

1. General Information

1a. Submitted by the College of: ENGINEERING

Date Submitted: 12/26/2015

1b. Department/Division: Electrical and Computer Engineering

1c. Contact Person

Name: Larry Holloway

Email: holloway@uky.edu

Phone: 859-323-8523

Responsible Faculty ID (if different from Contact)

Name:

Email:

Phone:

1d. Requested Effective Date: Semester following approval

1e. Should this course be a UK Core Course? No

2. Designation and Description of Proposed Course

2a. Will this course also be offered through Distance Learning?: No

2b. Prefix and Number: EE 396

2c. Full Title: COMMUNITY OR CAMPUS EXPERIENTIAL LEARNING

2d. Transcript Title: COMMUNITY OR CAMPUS EXPER. LEARNING

2e. Cross-listing:

2f. Meeting Patterns

OTHER: 3

OTHEREXPLAIN: Experiential activity in community or campus organization

2g. Grading System: Pass/Fail

2h. Number of credit hours: 1

2i. Is this course repeatable for additional credit? Yes

If Yes: Maximum number of credit hours: 3

If Yes: Will this course allow multiple registrations during the same semester? No

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SENATE COUNCIL

2j. **Course Description for Bulletin:** This course credit recognizes extensive involvement by a student in a campus organization or community organization. This involvement may be leadership or responsibility for significant substantial portions of a project or event. Enrollment in this course requires a Learning Plan developed by the student and a faculty advisor (such as the organization faculty advisor, for campus organizations). The Learning Plan must be approved by the Director of Undergraduate Studies. The plan should include a list of learning objectives, and a list of readings or other curricular materials that will be read related to the experience. Successful completion of the course requires that the student submit a report, covering an overview of activities and responsibilities of the student during the experience, and a reflective statement on lessons learned during the experience. These lessons learned may be in regards to leadership, team interactions, project management, or technical aspects of a project. The report must be approved by the designated advisor and the DUS, or his/her delegate. Course may be taken on a pass-fail basis only and may be repeated to a maximum of three credit hours.

2k. **Prerequisites, if any:** Prereq: Submission of acceptable learning plan and approval of department.

2l. **Supplementary Teaching Component:**

3. **Will this course taught off campus?** No

If YES, enter the off campus address:

4. **Frequency of Course Offering:** Summer,

Will the course be offered every year?: Yes

If No, explain:

5. **Are facilities and personnel necessary for the proposed new course available?:** Yes

If No, explain:

6. **What enrollment (per section per semester) may reasonably be expected?:** 8

7. **Anticipated Student Demand**

Will this course serve students primarily within the degree program?: Yes

Will it be of interest to a significant number of students outside the degree pgm?: No

If Yes, explain:

8. **Check the category most applicable to this course:** Not Yet Found in Many (or Any) Other Universities ,

If No, explain:

9. **Course Relationship to Program(s).**

a. **Is this course part of a proposed new program?:** No

If YES, name the proposed new program:

b. **Will this course be a new requirement for ANY program?:** Yes

If YES, list affected programs: This course is one course option to satisfy an "Experiences" credit in a proposed revision of BS Electrical Engineering and BS Computer Engineering.

10. Information to be Placed on Syllabus.

a. Is the course 400G or 500?: No

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: Yes

Distance Learning Form

Instructor Name:

Instructor Email:

Internet/Web-based: No

Interactive Video: No

Hybrid: No

1. How does this course provide for timely and appropriate interaction between students and faculty and among students? Does the course syllabus conform to University Senate Syllabus Guidelines, specifically the Distance Learning Considerations?

2. How do you ensure that the experience for a DL student is comparable to that of a classroom-based student's experience? Aspects to explore: textbooks, course goals, assessment of student learning outcomes, etc.

3. How is the integrity of student work ensured? Please speak to aspects such as password-protected course portals, proctors for exams at interactive video sites; academic offense policy; etc.

4. Will offering this course via DL result in at least 25% or at least 50% (based on total credit hours required for completion) of a degree program being offered via any form of DL, as defined above?

If yes, which percentage, and which program(s)?

5. How are students taking the course via DL assured of equivalent access to student services, similar to that of a student taking the class in a traditional classroom setting?

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

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

8. How are students informed of procedures for resolving technical complaints? Does the syllabus list the entities available to offer technical help with the delivery and/or receipt of the course, such as the Information Technology Customer Service Center (<http://www.uky.edu/UKIT/>)?

9. Will the course be delivered via services available through the Distance Learning Program (DLP) and the Academic Technology Group (ATL)? NO

If no, explain how student 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.

