NEW COURSE FORM

1.	**General Information.**				
a.	Submitted by the College of:	Arts and Sciences		Today's Date:	9/2/11
b.	Department/Division:	College of Arts and Sciences			
c.	Contact person name:	Greg Bocchino	Email: gregory.bocchino@uky.edu	Phone:	257-6687
d.	Requested Effective Date:	☒ Semester following approval	OR	☐ Specific Term/Year[1] :	_____

2.	**Designation and Description of Proposed Course.**
a.	Prefix and Number: A&S 150
b.	Full Title: Your Career and Academic Journey
c.	Transcript Title (if full title is more than 40 characters): _____
d.	To be Cross-Listed[2] with (Prefix and Number): _____
e.	Courses must be described by <u>at least one</u> of the meeting patterns below. Include number of actual contact hours[3] for each meeting pattern type.

2 Lecture	_____ Laboratory[1]	_____ Recitation	_____ Discussion	_____ Indep. Study
_____ Clinical	_____ Colloquium	_____ Practicum	_____ Research	_____ Residency
_____ Seminar	_____ Studio	2 (when taught online) Other – Please explain:	2 lecture when taught on-campus 2 other when taught on-line	

f.	Identify a grading system:	☐ Letter (A, B, C, etc.) ☒ Pass/Fail
g.	Number of credits:	2
h.	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 ☐
i.	Course Description for Bulletin:	This course simplifies the complex process of choosing a major by leading students through personal, academic and occupational information searches. It offers a natural progression for decision making by using thought-provoking self-exploratory activities. Whether choosing or changing a major, the discovery process examines different perspectives, such as relating interests, skills and values to academic fields of study. Once specific academic alternatives are identified, a search of occupational information helps students examine the career possibilities that specifically relate to the majors they are considering.
j.	Prerequisites, if any: N/A	
k.	Will this course also be offered through Distance Learning?	YES[4] ☒ NO ☐

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[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. Laboratory 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.

NEW COURSE FORM

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

3.	**Will this course be taught off campus?**	YES ☐	NO ☒

4. **Frequency of Course Offering.**

a.	Course will be offered (check all that apply):	☐ Fall	☐ Spring	☒ Summer	
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?** 60

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:	Any student from across campus may be interested in this course, which will help them identify their own strengths as they look towards their future careers. As a two-credit course this course can fit in a student's schedule with UK 101.

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[5] for ANY program?	YES ☐	NO ☒
	If YES[5], 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 additional 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.a*** above) are attached.

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

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NEW COURSE FORM

Signature Routing Log

General Information:

Course Prefix and Number: A&S 150 with DL option

Proposal Contact Person Name: Greg Bocchino   Phone: 257-6687   Email: gregory.bocchino@uky.edu

INSTRUCTIONS:
Identify the groups or individuals reviewing the proposal; note the date of approval; offer a contact person for each entry; and obtain signature of person authorized to report approval.

Internal College Approvals and Course Cross-listing Approvals:

Reviewing Group	Date Approved	Contact Person (name/phone/email)	Signature
A&S Educational Policy Cmte	11/29/11	Arne Bathke, Chair / 7-3610 / arne@uky.edu	
College of A&S	11/29/11	Anna Bosch, Associate Dean / 7-6689 / bosch@uky.edu	
		/ /	
		/ /	
		/ /	

External-to-College Approvals:

Council	Date Approved	Signature	Approval of Revision[6]
Undergraduate Council	3/20/2012	Sharon Gill	
Graduate Council			
Health Care Colleges Council			
Senate Council Approval		University Senate Approval	

Comments:

_____

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[6] Councils use this space to indicate approval of revisions made subsequent to that council's approval, if deemed necessary by the revising council.

Distance Learning Form

This form must accompany <u>every</u> submission of a new/change course form that requests distance learning delivery. This form may be required when changing a course already approved for DL delivery. **All fields are required!**

<u>Introduction/Definition</u>: For the purposes of the Commission on Colleges Southern Association of Colleges and Schools accreditation review, *distance learning* is defined as a formal 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 are not in 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 requirements below are satisfied at the individual course level.** It is the responsibility of the instructor to have read and understood the university-level assurances regarding an equivalent experience for students utilizing DL (available at http://www.uky.edu/USC/New/forms.htm).

