

4-21-2011

Council on Academic Affairs Minutes, Apr 21, 2011

Eastern Kentucky University

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COUNCIL ON ACADEMIC AFFAIRS AGENDA

April 21, 2011

1. Call to Order
2. Approval of the Minutes – March 17, 2011

Curriculum Items

University Programs

Environmental Sustainability and Stewardship

ACTION ITEM (Returning from March CAA meeting)

New Program

Minor in Environmental Sustainability and Stewardship

College of Justice and Safety

Criminal Justice

Program Revision

Police Studies B.S. – *reduce number of hours required for degree from 128 to 120* CJS 2

Safety, Security and Emergency Management

ACTION ITEMS (Returning from March CAA meeting)

New Programs

Minor in Fire Protection Administration CJS 5
Minor in Industrial Fire Protection CJS 8
Minor in Fire, Arson, and Explosion Investigation CJS 11
Minor in Occupational Safety CJS 14

College of Education

American Sign Language and Interpreter Education

Course Revision

ITP 215 Professional Issues in Interpreting – *revise title and description; add “credit not allowed with” statement for ITP 215W* 1

New Course

ITP 215W Professional Issues in Interpreting – *create new writing-intensive course* 4

Program Revision

ASL and English Interpretation - *Update and correct the program display to show the addition of the ITP 215W course, to correct the course number for ITP 330 (previously ITP 370), and to correct the number of supporting course requirements from 27 to 36 (this does not change the overall total hours required for this degree). DegreeWorks also needs to be updated to recognize ITP 330 as being a previous revision of the course number ITP 370.* 8

American Sign Language and Interpreter Education continued...

Editorial Change

ITP 330 Ethics and Special Settings I – *add “previously ITP 370” statement to Catalog description* 10

Special Education

Program Revision

Master of Education in Special Education with Teacher Leader Track - *Approve an option in the Master of Arts in Education in Special Education Program that meets KY EPSB requirements for the Kentucky Teacher Leader Endorsement AND allows students to add an additional teaching certificate in Learning and Behavior Disorders, Education of the Deaf and Hard of Hearing, OR Interdisciplinary Early Childhood Education.* 11

Course Revision

SED 811 IECE Assessment and Intervention - *change the course description to include students who are seeking to add IECE certification with the MAEd in Special Education.* 15

New Courses

SED 580 Audiology for Teachers of DHH 23

SED 780 Audiology for Teachers of DHH 23

Course Revisions

SED 510 Assessment, Curriculum, Methods in Content Area for the Deaf and Hard of Hearing -*add prerequisite courses or course equivalents* 29

SED 710 Assessment, Curriculum, Methods in Content Area for the Deaf and Hard of Hearing -*add prerequisite courses or course equivalents* 29

College of Business and Technology

Applied Engineering and Technology

New Course (Returning from March CAA meeting)

CTE 262 Foundations of Career and Technical Education(PS) AE&T 1

Course Revision (Returning from March CAA meeting)

CTE 261 Foundations of Career and Technical Education(IS) – *add “For in-service career and technical teachers” and “credit not awarded for both 261 and 262” to Catalog description.* AE&T 12

Program Revision (Returning from March CAA meeting)

B.S. in Career and Technical Education - *Add EDF 310 (1 hour) and change CTE 261 to new course CTE 262 to Professional Education Core for Pre-Service Teacher Education. Add Technical Education (Pre-Service) Teaching Option (see addition in Part III). Eliminate “Professional Skill Seminar” from College Requirements.* AE&T 15

Accounting, Finance & Information Systems

New Courses (Returning from March CAA meeting)

INS 520 Survey of Risk Management and Insurance AFIS 1

INS 720 Survey of Risk Management and Insurance AFIS 10

EKUBusiness [Departments of Accounting, Finance & Information Systems (AFIS) and Management, Marketing & Administrative Communication (MMAC)]:

Program Revision

Master of Business Administration - *change “Options” to “Majors” in the program.* EKUBusiness 1

Military Science and Leadership

Program Revision

Minor in Military Leadership (ARMY) - *Remove MSL 311 as a requirement for a Military Science Major* MILS 1

Management, Marketing and Administrative Communication

Course Revision

MKT 404 Retailing Management – *change prerequisite* MMAC 1

College of Health Sciences

Family and Consumer Science

New Course

NFA 412 Nutrition Research Applications CHS 1

Program Revision

General Dietetics – *add new course NFA 412 and delete statistic requirements of STA 215 or HEA 350* CHS 6

Occupational Therapy

Editorial Revision

M.S. Occupational Therapy – *correct the number of hours under program option 1 research from 9 to 6* CHS 8

Course Revisions

OTS 302 Practicum II: Life Narratives –*remove prerequisite BIO 271* CHS 9
OTS 312 Occupation by Design –*add co-requisite BIO 271* CHS 12
OTS 401 Practicum III: Diversity –*add co-requisite BIO 271* CHS 14
OTS 422 Impact of Conditions on Occupation –*add co-requisite BIO 271* CHS 16
OTS 430 Intervention in Health and Human Services –*add co-requisite OTS 362, 402, 478* CHS 18

Program Revision

Occupational Science B.S. –*remove “cycle” from program description* CHS 20

College of Arts and Sciences

Chemistry

Course Revisions

CHE 102 Introductory Chemistry II - *Separate the lecture component from the lab component and update the course description.* CHEM 1

New Course

CHE 102L Introductory Chemistry Lab II –*create separate lab course for CHE 102.* CHEM 4

Course Revision

CHE 105 Chemistry for Health Sciences –*revise description, prereq/coreq. due to proposed creation of new lab course CHE 105L* CHEM 7

New Course

CHE 105L Health Science Chemistry Lab – *create a new lab course for CHE 105* CHEM 10

Course Revisions

CHE 515 Analysis and Characterization - *Revise course by changing the course title, description, pre- and co-requisites, and adding one hour of lecture.* CHEM 13
CHE 715 Analysis and Characterization - *Revise course by changing the course title, description, pre- and co-requisites, and adding one hour of lecture.* CHEM 16
CHE 574 Physical Chemistry I - *update the pre- or co-requisites to include the new formed laboratory course, CHE 574L/CHE 774L Physical Chemistry Lab I* CHEM 29

Chemistry continued...

