



College of Health Sciences

Academic Affairs Committee
120 Wethington Building
Lexington, KY 40536-0200

September 20, 2011

To: Sharon Stewart, Ed.D. – *Interim Dean of the College of Health Sciences*
Gilson Capilouto, Ph.D. – *Interim Associate Dean for Academic Affairs*

From: Richard Andreatta, Ph.D. - *Chair – CHS Academic Affairs Committee*

RE: Proposal to rename Division of CD and to make a change in the Masters program curriculum.

The Academic Affairs Committee approves the (1) request to rename the division from Communication Disorders to *Communication Sciences & Disorders*, and (2) the Masters curriculum changes proposed by the faculty of the Division of Communication Disorders as submitted by Dr. Jody Deem, director of CD. The committee has carefully reviewed this document and recommends approval of both proposed changes in their entirety.

see
blue.

To: Janice Kuperstein, Chair
Department of Rehabilitation Sciences

From: Jodelle Deem, Ph.D., Director
Division of Communication Sciences & Dis.

Date: 8/31/11

Introduction

The Division of Communication Sciences and Disorders is submitting two formal changes in this curriculum packet. The first is a request for an “official” change of the Program name from “Division of Communication Disorders” to “Division of Communication Sciences and Disorders”. This request reflects “typical” program names around the nation. Most programs have changed their name to include the word “science” in some form in the description.

The second part of this curriculum change is a request to discontinue fluency disorders (CD 674) as a required course for the Master’s degree and replace it with a required course titled *Low Incidence Disorders* (CD 675). This change reflects a change in the current state of practice within the discipline of communication disorders as well as feedback from program graduates. Advances in practice have resulted in a significant decrease in the population of individuals being seen for management of fluency disorders. Conversely, graduating students have requested that we include additional topic areas in the curriculum such as cleft lip and palate, and vent/trach. related communication disorders, among others. *Low Incidence Disorders* will be a one credit course that can be repeated. It will require a subtitle each time it is offered to identify the specific content. Students will be required to take *Low Incidence Disorders* three times across the span of their graduate curriculum for a total of three credits. Additionally, we are requesting that the course be repeatable up to 4 credits. Our graduate students are required to take a one credit hour graduate elective. Faculty members may want to offer additional *Low Incidence* topics as a graduate elective under this course number.

Resources Available for Delivery of the Proposed Curricular Changes

This proposal represents a credit neutral curriculum change. Students are now required to take CD 674 (Fluency Disorders) for three (3) credits. Under this proposal they will take CD 675, *Low Incidence Disorders*, for one credit each across a minimum of three semesters. Current members of the CD Faculty have sufficient expertise and time (credit hour neutral) to deliver the content required of the new course.

Representative Syllabus

We have included a representative syllabus (Fluency Disorders) with this proposal. Other topics chosen for *the Low Incidence Disorders* course will follow the same syllabi format and adhere to university guidelines.

see
blue.

CHANGE MASTERS DEGREE PROGRAM FORM

1. GENERAL INFORMATION

College:	Health Sciences	Department:	Rehabilitation Sciences
Current Major Name:	Communication Disorders	Proposed Major Name:	Communication Sciences and Disorders
Current Degree Title:	MSCD	Proposed Degree Title:	MSCSD
Formal Option(s):	N/A	Proposed Formal Option(s):	N/A
Specialty Fields w/in Formal Option:	N/A	Proposed Specialty Fields w/in Formal Options:	N/A
Date of Contact with Associate Provost for Academic Administration ¹ :		8/10/11	
Bulletin (yr & pgs):	2011, 141-143	CIP Code ¹ :	51.0204
Today's Date:		8/30/11	
Accrediting Agency (if applicable):	ASHA		
Requested Effective Date:	<input checked="" type="checkbox"/> Semester following approval.		OR <input type="checkbox"/> Specific Date ² :
Dept. Contact Person:	Jodelle Deem	Phone:	859-218-0557
Email:	jfdeem1@uky.edu		