Course Number and Prefix: A&S 150	Date: October 13, 2011
Instructor Name: Gregory Bocchino	Instructor Email: gregory.bocchino@uky.edu
Check the method below that best reflects how the majority of course 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 Senate Syllabus Guidelines, specifically the Distance Learning Considerations?
	Office hours: By appointment (in person, telephone, or via Skype)
	*Generally the fastest way to contact the instructor is through e-mail. I check my e-mail regularly during the day (M-F). *E-mails received before 4:30pm on a weekday will be responded to on that day. E-mails received after 5pm will be responded to by 9:00 am the following morning. E-mails received after 5pm on Friday will be responded to within 24 hours. *For face-to-face, SKYPE or telephone appointments: e-mail instructor to set up a meeting time. The syllabus conforms to the Senate Syllabi requirements.
2.	How do you ensure that the experience for a DL student is comparable to that of a classroom-based student's experience? Aspects to explore: textbooks, course goals, assessment of student learning outcomes, etc.
	The DL student learning outcomes are similar to a traditional lecture course. There is 1 required textbook with weekly assigned readings and activities. Student learning will be assessed through online assignments and online participation using BlackBoard. The course is divided into a series of modules that are broken down by 4 weeks, the duration of the course. Each module consists of a PowerPoint/Camtasia online presentation and/or PPT/PDF lecture presentations, individual online reflective journal assignments, and/or required individual Wiki-page postings/blogs.
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.
	Zero Toloerance on acadmenic offenses. Submitting written assignments that are not the students own original work constitute grounds for failing this course and possibly suspension or dismisal from the University. The following activiotes are considered evidence of cheating: Talking to another student during the exam, looking at another student's paper, using any electronic communication device (cell phone, text messaging, pager, etc), using supplementary material, or using a surrogate test-taker all constitute cheating. Consult the

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		Student Rights and Responsibilities manual (Part II, Section 6) for further details.
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)? *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 will be six months from the date of approval.
5.		How are students taking the course via DL assured of equivalent access to student services, similar to that of a student taking the class in a traditional classroom setting? Relevant campus resources and services will be addressed in the syllabus and via course lectures.
	Library and Learning Resources	
6.		How do course requirements ensure that students make appropriate use of learning resources? Assignments are designed to encourage the use of learning resources . The learning modules direct students to the appropriate writing and research resources.
7.		Please explain specifically how access is provided to laboratories, facilities, and equipment appropriate to the course or program.
	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 receipt of the course, such as the Teaching and Academic Support Center (http://www.uky.edu/TASC/index.php) and the Information Technology Customer Service Center (http://www.uky.edu/UKIT/)? All facilities/resources required for the course are available online.
9.		Will the course be delivered via services available through the Teaching and Academic Support Center? Yes ☒ No ☐ If no, explain how students enrolled in DL courses are able to use the technology employed, as well as how students will be provided with assistance in using said technology.

Abbreviations: TASC = Teaching and Academic Support Center   DL = distance learning   DLP = Distance Learning Programs

Distance Learning Form

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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 TASC (http://www.uky.edu/TASC/; 859-257-8272) and Information Technology Customer Service Center (http://www.uky.edu/UKIT/; 859-257-1300).
	☐ 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:
	o "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."
	☐ Information on Distance Learning Library Services (http://www.uky.edu/Libraries/DLLS)
	o Carla Cantagallo, DL Librarian
	o Local phone number: 859 257-0500, ext. 2171; long-distance phone number: (800) 828-0439 (option #6)
	o Email: dllservice@email.uky.edu
	o 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: Greg Bocchino, PhD Instructor Signature:

Abbreviations: TASC = Teaching and Academic Support Center   DL = distance learning   DLP = Distance Learning Programs

Revised 8/09

Course Instructor	Email Address	Office Telephone	Office Hours
Greg Bocchino, Ed.D., Director Advising & Student Services, College of Arts & Sciences 311 Patterson Office Tower	gregory.bocchino@uky.edu	859-257-6687	By Appointment in Patterson Office Tower Room 321

Office Hours:
Generally, the fastest way to contact your instructor is via e-mail. Instructors will respond within 24-48 hours, Monday through Friday, before 4:00pm. Please insert the course number and section in the email subject line as this will help facilitate a quicker response. For face-to-face or telephone appointments: please e-mail your instructor to set up a meeting time.