10. Does the syllabus contain all the required components? NO

11. I, the instructor of record, have read and understood all of the university-level statements regarding DL.

Instructor Name:

SIGNATURE|BJSTOK0|Barbara J Brandenburg|EE 396 NEW College Review|20160201

SIGNATURE|JMETT2|Joanie Ett-Mims|EE 396 NEW Undergrad Council Review|20160413

New Course Form

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

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

Generate R

Attachments:

Upload File

ID	Attachment
Delete 6026	EE396 UG Comm or Campus Experiential Learning-revi
Delete 6225	EE 396 UGC Review Checklist.docx
Delete 6608	EE 396 Learning Contract rev-b.docx

(*denotes required fields)

1. General Information

a. * Submitted by the College of: Submission Date:

b. * Department/Division:

c.

* Contact Person Name: Email: Phone:

* Responsible Faculty ID (if different from Contact): Email: Phone:

d. * Requested Effective Date: Semester following approval OR Specific Term/Year

e.

Should this course be a UK Core Course? Yes No

If YES, check the areas that apply:

Inquiry - Arts & Creativity Composition & Communications - II

Inquiry - Humanities Quantitative Foundations

Inquiry - Nat/Math/Phys Sci Statistical Inferential Reasoning

Inquiry - Social Sciences U.S. Citizenship, Community, Diversity

Composition & Communications - I Global Dynamics

2. Designation and Description of Proposed Course.

a. * Will this course also be offered through Distance Learning? Yes No

b. * Prefix and Number:

c. * Full Title:

d. Transcript Title (if full title is more than 40 characters):

e. To be Cross-Listed ² with (Prefix and Number):

f. * Courses must be described by at least one of the meeting patterns below. Include number of actual contact hours³ for each meeting pattern type.

<input type="checkbox"/> Lecture	<input type="checkbox"/> Laboratory ¹	<input type="checkbox"/> Recitation	<input type="checkbox"/> Discussion
<input type="checkbox"/> Indep. Study	<input type="checkbox"/> Clinical	<input type="checkbox"/> Colloquium	<input type="checkbox"/> Practicum
<input type="checkbox"/> Research	<input type="checkbox"/> Residency	<input type="checkbox"/> Seminar	<input type="checkbox"/> Studio
<input type="checkbox"/> 3 Other	If Other, Please explain:		<input type="text" value="Experiential activity in community or campus organization"/>

g. * Identify a grading system:

Letter (A, B, C, etc.)

Pass/Fail

Medicine Numeric Grade (Non-medical students will receive a letter grade)

Graduate School Grade Scale

h. * Number of credits:

i. * 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

j. * Course Description for Bulletin:

This course credit recognizes extensive involvement by a student in a campus organization or community organization. This involvement may be leadership or responsibility for significant substantial portions of a project or event. Enrollment in this course requires a Learning Plan developed by the student and a faculty advisor (such as the organization faculty advisor, for campus organizations). The Learning Plan must be approved by the Director of Undergraduate Studies. The plan should include a list of learning objectives, and a list of readings or other curricular materials that will be read related to the experience. Successful completion of the course requires that the student submit a report, covering an overview of activities and responsibilities of the student during the experience, and a reflective statement on lessons learned during the experience. These lessons learned may be in regards to leadership, team interactions, project management, or technical aspects of a project. The report must be approved by the designated advisor and the DUS, or his/her delegate. Course may be

k. Prerequisites, if any:

Prereq: Submission of acceptable learning plan and approval of department.

l. Supplementary teaching component, if any: Community-Based Experience Service Learning Both3. * Will this course be taught off campus? Yes No

If YES, enter the off campus address: _____

4. Frequency of Course Offering.

a. * Course will be offered (check all that apply): Fall Spring Summer Winter

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? :8

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: _____

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 ⁵for ANY program? Yes No

If YES ⁵, list affected programs: _____

This course is one course option to satisfy an "Experiences" credit in a proposed revision of BS Electrical Engineering and BS Computer Engineering.

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) identify additional assignments by the graduate students; and/or (ii) establishment of different grading criteria in the course for graduate students. (See SR

b. * The syllabus, including course description, student learning outcomes, and grading policies (and 400G-/500-level grading differentiation if applicable above) are attached.

⁵ Courses are typically made effective for the semester following approval. No course will be made effective until all approvals are received.

⁶ The chair of the cross-listing department must sign off on the Signature Routing Log.