2. CHANGE(S) IN PROGRAM REQUIREMENTS

		<u>Current</u>	<u>Proposed</u>
1.	Number of transfer credits allowed (Maximum is Graduate School limit of 9 hours or 25% of course work)	9	9
2.	Residence requirement (if applicable)	N/A	N/A
3.	Language(s) and/or skill(s) required	Undergraduate degree in communication disorders or equivalent; 2.75 GPA and submission of GRE scores.	<i>Unchanged</i>
4.	Termination criteria	Program adheres to UK Graduate School termination guidelines	<i>Unchanged</i>
5.	Plan A Degree Plan requirements ³ (thesis)	30 graduate credit hours and successful completion of a Master's thesis	<i>Unchanged</i>
6.	Plan B Degree Plan requirements ³ (non-thesis)	30 graduate credit hours and successful completion of comprehensive exams	<i>Unchanged</i>
7.	Distribution of course levels required	Follows Graduate School criteria	<i>Unchanged</i>

¹ Prior to filling out this form, you MUST contact the Associate Provost for Academic Administration (APAA). If you do not know the CIP code, the APAA can provide you with that during the contact.

² Program changes are typically made effective for the semester following approval. No changes will be made effective until all approvals are received.

³ If there is only one plan for the degree, plans involving a thesis (or the equivalent in studio work, etc.) should be discussed under Plan A and those not involving a thesis should be discussed under Plan B.

CHANGE MASTERS DEGREE PROGRAM FORM

(At least one-half must be at 600+ level & two-thirds must be in organized courses.)			
8.	Required courses (if applicable)	30 semester hours required chosen from the following: CD 621, 647, 648, 661, 670, 674, 677, 701, 710, 744, 745	<i>30 semester hours required chosen from the following: CD 621, 647, 648, 661, 670, 675, 677, 701, 710, 744, 745</i>
9.	Required distribution of courses within program (if applicable)	N/A	N/A
10.	Final examination requirements	Successful completion of comprehensive examinations or Master's thesis	<i>unchanged</i>
11.	Explain whether the proposed changes to the program (as described in sections 1 to 10) involve courses offered by another department/program. <u>Routing Signature Log must include approval by faculty of additional department(s).</u>		
	N/A		
12.	List any other requirements not covered above?		
	None		
13.	Please explain the rationale for changes. If the rationale involves accreditation requirements, please include specific references to those requirements.		
	<p>The program faculty members wish to discontinue use of CD 674 as a required course as fluency is now considered a 'low incidence' communication disorder. The content from this course is being absorbed into a broader, new course with a focus on other low incidence disorders as well. Rather than taking CD 674 - Fluency Disorders for three credits, students will take CD 675 - Low Incidence Communication Disorders across three semesters for a minimum of one credit each semester. Low Incidence Communication Disorders will require a subtitle each time it is offered. Students will take the CD 675 course for one semester as fluency disorders, for one semester as disorders of cleft lip and palate, and for one semester as communication disorders related to ventilators and tracheostomies. However, topics may change with current trends in the practice of communication disorders. This will result in no change in the number of required hours for the Masters' degree.</p>		

CHANGE MASTERS DEGREE PROGRAM FORM

Signature Routing Log

General Information:

Proposal Name: Change of Master's Degree Program in Communication Disorders

Proposal Contact Person Name: Jodelle F. Deem Phone: 859-218-0557 Email: jfdeem1@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
Janice Kuperstein, Ph.D., Chair, Department of Rehabilitation Sciences	9/2/11	Janice Kuperstein / 859-218-0593 / jkupe0@uky.edu	
CHS Academic Affairs Committee	9/20/11	Richard Andreatta / 859-218-0523 / richard.andreatta@uky.edu	
CHS Office of the Dean	10/01/11	Sharon Stewart / 218-0480 / srstew01@uky.edu	
		/ /	
		/ /	

External-to-College Approvals:

Council	Date Approved	Signature	Approval of Revision ⁴
Undergraduate Council			
Graduate Council			
Health Care Colleges Council			
Senate Council Approval		University Senate Approval	

Comments:

⁴ Councils use this space to indicate approval of revisions made subsequent to that council's approval, if deemed necessary by the revising council.