New Course

CHE 574L Physical Chemistry Lab I – *create new lab course to correspond with CHE 574* CHEM 32

Course Revision

CHE 774 Physical Chemistry I - *update the pre- or co-requisites to include the new formed laboratory course, CHE 574L/CHE 774L Physical Chemistry Lab I* CHEM 35

New Course

CHE 774L – Physical Chemistry Lab I - *create new lab course to correspond with CHE 774* CHEM 38

Course Revision

CHE 575 Physical Chemistry II – *update prereqs and coreqs to include new lab course CHE 575L* CHEM 41

New Course

CHE 575L Physical Chemistry Lab II – *create new lab course to correspond with CHE 575* CHEM 44

Course Revision

CHE 775 Physical Chemistry II – *update prereqs and coreqs to include new lab course CHE 775L* CHEM 47

New Courses

CHE 775L Physical Chemistry Lab II – *create new lab course to correspond with CHE 775* CHEM 50

CHE 501L Chemtopics Lab:_____. *Create a new laboratory course pertaining to specific topics that can be performed in a chemistry laboratory.* CHEM 59

CHE 701L Chemtopics Lab:_____. - *Create a new laboratory course pertaining to specific topics that can be performed in a chemistry laboratory.* CHEM 62

CHE 520 Mass Spectrometry - *To create a new course pertaining to the analytical technique of mass spectrometry* CHEM 67

CHE 720 Mass Spectrometry - *To create a new course pertaining to the analytical technique of mass spectrometry* CHEM 70

Program Revision

Chemistry B.A. - *Revise the B.A. Chemistry Program to reflect recent course changes, adjust courses to the program, add a new option for a series of pre-professional students, and reduce the overall degree program to 120 hours* CHEM 77

Dropped Courses

CHE 112HL General Chemistry Honors Lab II CHEM 79

CHE 330 Introductory Biochemistry

CHE 473 Physical Chemistry Laboratory

CHE 525 Instrumental Methods

CHE 530 Biochemistry of Macromolecules

CHE 531 Metabolic Biochemistry

CHE 532 Biochemistry Laboratory

CHE 550 Inorganic Chemistry

CHE 725 Instrumental Methods

CHE 730 Biochemistry of Macromolecules

CHE 731 Metabolic Biochemistry

CHE 732 Biochemistry Laboratory

CHE 750 Inorganic Chemistry

CHE 473 Physical Chemistry Laboratory

Geography & Geology

Course Revision

GLY 303 Global Environmental Obstacles - *Revise GLY 303 by: (1) changing title to Environmental Geosciences; (2) adding prerequisite of any general education geology course or departmental approval; and (3) removing from Gen. Ed. VII (NS) designation.* GEOS 1

Government

New Course

LAS 330S Family Law Practice	GOVN 1
POL 870 Public Administration Internship - <i>Create a course identified as Internship for the MPA program.</i>	GOVN 8

Course Revisions

LAS 330 Family Law Practice - <i>Change catalog description: Students cannot receive credit for both LAS 330 and LAS 330S.</i>	GOVN 16
POL 871 Field Study in Public Administration - <i>Revise the course description to make clear that this is the course in which students complete their applied field study research project; and revise the number of hours allowed to 3.</i>	GOVN 19

History

New Courses

HIS 322 History of the Modern Middle East	HIST 1
HIS 348 Elizabeth I – Life and Legacy	HIST 11

Program Revisions

History B.A. - <i>reflect the addition of HIS 322 and HIS 348 to the major course offerings</i>	HIST 21
History/Teaching B.A. - <i>Reflect the reduction of required credit hours for the History Teaching Major from 128 to 120. Also to reflect the previously approved revision of HIS 312 to HIS 312A and the addition of HIS 312B and HIS 312C</i>	HIST 23

Mathematics and Statistics

Course Revisions

STA 500 Applied Statistical Inference – <i>Remove no credit with statement</i>	MTST 1
STA 700 Applied Statistical Inference – <i>Remove no credit with statement</i>	MTST 4

Music

Course Revisions

MUS 383 Orchestration - <i>Change course description and add required junior standing</i>	MUSC 1
MUS 481 Counterpoint - <i>Modify course title and description</i>	MUSC 4

Physics

Program Revision

Physics/Teaching B.S. - <i>Remove the reference to NAT 101 and to replace ESE 451 with ESE 561</i>	PHAS 1
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Psychology

Editorial Changes

PSY 888 - <i>Put course back into Graduate Catalog. Omission due to data entry error.</i>	PSYC 1
Master of Science Clinical Psychology Program - <i>Clarify exit requirements</i>	PSYC 2
Master of Science Industrial and Organizational Psychology - <i>Revise exit requirements</i>	PSYC 4

Program Revision

Master of Science General Psychology - <i>Revise program description: (1) To revise exit requirement information; (2) To include degree requirements for students who are enrolled in the Master of Science General Psychology Program who are, and are not, also enrolled in the Psy.S. Program in School Psychology.</i>	PSYC 6
Specialist in Psychology School of Psychology Program (Psy.S.) - <i>(1) Revise program description to remove PSY 888 and PSY 890 as options under the Research, Evaluation, and Statistics section of the curriculum; (2) To revise comprehensive exam and exit requirement information; (3) To include information about the MS in General Psychology that is part of the Psy.S. Degree in School Psychology.</i>	PSYC 8

Action Items

The following items were introduced for discussion in the March CAA meeting.

- | | |
|--|-------------------------|
| 1. Policy 4.2.11P, Non-EKU Academic Credit | Office of the Provost |
| 2. Protocol for Independent Studies Course | Office of the Provost |
| 3. Associate to Baccalaureate Degree Pathway, Collaborative Regional Education Program; Morehead State University, Eastern Kentucky University, Hazard Community and Technical College | Office of the Registrar |
| 4. Writing-Intensive Courses, General Education Requirements
<i>Revision to Catalog text regarding Writing-Intensive Courses</i> | University Programs |

Discussion Items

- | | |
|--|---|
| 1. Draft Revision to the General Education Program | University Programs |
| 2. Additional Employment for Graduate Assistants | Graduate School |
| 3. Academic Readiness | Academic Affairs Work Group
a.k.a. <i>General Studies Work Group</i> |
| 4. Minimum Academic Standards | Academic Affairs Work Group
a.k.a. <i>General Studies Work Group</i> |
| 5. Non-EKU Institutional Credit | Office of Academic Testing and Readiness
and Department of English and Theatre |

Requests for Commencement Regalia:

- | | |
|--|---|
| 6. African/African-American Studies/Women and Gender Studies | University Programs |
| 7. National Student Nurses Association | Department of Baccalaureate and
Graduate Nursing |

COUNCIL ON ACADEMIC AFFAIRS MINUTES March 17, 2011

Members Present: Deborah Core, Ed Davis, Linda Fossen, Linda Frost, Claire Good, Andrew Holcomb, Jaleh Rezaie, Sherry Robinson, Jack Rutherford, Claire Schmelzer, Benton Shirey, Norm Spain, John Taylor, Sherwood Thompson, Janna Vice, Deborah Whitehouse, Sara Zeigler.

