

APPLICATION FOR NEW COURSE

1. Submitted by the College of _____ Date: _____

Department/Division proposing course: _____

2. Proposed designation and Bulletin description of this course:

a. Prefix and Number _____

b. Title* _____

*If title is longer than 24 characters, write a sensible title (24 characters or less) for use on transcripts:

c. Courses must be described by at least one of the categories below. Include the number of actual contact hours per week for each category, as applicable.

(___) CLINICAL (___) COLLOQUIUM (___) DISCUSSION (___) LABORATORY (___) LECTURE

(___) INDEPEND. STUDY (___) PRACTICUM (___) RECITATION (___) RESEARCH (___) RESIDENCY

(___) SEMINAR (___) STUDIO (___) OTHER – Please explain: _____

d. Please choose a grading system: Letter (A, B, C, etc.) Pass/Fail

e. Number of credit hours: _____

f. Is this course repeatable? YES NO If YES, maximum number of credit hours: _____

g. Course description:

h. Prerequisite(s), if any:

i. Will this course be offered through Distance Learning? YES NO

If YES, please circle one of the methods below that reflects how the majority of the course content will be delivered:

Internet/Web-
based

Interactive
video

Extended campus

Kentucky Educational Television
(KET/teleweb)

Other

Please describe "Other": _____

3. Teaching method: N/A or Community-Based Experience Service Learning Component Both

4. To be cross-listed as: _____
Prefix and Number Signature of chair of cross-listing department

5. Requested effective date (term/year): _____ / _____

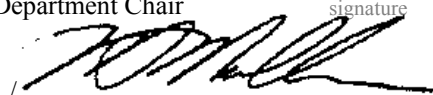
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17. The major teaching objectives of the proposed course, syllabus and/or reference list to be used are attached.
18. Check box if course is 400G or 500. If the course is 400G- or 500-level, *you must include a syllabus showing differentiation* for undergraduate and graduate students by (i) requiring additional assignments by the graduate students; and/or (ii) the establishment of different grading criteria in the course for graduate students. (See *SR 3.1.4*)

19. Within the department, who should be contacted for further information about the proposed new course?

Name: _____ Phone: _____ Email: _____

20. Signatures to report approvals:

DATE of Approval by Department Faculty	printed name	Reported by Department Chair	signature
		/	
DATE of Approval by College Faculty	printed name	Reported by College Dean	signature
* DATE of Approval by Undergraduate Council	printed name	Reported by Undergraduate Council Chair	signature
* DATE of Approval by Graduate Council	printed name	Reported by Graduate Council Chair	signature
* DATE of Approval by Health Care Colleges Council (HCCC)	printed name	Reported by Health Care Colleges Council Chair	signature
* DATE of Approval by Senate Council	Reported by Office of the Senate Council		
* DATE of Approval by University Senate	Reported by Office of the Senate Council		

*If applicable, as provided by the *University Senate Rules*

Course Syllabus

FOR 150

Computer Applications in Natural Resource Professions

Class Period

Lab: 4 hours per week

Instructor

Dr. J. M. Ringe
Room 108 T.P. Cooper Building
859-257-7594
jringe@uky.edu

COURSE OVERVIEW

Course Description

Use and application of standard computer software to solve problems in forestry and natural resources. Emphasis will be placed on decision processes and algorithm construction. Additionally, students will learn to construct aesthetic graphs, diagrams, maps and other visual material and will gain experience communicating results in a variety of written formats.

Student Learning Outcomes

At the end of this course, the student will be able to demonstrate the following skills.

1. When given a task, you will be able to explain the decision process and construct an algorithm for accomplishing the task.
2. When given a forestry and natural resource scenario, you will be able to use the computer to build formulas and create spreadsheets to address the scenario.
3. When given a forestry and natural resource scenario, you will be able to use the computer to construct appropriate and aesthetic graphs, diagrams, maps, presentations, and other visual material.
4. When given a forestry and natural resource project, you will be able to effectively and professionally explain the methods and results of the project to different types of audiences through emails, memos, letters, handouts, posters, and presentations.

Grading Procedures – Assignments, Grading Criteria, Letter Grades

Grades will be based on attendance and in-class exercises (40%), a mid-term exam (30%), and a final exam (30%). Final grades will be assigned as follows:

Letter Grades

A: $\geq 90\%$

B: $\geq 80\%$ and $< 90\%$

C: $\geq 70\%$ and $< 80\%$

D: $\geq 60\%$ and $< 70\%$

E: $< 60\%$

Course Outline

Week 1: Email

Topics include email etiquette and use of attachments and list serves

Weeks 2 – 5: Use of Spreadsheets

Topics include spreadsheet design, entering data, using functions, developing specialized equations, using referenced variables, and generating charts and graphs.

Weeks 6 – 8: Basic Statistics

Topics include use of the basic statistical functions of spreadsheets, understanding the underlying calculations, and interpretation of results.

Weeks 9 – 12: Use of Word Processors

Topics include setting up a visually appealing document, use of fonts, borders and other special features, double column format, table creation and use, importation of spreadsheets and digital images, and creation of equations.

Weeks 13 and 14: Use of PowerPoint

Topics include the basics of what constitutes an effective presentation, effective outlining techniques, use of backgrounds and fonts, and importation of graphics and digital images.

COURSE POLICIES

Attendance and Excused Absences

Lectures: Attending lectures is required (and expected) of all students. Skipping class is not acting in your best interest, will most likely adversely affect your grade, is disrespectful of your instructor, and is not professional behavior.

Exams: Make-up exams and quizzes will be given only to students who miss an exam as a result of excused absences. In all other circumstances, a grade of 0 (zero) will result for the missed exam or quiz.

Academic Integrity, Cheating and Plagiarism

Cheating of any form, including plagiarism, will not be tolerated. Cheating will be dealt with in accordance with University regulations. (See <http://www.uky.edu/StudentAffairs/Code/>)

Professional Preparation

This course helps prepare you for your professional career. You are expected to attend class, be on time, participate in class discussions, and be respectful of your instructor and fellow classmates.

Disability Statement

Students with a disability that need classroom or exam accommodations should contact the Disability Resource Center, 257-2754, room 2 Alumni Gym, jkarnes@uky.edu .