

# NEW COURSE FORM

<b>1. General Information.</b>				
a.	Submitted by the College of: Nursing	Today's Date:	9/20/11	
b.	Department/Division: _____			
c.	Contact person name: Marcia Stanhope	Email: marcia.stanhope@uky.edu	Phone:	7-9335
d.	Requested Effective Date:	<input checked="" type="checkbox"/> Semester following approval	OR	<input type="checkbox"/> Specific Term/Year <sup>1</sup> : _____
<b>2. Designation and Description of Proposed Course.</b>				
a.	Prefix and Number:	NUR 977		
b.	Full Title:	Populations and Organizational Systems Leadership III Clinical: Systems and Community Dimension of Crises and Disaster Preparedness		
c.	Transcript Title (if full title is more than 40 characters):	Pop&Sys LeadershipIII Clin:Crisis Prevnt		
d.	To be Cross-Listed <sup>2</sup> 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 <sup>3</sup> for each meeting pattern type.			
	_____ Lecture	_____ Laboratory <sup>1</sup>	_____ Recitation	_____ Discussion
	_____ 180 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:	3		
h.	Is this course repeatable for additional credit?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	
	If YES: Maximum number of credit hours:	_____		
	If YES: Will this course allow multiple registrations during the same semester?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	
i.	Course Description for Bulletin:	This course is a companion to NUR 976. It provides directed clinical/practicum experiences designed so the student is able to apply content from NUR 976 through exploring, participating in, and providing leadership related to selected aspects of disaster planning, management, and recovery in a specific community or organization. The instructor will work individually with each student to insure that the practicum responds to course objectives, the student's goals, and learning needs. This course requires 12 hours per week clinical time.		
j.	Prerequisites, if any:	NUR 974 and 975. Corequisite: NUR 976		
k.	Will this course also be offered through Distance Learning?	YES <sup>4</sup> <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	

<sup>1</sup> Courses are typically made effective for the semester following approval. No course will be made effective until all approvals are received.

<sup>2</sup> The chair of the cross-listing department must sign off on the Signature Routing Log.

<sup>3</sup> 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)

## NEW COURSE FORM

<b>I.</b>	Supplementary teaching component, if any:	<input type="checkbox"/> Community-Based Experience	<input type="checkbox"/> Service Learning	<input type="checkbox"/> Both
<b>3.</b>	<b>Will this course be taught off campus?</b>	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	
<b>4.</b>	<b>Frequency of Course Offering.</b>			
<b>a.</b>	Course will be offered (check all that apply):	<input type="checkbox"/> Fall	<input checked="" type="checkbox"/> Spring	<input type="checkbox"/> Summer
<b>b.</b>	Will the course be offered every year?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	
	If NO, explain:	Specialty courses for students in this track are offered every other year in accordance with DNP program curriculum plan.		
<b>5.</b>	<b>Are facilities and personnel necessary for the proposed new course available?</b>	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	
	If NO, explain:	_____		
<b>6.</b>	<b>What enrollment (per section per semester) may reasonably be expected?</b>	10		
<b>7.</b>	<b>Anticipated Student Demand.</b>			
<b>a.</b>	Will this course serve students primarily within the degree program?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	
<b>b.</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:	_____		
<b>8.</b>	<b>Check the category most applicable to this course:</b>			
	<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			
<b>9.</b>	<b>Course Relationship to Program(s).</b>			
<b>a.</b>	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>b.</b>	Will this course be a new requirement <sup>5</sup> for ANY program?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	
	If YES <sup>5</sup> , list affected programs:	_____		
<b>10.</b>	<b>Information to be Placed on Syllabus.</b>			
<b>a.</b>	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 <b>10.b.</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>b.</b>	<input type="checkbox"/> The syllabus, including course description, student learning outcomes, and grading policies (and 400G-/500-level grading differentiation if applicable, from <b>10.a</b> above) are attached.			

<sup>4</sup> You must *also* submit the Distance Learning Form in order for the proposed course to be considered for DL delivery.