NEW COURSE FORM

1. General Information.				
a.	Submitted by the College of: Health Sciences	Today's Date: 8/30/11		
b.	Department/Division: Rehabilitation Sciences/Communication Disorders			
c.	Contact person name: Jodelle F. Deem	Email: jfdeem1@uky.edu	Phone: 859.218.0557	
d.	Requested Effective Date: <input checked="" type="checkbox"/> Semester following approval OR <input type="checkbox"/> Specific Term/Year ¹ : _____			
2. Designation and Description of Proposed Course.				
a.	Prefix and Number: CSD 675			
b.	Full Title: Low Incidence Communication Disorders (Subtitle Required)			
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.			
	30 Lecture	_____ Laboratory ¹	_____ Recitation	_____ Discussion
	_____ Clinical	_____ Colloquium	_____ Practicum	_____ Research
	_____ Seminar	_____ Studio	_____ Other – Please explain: _____	
f.	Identify a grading system: <input checked="" type="checkbox"/> Letter (A, B, C, etc.) <input type="checkbox"/> Pass/Fail			
g.	Number of credits: 1			
h.	Is this course repeatable for additional credit?			YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
	If YES:	Maximum number of credit hours:	4	
	If YES:	Will this course allow multiple registrations during the same semester?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	
i.	Course Description for Bulletin:	Assessment and management of adults and children with low incidence communication disorders including disorders of fluency, craniofacial anomalies and tracheostomy. Topics may vary depending on current trends in the discipline.		
j.	Prerequisites, if any: Graduate status in CODI or consent of instructor			
k.	Will this course also be offered through Distance Learning?			YES ⁴ <input checked="" type="checkbox"/> NO <input type="checkbox"/>
l.	Supplementary teaching component, if any: <input type="checkbox"/> Community-Based Experience <input type="checkbox"/> Service Learning <input type="checkbox"/> Both			
3.	Will this course be taught off campus?			YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
4. Frequency of Course Offering.				

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

a.	Course will be offered (check all that apply):	<input checked="" type="checkbox"/> Fall	<input checked="" type="checkbox"/> Spring	<input checked="" type="checkbox"/> Summer
b.	Will the course be offered every year?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	
	If NO, explain: _____			
5.	Are facilities and personnel necessary for the proposed new course available?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	
	If NO, explain: _____			
6.	What enrollment (per section per semester) may reasonably be expected?	30		
7.	Anticipated Student Demand.			
a.	Will this course serve students primarily within the degree program?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	
b.	Will it be of interest to a significant number of students outside the degree pgm?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	
	If YES, explain: _____			
8.	Check the category most applicable to this course:			
	<input checked="" type="checkbox"/> Traditional – Offered in Corresponding Departments at Universities Elsewhere			
	<input type="checkbox"/> Relatively New – Now Being Widely Established			
	<input type="checkbox"/> 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 <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	
	If YES, name the proposed new program: _____			
b.	Will this course be a new requirement ⁵ for ANY program?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	
	If YES ⁵ , list affected programs: MSCSD			
10.	Information to be Placed on Syllabus.			
a.	Is the course 400G or 500?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	
	If YES, the <i>differentiation for undergraduate and graduate students must be included</i> 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 <i>SR 3.1.4.</i>)			
b.	<input checked="" type="checkbox"/> 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.			