- ▣ 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, is two hours per week for a semester for one credit hour. (from SR 5.2.1)
- ▣ You must also submit the Distance Learning Form in order for the proposed course to be considered for DL delivery.
- ▣ In order to change a program, a program change form must also be submitted.

Rev 8/09

EE396

Community or Campus Experiential Learning

(1 credit hour)

Instructor: Dr. Larry Holloway
Office Address: 453 FPAT
Email: holloway@uky.edu
Office Phone: 323-8523

Office hours: Tuesdays, 10-12:00, or by appointment

Course Description:

This course credit recognizes extensive involvement by a student in a campus organization or community organization. This involvement may be leadership or responsibility for significant substantial portions of a project or event. Enrollment in this course requires a Learning Plan developed by the student and a faculty advisor (such as the organization faculty advisor, for campus organizations). The Learning Plan must be approved by the Director of Undergraduate Studies. The plan should include a list of learning objectives, and a list of readings or other curricular materials that will be read related to the experience. Successful completion of the course requires that the student submit a report, covering an overview of activities and responsibilities of the student during the experience, and a reflective statement on lessons learned during the experience. These lessons learned may be in regards to leadership, team interactions, project management, or technical aspects of a project. The report must be approved by the designated advisor and the DUS, or his/her delegate. Course may be taken on a pass-fail basis only and may be repeated to a maximum of three credit hours.

Prereq: Completion of learning plan and approval of department. Community or campus project or activity led by an engineering faculty member, designed to provide students research experience.

Student Learning Outcomes:

Student Learning Outcomes will vary by student based upon the Learning Plan that must be submitted. Typical learning outcomes might have the student be able to:

- Compare and contrast group structures and interactions, through being part of a team or group working towards a common set of objectives.
- Demonstrate and discuss leadership, through practicing leadership on tasks or projects, and through observing leadership in others.
- Demonstrate personal responsibility and project management, by following through with the learning plan towards a defined set of objectives.
- Learn technical, personal, or leadership skills as they work on identified

projects in a team environment.

Required Materials: None. Readings or other required materials will be provided to the student, such as through web links.

Description of Course Activities and Assignments

Before beginning this course, a student must identify a faculty mentor who is willing to provide guidance and supervision. For a campus organization, this faculty mentor will typically be, but doesn't have to be, the organization's advisor.

Under the guidance of the faculty mentor, the student will develop a Learning Plan that

- presents objectives of the student's community or campus experiential learning,
- outlines expected tasks and responsibilities of the student in the experiential learning,
- assigns a list of readings or other curricular material that will support the planned experiential learning
- outlines a general schedule and expectations for a "periodic written record" of goals, activities, and progress. This periodic written record may be in the form of an engineering notebook, or in a more informal written documents or journal.

The Learning Plan must be approved by (1) the faculty mentor who will supervise the student and (2) also the student's Director of Undergraduate Studies (DUS) or his/her delegate.

At the conclusion of this course, the student is required to submit a "final written statement" reflecting on the experience and lessons learned. A target length is 1000 or more words.

Grading:

A course grade is determined by the faculty mentor based on the following:

- 50% -- "Periodic written record" (discussed above)
- 50% -- Final written statement (discussed above). This final written statement counts as a final exam. There is no other scheduled final exam.

On a pass-fail basis, a "P" passing grade will correspond to a grade of 70% or more.

Mid-term Grade

Mid-term grades will be posted by the faculty advisor in myUK by the deadline established in the Academic Calendar (<http://www.uky.edu/registrar/content/academic-calendar>)

Attendance Policy.

Students need to notify the professor in advance of absences that prevent participation in meetings or in expected activities related to the course. *Senate Rules 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. Two weeks prior to the absence is reasonable, but should not be given any later. Information regarding major religious holidays may be obtained through the Ombud (859-257-3737, http://www.uky.edu/Ombud/ForStudents_ExcusedAbsences.php).

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

Per *Senate Rule 5.2.4.2*, students missing any graded work due to an excused absence are responsible: for informing the Instructor of Record about their excused absence within one week following the period of the excused absence (except where prior notification is required); and for making up the missed work. The professor must give the student an opportunity to make up the work and/or the exams missed due to an excused absence, and shall do so, if feasible, during the semester in which the absence occurred.

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 when feasible and in no case more than one week after 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.

Senate Rules 6.3.1 (see <http://www.uky.edu/Faculty/Senate/> for the current set of *Senate Rules*) 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.

When students submit work purporting to be their own, but which in any way borrows ideas, organization, wording, or content from another source without appropriate acknowledgment of the fact, the students are guilty of plagiarism.