Bulletin Course Description:
This course simplifies the complex process of choosing a major by leading students through personal, academic and occupational information searches. It offers a natural progression for decision making by using thought-provoking self-exploratory activities. Whether choosing or changing a major, the discovery process examines different perspectives, such as relating interests, skills and values to academic fields of study. Once specific academic alternatives are identified, a search of occupational information helps students examine the career possibilities that specifically relate to the majors they are considering.

Teaching Goals & Objectives:
1. You will be assessed to determine your career interests and personal/professional values.
2. You will demonstrate mastery of the basic tools of career development.
3. You will demonstrate ability to research academic majors, careers, and professional positions.
4. You will demonstrate mastery of using 4-year major plans and the UK Bulletin.
5. You will demonstrate information gathering abilities by interviewing faculty and employers/professionals in the field, and using the Internet and websites as resources.
6. You will demonstrate mastery of creating and presenting an engaging and persuasive PPT academic and career oriented presentation.

Student Learning Outcomes

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

1. Exam and asses career interests and personal/professional values.
2. Analyze and describe the basic research tools of career development.
3. Research and analyze academic majors, careers, and professional positions.
4. Demonstrate use of 4-year major plans and the UK Bulletin.
5. Compare information gathering abilities by interviewing faculty and employers/professionals in the field, and using the Internet and websites as resources.
6. Create and present an engaging and persuasive PPT academic and career oriented presentation.

Required Text:
Gordon & Sears (2010). Selecting a College Major: Exploration and Decision Making, 6th Edition. Prentice Hall/Pearson, Upper Saddle River, NJ.

ISBN-13: 978-0-13-715279-7
ISBN-10: 0-13-715279-5

Course Access/Class Time and Location:
This is an online course. To access the course visit http://elearning.uky.edu and login to Blackboard with your LINK BLUE username and password.

BlackBoard Technical Difficulties:
If you experience technical difficulties contact the UK IT Customer Service Center at 859-218-HELP (4357) or by e-mail at helpdesk@uky.edu. Please also inform your course instructor when you are having technical difficulties and your next steps. Visit: http://wiki.uky.edu/blackboard/

Assignments/Assessments:
This course is made up of a series of assignments and assessments to assist you in achieving the course and module learning objectives/outcomes. Each week you will work on various combinations of assignments, activities, discussions, readings, research, etc. which will be made available to you and close on the date given in your course schedule. Assignments must be turned in on the due date by 4pm.

Unit Activities	10 points each	360 points or 36%	
Unit Summaries	15 points each	60 points or 6%	
Case Studies	20 points each	180 points or 18%	
Personal Journal	30 points each	150 points or 15%	
Values Reflection		50 points or 5%	
Interest Reflection		50 points or 5%	
Final Paper		150 points or 15%	
Possible Total:		**1000 points**	

Grading Scale:
1000-900 points =   A
899-800 points   =   B
799-700 points   =   C
699-600 points   =   D
599 and Below   =   E/Fail

Final Exam Information
   Final Paper due: TBD Date, time, location, other information

Mid-term Grade (for 100-400 level courses, and for undergraduates in 500 level courses)
        Mid-term grades will be posted in myUK by the deadline established in the
        Academic Calendar (http://www.uky.edu/Registrar/AcademicCalendar.htm)

Assessments:
We will be doing 2 assessments as a component of this course. The Values Clarification Card Sort and the Strong Interest Inventory.

Submission of Assignments:
All assignments must be submitted online to BlackBoard. Assignments sent via e-mail will not be accepted/graded. If you have problems submitting an assignment, it is your responsibility to let your instructor know. Journal assignments can be typed directly into the Bb Journal. Additional assignments MUST be submitted as Microsoft Word files unless otherwise noted. You will only have access to the Journal up until 4pm on Friday. Journal entries may be submitted late (with or without penalty) only with legitimate documented excuses (not: my Internet wasn't working, I was working, I didn't have access to a computer, etc.)