<sup>5</sup> 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: NUR 977

Proposal Contact Person Name: Marcia Stanhope Phone: 7-9335

Email:  
marcia.stanhope@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
DNP Committee	5/31/11	Marcia Stanhope / 7-9335 / marcia.stanhope@uky.edu	
CON Faculty	10/13/2011	Jane Kirschling / 3-6533 / janek@email.uky.edu	
		/ /	
		/ /	
		/ /	

### External-to-College Approvals:

Council	Date Approved	Signature	Approval of Revision <sup>6</sup>
Undergraduate Council			
Graduate Council			
Health Care Colleges Council			
Senate Council Approval		University Senate Approval	

Comments:

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



# College of Nursing

## UNIVERSITY OF KENTUCKY COLLEGE OF NURSING

### **NUR 977: Populations and Organizational Systems Leadership III** **Clinical: Systems and Community Dimension of Crises and Disaster Preparedness**

**CREDITS:** 3 credits (4 clinical hours per week per credit)

**COREQUISITES:** NUR 976

**PLACEMENT:** Spring semester

#### **COURSE DESCRIPTION:**

This course is a companion to NUR 976. It provides directed clinical/practicum experiences designed so the student is able to apply content from NUR 976 through exploring, participating in, and providing leadership related to selected aspects of disaster planning, management, and recovery in a specific community or organization. The instructor will work individually with each student to insure that the practicum responds to course objectives, the student's goals, and learning needs. Enrollment in the College of Nursing and in NUR 976 is required to enroll in this course.

#### **COURSE OBJECTIVES:**

At the conclusion of the course, students will be able to:

1. Analyze systems-level preparedness and response plans utilizing evidence-based approaches including the application of standards developed by various entities.
2. Apply local and global sources of data in disaster preparedness at all system levels.
3. Demonstrate an analytical, critical, and evidence-based approach to developing a component of a preparedness plan for a defined community or organization which is integrated into a larger system plan.
4. Using principles of leadership and disaster preparedness demonstrate an understanding of the role of the nurse leader in preparing for, responding to, managing, and recovering from a disaster.
5. Demonstrate leadership competencies in collaborating with individuals from a variety of disciplines representing many constituencies in a disaster preparedness planning, practice, or recovery activity.

**FACULTY:** TBA

Faculty will respond to student communications within 72 hours M-F unless out of the office.

**CLINICAL PRACTICE DATES/TIME:**

The course begins August [date] and ends December [date]. Completion of the required hours of clinical practice in the specialty role will take place weekly in a time-frame mutually agreeable to student and preceptor. Blackboard (Bb) will be used to maintain weekly written communication with designated faculty member(s) and preceptor(s). Clinical conferences will be held with designated faculty member(s) and/or preceptor(s) monthly or more often if needed. See "Assignments" for specific clinical requirements and expectations.

**COURSE BLACKBOARD SITE:** On-line communication within the course will be facilitated using Blackboard (Bb), a web-based educational program at: <http://www.uky.edu/Blackboard/> (log-in : <https://elearning.uky.edu/> )

**EVALUATION:** Evaluation will be based on student achievement of the objectives as demonstrated by performance involving:

Report 1 = 40% DUE: See schedule

Report 2 = 40% DUE: See schedule

Report 3 = 20% DUE: See schedule

An electronic copy of all written assignments is due at 12:00 noon on the dates listed above

**GRADING:** Policies for assigning grades of "I" can be found in "Course Policies."

A = 90-100%

B = 80-89%

C = 70-79%

E = ≤ 60

***Successful completion of a clinical course in the College of Nursing requires a grade of B or higher. Grades below B will not be applied as credit toward graduation.***

**TEACHING/LEARNING METHODS:**

This course emphasizes experiential learning. Students will collaborate with designated faculty members and preceptors to implement specialty clinical practice as a nurse executive or a public health nurse within a selected systems, communities, populations, and organizations. Additional teaching/learning methods include analysis of clinical practice and its outcomes, reflection and self evaluation, and role delineation.

### **TECHNOLOGY REQUIREMENTS**

**Computer requirements:** This web-enhanced course requires the following: (1) a computer with high speed access to the internet (Ethernet, broadband cable or DSL connection) and an internet browser preferably Mozilla Firefox (others may or may not work correctly with Blackboard); (2) an active University of Kentucky e-mail account that is not forwarded to another email address, and (3) Microsoft Office 2007, which is available free to all university students from <http://download.uky.edu>. Contact the University of Kentucky Instructional Technology Customer Service Center (257-1300) for download instructions.

