hours.pdf](http://www.sc.edu/fye/resources/assessment/essays/swing-8.28.02_pdfs/hours.pdf) )

An important anticipated byproduct of a full-semester UK 101 is an increase in retention rates. The Office of Institutional Research reports that most student subgroups (e.g., out-of-state, first-generation, off-campus, students in various ACT and GPA quartiles) enrolled in UK 101 achieve higher retention rates than those students who do not take the course. The full-semester class enhances the ability of instructors to develop an environment that positively influences retention.

Thank you for considering this request.

# SAMPLE SYLLABUS

## UK 101-00: ACADEMIC ORIENTATION SYLLABUS, FALL 2013

### Class Time and Location:

#### Instructor

Name:

Office:

Phone and email:

Office Hours:

#### Peer Instructor

Name:

Phone:

Email Address:

#### Course Description

This course is designed to assist undergraduates in adjusting to the academic life of the University. Through lectures, discussions, exercises, and out-of-class assignments, UK 101 helps students reach the student learning outcomes listed in this syllabus.

#### Required Materials

Common Reading book

#### Student Learning Outcomes

Students will:

1. Articulate the purpose and nature of a college education at a research university.
2. Explain the purpose and goals of the University of Kentucky's general education student learning outcomes.
3. Apply learning strategies for achieving academic success such as study skills and information literacy.
4. Locate and use designated campus resources.
5. Recognize personal and social issues (e.g., alcohol, diversity, stress, financial) that first-year students often face in a college environment and be able to identify appropriate campus resources.
6. Evaluate various campus activities and programs (one campus event, one cultural event, one lecture) for professional, social, and academic development.

#### Course Requirements

1. Class participation is critical to the success of students, and it adds to the success of the course. Participation includes attending and being prepared for class, involving yourself in class discussions and activities, assuming responsibility for your own learning, and contributing to the learning of others.
2. Complete and submit, as directed (electronically or hard copy), all assignments by designated dates and times.

#### Grading Criteria and Assignments

Grades for UK 101 will be assigned based upon the assignment points and attendance points.

<u>Assignments</u>	<u>Points Possible</u>
Common Reading Experience Paper	100
Career Online Self-Assessment	25
Resume	25
Self-Portrait Oral Presentation	25
Professor Interview	25

Reworked Notes (from all of your classes)	25
5 Library Tutorials and Quizzes	25
Weekly Time Plan	15
Reworked Textbook Reading	15
Cultural Event Attendance	15
Lecture Attendance	15
Campus Event Attendance	10
Group Presentation	10
Mid-term Grade Assignment	10
APEX Online Tutorial and Quiz	10
Calendar/datebook exam & assignment dates	10
Academic Advisor	10
Reflection Entry	10
Reflection Entry	10
Reflection Entry	10
<hr/>	
TOTAL	400

### Attendance Points

Attendance will be tracked by an attendance question asked during each class session. Points will be awarded or deducted according to the following point scale:

-If you answer the question correctly, you will receive +1 bonus point.

-If you answer the question incorrectly, you will not be penalized.

-If you are absent, without an excused absence, your overall point total will be deducted by 10 points.

### Late Assignments

Assignments turned in late, without an excused absence, will receive a maximum of 50% credit.

### Grading Scale

A 90% and higher

B 89 – 80%

C 79 – 70%

D 69 – 60%

E 59% and below

### 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>)

### Final Exam

There is not a final exam.

### **Attendance Policy**

Students are expected to attend **ALL** class sessions unless their absence is excused. Attending class is an important part of succeeding in any course, especially a discussion-based course like UK 101.

### **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 by the professor to fit "reasonable cause for nonattendance." 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 his or her 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*

(<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](mailto:jkarnes@email.uky.edu)) for coordination of campus disability services available to students with disabilities.

## TENTATIVE COURSE SCHEDULE

### Thursday, August XX: INTRODUCING UK 101 & THE IMPORTANCE OF COURSE SYLLABI

#### Assignment for next class

- Reflection emailed to instructor and peer instructor: Tell us about yourself (family, interests, etc).
- Go through all of your syllabi and transfer all exam dates and major assignment due dates into an electronic or paper academic calendar/planner. Bring calendar/planner to class and show peer instructor.

### Tuesday, September XX: UNDERSTANDING ACADEMIC EXPECTATIONS

#### Assignment for next class

- Using your weekly time plan form, keep track of how you spend your time for 2 days. Include time spent on class, study, job, meals, exercise, sleep, social media, electronic games, etc.