Journal:
30 points per journal entry
The journal is a unique feature of an online course, one which provides the opportunity to greatly enrich your experience in the class. It will be used weekly to process the activities and your learning, to provide feedback and, as an outlet for you to ask questions. Participation in 13 journals is

required and entries will be evaluated per the below rubric. All entries should be at a minimum of 250 words and a maximum of 300 words. Entries are to be submitted and are due by the deadline identified on the course schedule. You will only have access to the Journal up until 4pm on Friday. Journal entries may be submitted late (with or without penalty) only with legitimate documented excuses (not: my Internet wasn't working, I was working, I didn't have access to a computer, etc.)

Journal Rubric:

Points	40-31	30-21	20-11	10-0
Structure Ideas	All or almost all of the entries have a connection to structure.	Most entries have a connection to structure.	Few entries have a connection to structure.	None of the entries have a connection to structure.
Feelings and Thoughts	Feelings and thoughts are revealed in all or almost of the entries.	Feelings and thoughts are revealed in most entries.	Feelings and thoughts are revealed in few of the entries.	None of your feelings and thoughts are revealed in any of the entries.
Format	The proper format has been followed for all of the entries.	The proper format has been followed for most of the entries.	The proper format has been followed for few of the entries.	The proper format has not been followed for any of the entries.
Mechanics	All or almost all of my entries use correct spelling and grammar.	Most of my entries use correct spelling and grammar.	Few of my entries use correct spelling and grammar.	None of my entries use correct spelling and grammar.
Completion	All entries are present, in order, and together.	All entries are present, but are either not together or in order.	All entries are not present, but they are together or in order.	All entries are not present, nor are they together or in order.

Course Content & Schedule:

Date	Topic	Reading/Assignments
Week 1	Introduction to Career Development Career Lifeline/History	Unit 1: Pages 1-14 Activities 1.1-1.7 Summary Assignment/page 11 Case Study 1.1 & 1.2 Personal Journal #1
Week 2	Making Major and Career Decisions	Unit 2: Pages 15-30 Activities: 2.1-2.4 Summary Assignment/pages 25-26 Case Study 2.1 & 2.2 Personal Journal #2
Week 3	Values & Decision Making Values Clarification Card Sort Identifying Your Interests	Unit 3: Pages 31-60 Activities 3.1-3.9 Summary Assignment/page 57 Case Study 3.1 & 3.2 Personal Journal #3
Week 4	Exploring Academic Majors	Unit 4: Pages 61-74 Activity 4.1-4.4 Summary Assignment/page 72 Case Study 4.1 Personal Journal #4
Week 5	Exploring Occupations The Decision Making Process	Unit 5: Pages 75-89 Activities 5.1-5.7 Case Study 5.2 Personal Journal #5
Week 6	Creating an Action Plan	Final Paper

Final Reflection Paper & PPT Presentation:

Write a reflection paper on the new insights you gained from your interests and values assessments. Write **1500 words** about your thoughts on the impact these had on your major and career exploration (double-spaced, Times New Roman font, 12 pitch, one inch margins). <u>DO NOT COPY/USE VERBATIM TEXT FROM YOUR JOURNAL ENTRIES for this paper</u>. Consider the following:

1. What do you think about the assessment results? Provide detailed insights.
2. How does realizing your interests make you feel?
3. What are you now more aware of regarding your values?
4. Do you agree with the interests assigned by the assessment? Why or why not?
5. What characteristics of your values resonate with you the strongest?
6. How might you use your newfound awareness of the various interests/values to more effectively communicate with others? In your future career?
7. How do you think this information will help you academically? Career-wise?
8. What questions do you still have?
9. What factors may now influence the possible career path you are considering?

Visual PPT Presentation:
You will create a 10 slide PPT visual presentation reflecting your academic and career interests, your personal and professional values, and convert it to PDF/Slideshare and upload it to your Bb Journal.

Attendance Policy:
Your attendance and active participation is expected to complete this course, both for the overall performance of the group and for your personal learning and development. I value your involvement (e.g., input, questions, and ideas) in this class. Attendance is critical to your success and is taken every class session. It is essential that you attend all classes, on time, each and every time; therefore the attendance policy is for you to attend each and every class. <u>One excused absence is permitted</u>; unexcused absences negatively impact your performance and points and may result in failing this class. Each student is responsible for contacting the instructor in advance regarding issues of attendance, as well as making up missed assignments. Contact me via email at your first convenience.