Members Absent: Rich Boyle, Tina Davis*, Verna Freer*, E.J. Keeley, Sandra Moore.
*indicates prior notification

Non-Members Present: Sandy Cain (for Tina Davis), Margaret Foote (for Verna Freer), Bob Houston, Alice Jones, Travis Martin, Brett Morris, Derrick Morton, John Settimi, Darrin Smith, Lori Wilson.

Dr. Janna Vice called the Council on Academic Affairs to order at 1:03 p.m. on March 17, 2011.

Approval of the Minutes – February 17, 2011

The minutes were approved as distributed.

CURRICULUM ITEMS

University Programs

Veterans Studies

New Programs

Approved Minor in Veterans Studies
Approved Departmental Certificate in Veterans Studies
Approved Associates of General Studies Concentration in Veterans Studies

Proposed Effective Term: Fall 2011
Proposed Effective Term: Fall 2011
Proposed Effective Term: Fall 2011

New Courses

Approved VTS 200 Intro to Veterans Studies
Approved VTS 349 Applied Learning in Veterans Studies
Approved VTS 349 (A-N) Cooperative Study: Veterans Studies
Approved VTS 350 Special Topics: _____
Approved VTS 400 Veterans Studies Capstone Seminar
Approved VTS 490 Independent Study

Fall 2011
Fall 2011
Fall 2011
Fall 2011
Fall 2011
Fall 2011

Arts and Sciences

Chemistry

New Program

Withdrawn Chemistry/Forensic Science B.S.

Withdrawn

University Programs

Environmental Sustainability and Stewardship

New Program (Minor)

- Discussion** Minor in Environmental Sustainability and Stewardship
The new minor was presented for discussion only and will return in the April CAA meeting for vote by the Council.
-

Education

Curriculum and Instruction

Course Revision

- Approved** ELE 446 Reading and Language Arts P-5 – *accommodate creation of writing-intensive version of this course and ensure credit not awarded for both.* Fall 2011

Hybrid Course

- Approved** ELE 446W Reading and Language Arts P-5 Fall 2011

Program Revision

- Approved** Elementary Education (P-5) Teaching B.S. – *add ELE 446W to the program* Proposed Effective Term: Fall 2011

Special Education

Program Revisions

- Approved** Special Education Teaching B.S. Learning and Behavior Disorders
– *add ELE 446W to the program* Proposed Effective Term: Fall 2011

- Approved** Special Education Teaching B.S. Deaf and Hard of Hearing
– *add ELE 446W to the program* Proposed Effective Term: Fall 2011
-

Honors

Course Revisions

- Approved** HON 102 Honors Rhetoric –*add prerequisite of “admission to Honors Program or Instructor approval”* Fall 2011

- Approved** HON 205W Honors Humanities I - *add prerequisite of “admission to Honors Program or Instructor approval”* Fall 2011

- Approved** HON 210W Honors Civilization I - *add prerequisite of “admission to Honors Program or Instructor approval”* Fall 2011

- Approved** HON 306W Honors Humanities II - *add prerequisite of “admission to Honors Program or Instructor approval”* Fall 2011

- Approved** HON 311W Honors Civilization II - *add prerequisite of “admission to Honors Program or Instructor approval”* Fall 2011

Course Drop

- Approved** HON 315 Honors Science Fall 2011
-

Business and Technology

Applied Engineering and Technology

New Course

- Postponed** **POSTPONED until April CAA due to pending Teacher Education Committee approval.**
CTE 262 Foundations of Career and Technical Education(PS)

Course Revision

- Postponed** **POSTPONED until April CAA due to pending Teacher Education Committee approval.**
CTE 261 Foundations of Career and Technical Education(IS) – *add “For in-service career and technical teachers” and “credit not awarded for both 261 and 262” to Catalog description.*

Applied Engineering and Technology continued...

Program Revision

POSTPONED until April CAA due to pending Teacher Education Committee approval.

Postponed B.S. in Career and Technical Education - *Add EDF 310 (1 hour) and change CTE 261 to new course CTE 262 to Professional Education Core for Pre-Service Teacher Education. Add Technical Education (Pre-Service) Teaching Option (see addition in Part III). Eliminate "Professional Skill Seminar" from College Requirements.*

New Program (Short-Term Departmental Certificate)

Approved Certificate in Land Surveying Proposed Effective Term: Fall 2011

Accounting, Finance & Information Systems

New Courses

POSTPONED until April CAA due to pending Graduate Council approval.

Postponed INS 520 Survey of Risk Management and Insurance

Postponed INS 720 Survey of Risk Management and Insurance

Program Revisions

Approved Accounting B.B.A. - *Change program; math requirements. Eliminate "Professional Skills Seminar" in the College requirement and add an "s" to the word Requirement.* Proposed Effective Term: Fall 2011

Approved Computer Information Systems B.B.A. - *Change program; math requirements, changing Supporting Course Requirements to 18 hours and Free Electives to 5 hours. Eliminate "Professional Skills Seminar" in the College requirement and add an "s" to the word Requirement.* Proposed Effective Term: Fall 2011

Approved Finance B.B.A. - *Change program; math requirements, changing Supporting Course Requirements to 15 hours and Free Electives to 5 hours. Eliminate "Professional Skills Seminar" in the College requirement and add an "s" to the word Requirement.* Proposed Effective Term: Fall 2011

Approved Insurance B.B.A. - *Change program; math requirements, changing Supporting Course Requirements to 15 hours and Free Electives to 8 hours. Eliminate "Professional Skills Seminar" in the College requirement and add an "s" to the word Requirement.* Proposed Effective Term: Fall 2011

Approved Insurance B.S. - *Change program; math requirements. Eliminate "Professional Skills Seminar" in the College requirement and add an "s" to the word Requirement.* Proposed Effective Term: Fall 2011

Agriculture

Program Revision

Approved Pre-Professional Pre-Veterinary Medicine – *condense and clarify Catalog narrative. Present curriculum Requirements in a standard format.* Fall 2011

Communication

New Course

Approved PUB 410S Social Media and Public Relations Fall 2011

Course Revision

Approved BEM 395 Video Production II -*Change listing of BEM 395 to a 3 Lec/3 Lab to match BEM 295 and 495. All of these courses are four credit hour lecture/lab production classes and need to be scheduled differently than the typical three hour class. Without the 3 Lec/3 Lab designation, scheduling BEM 395 for extra class time is problematic.* Fall 2011

EKU Business (Accounting, Finance and Information Systems and Management, Marketing and Administrative Communication)

Program Revision

Postponed Master of Business Administration -*change "Options" to "Majors" in the program.*
Postponed pending Graduate Council approval.