It is important to have a basic understanding of how to use the World Wide Web (web) as well as Microsoft Office products (Word, PowerPoint, Excel, and Exchange). If you need assistance, help is available in The Hub, located in the basement of W.T. Young Library. For more information, visit <http://www.uky.edu/Libraries/hub>. In addition, students should be able to use the internet to access the Medical Center and other UK Libraries, search library data bases, and obtain literature necessary for class work and assignments. UK's Teaching and Academic Support Center (TASC) is also a great resource for technical questions (<http://www.uky.edu/TASC/index.php>) (859) 257 8272. Also, you may contact the UKIT Customer Support Center at [www.uky.edu/UKIT](http://www.uky.edu/UKIT) or 859-257-1300.

**If you have problems with Blackboard (Bb):** Following are the resources available to help you if you are having problems using Bb. If the problems you are having affects completion or submission of an assignment, please email the instructor explaining the problem and the steps you are taking/have taken to correct the problem.

Walk-In Assistance for Students: Rm 111 [McVey Hall](#) (Monday through Friday 7AM - 6PM);

The HUB at [WT Young Library](#) (Sunday 1PM - 10PM, Monday through Thursday 6PM - 10PM)

Phone Support for Students and Faculty: (859) 257-1300

24/7 Online Blackboard Support for Students and Faculty: [Click here to access online support.](#)

Need help while inside your Bb course: Look for the help icon at the top of each page. 

You may also find the following online resource useful: [Student/Participant Online Bb Resources](#)

**Distance Learning Library Services ([www.uky.edu/Libraries/DLLS](http://www.uky.edu/Libraries/DLLS))**

Contact Carla Cantagallo, DL Librarian at (859) 257-0500 ext 2171 or via email at [dllservice@email.uky.edu](mailto:dllservice@email.uky.edu). DL Interlibrary loan service website: [http://www.uky.edu/Libraries/libpage.php?lweb\\_id=253&llib\\_id=16](http://www.uky.edu/Libraries/libpage.php?lweb_id=253&llib_id=16)

### **Information for Students with Disabilities**

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 257-2754 or [jkarnes@email.uky.edu](mailto:jkarnes@email.uky.edu)

**PRACTICE REQUIREMENTS:** The student will work with the instructor to select particular communities and/or organizations in which the student will spend a minimum of 180 hours in professional practice activities. As part of this practice the student will prepare three professional reports:

1. Report 1 – Develop an Analysis of a Preparedness Plan for a specific community or organization. Select a community or an organization, describe and assess the Preparedness Plan and how it was operationalized utilizing a framework based on scientific evidence, professional standards, and your synthesis of the literature. **(40% of Final Grade)**
2. Report 2 - Identify an organizational or community leader who has major responsibility for the Preparedness Plan for a selected setting. Negotiate with the individual for the opportunity to work with the individual in the development or enhancement of a component of the Preparedness Plan. Prepare an analysis of the experience with the following components: Description of the leader's leadership role, style and characteristics; Description of your activities; Description of the component of the plan you worked on and rationale for the approach used; an analysis of how this experience affected your understanding of leadership and the arena of disaster preparedness; and a projection of how this experience can be utilized in your professional career. **(40% of Final Grade)**
3. Report 3 - Select a setting, a community or an organization. Analyze preparedness plans in place and project what could be done to make that setting more disaster resistant. **(20% of Final Grade)**

### **COURSE POLICIES:**

Students are expected to adhere to the current University of Kentucky, *Student Rights and Responsibilities* and the Medical Center *Code of Professional Ethics*.

Additional course policies include:

**Absence Policies (see also attendance policies below)**

Graduate students are expected to assume responsibility for their own learning and attend all classes. Because of the limited number of class meetings, your attendance and participation are required at each class. The procedure for excused absence for this course is outlined in the evaluation section of this syllabus. [S.R. 5.2.4.2](#) (*Student Rights and Responsibilities Handbook*) defines acceptable reasons and procedures for excused absences.