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

NEW COURSE FORM

Signature Routing Log

General Information:

Course Prefix and Number: CD 675

Proposal Contact Person Name: Jodelle F. Deem Phone: 2180557 Email: jfdeem1@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
Janice Kuperstein, Ph.D., Chair, Department of Rehabilitation Sciences	9/02/11	Jancie Kuperstein / 859-218-0593 / jkupe0@uky.edu	
Academic Affairs Committee, College of Health Sciences	9/20/11	Richard Andreatta, Ph.D. / richard.andreatta @uky.edu / 859-218-0523	
CHS Office of the Dean	10/01/11	Sharon Stewart / 218-0480 / srstew01@uky.edu	
		/ /	
		/ /	

External-to-College Approvals:

Council	Date Approved	Signature	Approval of Revision ⁶
Undergraduate Council			
Graduate Council			
Health Care Colleges Council			
Senate Council Approval		University Senate Approval	

Comments:

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

Introduction/Definition: For the purposes of the Commission on Colleges Southern Association of Colleges and Schools accreditation review, *distance learning* is defined as 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: CD 675	Date: 8/30/11
Instructor Name: Jodelle Deem	Instructor Email: jfdeem1@uky.edu
Check the method below that best reflects how the majority of course of the course content will be delivered.	
Internet/Web-based <input type="checkbox"/>	Interactive Video <input type="checkbox"/>
Hybrid <input checked="" type="checkbox"/>	

Curriculum and Instruction	
1.	<p>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?</p> <p>Students and faculty will have real-time chats at scheduled intervals throughout the semester. These will be conducted via Blackboard. In addition, students will be encouraged to visit the course site at least twice daily to receive updates and messages from the instructor. They will also be encouraged to use email, texts and phone call to communicate regularly with the instructor. The instructor will post virtual office hours and be available electronically as well as via phone during the times posted.</p>
2.	<p>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.</p> <p>Content for the courses is not being altered relative to required textbooks and readings, course objectives and learning outcomes, or out-of-class activities and assessments. The instructor will avail herself of all available technological tools to insure that the absence of 'real-time' lecture delivery is not an obstacle, seeking guidance and technical assistance via TASC and UK IT if necessary.</p>
3.	<p>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.</p> <p>Blackboard will be used for exchange of assignments and is password protected. All UK policies regarding academic integrity remain in place and are spelled out in the syllabus. Examinations will be delivered via BB as well and students will be asked to sign an honor statement prior to taking the exam that includes the declaration that they have completed the assignments/examinations according to the directions of the instructor (e.g. with materials from the course but without assistance from another person or classmate).</p>
4.	<p>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?</p> <p>No</p>

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

Distance Learning Form

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

	<p>If yes, which percentage, and which program(s)?</p> <p><i>*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.</i></p>
5.	<p>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?</p> <p>Via resources presented in the syllabus and in compliance with the University's policies on DL</p>
<i>Library and Learning Resources</i>	
6.	<p>How do course requirements ensure that students make appropriate use of learning resources?</p> <p>Assigned readings will insure that students avail themselves of the Distance Learning Library Resources</p>
7.	<p>Please explain specifically how access is provided to laboratories, facilities, and equipment appropriate to the course or program.</p> <p>N/A for this course.</p>
<i>Student Services</i>	
8.	<p>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/)?</p> <p>Via the syllabus and course website</p>
9.	<p>Will the course be delivered via services available through the Teaching and Academic Support Center?</p> <p>Yes <input type="checkbox"/></p> <p>No <input checked="" type="checkbox"/></p> <p>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.</p> <p>Students enrolled in this course virtually all have their own personal computers for access to the course materials. If a student does not have personal access then they will be provided access through resources provided by the College of Health Sciences</p>