Management, Marketing and Administrative Communication

New Course

Approved CCT 304S Applied Entrepreneurship and Service Learning Fall 2011

Justice and Safety

Safety, Security and Emergency Management

Fire Science Program

Course Dropped

Approved FSE 430 Personnel and Industrial Relations Law Fall 2011

Hybrid Course

Approved FSE 201S Building Construction Fall 2011

New Course

Approved FSE 498 Independent Study - *expand and enrich program options for students* Fall 2011

Course Revision

Approved FSE 223 Fire and Emergency Scene Operations- *add FSE 201S as prerequisite* Fall 2011

Approved FSE 300W Technical Report Writing for Emergency Services - *add FSE 200 as prerequisite* Fall 2011

Approved FSE 330 Principles of Criminal Investigation –*add FSE 300 to the list of prerequisites* Fall 2011

Approved FSE 355 Fire Dynamics - *add “or higher” after CHE 101 (or higher) and MAT 107 (or higher) prerequisites* Fall 2011

Approved FSE 360 Fire Protection Hydraulics and Water Supply -*add “or higher” after MAT 107 prerequisite* Fall 2011

Approved FSE 370 Electrical and Mechanical Systems Failure Analysis -*remove FSE 355 as prerequisite* Fall 2011

Approved FSE 400 Advanced Emergency Services -*add “or FSE 300W” as prerequisite and add FSE before 320* Fall 2011

Approved FSE 425 Disaster and Community Fire Defense Planning -*add “or FSE 300W” as prerequisite* Fall 2011

Approved FSE 445 Advanced Structural Fire Protection -*change prerequisite FSE 335 (C) to FSE 355* Fall 2011

Program Revision

Approved Fire Protection Engineering Technology -*for ABET accreditation add 4 elective credit hours for total 124* Proposed Effective Term: Fall 2011

New Programs (Minors)

The following new program proposals were presented for discussion only and will return to the CAA in April for votes by the Council:

Discussion Minor in Fire Protection Administration

Discussion Minor in Industrial Fire Protection

Discussion Minor in Fire, Arson, and Explosion Investigation

Occupational Safety Program

New Course

Approved OSH 498 Independent Study -*expand and enhance program options for students* Fall 2011

New Program (Minor)

The following new program proposal was presented for discussion only and will return to the CAA in April for vote by the Council:

Discussion Minor in Occupational Safety

Criminal Justice

Course Revision

Approved CRJ 355 Rural Crime & Justice -*cross list with Appalachian Studies 355; approved for AS minors* Fall 2011

Arts and Sciences

Biological Sciences

New Course

Approved BIO 215 Insects and Society - *add a new course to fulfill Gen Ed Block VII (NS) Chemistry* Fall 2011

Course Revisions

Approved CHE 101 Chemistry of Everyday Life - *change the associated lab course, update the course title, and add a mathematics pre-/co-requisite* Fall 2011

Approved CHE 107 Introductory Chemistry Lab - *Revise the current introductory lab course to correlate with only CHE 101 (including pre- / co-requisites).* Fall 2011

Approved CHE 325/CHE 325L Quantitative Analytical Chemistry - *To update the course title and description, increase the number of lecture hours, and separate the lab portion of the course from the lecture.* Fall 2011

Arts and Sciences continued...

Approved	FOR 411 Forensic Analytical Methods I - <i>Make the course to be cross-listed with CHE 425, therefore, changing the course description and separating the lab component from the lecture of the course is necessary.</i>	Fall 2011
Approved	FOR 475 Mass Spectrometry - <i>To update the course description to correlate with the formation of CHE 520</i>	Fall 2011
Approved	FOR 412 Forensic Analytical Methods II - <i>Revise the course title and description for a current forensic science course as well as separate the lab component from the lecture</i>	Fall 2011
Approved	FOR 412L Forensic Analytical Methods II - <i>Revise the course title and description for a current forensic science course as well as separate the lab component from the lecture</i>	Fall 2011
Approved	FOR 430 Drugs and Toxicology - <i>Revise the course title and description for a current forensic science course as well as separate the lab component from the lecture</i>	Fall 2011
Approved	FOR 451/451L Forensic Microscopic Analysis - <i>Revise the course title and description for a current forensic science course as well as separate the lab component from the lecture</i>	Fall 2011
Approved	FOR 465W Expert Witness Testimony - <i>Increase the credit hours for FOR 465W course from 2 to 3 and change the course description.</i>	Fall 2011
Approved	FOR 495 Internship - <i>Change the pre-requisites for the course</i>	Fall 2011
New Courses		
Approved	CHE 425/CHE 425L Instrumental Analysis - <i>create a new lecture course CHE 425: Instrumental Analysis to replace course CHE 525 (that will be dropped) as well as be cross-listed with FOR 411</i>	Fall 2011
Approved	CHE 430 Biochemistry of Macromolecules - <i>To make a new biochemistry course at the 400 level to replace the current 500 level version (the current 500/700 level course will be dropped).</i>	Fall 2011
Approved	CHE 431 Metabolic Biochemistry - <i>To make a new biochemistry course at the 400 level to replace the current 500 level course (the current 500/700 level course will be dropped).</i>	Fall 2011
Approved	CHE 432 Biochemistry Laboratory - <i>To make a new biochemistry laboratory at the 400 level to replace the 500 level course (the current 500/700 level course will be dropped).</i>	Fall 2011
Approved	CHE 450 Inorganic Chemistry - <i>To make a new inorganic course at the 400 level to replace the current 500 level version (the current 500/700 level course will be dropped).</i>	Fall 2011
Approved	FOR 401 Forensic Professional Practice	Fall 2011
Approved	FOR 420 Forensic DNA Analysis	Fall 2011
Approved	FOR 440 Drug Chemistry	Fall 2011
Approved	FOR 442L Drugs and Toxicology Lab	Fall 2011
Approved	FOR 499 Forensic Science Capstone	Fall 2011
Approved	FOR 411L Forensic Instrumental Lab - <i>To create a new lab course so the lab portion of FOR 411 can be separate from the lecture</i>	Fall 2011
Program Revisions		
Approved	Chemistry (B.S.) - <i>Revise the B.S. Chemistry Program to reflect recent course changes, adjust courses to the program, and reduce the overall degree program to 120 hours</i>	Proposed Effective Term: Fall 2011
Approved	Forensic Science (B.S.) - <i>Revise the B.S. Forensic Science Program to reflect recent course changes and reduce the overall degree program to 120 hours</i>	Proposed Effective Term: Fall 2011
Geography & Geology		
Program Revision		
Approved	Geology (B.S.) - <i>Revise Major Requirements by: (1) requiring two Introductory Geology Courses; (2) removing GLY 550 from Geology Core; (3) reducing Geology Electives from five to four courses and revise course list; and (4) adding Capstone Course.</i>	Proposed Effective Term: Fall 2011
Mathematics and Statistics		
Course Revisions		
Approved	MAT 201 Mathematical Concepts for Middle and Elementary School Teachers I - <i>change the prerequisite</i>	Fall 2011
Approved	MAT 202 Mathematical Concepts for Middle and Elementary School Teachers II – <i>change the prerequisite</i>	Fall 2011
Approved	MAE 301 Mathematics for Elementary Teachers III - <i>Add a prerequisite to MAE 301</i>	Fall 2011