### Thursday, September XX: SETTING GOALS & GETTING IT ALL DONE

#### Assignment for next class

- Reflection emailed to instructor and peer instructor: Discuss why you are in college and why you want a university education.

### Tuesday, September XX: HANGING WITH WILLIE T.

*Class meets in lobby of W.T. Young Library for this session.*

#### Assignment for next class

- Bring a textbook from another course to UK 101 class.
- Complete the below videos and quizzes found at <http://libguides.uky.edu/infolit101>.  
Step 1. Develop Your Topic: Watch "Developing a Topic" & take Quiz 1.  
Step 2. Search Strategies: Watch "Generating Search Terms" & take Quiz 2.  
Step 3. Find Credible Sources: Watch "What Is a Library Database?" & take Quiz 3.  
Step 4. Popular and Scholarly Articles: Watch "Popular and Scholarly Sources" & take Quiz 4.  
Step 5. Evaluating Sources: Watch "Evaluating Internet Sources" & take Quiz 5.

### Thursday, September XX: REVIEW OF LIBRARY/TACKLING YOUR READINGS

#### Assignment for next class

- Bring in and show us a reworked reading – as described in class – in one of your textbooks.
- Bring class notes from one of your courses.

### Tuesday, September XX: REWORKING YOUR CLASS NOTES & USING STUDY GROUPS

#### Assignment for next class

- Using one of the methods discussed in class, rework your notes from each of your courses and then bring them to show us.

### Thursday, September XX: STAYING HEALTHY: SUBSTANCE EDUCATION

#### Assignment for next class

- Reflection emailed to instructor and peer instructor: Looking back over the past several weeks, how has your experience at UK fit with your expectations of college? What have been some of the adjustments? What have you changed about your study strategies?

### Tuesday, September XX: ACING YOUR EXAMS AND UNDERGRADUATE RESEARCH

#### Assignment for next class

- Following the directions given in class, create a self-portrait. Remember to include ethnic background and educational goals.

### Thursday, September XX: STUDENT PRESENTATIONS

#### Assignment for next class

- Write an approximately three-page paper (minimum 750 words; arial and 12-point font, double spaced) on the Common Reading topic assigned during class.

**Tuesday, October XX: STUDENT PRESENTATIONS**

**Thursday, October XX: STUDENT PRESENTATIONS**

**Tuesday, October XX: CLASSROOM DECORUM**

Assignment for next class

- Conduct a brief interview *in person (not over email)* with one of your professors or TAs and write about the experience. *Example* questions for your interview are: What colleges have you attended? What inspired you to become a professor/instructor? How long have you taught at UK? What other responsibilities do you have as a professor? What kind of music do you like? What hobbies or activities do you enjoy? What one piece of advice would you give a first-year student? If you were stranded on a deserted island, what 3 non-survival items would you want with you?

**Thursday, October XX: COMMUNICATING WITH PROFESSORS**

*On October XX, the author of the Common Reading book will speak at the Singletary Center Concert Hall at 7 p.m. Meet outside UK Bookstore at 6:45 p.m., and we'll walk over to the event.*

**Tuesday, October XX: VALUING ACADEMIC INTEGRITY**

Assignment for next class

**Thursday, October XX: EXPLORING THE COMMON READING**

**Tuesday, October XX: HOSTING ENGLISH AS A SECOND LANGUAGE STUDENTS**

**Thursday, October XX: HOSTING ENGLISH AS A SECOND LANGUAGE STUDENTS**

**Tuesday, October XX: BENEFITING FROM UK CORE**

Assignment for next class

- Go to myUK, click on Degree Planner (APEX) tab, and view the "Getting Started" APEX tutorial. Complete and print APEX quiz found at [www.uky.edu/UK101](http://www.uky.edu/UK101) under "student resources" tab. Turn in next class.

**Thursday, October XX: UTILIZING APEX**

Assignment for next class

- Use the GPA Calculator (found at [www.uky.edu/Registrar/GPAcalc.htm](http://www.uky.edu/Registrar/GPAcalc.htm)) and your mid-term grades (found under myUK) to calculate your GPA. If a mid-term grade isn't posted on myUK, ask the professor for your grade. Email us mid-term course grades, GPA, and how you plan to improve your grades or maintain them. Be specific about your plans.

**Tuesday, November XX: GETTING THE MOST FROM ACADEMIC ADVISING**

Assignment for next class

- Send us your advisor's name, phone number, and office location. If you do not know, call the dean's office or student services' office of your college. List topics that you want to discuss with your advisor.