### **Academic honesty, cheating and plagiarism**

Academic honesty is a basic requirement of every aspect of participation in this course. Cheating and plagiarism are problems that are viewed with great seriousness by both the College of Nursing and the University. A specific form of cheating, plagiarism is particularly problematic in an academic institution. Students found to be engaging in dishonest behavior will be subject to the University's policies. UK Ombuds office: [www.uky.edu/Ombud/Plagiarism.pdf](http://www.uky.edu/Ombud/Plagiarism.pdf)

### **University Policy on Plagiarism and Cheating:**

**PLAGIARISM and CHEATING are serious academic offenses. The minimum penalty for these academic offenses is a final grade of E in the course.** The University regulations pertaining to this matter can be found at [www.uky.edu/StudentAffairs/Code/](http://www.uky.edu/StudentAffairs/Code/)

Of particular relevance is Part II, SELECTED RULES OF THE UNIVERSITY SENATE GOVERNING ACADEMIC RELATIONSHIPS, Section 6.3 that can be found at [www.uky.edu/StudentAffairs/Code/part2.html](http://www.uky.edu/StudentAffairs/Code/part2.html)

These rules in particular say:

6.3.1 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. 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.

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, whether it be published article, chapter of a book, a paper from a friend or some file, or whatever. 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 or information, the student must carefully acknowledge exactly what, where and how he/she has 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.

6.3.2 CHEATING Cheating is defined by its general usage. It includes, but is not limited to, the wrongfully 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. Any question of definition shall be referred to the University Appeals Board.

**Accommodations for students with disabilities.** If you have a documented disability that requires academic accommodations, please see let one of the instructors know as soon as possible. In order to receive accommodations in this course, you must provide a Letter of Accommodation from the Disability Resource Center ([www.uky.edu/TLC/grants/uk\\_ed/services/drc.html](http://www.uky.edu/TLC/grants/uk_ed/services/drc.html)). If you have not already done so, please register with the Disability Resource Center (Room 2 Alumni Gym, 257-2754, [jkarnes@uky.edu](mailto:jkarnes@uky.edu)) for coordination of campus disability services available to students with documented specific needs.

**Attendance:** Each class member's preparation and contribution is vital to the quality of both his/her own individual learning and that of the other class members. Therefore, attendance is required and will be included in the Class Participation Grade. Tardiness will also be considered in computation of the Class Participation Grade. University policies related to excused and unexcused absences are found in the University of Kentucky Student Rights and Responsibilities Guidelines (Please refer to Administrative Resources at <http://www.uky.edu/StudentAffairs/Code/>). Each of these features (attendance, promptness, preparation, and thoughtful, active discussion) will be considered in computation of the Class Participation Grade. ***By missing a class meeting, you will miss 20% of the class time.***

**Cell phones and pagers shall be turned off during class.** If you are expecting an emergency call, notify the instructor prior to class and set your phone for flash, vibrate or text message. Respect others by not disrupting class by text messaging or talking on the phone.

**Conduct in Clinical Practice:**

Clinical practice must adhere to current scope and standards of advanced nursing/public health nursing practice and to the current professional codes of conduct published by the University of Kentucky Medical Center, the University of Kentucky College of Nursing, and the clinical agency/organization.

**Dead Week**

The College of Nursing follows University policy about the final week of classes prior to final examinations also known as Dead Week. During Dead Week, no examinations will be scheduled except for quizzes that are regularly scheduled as frequently as every other week and listed in the syllabus. Regular course activity, clinical practica and make-up exams are allowed.

**Health Sciences Student Professional Behavior Code**

The College of Nursing ascribes to the Health Sciences professional behavior code. Please see the following web site for additional information: [www.uky.edu/Regulations/AR/ar083.pdf](http://www.uky.edu/Regulations/AR/ar083.pdf).

### **Identification Badges**

All students using Medical Center facilities, *including the Medical Center library and College of Nursing building*, for any purpose are issued an identification badge. If you lose or misplace the badge, you will be required to replace it at your expense. Without this badge, you will be unable to use Medical Center facilities. Graduating students will not receive final grades or transcripts until return of the ID badge to the Office of Student Services on the final day of classes. The Office of Student Services will assist with the badge process.

### **Incomplete grades**

Prior to taking an incomplete grade for the course students MUST have permission from the faculty. Permission for an incomplete grade will be granted for acceptable circumstances.