Physics

Program Revisions

- | | | |
|----------|---|------------------------------------|
| Approved | Science for Engineering (A.A.S.) - <i>Fix the number of hours in the supporting courses and adjust the number of hours in free electives</i> | Proposed Effective Term: Fall 2011 |
| Approved | Physics (B.S.) - <i>Replace EET 355 with EET 399 under the Engineering Physics option and to reduce the number of total credit hours to 120 by reducing the number of free electives.</i> | Proposed Effective Term: Fall 2011 |
| Approved | AGS Concentration in Physics and Engineering | Proposed Effective Term: Fall 2011 |

Discussion Items

The following items will return to the April CAA meeting as Action Items for vote by the Council:

- | | |
|---|-----------------------|
| 1. Writing-Intensive Courses, General Education Requirements
<i>Dr. Sara Zeigler will provide edits to the proposal language prior to the April CAA meeting.</i> | University Programs |
| 2. Proposal 3+2
<i>Proposal for 3+2 Joint Graduate/Undergraduate Degrees</i> | Office of the Provost |
| 3. Tuition Waiver
<i>Proposal for Partial Tuition Waivers for Graduate Assistantships</i> | Office of the Provost |

The Council on Academic Affairs was adjourned at 2:30 p.m.



EASTERN KENTUCKY UNIVERSITY

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University Programs
Office of the Dean
University Programs

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521 Lancaster Avenue
Richmond, Kentucky 40475-3163
(859) 622-2222 Fax (859) 622-5018

TO: Council on Academic Affairs

FROM: Dr. Sara Zeigler
Interim Dean, University Programs

DATE: April 7, 2011

RE: Agenda Item for 4/21/2011 Council on Academic Affairs Meeting

The following item is being submitted to the Council on Academic Affairs for the April 21, 2011 meeting:

New Program

A Minor in Environmental Sustainability and Stewardship to provide a multidisciplinary approach in which students gain an understanding of theory and practice of sustainability.



Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one)	Department Name	University Programs
<input type="checkbox"/> New Course (Parts II, IV)	College	_____
<input type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	_____
<input type="checkbox"/> Hybrid Course ("S," "W")	*Course Title (30 characters)	_____
<input type="checkbox"/> Course Dropped (Part II)	*Program Title	Environmental Sustainability and Stewardship
<input checked="" type="checkbox"/> New Program (Part III)		(Major __, Option __; Minor _x_; or Certificate __)
<input type="checkbox"/> Program Revision (Part III)		
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	<u>Date</u>	
Departmental Committee	ECRES Committee:	Graduate Council*
	11/04/2010	_____
<i>Is this a SACS Substantive Change?</i>	Yes**** <input type="checkbox"/> No <input type="checkbox"/>	Council on Academic Affairs
College Curriculum Committee	2-16-2011	Approved ___ Disapproved ___
General Education Committee*	_____	Faculty Senate**
Teacher Education Committee*	_____	Board of Regents**
		Council on Postsecondary Edu.***
		NA

*If Applicable (Type NA if not applicable.)
 **Approval needed for new, revised, or suspended programs
 ***Approval/Posting needed for new degree program or certificate program
 ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)
 To create a new minor in Environmental Sustainability and Stewardship.

A. 2. Effective date: (Example: Fall 2001)
 Fall 2011

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

B. The justification for this action:

A minor in Environmental Sustainability and Stewardship is intended to provide a multidisciplinary approach in which students gain an understanding of the theory and practice of sustainability. By providing students with a broad-based awareness of sustainability and stewardship issues we hope to produce broadly trained and responsible citizens who understand and can apply relevant scientific understanding of fundamental ecological and environmental phenomena; recognize the social, economic, and political context of environmental decisions at the individual, community, and global level.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact:
 No change – all classes are existing classes.

Operating Expenses Impact:
 No change.

Equipment/Physical Facility Needs:

No change.

Library Resources:

No change.

Part III. Recording Data for New, Revised, or Suspended Program

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide the current program requirements using ~~strike through~~ for deletions and underlines for additions.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

New or Revised* Program Text
(*Use ~~strike through~~ for deletions and underlines for additions.)