**Thursday, November XX: MANAGING STRESS**

**Tuesday, November XX: MAKING A DIFFERENCE: BYSTANDER INTERVENTION**

Assignment for next class

- Complete self-assessments on SIGI

**Thursday, November XX: JUMPSTARTING YOUR CAREER**

**Tuesday, November XX: DEVELOPING A RESUME: START NOW!**

Assignment for next class

- Imagine that you are applying for a summer job related to your major. Create a resume that you would submit to the employer.

**Thursday, November XX: HANDLING YOUR FINANCES**

Assignment for next class

- In your small groups, investigate your assigned academic-related student organization or resource and prepare a presentation.

**Tuesday, November XX: HANDLING YOUR FINANCES, PART II**

**Thursday, November XX: THANKSGIVING BREAK**

**Tuesday, December XX: SMALL-GROUP PRESENTATIONS**

**Thursday, December XX: SMALL-GROUP PRESENTATIONS**

**Tuesday, December XX: GLIMPSING AT UK'S PAST; REVIEWING EXAM PREP**

Reminder

- Complete UK 101 course evaluation emailed to you.

**Thursday, December XX: WRAPPING UP; SCHOLARSHIP & EMPLOYMENT OPPORTUNITIES**

**REMEMBER:** *By end of UK 101 course, attend one campus cultural event, one campus lecture, and one campus organization/club activity or event. Email us a description of each event and your reaction to it.*

## CAMPUS RESOURCES AND SERVICES

<b>The Study</b>	3 <sup>rd</sup> floor of Commons	<a href="http://www.uky.edu/AE">www.uky.edu/AE</a>
Provides free tutoring and other services; tutoring schedule on website.		
<b>The Hub</b>	Basement of Young Library	<a href="http://www.uky.edu/Libraries/Hub">www.uky.edu/Libraries/Hub</a>
Comfortable place to study; helpful reference librarians; technology support; computer labs; vending food.		
<b>Writing Center</b>	5 <sup>th</sup> floor of Young Library	<a href="http://www.uky.edu/AS/English/wc/">www.uky.edu/AS/English/wc/</a>
Receive free writing help; make appointments online or call 257-1368.		
<b>Mathskeller</b>	63 Classroom Building (Basement)	<a href="http://www.mathskeller.com/">www.mathskeller.com/</a>
Open 9 a.m. to 5 p.m., Monday – Friday. Offers free tutoring and help with 100-level math classes.		
<b>Chemistry Help Center</b>	25 Chemistry-Physics (Basement)	
Open 8 a.m. to 4 p.m. Monday-Thursday, and 8 a. m. to 4 p.m. Friday; receive help from Chemistry graduate students.		
<b>Center for Academic Resources and Enrichment Services (CARES)</b>	104 McVey Hall	<a href="http://www.uky.edu/diversity/cares">www.uky.edu/diversity/cares</a>
Offers academic support services and enrichment opportunities that enhance the student’s undergraduate experience. The overall program goals are to increase the retention and graduation rates of students traditionally underrepresented in post-secondary education, including African American, Latino, and Native American students. Services include tutoring, study groups, academic planning/monitoring, career exploration and networking opportunities, personal development workshops, graduate school information and preparation and the Freshman Summer Program (FSP), a six-week academic enrichment program. For additional information, call (859) 323-6347; follow us on Twitter @UK_CARES, or Like Us on Facebook.		
<b>Student Support Services</b>	6 Alumni Gym	<a href="http://www.uky.edu/Diversity/SSS/">www.uky.edu/Diversity/SSS/</a>
Provides a holistic approach to working with students who are first generation, low income, or have a documented disability. Services include but are not limited to the following: tutoring, mentoring and limited computer use. You must come in and complete an application to receive services.		
<b>Financial Ombud Services</b>	18 Funkhouser	
Resolves financial problems; contact Mary Marcum, Financial Ombud, at 257-3406 x 262 or mmarcum@uky.edu.		
<b>University Health Service</b>	830 South Limestone	<a href="http://www.ukhealthcare.uky.edu/uhs">www.ukhealthcare.uky.edu/uhs</a>
When you are sick, this is the place to go. To make an appointment, call 323-2778.		
<b>Counseling Center</b>	201 Frazee Hall	<a href="http://www.uky.edu/StudentAffairs/Counseling">www.uky.edu/StudentAffairs/Counseling</a>
Provides academic, personal, and career counseling; free and confidential; call 257-8701 to schedule an appointment. Open 9 a.m. to 5 p.m. Monday-Friday.		
<b>King Cultural Center</b>	133 Student Center	<a href="http://www.uky.edu/MLKCC">www.uky.edu/MLKCC</a>
Serves campus by exposing students, faculty, and staff to cultural, educational, and social activities.		
<b>Undergraduate Research</b>	211 Funkhouser	<a href="http://www.uky.edu/UGResearch">www.uky.edu/UGResearch</a>
Connects students to undergraduate research, scholarship, and creative opportunities; call 257-6322 for information.		
<b>Student Employment Office</b>	103 Scovell Hall	<a href="http://www.uky.edu/HR/studentjobs">www.uky.edu/HR/studentjobs</a>
Helps students find jobs on and off campus; visit website to get started.		
<b>Academic Scholarships</b>		<a href="http://www.uky.edu/AcademicScholarships">www.uky.edu/AcademicScholarships</a>
Information and applications for University and departmental scholarships available on this site.		
<b>Campus Calendar</b>		<a href="http://www.uky.edu/CampusCalendar">www.uky.edu/CampusCalendar</a>
Visit this website to find out about everything happening across campus.		

