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Course Information

Date Submitted: 2/21/2013

Current Prefix and Number: FAM - Family Studies , FAM 786 - ADV PROBS FAM ECO &MGMT

Other Course:

Proposed Prefix and Number: FAM 786

What type of change is being proposed?

Major Change

Should this course be a UK Core Course? No

1. General Information

a. Submitted by the College of: School of Human Environmental Sciences

b. Department/Division: Family Sciences

c. Is there a change in 'ownership' of the course? No

If YES, what college/department will offer the course instead: Select...

e. Contact Person

Name: Donna Smith

Email: donnarsmith@uky.edu

Phone: 7-7761

Responsible Faculty ID (if different from Contact)

Name:

Email:

Phone:

f. Requested Effective Date

Semester Following Approval: Yes OR Effective Semester:

2. Designation and Description of Proposed Course

a. Current Distance Learning (DL) Status: N/A

b. Full Title: ADVANCED PROBLEMS IN FAMILY ECONOMICS AND MANAGEMENT

Proposed Title: Teaching Practicum in Family Sciences

c. Current Transcript Title: ADV PROBS FAM ECO &MGMT

Proposed Transcript Title: Teaching Practicum in Family Sciences

5b. Will modifying this course result in a new requirement of ANY program? No

If YES, list the program(s) here:

6. Check box if changed to 400G or 500: No

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.

FAM 786: TEACHING PRACTICUM IN FAMILY SCIENCES

INSTRUCTOR

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COURSE DESCRIPTION

Independent doctoral student teaching experience, under faculty supervision. Prerequisite: Consent of the course instructor.

LEARNING OUTCOMES

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

1. Construct a course syllabus, including selection of texts, readings, assignments, exercises, and exams.
2. Complete a weekly reflection journal.
3. Adhere to university policies on teaching procedures and classroom policies.
4. Design and complete a teaching portfolio.
5. Develop and administer a mid-term course evaluation.

COURSE REQUIREMENTS

1. Work out a learning contract with your supervising faculty member during the first week of classes.
2. Construct a course syllabus approved by your supervisor.
3. Choose texts, readings, and designing assignments, exercises, and examinations.
4. Keep a weekly journal describing your 1) methods and principles of teaching, 2) utilization of materials in teaching, 3) discussion of the teaching/learning process as it relates to students, and 4) evaluations of student progress. Also include what you think really went well with the students that week and what you would like to change. Focus on two questions, "What are things that went well in class?" "What could be changed that might make a better learning environment?" (Approximately 1-2 pages/week).
5. At least (2) observations of your teaching by supervisor.
6. A thorough review of and strict adherence to course teaching policies and procedures of the University of Kentucky sent by the Academic Ombudsman every semester.
7. A promise to stay in close contact with your supervising faculty member and department chair (if necessary) especially if unusual circumstances arise with students (i.e. excessive absences, cheating or dishonesty, not meeting deadlines, inappropriate classroom behavior, threats of any kind!) Keep good records!!
8. Prepare a teaching portfolio with:
 - a. Teaching philosophy statement—please turn in at mid-term!!!!
 - b. Copy of syllabus
 - c. Assignments
 - d. Exams
 - e. Course evaluations (midterm and final)
 - f. Weekly journal
 - g. Letters from students
9. Develop and administer a mid-term course evaluation—I can help with this!!
10. Arrange with TASC to observe and give feedback—arrange this before mid-term.
11. Put in a binder with TABS: DUE: Midterm [enter date] & Final [enter date]

SOME FINAL THOUGHTS ON...

- a. Cancelling Class: Class cancellations should rarely occur and when they do should only be in cases of the instructor attending a professional conference (that has been approved by Dr. Werner-Wilson and listed on your syllabus) or in cases of extreme illness. In either case students must be alerted as early as possible and please let Dr. Werner-Wilson and me know if you are going to be absent from class for any reason. Students going to class and faculty just not showing up (except in extreme emergency!) is inappropriate and unacceptable. In the above situations the best thing to do is arrange for someone else to cover your class (i.e. another graduate TA).