Minor in Environmental Sustainability and Stewardship

A student may minor in Environmental Sustainability and Stewardship by completing a minimum of 18 semester hours in the following courses but with no more than two courses with the same prefix:

<u>AGR</u>	<u>306</u>	<u>Global Society's Food Supply</u>
<u>AGR</u>	<u>308</u>	<u>Agricultural Economics</u>
<u>AGR</u>	<u>318</u>	<u>Soil/Water Conservation Technology</u>
<u>AGR</u>	<u>319</u>	<u>Renewable and Sustainable Energy Systems</u>
<u>AGR</u>	<u>340</u>	<u>Conservation of Agricultural Resources</u>
<u>AGR</u>	<u>345</u>	<u>Sustainable Agroecosystems</u>
<u>ANT</u>	<u>370</u>	<u>Primate Conservation</u>
<u>BIO</u>	<u>316</u>	<u>Ecology</u>
<u>BIO</u>	<u>317</u>	<u>Conservation of Wildlife Resources</u>
<u>BIO</u>	<u>532</u>	<u>Conservation Biology</u>
<u>ECO</u>	<u>340</u>	<u>Environmental Economics</u>
<u>EHS</u>	<u>300</u>	<u>Water Supplies and Waste Disposal</u>
<u>EHS</u>	<u>335</u>	<u>Hazardous and Solid Waste Management</u>
<u>EHS</u>	<u>425</u>	<u>Environmental Health Program Planning</u>
<u>GEO</u>	<u>302</u>	<u>Global Environmental Problems</u>
<u>GEO</u>	<u>325</u>	<u>Environmental Land Use Planning</u>
<u>GLY</u>	<u>303</u>	<u>Environmental Geology</u>
<u>PHI</u>	<u>385</u>	<u>Environmental Ethics</u>
<u>SOC</u>	<u>383</u>	<u>Environmental Sociology</u>
<u>REC</u>	<u>380</u>	<u>Natural Resource Tourism</u>



SITY

COLLEGE of JUSTICE & SAFETY

To: Rick McGee
Catalog & Curriculum Specialist

From: Norman Spain
Associate Dean

Date: April 7, 2011

Subject: CJS Agenda Items for CAA

Please include the following curriculum items on the April 21, 2011, Agenda of the Council on Academic Affairs.

Criminal Justice

Program Revisions:

- Change PLS major required hours from 128 to 120

Safety, Security and Emergency Management

New Program Proposals to be voted on:

- Minor in Fire Protection Administration
- Minor in Industrial Fire Protection
- Minor in Fire, Arson and Explosion Investigation
- Minor in Occupational Safety

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

<u>(Check one)</u>	Department Name	Criminal Justice
<input type="checkbox"/> New Course (Parts II, IV)	College	Justice & Safety
<input type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	_____
<input type="checkbox"/> Hybrid Course ("S," "W")	*Course Title <small>(30 characters)</small>	_____
<input type="checkbox"/> Course Dropped (Part II)	*Program Title	Police Studies (B.S.)
<input type="checkbox"/> New Program (Part III)		(Major <u>X</u> , Option <u> </u> ; Minor <u> </u> ; or Certificate <u> </u>)
<input checked="" type="checkbox"/> Program Revision (Part III)		
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:		<u>Date</u>	<u>Date</u>
Departmental Committee	10/6/2010	Graduate Council*	NA
<i>Is this a SACS Substantive Change?</i> Yes**** <input type="checkbox"/> No <input type="checkbox"/>		Council on Academic Affairs	_____
College Curriculum Committee	2/7/11	Approved _____ Disapproved _____	4/21/11
General Education Committee*	NA	Faculty Senate**	_____
Teacher Education Committee*	NA	Board of Regents**	_____
		Council on Postsecondary Edu.***	NA

*If Applicable (Type NA if not applicable.)
**Approval needed for new, revised, or suspended programs
***Approval/Posting needed for new degree program or certificate program
****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)
To reduce the number of hours required for the degree from 128 to 120.

A. 2. Effective date: (Example: Fall 2001)
Fall 2011

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

B. The justification for this action:
Due to recent state legislation, the University recommended programs reduce the hours required for a BS Degree from 128 to 120.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: There will be no personnel impact with this proposal.

Operating Expenses Impact: There will be no operating expenses impact with this proposal.

Equipment/Physical Facility Needs: There will be no equipment/physical facility needs with this proposal.

Library Resources: There will be no additional library resources needed with this proposal.

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~strickethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~strickethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

Part III. Recording Data for New, Revised, or Suspended Program

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide the current program requirements using ~~strickethrough~~ for deletions and underlines for additions.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

New or Revised* Program Text

(*Use ~~strickethrough~~ for deletions and underlines for additions.)

Police Studies (B.S.)

CIP Code: 43.0107

Major Requirements.....48 hours

PLS Core.....24 hours

PLS 103, 326, 414, 415, CRJ 101, 331, 388, 400.

PLS Electives.....15 hours

Select from PLS, CRJ or COR_electives or select 3 hours of a Foreign language or American Sign Language (ASL) level 200 or above in consultation with major advisor.

Supporting Electives.....9 hours

Select from COR, FOR 301, APS 210, EMC 102 or 110, FSE 250, or TRS 332 or select 3 hours of a Foreign language or American Sign Language (ASL) level 200 or above in consultation with major advisor.

General Education Requirements.....48 hours

Standard General Education program. Refer to Section Four of this *Catalog* for details on the General Education and University requirements.

University Requirement.....1 hour

JSO 100.

Free Electives.....~~31~~ 23 hours

Total Curriculum Requirements.....~~128~~ 120 hours

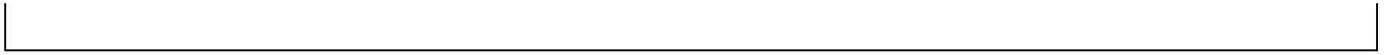
Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Hybrid Course ("S," "W") <input type="checkbox"/> Course Dropped (Part II) <input checked="" type="checkbox"/> New Program (Part III) <input type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name <u>Safety, Security, and Emergency Management</u> College <u>College of Justice and Safety</u> *Course Prefix & Number _____ *Course Title <u>(30 characters)</u> _____ *Program Title <u>Fire Protection Administration</u> (Major __, Option __; Minor <u>X</u> ; or Certificate __) *Provide only the information relevant to the proposal.	
Proposal Approved by:		
	<u>Date</u>	<u>Date</u>
Departmental Committee	02/04/2011	Graduate Council* <u>NA</u>
<i>Is this a SACS Substantive Change? Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/></i>		
College Curriculum Committee		Council on Academic Affairs _____
General Education Committee*		Approved ___ Disapproved ___ <u>4/21/11</u>
Teacher Education Committee*		Faculty Senate** _____
		Board of Regents** _____
		Council on Postsecondary Edu.*** <u>NA</u>
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.		

