

NEW COURSE FORM

1. General Information.				
a.	Submitted by the College of: Agriculture	Today's Date:	9-17-10	
b.	Department/Division: Community and Leadership Development			
c.	Contact person name: Dr. Rick Maurer	Email: richard.maurer@uky.edu	Phone:	7-7582
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: CLD 475			
b.	Full Title: Topics in Non-Formal Education: 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.			
	<input type="checkbox"/> 3 Lecture	<input type="checkbox"/> _____ Laboratory ¹	<input type="checkbox"/> _____ Recitation	<input type="checkbox"/> _____ Discussion
	<input type="checkbox"/> _____ Clinical	<input type="checkbox"/> _____ Colloquium	<input type="checkbox"/> _____ Practicum	<input type="checkbox"/> _____ Research
	<input type="checkbox"/> _____ Seminar	<input type="checkbox"/> _____ Studio	<input type="checkbox"/> 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 checked="" type="checkbox"/> NO <input type="checkbox"/>
	If YES:	Maximum number of credit hours:	6	
	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:	Intensive study of a specialized topic in non-formal education. May be repeated under different subtitles.		
j.	Prerequisites, if any: Major standing in CLD or CTE students admitted to TEP.			
k.	Will this course also be offered through Distance Learning?			YES ⁴ <input type="checkbox"/> NO <input checked="" 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.				
a.	Course will be offered (check all that apply): <input checked="" type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer			

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.

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If NO, explain:	This course is part of the list of "additional courses" in CLD that students will use to complete 18 hours in the program. It will be offered when a faculty member has a special topic to explore, or the department has a visiting scholar or access to other additional teaching resources.		
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?	25	
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 type="checkbox"/>	NO <input checked="" type="checkbox"/>
	If YES ⁵ , list affected programs: _____		
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.

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Signature Routing Log

General Information:

Course Prefix and Number: CLD 475

Proposal Contact Person Name: Dr. Rick Maurer

Phone: 7-7582

Email: richard.maurer@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
Dept. Faculty	8/20/10	Rory Hansen 7-7586 r.hansen@uky.edu	[Signature]
UCC-CAA	10/29/10	Larry Eubank 7-8885 @uky.edu	[Signature] 11/27/10
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		/ /	
		/ /	

External-to-College Approvals:

Council	Date Approved	Signature	Approval of Revision ⁶
Undergraduate Council	2/23/2011	Sharon Gill <small>Digitally signed by Sharon Gill DN: cn=Sharon Gill, ou=Undergraduate Education, ou=Undergraduate Council, email=Sharon.Gill@uky.edu, c=US Date: 2011.02.23 12:53:49 -0500</small>	
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.

CLD 475
Topics in Non-formal Education: (Subtitle)
Fall 2011

Instructor: Dr. Richard Maurer
Professor
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University of Kentucky
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Course Description: This course is an introduction to a special topic in the social science concept and study of non-formal education. The focus will be on definitions of non-formal education, and the different types of non-formal education that exist in communities. Students will gather and analyze information about the non-formal education topic and apply the information to real educational situations.

Learning Objectives:

- Understand basic concepts and definitions of the subject about non-formal education.
- Be able to apply basic concepts to non-formal education related situations.
- Identify issues related to the non-formal education topic.
- Learn about the influence of the special topic on non-formal education in communities.
- Think critically and comparatively about non-formal education phenomena.
- Become familiar with methodologies of non-formal education.
- Analyze non-formal education situations and trends in communities.

Grades based on:

Exam 1	100 points
Exam 2	100 points
Assignment 1	100 points
Assignment 2	100 points
In-class community analysis assignments	100 points
Final Exam	100 points

Grading Scale: 540-600 points=A, 480-539 points=B, 420-479 points=C, 360-419 points=D, Below 360 points=E

(The instructor reserves the right to add quizzes that could add up to 50 points to the total grading scale. If points are added, then the grading scale will be calculated as: 90%-100% of total points=A, 80%-89.9% of total points=B, 70%-79.9% of total points=C, 60%-69.9% of total points=D, Below 60% of total points=E)

Grading Scale Definitions:

A = Excellent work well above the standard expected for students in a social science course.

B = Solid undergraduate level work that indicates an understanding of course materials and the ability to convey this knowledge effectively in writing and orally.

C = Work at the level that is expected for a 200 level social science course

D = Work that is below the standard expected for students and indicates that the student is not making satisfactory progress.

E = Unsatisfactory work, failing grade

Course Policies:

Attendance in class is expected. Most of the material included on exams will be covered in class. Excused absences are those included in the *Student Rights and Responsibilities*. I can be more flexible about excused absences with prior notice. STUDENTS ARE RESPONSIBLE FOR ALL MATERIAL COVERED IN CLASS AND ALL ANNOUNCEMENTS MADE DURING CLASS.

Assignments are due in hard (paper) copy *at class time* on the dates indicated in the class schedule. Late assignments will have the assignment grade lowered by one letter grade (10% of points) for each subsequent class period that the assignment is late. ASSIGNMENTS WILL NOT BE ACCEPTED BY EMAIL.

Acceptable Standards in English, as defined in the *Student Rights and Responsibilities*, are expected in all written and oral work.

Plagiarism will not be tolerated, and will be dealt with in accordance with University policy as outlined the *Student Rights and Responsibilities*. Please provide complete references, including on-line sources.

Blackboard:

The syllabus, course information, assignments, class outlines, and external links are available on Blackboard. There will be further information posted through the semester. Login to Blackboard at: <http://elearning.uky.edu>. There may be class announcements sent through the Blackboard email list – make sure your university email address is correct or that messages are forwarded to your preferred email address.

Class Schedule and Reading Assignments:

Week of:

Week 1
Week 2
Week 3
Week 4
Week 5
Week 5 Exam 1
Week 6
Week 7
Week 8
Week 8 Assignment 1 due
Week 9
Week 10
Week 10 Exam 2
Week 11
Week 12
Week 13
Week 13 Assignment 2 due
Week 14
Week 15
Finals Week Final Exam

Assignment 1

Conduct an Analysis of non-formal education in communities related to the course topic

Paper length: 4-5 pages

Paper due: During class on (date) – PAPERS WILL NOT BE ACCEPTED BY EMAIL.

Assignment 2

Assignment 2 is the same assignment as Assignment 1, except that YOU MUST USE A DIFFERENT METHOD of collecting your information than you did in Assignment 1.

Paper length: 4-5 pages

Paper due: During class on (date) – PAPERS WILL NOT BE ACCEPTED BY EMAIL.