Making Up Missed Work:
Late assignments will be accepted only in the event of documented excused inability/absences as defined by University Senate Rules V, 2.4.2. Problems associated with your computer, procrastination, or forgetfulness are not acceptable excuses for late submission of assignments. It is YOUR responsibility to make sure that you access and submit assignments on time. Note: Once the deadline for submission has passed, these assignments will no longer be accessible on Blackboard. It is the responsibility of the student to request an opportunity to complete missed work. Regardless of the nature of the excused absence, the student is responsible for completing all coursework prior to the end of the course.

Make-up assignments will only be given for DOCUMENTED excused absences (or inabilities) as defined by the University (Senate Rule V.2.4.2) and are scheduled as needed. A missed assignment will result in a score of zero for that assignment, unless an acceptable written excuse is presented within 36 hours of the missed assignment.

Excused Absences:
Students need to notify the professor of absences prior to class when possible. S.R. 5.2.4.2 defines the following as acceptable reasons for excused absences: (a) serious illness, (b) illness or death of family member, (c) University-related trips, (d) major religious holidays, and (e) other circumstances found to fit "reasonable cause for nonattendance" by the professor.

Students anticipating an absence for a major religious holiday are responsible for notifying the instructor in writing of anticipated absences due to their observance of such holidays no later than the last day in the semester to add a class. Information regarding dates of major religious holidays may be obtained through the religious liaison, Mr. Jake Karnes (859-257-2754).

Students are expected to withdraw from the class if more than 20% of the classes scheduled for the semester are missed (excused or unexcused) per university policy.

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

Academic Integrity:
Per university policy, students shall not plagiarize, cheat, or falsify or misuse academic records. Students are expected to adhere to University policy on cheating and plagiarism in all courses. The minimum penalty for a first offense is a zero on the assignment on which the offense occurred. If the offense is considered severe or the student has other academic offenses on their record, more serious penalties, up to suspension from the university may be imposed.

Plagiarism and cheating are serious breaches of academic conduct. Each student is advised to become familiar with the various forms of academic dishonesty as explained in the Code of Student Rights and Responsibilities. Complete information can be found at the following website: http://www.uky.edu/Ombud. A plea of ignorance is not acceptable as a defense against the charge of academic dishonesty. It is important that you review this information as all ideas borrowed from others need to be properly credited.

Part II of Student Rights and Responsibilities (available online http://www.uky.edu/StudentAffairs/Code/part2.html) states that all academic work, written or otherwise, submitted by students to their instructors or other academic supervisors, is expected to be the result of their own thought, research, or self-expression. In cases where students feel unsure about the question of plagiarism involving their own work, they are obliged to consult their instructors on the matter before submission.

When students submit work purporting to be their own, but which in any way borrows ideas, organization, wording or anything else from another source without appropriate acknowledgement of the fact, the students are guilty of plagiarism. Plagiarism includes reproducing someone else's work, whether it be a published article, chapter of a book, a paper from a friend or some file, or something similar to this. Plagiarism also includes the practice of employing or allowing another person to alter or revise the work which a student submits as his/her own, whoever that other person may be.

Students may discuss assignments among themselves or with an instructor or tutor, but when the actual work is done, it must be done by the student, and the student alone. When a student's assignment involves research in outside sources of information, the student must carefully acknowledge exactly what, where and how he/she employed them. If the words of someone else are used, the student must put quotation marks around the passage in question and add an appropriate indication of its origin. Making simple changes while leaving the organization, content and phraseology intact is plagiaristic. However, nothing in these Rules shall apply to those ideas which are so generally and freely circulated as to be a part of the public domain (Section 6.3.1).

Please note: Any assignment you turn in may be submitted to an electronic database to check for plagiarism.

Accommodations Due to Disability:
If you have a documented disability that requires academic accommodations, please see me as soon as possible during scheduled office hours. In order to receive accommodations in this course, you must provide me with a Letter of Accommodation from the Disability Resource Center (Room 2, Alumni Gym, 257-2754, email address: jkarnes@email.uky.edu) for coordination of campus disability services available to students with disabilities.