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) To create an undergraduate Minor in Fire Protection Administration.	
A. 2. Effective date: (Example: Fall 2001) Fall 2011	
A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)	
B. The justification for this action: A number of students in other programs, such as, Fire, Arson, and Explosion Investigation, Fire Protection and Safety Engineering Technology, and Occupational Safety, have shown interest in a Minor in Fire Protection Administration.	
C. The projected cost (or savings) of this proposal is as follows: Personnel Impact: NA Operating Expenses Impact: NA Equipment/Physical Facility Needs: NA Library Resources: NA	



Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~striketrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~striketrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

Part III. Recording Data for New, Revised, or Suspended Program

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide the current program requirements using ~~striketrough~~ for deletions and underlines for additions.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

New or Revised* Program Text
(*Use ~~striketrough~~ for deletions and underlines for additions.)

MINORS

Page 159 of 2010-11 *Undergraduate Catalog*

Minor is Fire Protection Administration

A student may minor in Fire Protection Administration by completing, with a grade of "C" or better, a total of 21 semester hours as follows:

Requirements:

FSE 120, FSE 201, FSE 223, FSE 225, FSE 365, FSE 375, and FSE 400

Total Curriculum Requirements.....21 hours

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

<input type="checkbox"/> (Check one) New Course (Parts II, IV)	Department Name	Safety, Security, and Emergency Management
<input type="checkbox"/> Course Revision (Parts II, IV)	College	College of Justice and Safety
<input type="checkbox"/> Hybrid Course ("S," "W")	*Course Prefix & Number	_____
<input type="checkbox"/> Course Dropped (Part II)	*Course Title (30 characters)	_____
<input checked="" type="checkbox"/> New Program (Part III)	*Program Title	Industrial Fire Protection
<input type="checkbox"/> Program Revision (Part III)		(Major ____, Option ____, Minor <input checked="" type="checkbox"/> ; or Certificate __)
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	<u>Date</u>		<u>Date</u>
Departmental Committee	02/04/2011	Graduate Council*	NA
<i>Is this a SACS Substantive Change?</i> Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>		Council on Academic Affairs	_____
College Curriculum Committee	_____	Approved _____ Disapproved _____	4/21/11
General Education Committee*	_____	Faculty Senate**	_____
Teacher Education Committee*	_____	Board of Regents**	_____
		Council on Postsecondary Edu.***	NA

*If Applicable (Type NA if not applicable.)
 **Approval needed for new, revised, or suspended programs
 ***Approval/Posting needed for new degree program or certificate program
 ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)	To create an undergraduate Minor in Industrial Fire Protection.
A. 2. Effective date: (Example: Fall 2001)	Fall 2011
A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)	

B. The justification for this action:	A number of students in other programs, such as, Fire Protection Administration, Fire , Arson, Explosive Investigation, and Occupational Safety, have shown interest in a Minor in Industrial Fire Protection.
--	--

C. The projected cost (or savings) of this proposal is as follows:	
Personnel Impact: NA	
Operating Expenses Impact: NA	
Equipment/Physical Facility Needs: NA	
Library Resources: NA	

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~striethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~striethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

Part III. Recording Data for New, Revised, or Suspended Program

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide the current program requirements using ~~striethrough~~ for deletions and underlines for additions.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

New or Revised* Program Text

(*Use ~~striethrough~~ for deletions and underlines for additions.)

MINORS

Page 159 of 2010-11 *Undergraduate Catalog*

Minor in Industrial Fire Protection

A student may minor in Industrial Fire Protection by completing, with a grade of "C" or better, a total of 21 semester hours as follows:

Requirements:

FSE 101, FSE 120, FSE 221, FSE 224, FSE 322, FSE 360, and FSE 480

Total Curriculum Requirements.....21 hours

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

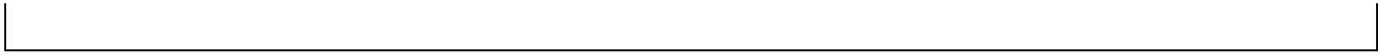
(Check one)	Department Name	Safety, Security, and Emergency Management	
<input type="checkbox"/> New Course (Parts II, IV)	College	College of Justice and Safety	
<input type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number		
<input type="checkbox"/> Hybrid Course ("S," "W")	*Course Title (30 characters)	Minor in Fire, Arson, and Explosion Investigation	
<input type="checkbox"/> Course Dropped (Part II)	*Program Title		
<input checked="" type="checkbox"/> New Program (Part III)		(Major ____, Option ____, Minor <u>X</u> ; or Certificate __)	
<input type="checkbox"/> Program Revision (Part III)			
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.		

Proposal Approved by:	<u>Date</u>		<u>Date</u>
Departmental Committee	02/04/2011	Graduate Council*	NA
<i>Is this a SACS Substantive Change?</i> Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>		Council on Academic Affairs	
College Curriculum Committee		Approved ____ Disapproved ____	4/21/11
General Education Committee*		Faculty Senate**	
Teacher Education Committee*		Board of Regents**	
		Council on Postsecondary Edu.***	NA

*If Applicable (Type NA if not applicable.)
 **Approval needed for new, revised, or suspended programs
 ***Approval/Posting needed for new degree program or certificate program
 ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

<p>A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) To create an undergraduate Minor in Fire Arson, and Explosion Investigation.</p> <p>A. 2. Effective date: (Example: Fall 2001) Fall 2011</p> <p>A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)</p>
<p>B. The justification for this action:</p> <p>A number of students in other programs, such as, Fire Protection Administration, Fire Protection and Safety Engineering Technology, and Occupational Safety, have shown interest in a Minor in Fire, Arson, and Explosion Investigation.</p>
<p>C. The projected cost (or savings) of this proposal is as follows:</p> <p>Personnel Impact: NA</p> <p>Operating Expenses Impact: NA</p> <p>Equipment/Physical Facility Needs: NA</p> <p>Library Resources: NA</p>



Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~striethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~striethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

Part III. Recording Data for New, Revised, or Suspended Program

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide the current program requirements using ~~striethrough~~ for deletions and underlines for additions.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

New or Revised* Program Text

(*Use ~~striethrough~~ for deletions and underlines for additions.)