Students will have six months to resolve incomplete grades as follows:

1. It is expected that all incomplete assignments will be turned in within the first 3 months.
2. Within the first 3 months, earned grades for all incomplete assignments will be reduced by one letter grade (Ex. A to B, etc.).
3. If the student chooses to continue the “incomplete” beyond the first 3 months, up to and at the end of the six month period, the earned course grade will be reduced by one letter grade.
4. After six months, if work is not completed, the course grade will become an “E”.

This policy will apply except in those situations that are considered to be beyond the control of the student.

### **Licensure**

Registered nurse licensure without limitations in the state in which your fieldwork will take place is prerequisite to a clinical practicum or research. This means you will need a Kentucky R.N. license and a license for any out-of-state fieldwork.

### **Teacher/course evaluations**

The University policy on faculty performance review requires that faculty obtain student evaluations of teaching for every course every semester. To meet the requirement, the College of Nursing uses a web-based course evaluation. All students enrolled in this course are required to visit the Course Evaluation website to fill out evaluations or to decline the opportunity within the designated time frame. **Students who do not visit the website within the designated time will receive an incomplete in the course that will remain until the website is visited.** Students should take this opportunity to provide serious input regarding faculty performance and course evaluation. These evaluations are used by the College of Nursing to improve the curriculum and enhance faculty teaching. Evaluations are completely anonymous. The information is compiled and shared with individual faculty members, program directors, associate dean, and dean only after final grades are submitted. To receive announcements

about the evaluations, students must activate and use their UK email addresses. Forwarding UK email to an alternate address is not a viable option.

### **Written Assignments and Presentations**

Written Assignments: A course expectation is scholarly writing. All written assignments must be in APA format as found in either the *Publication Manual of the American Psychological Association, 6th edition*. Papers must be typed (double-spaced per APA). It is expected that students meet graduate level standards of professional writing, using appropriate wording, correct grammar, clear and cohesive presentation of material, and accurate spelling.

All papers must be submitted on the dates indicated. Submit the paper electronically using the Bb "Assignments" site by the specified due date/time. Five points will be deducted for each working day the paper is late, unless prior arrangements for an alternative submission date are made with the course faculty.

Presentations: All presentations must adhere to the specified time frame. Students must speak clearly and distinctly so that all can hear. Professional appearance and language is expected. Students should use Power Point presentations to support the presentation. Slides should be clearly visible to all present.

### **INTERNATIONAL STANDARDS:**

1. AACN DNP Essentials:
  - Scientific Underpinnings for Practice
  - Organizational and Systems Leadership for Quality
  - Clinical Scholarship and Analytical Methods for Evidence-Based Practice
  - Interprofessional Collaboration for Improving Patient and Population Health Outcomes
  
2. ANA Standards for Public Health Nursing Practice:
  - Assessment
  - Population Diagnosis and Priorities
  - Outcomes Identification
  - Planning
  - Implementation
  - Coordination
  - Consultation
  - Regulatory Activities Evaluation
  - Quality of Practice
  - Professional Practice Evaluation
  - Collegiality and Professional Relationships
  - Collaboration
  - Ethics
  - Resource Utilization

Leadership

3. International Emergency Prepared Education Coalition Competencies
  
4. ASTDN Competencies for Practice and Public Health Core Competencies:
  - Analytic Assessment Skills
  - Policy Development/ Program Planning Skills
  - Communication Skills
  - Community Dimensions of Practice Skills
  - Basic Public Health Science Skills
  - Financial Planning and Management Skills
  - Leadership and Systems Thinking Skills

## 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: NUR 977	Date: 9/20/11
Instructor Name: TBA: contact Marcia Stanhope	Instructor Email: marcia.stanhope@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"/>	