<b>"Multiple Final Exams" Information</b>		<a href="http://www.uky.edu/Faculty/Senate/rules_regulations/">www.uky.edu/Faculty/Senate/rules_regulations/</a>
<p><i>University Senate Rule 5.2.4.7. "Any student with more than two final examinations scheduled on any one date shall be entitled to have the examination for the class with the highest catalog number rescheduled at another time during the final examination period. In case this highest number is shared by more than one course, the one whose departmental prefix is first alphabetically will be rescheduled. The option to reschedule must be exercised in writing to the appropriate Instructor of Record or his/her designee two weeks prior to the last class meeting."</i></p>		
<b>National Student Exchange Program</b>	109 Miller Hall	<a href="http://www.uky.edu/US/nse.html">http://www.uky.edu/US/nse.html</a>
<p>Attend one of nearly 170 colleges and universities around the USA and pay only UK tuition; call 257-3044 to learn more.</p>		
<b>SAFECATS and After-Hours On-Demand Bus Service</b>		<a href="http://www.uky.edu/Police/escort.html">www.uky.edu/Police/escort.html</a>
<p>SAFECATS provides free safety escort service on campus from 8:30 p.m.–1:30 a.m. Sun – Thurs.; after-hours on-demand bus service provides on call bus services at varying hours Sunday-Thursday. Call 257-SAFE (7233) for both services.</p>		
<b>VIP Center</b>	1 Frazee Hall	<a href="http://www.uky.edu/StudentAffairs/VIPCenter/">www.uky.edu/StudentAffairs/VIPCenter/</a>
<p>Works with the campus to help fight acts of sexual assault, partner violence, and stalking. Home of the Green Dot.</p>		
<b>Stuckert Career Center</b>	408 Rose Street	<a href="http://www.uky.edu/CareerCenter/">www.uky.edu/CareerCenter/</a>
<p>Receive help with career exploration, resumes, internships, and job search.</p>		
<b>APEX Degree Audit</b>	104 McVey Hall	<a href="http://www.uky.edu/degreeaudit/">www.uky.edu/degreeaudit/</a>
<p>Online tool where students can evaluate their progress toward degree attainment; allows you to explore different majors.</p>		
<b>Academic Ombud</b>	109 Bradley Hall	<a href="http://www.uky.edu/Ombud/">www.uky.edu/Ombud/</a>
<p>Helps students work through and resolve academic problems and conflicts; stop by, call 257-3737, or email <a href="mailto:Ombud@uky.edu">Ombud@uky.edu</a> with questions.</p>		
<b>Education Abroad</b>	310 Bradley Hall	<a href="http://www.uky.edu/educationabroad">www.uky.edu/educationabroad</a>
<p>There are hundreds of programs to match every academic interest and budget; make an appointment, and they'll tell you everything you need to know.</p>		
<b>OUTsource</b>	125 Student Center	
<p>The gay, lesbian, bisexual, transgender, queer, questioning, and ally resource center. Email: <a href="mailto:outsourcuky@gmail.com">outsourcuky@gmail.com</a> Phone: 323-3312.</p>		
<b>Campus Recreation</b>	Johnson Center	<a href="http://www.uky.edu/StudentAffairs/CampusRec/">www.uky.edu/StudentAffairs/CampusRec/</a>
<p>Offers numerous workout opportunities; coordinates intramural competitions; offers over 40 group fitness classes. Need Student ID to enter.</p>		