Plagiarism includes reproducing someone else's work (including, but not limited to a published article, a book, a website, computer code, or a paper from a friend) without clear attribution. 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.

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 (DRC). The DRC coordinates campus disability services available to students with disabilities. It is located on the corner of Rose Street and Huguelet Drive in the Multidisciplinary Science Building, Suite 407. You can reach them via phone at (859) 257-2754 and via email at drc@uky.edu. Their web address is <http://www.uky.edu/StudentAffairs/DisabilityResourceCenter/>.

General Course Information

- Full and accurate title of the course
- Departmental and college prefix
- Course prefix, number and section number
- Scheduled meeting day(s), time and place

Instructor Contact Information (if specific details are unknown, "TBA" is acceptable for one or more fields)

- Instructor name
- Contact information for teaching/graduate assistant, etc.
- Preferred method for reaching instructor
- Office phone number
- Office address
- UK email address
- Times of regularly scheduled office hours and if prior appointment is required

Course Description

- Reasonably detailed overview of the course
- Student learning outcomes
- Course goals/objectives
- Required materials (textbook, lab materials, etc.)
- Outline of the content, which must conform to the Bulletin description
- Summary description of the components that contribute to the determination of course grade
- Tentative course schedule that clarifies topics, specifies assignment due dates, examination date(s)
- Final examination information: date, time, duration and location
- For 100-, 200-, 300-, 400-, 400G- and 500-level courses, numerical grading scale and relationship to letter grades for undergraduate students
- For 400G-, 500-, 600- and 700-level courses, numerical grading scale and relationship to letter grades for graduate students. (Graduate students cannot receive a "D" grade.)
- Relative value given to each activity in the calculation of course grades (Midterm=30%; Term Project=20%, etc.)
- Note that undergraduate students will be provided with a Midterm Evaluation (by the midterm date) of course performance based on criteria in syllabus
- Policy on academic accommodations due to disability. Standard language is below:
 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 (DRC). The DRC coordinates campus disability services available to students with disabilities. It is located on the corner of Rose Street and Huguelet Drive in the Multidisciplinary Science Building, Suite 407. You can reach them via phone at (859) 257-2754 and via email at drc@uky.edu. Their web address is <http://www.uky.edu/StudentAffairs/DisabilityResourceCenter/>.

Course Policies

- Attendance
- Excused absences
- Make-up opportunities
- Verification of absences
- Submission of assignments
- Academic integrity, cheating & plagiarism
- Classroom behavior, decorum and civility
- Professional preparations
- Group work & student collaboration

<p>UGE Review (Date)</p> <p>Prereqs should match on eCATS form and syllabus</p>
<p>Committee Review (Date)</p> <p>Comments</p>

Synopsis of the planned EE396 experience

(This synopsis should accompany the cover sheet for the Individual Learning Plan for EE396, and should address the items listed on the cover sheet.)

DEPARTMENT OF ELECTRICAL AND COMPUTER ENGINEERING
Individual Learning Plan for
EE396: Community or Campus Experiential Learning

Student Name:

Student ID Number:

Supervising Professor:

Semester:

EE396 is intended to recognize extensive involvement by a student in a campus organization or community organization. This involvement may be leadership or responsibility for significant substantial portions of a project or event.

On the following page, provide a synopsis (approximately 1 page) of the planned experience to be completed by student in consultation with the supervising professor. The synopsis should include the following:

- Brief summary of the intended experience, including a list of tasks or responsibilities for the student in the experience
- Learning objectives for the experience
- Expectations for regular meetings of the student with the supervising professor
- Expectations for providing a “periodic written record” of the goals, activities, and progress. This may be in the form of a journal, progress reports, or more informal periodic written documentation of activities and progress.

Note that at the end of the semester, the student is required to provide a report that summarizes the experience. The student should provide a reflection on what the student learned. The learning can be through both positive and negative examples, through observations of events and other people, and through reflections of the student’s own successes and mistakes. The student should consider what he or she would do differently or similarly when confronted with similar experiences in the future. The final report is expected to be approximately 1000 words or more.

As per UK Senate recommendations, the 1 credit hour EE396 expects at least 800 minutes of activity per semester, which is a minimum of roughly 3 hours per week through a semester for a 1 credit hour course. (http://www.uky.edu/Faculty/Senate/files/Meetings/1_2011-2012/20120430/Credit%20hour%20grid%20proposal_TO%20SC_April%2030_Complete.pdf)

Student

Date

Supervising Professor

Date

Director of Undergraduate Studies

Date