<b>Curriculum and Instruction</b>	
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 will meet no more than 5 times per semester in person, and will also participate in blackboard Discussions and interactive learning experiences. Syllabus conforms to Senate Guidelines.</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>Textbooks, course goals, and assessments of students are identical to the experience in a traditional course. Students have an opportunity to interact with fellow students on a monthly basis, and presentations are the same as they would be in a traditional course.</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>Students are required to login to blackboard for all course materials. Cheating and plagiarism policies are stated on the syllabus, and all policies are given to students in the CON graduate student handbook, as well as the student rights and responsibilities handbook, and the Health Sciences Student Professional Behavior Code</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>Yes</p> <p>If yes, which percentage, and which program(s)?</p> <p><i>The majority of the BSN-DNP program is offered as distance learning, with the exception of clinical courses in the BSN-DNP program. The MSN-DNP program is offered 100% as a distance learning program</i></p> <p><small>*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.</small></p>
5.	<p>How are students taking the course via DL assured of equivalent access to student services, similar to that of a</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>student taking the class in a traditional classroom setting?</p> <p>Students taking this course via DL have access to the same services as students in a traditional classroom setting. They are given access to library services, TASC, and all course materials on blackboard. In addition, faculty are available via phone, email, or in person for consultation about the course. Students are also given contact information for the College's IT support, Blackboard help desk, and TASC support services.</p>
<b><i>Library and Learning Resources</i></b>	
6.	<p>How do course requirements ensure that students make appropriate use of learning resources?</p> <p>Course requirements require students to use blackboard for electronic discussions as well as for course documents, and for submission of assignments.</p>
7.	<p>Please explain specifically how access is provided to laboratories, facilities, and equipment appropriate to the course or program.</p> <p>All students are given a UK email address which is also used as their login for blackboard. This is the only resource they are required to use. If students need to use university computer facilities, this login will work as well. Students have access to the Nursing building on class days, as the building is not locked.</p>
<b><i>Student Services</i></b>	
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 (<a href="http://www.uky.edu/TASC/index.php">http://www.uky.edu/TASC/index.php</a>) and the Information Technology Customer Service Center (<a href="http://www.uky.edu/UKIT/">http://www.uky.edu/UKIT/</a>)?</p> <p>The syllabus lists contact information for the instructor, TASC, as well as the IT service center, so the student has 3 places to go for help.</p>
9.	<p>Will the course be delivered via services available through the Teaching and Academic Support Center?</p> <p>Yes <input checked="" type="checkbox"/></p> <p>No <input 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>

## 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"> <li><input type="checkbox"/> Instructor's <i>virtual</i> office hours, if any.</li> <li><input type="checkbox"/> The technological requirements for the course.</li> <li><input type="checkbox"/> Contact information for TASC (<a href="http://www.uky.edu/TASC/">http://www.uky.edu/TASC/</a>; 859-257-8272) and Information Technology Customer Service Center (<a href="http://www.uky.edu/UKIT/">http://www.uky.edu/UKIT/</a>; 859-257-1300).</li> <li><input type="checkbox"/> Procedure for resolving technical complaints.</li> <li><input type="checkbox"/> Preferred method for reaching instructor, e.g. email, phone, text message.</li> <li><input type="checkbox"/> Maximum timeframe for responding to student communications.</li> <li><input type="checkbox"/> Language pertaining academic accommodations:             <ul style="list-style-type: none"> <li><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 <a href="mailto:jkarnes@email.uky.edu">jkarnes@email.uky.edu</a>."</li> </ul> </li> <li><input type="checkbox"/> Information on Distance Learning Library Services (<a href="http://www.uky.edu/Libraries/DLLS">http://www.uky.edu/Libraries/DLLS</a>)             <ul style="list-style-type: none"> <li><input type="checkbox"/> Carla Cantagallo, DL Librarian</li> <li><input type="checkbox"/> Local phone number: 859 257-0500, ext. 2171; long-distance phone number: (800) 828-0439 (option #6)</li> <li><input type="checkbox"/> Email: <a href="mailto:dllservice@email.uky.edu">dllservice@email.uky.edu</a></li> <li><input type="checkbox"/> DL Interlibrary Loan Service: <a href="http://www.uky.edu/Libraries/libpage.php?lweb_id=253&amp;llib_id=16">http://www.uky.edu/Libraries/libpage.php?lweb_id=253&amp;llib_id=16</a></li> </ul> </li> </ul>
11.	<p>I, the instructor of record, have read and understood all of the university-level statements regarding DL.</p> <p>Instructor Name: Marcia Stanhope <span style="float: right;">Instructor Signature:</span></p>

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