Cheating and Plagiarism:
PLAGIARISM and CHEATING are serious academic offenses.   The following is an excerpt taken from the "Students Rights and Responsibilities Handbook, University of Kentucky" regarding cheating:

"***Cheating is defined by its general usage. It includes, but is not limited to, the wrongful giving, taking, or presenting any information or material by a student with the intent of aiding himself/herself or another on any academic work which is considered in any way in the determination of the final grade.***"

The following is an excerpt taken from the "Students Rights and Responsibilities Handbook, University of Kentucky" regarding plagiarism:

"***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. 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 acknowledgment of the fact, the students are guilty of plagiarism. Plagiarism includes reproducing someone else's work........ 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***."

Charges of an academic offense will be made against any student that cheats or commits plagiarism. Penalties for such an offense will be assessed according to University Regulations regarding Academic Offenses. The most severe penalties include suspension or dismissal from the University.
I have a zero-tolerance policy regarding academic offenses.

NOTE* In addition to the circumstances listed above, the following activities are considered evidence of cheating:
1. Any talking to another student during an examination.
2. Looking at another students' work during an examination, or allowing another student to look at your work.
3. Collaborating with another student on an examination and/or submitting an assignment that is similar in wording or sentence construction to the work of another student in the class, unless the assignment has been identified as a group assignment.

Course Policy on Civility and Decorum:
The university, college and department has a commitment to respect the dignity of all and to value differences among members of our academic community. There exists the role of discussion and debate in academic discovery and the right of all to respectfully disagree from time-to-time. Students clearly have the right to take reasoned exception and to voice opinions contrary to those offered by the instructor and/or other students (S.R. 6.1.2). Equally, a faculty member has the right -- and the responsibility -- to ensure that all academic discourse occurs in a context characterized by respect and civility. Obviously, the accepted level of civility would not include attacks of a personal nature or statements denigrating another on the basis of race, sex, religion, sexual orientation, age, national/regional origin or other such irrelevant factors.

Appropriate Online Behavior:
Students who post statements or material that is inappropriate or unrelated to the content of the course to any of the A&S 350 assignments in BlackBoard will be addressed by your instructor and may be reported to the University of Kentucky's Dean of Students Office.

Students are expected to maintain decorum that includes respect for other students and the instructor, to regularly log in to the course, and to display an attitude that seeks to take full

advantage of the educational opportunity. All students are expected to be prepared to work and actively participate in class activities.

Virtual communication and discussion "in cyberspace" occur in a social environment where normal rules of social interaction apply. The remoteness of the recipients is no excuse to behave in an anti-social manner and post unacceptable messages. Unacceptable messages include those that harass, intimidate, threaten, belittle, ridicule, expressed hatred for, or aggression toward others. Let us be mindful to avoid words that imply that some groups of people are less worthy than others (e.g., avoid racist, sexist, anti-Semitic, age-ist, and homophobic language).

Discussion board/Journals and other electronic communication for this course should relate only to the course subject matter, generally respond to the instructor threads, and always seek to further the aims of that particular discussion forum or chat session (e.g., stay on topic).

Contributions to discussion boards and synchronous chat are the intellectual property of the authors. Students who quote another person in class projects, publications or even in remarks made on the discussion board should always acknowledge the source of that quote (e.g., do not plagiarize your classmates). Personal comments about other users and their views should not be placed in any of our Blackboard course areas that are viewable by other users.

Do not copy private messages to another person without the author's explicit permission. Consult the UK Student Rights and Responsibilities regarding the steps for addressing unresolved academic issues at http://www.uky.edu/StudentAffairs/Code/part2.html

<u>Distance Learning Library Services</u>:
   (http://www.uky.edu/Libraries/DLLS)
   ● Carla Cantagallo, DL Librarian, Email: dlservice@email.uky.edu
   ● Telephone number: 859. 257.0500, ext. 2171 or (800) 828-0439 (option #6)

<u>PLEASE NOTE</u>:
The course manager or instructor reserves the right to change this syllabus and/or class calendar/content schedule if it is necessary to meet learning objectives or to compensate for missed classes, or for similar reasons. **<u>It is your responsibility to check BlackBoard Announcements and your email for any changes to the course syllabus and content schedule</u>**.