Distance Learning Form

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

10.	<p>Does the syllabus contain all the required components, below? <input checked="" type="checkbox"/> Yes</p> <ul style="list-style-type: none"> <input type="checkbox"/> Instructor's <i>virtual</i> office hours, if any. <input type="checkbox"/> The technological requirements for the course. <input type="checkbox"/> 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). <input type="checkbox"/> Procedure for resolving technical complaints. <input type="checkbox"/> Preferred method for reaching instructor, e.g. email, phone, text message. <input type="checkbox"/> Maximum timeframe for responding to student communications. <input type="checkbox"/> Language pertaining academic accommodations: <ul style="list-style-type: none"> <input type="checkbox"/> "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." <input type="checkbox"/> Information on Distance Learning Library Services (http://www.uky.edu/Libraries/DLLS) <ul style="list-style-type: none"> <input type="checkbox"/> Carla Cantagallo, DL Librarian <input type="checkbox"/> Local phone number: 859 257-0500, ext. 2171; long-distance phone number: (800) 828-0439 (option #6) <input type="checkbox"/> Email: dllservice@email.uky.edu <input type="checkbox"/> DL Interlibrary Loan Service: http://www.uky.edu/Libraries/libpage.php?lweb_id=253&llib_id=16
11.	<p>I, the instructor of record, have read and understood all of the university-level statements regarding DL.</p> <p>Instructor Name: Jodelle F. Deem, Ph.D. Instructor Signature:</p>

**College of Health Sciences
Department of Rehabilitation Sciences
Division of Communication Sciences & Disorders**

Course Number/Title:	CSD 675 - Low Incidence Communication Disorders (Subtitle Required) <i>Fluency Disorders</i>
Course Credit:	1 Cr
Course Placement:	TBA
Course Time/Place:	TBA
Course Faculty:	TBA
Virtual Office Hours:	TBA
Preferred Contact Method:	TBA

Course Description - *Low Incidence Communication Disorders*: Assessment and management of adults and children with low incidence communication disorders including disorders of fluency, craniofacial anomalies and tracheostomy. Topics may vary depending on current trends in the discipline. Pre-requisite – Graduate status in CODI or consent of the instructor.

Subtitle: Fluency Disorders - This one credit hour course is designed to provide graduate students with the skills to identify, select and use available resources in the management of individuals with fluency disorders and to recognize the level(s) of professional training required to work effectively with this population of clients. Lectures, readings, activities and assignments will be used to introduce topics and expose students to the best practices in working with people with disorders of fluency.

Course Objectives

Upon completion of this course, the successful student will be able to:

1. Summarize, critique, and compare major causal factors in stuttering for the purposes of client and family counseling regarding management of the disorder. (ASHA Standard III-C)
 2. Identify and differentiate characteristics of stuttering and normal disfluency and distinguish between borderline, beginning, intermediate, and advanced stuttering. (ASHA Standard III-C)
 3. Use stuttering assessment and measurement techniques to determine the severity, contributing factors, and functional consequences of the disorder for the individual. (ASHA Standard III-D)
 4. Evaluate the need for, plan, and determine the effectiveness of stuttering prevention programs. (ASHA Standard III-D)
 5. Select, plan, and design age- and severity-related interventions for persons who stutter using stuttering modification and fluency-shaping techniques. (ASHA Standard III-D)
 6. Be familiar with current issues and trends in management of persons who stutter. (ASHA Standard III-D).
-

Textbook

Guitar, B. (1998). *Stuttering: An integrated approach to its nature and treatment*. Baltimore: Lippencott, Williams , & Wilkins (2nd ed.). Required.

Other readings as assigned by instructor.

Instructional Strategies

Lecture
Group Discussion via Social Media/Blackboard
Out-of-class Activities
Video Segments as assigned

Course Requirements

- Distance Lectures
 - You must view all lectures in their entirety.
- Group Discussion:
 - At designated times, we will discuss assigned readings; be prepared
- Out-of-Class Project:
 - For this project, you will be asked to investigate a clinical question of interest for evidence. You will be required to develop a professional presentation to share those results via distance.
- Tests
 - You will complete a tests via Blackboard designed to tap your knowledge of fundamental information.

All assignments must be completed within the designated time frame.

Method of Evaluation and Grading System

Final grades will be determined using the relative values outlined below.

Group Discussion	10%
Clinical Presentation	25%
Tests	40%
Clinical Activities	<u>25%</u>
	100%

The University Grading system will be used.

90-100	A
80-89	B
70-79	C
60-69	D
< 60	E

DISTANCE LEARNING ASSURANCES

It is expected that most students have access to personal computers in order to access course materials. In the event that an enrolled student has technical problems with access or does not have access, we will provide support through the resources of the College of Health Sciences.

Help with Delivery and/or Receipt of the Course

The following UK resources are available for any questions or technical problems that may arise.

Teaching and Academic Support Center: <http://www.uky.edu/TASC/index.php>

859.257.8272

Information Technology Customer Service Center: <http://www.uky.edu/UKIT>

859.257.1300

Policies Regarding Distance Learning

We all appreciate the flexibility afforded via distance classes and at the same time acknowledge that technology can sometimes fail or be frustrating to work with. Should you encounter difficulties relating to ANY aspect of the technological delivery of this contact, please DO NOT PANIC! Simply email or phone the instructor and he/she will work with you and UKIT to resolve problems.

Your instructor will respond to all communications regarding your course within 24 hours Monday through Friday and no later than 5PM on Monday for weekend communications.

Information on Distance Learning Library Services

Information on library services for distance learning can be found at <http://www.uky.edu/Libraries/DLLS>

The Distance Librarian is Carla Cantagallo and she can be reached at 859.257.0500 ext. 2171 or long distance 1.800.828.0439 (option 6). Email her at : dllservice@uky.edu

The URL for Distance Learning Interlibrary Loan services is:

http://www.uky.edu/Libraries/libpage.php?lweb_id=253&llib_id=16

UNIVERSITY AND COURSE POLICIES

Blackboard and Email

Information pertaining to the course will be posted on BlackBoard (BB) as much as possible. If you are registered for the class then you are automatically linked to the course. You will need to check the course site at least twice daily. The instructor commits to returning student email within 24 hours during weekdays. Return may be longer over weekends.

Class Attendance

Though distance learning requires no class time per se, there must be regular contact with the faculty member, as directed and outlined in the syllabus. Regular contact will include online discussion and constructive criticism of work. Email and phone contact is also encouraged.

Academic Integrity

Part II of *Student Rights and Responsibilities* (6.3.1; online at <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 a question of plagiarism involving their work, they are obliged to consult their instructors on the matter before submission.

Withdrawals and Incompletes

The student should refer to the University Senate Rules Section V, 1.8 - 1.8.5. for information on *withdrawals* and University Senate Rules Section V, 1.3.2. for information on *incompletes*.

Late Assignments

Unless PRIOR arrangements are made between the student and faculty, assignments submitted late will be penalized 10% for each day beyond the due date and time.

Dead Week

Senate Rule 5.2.4.6 stipulates that your mentor must follow specific policies during “Dead Week”, the last week of instruction. No examinations (including final examinations) may be scheduled during Dead Week, unless they are make-up exams for students with excused absences. Only quizzes that are regularly scheduled at least as frequently as every other week and listed in the contract and all have equal weights will be allowed during Dead Week. No project/lab practicals/paper/presentation deadline shall be scheduled to fall during the Dead Week unless it was scheduled in the contract.

Inclement Weather

Students should be aware of the following sources of information in the event of inclement weather or other problems that might cause the University to close. Remember, if the University is open, students are expected to be in attendance and all tests will be given. If the University is closed on a test day, expect the test to be given on the next class day.

The cancellation or delay of classes’ announcements will normally be made by 6:00 a.m. through the local media. The latest information will be available on the University of Kentucky INFOLINE at 257-5684, University of Kentucky TV Cable Channel 16, and WUKY or the UK Web site at www.uky.edu.

Grievances

Students who have grievances regarding the class should contact the mentor. If students are not satisfied with the response, they should seek guidance from the Director of Graduate Studies for the Program in Communication Sciences and Disorders.

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).