MINORS

Page 159 of 2010-11 *Undergraduate Catalog*

Minor in Fire, Arson, and Explosion Investigation

A student may minor in Fire, Arson, and Explosion Investigation by completing, with a grade of "C" or better, a total of 21 semester hours as follows:

Requirements:

FSE 120, FSE 250, FSE 350, FSE 370, FSE 380, FSE 450, and FSE 495

Total Curriculum Requirements.....21 hours

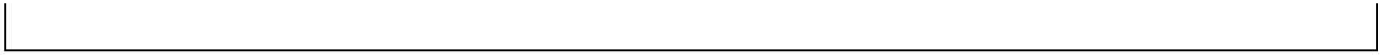
Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Hybrid Course ("S," "W") <input type="checkbox"/> Course Dropped (Part II) <input checked="" type="checkbox"/> New Program (Part III) <input type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name <u>Safety, Security, and Emergency Management</u> College <u>College of Justice and Safety</u> *Course Prefix & Number _____ *Course Title <u>(30 characters)</u> _____ *Program Title <u>Occupational Safety</u> (Major ____, Option ____, Minor <u>X</u> ; or Certificate ____) *Provide only the information relevant to the proposal.	
Proposal Approved by:		
	<u>Date</u>	<u>Date</u>
Departmental Committee	02/04/2011	Graduate Council* <u>NA</u>
<i>Is this a SACS Substantive Change? Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/></i>		
College Curriculum Committee		Council on Academic Affairs <u>4/21/11</u>
General Education Committee*		Approved ____ Disapproved ____
Teacher Education Committee*		Faculty Senate** _____
		Board of Regents** _____
		Council on Postsecondary Edu.*** <u>NA</u>
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.		

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) To create an undergraduate Minor in Occupational Safety.	
A. 2. Effective date: (Example: Fall 2001) Fall 2011	
A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)	
B. The justification for this action: A number of students in other programs, such as Fire Protection and Safety Engineering Technology, Fire Protection Administration, and Fire, Arson, and Explosion Investigation, have shown interest in a Minor in Occupational Safety.	
C. The projected cost (or savings) of this proposal is as follows: Personnel Impact: NA Operating Expenses Impact: NA Equipment/Physical Facility Needs: NA Library Resources: NA	



Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~striketrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~striketrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

Part III. Recording Data for New, Revised, or Suspended Program

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide the current program requirements using ~~striketrough~~ for deletions and underlines for additions.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

New or Revised* Program Text

(*Use ~~striketrough~~ for deletions and underlines for additions.)

MINORS

Page 159 of 2010-11 *Undergraduate Catalog*

Minor in Occupational Safety

A student may minor in Occupational Safety by completing, with a grade of "C" or better, a total of 18 semester hours as follows:

Requirements:

OSH 305, OSH 361, OSH 362, OSH 366, OSH 390, and OSH 410

Total Curriculum Requirements.....18 hours



ITY

Dr. Sherwood Thompson, Ed.D.,
Assistant Dean
Office of the Dean
College of Education
sherwood.thompson@eku.edu

417 Bert Combs Building
521 Lancaster Avenue
Richmond, Kentucky 40475-3102
(859) 622-6989
FAX: (859) 622-5061

MEMORANDUM

TO: Rick McGee
FROM: Dr. Sherwood Thompson
Assistant Dean
DATE: April 7, 2011
SUBJECT: COE Agenda

Please consider the following agenda items for the College of Education at the next Council on Academic Affairs Committee meeting on April 21, 2011:

Dept: American Sign Language and Interpreter Education **Chair: Dr. Laurence Hayes**

Course Revision	ITP 215	Page 1
Hybrid Course	ITP 215W	Page 4
Program Revision	ASL and English Interpretation	Page 9

Dept: Special Education **Chair: Dr. Deborah Haydon**

Program Revision	Master of Education in Special Education with Teacher Leader Track	Page 15
Course Revision	SED 811	Page 19
New Course	SED 580/780	Page 27
Course Revision	SED 510_710	Page 33

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input checked="" type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Hybrid Course ("S," "W") <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name ASL and Interpreter Education <hr/> College Education <hr/> *Course Prefix & Number ITP 215 <hr/> *Course Title (30 characters) Prof. Issues in Interpreting <hr/> *Program Title (Major ____, Option ____, Minor ____, or Certificate ____) <hr/> *Provide only the information relevant to the proposal.	
Proposal Approved by:		<u>Date</u>
Departmental Committee	Jan. 20, 2011	Graduate Council* N/A
Is this a SACS Substantive Change? Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>		Council on Academic Affairs
College Curriculum Committee	4/5/11	Approved _____ Disapproved _____ 4/21/11
General Education Committee*	NA	Faculty Senate** NA
Teacher Education Committee*	NA	Board of Regents** NA
		Council on Postsecondary Edu.*** NA
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact ECU's Office of Institutional Effectiveness.		

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) Correct the course name and description to be in line with required character length and to limit credit granted to either ITP 215 or ITP 215W. A. 2. Effective date: (Example: Fall 2001) Fall 2011 A. 3. Effective date of suspended programs for currently enrolled students: (if applicable) N/A	
B. The justification for this action: The course name and description are currently over the required character length. The focus on ethics has been incorporated into other classes also, allowing for the removal of the term "ethics" from the course title. Students will not be able to attain credit for both ITP 215 and ITP 215W.	
C. The projected cost (or savings) of this proposal is as follows: Personnel Impact: None Operating Expenses Impact: None Equipment/Physical Facility Needs: None Library Resources: None	

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~strikethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~strikethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

~~ITP 215—Professional Ethics and Issues in Interpreting—Prof. Issues in Interpreting (3)~~ A. Prerequisites: ASL 201 and ITP 115 or ASL 225 with minimum grade of C or departmental permission. Relevant professional terminology, procedures and ethical professional considerations explored. relevant to interpreting and transliterating. Topics include historical developments and current trends in professional organizations, ethical standards, and settings. Registry of Interpreters for the Deaf, Code of Professional Conduct application, structuring the interpreting environment, communication assessment, human relations skills, historical developments, and current trends. Credit will not be awarded for both ITP 215 and ITP 215W.

Part III. Recording Data for New, Revised, or Suspended Program

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide the current program requirements using ~~strikethrough~~ for deletions and underlines for additions.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

New or Revised* Program Text

(*Use ~~strikethrough~~ for deletions and underlines for additions.)

Part IV. Recording Data for New or Revised Course (Record only **new or changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
I TP 215		Fall 2011	AS _____ JS _____ BT _____ EM _____ ED _____ PC _____ HS _____	
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
Lectu	re _____	Laboratory _____	Other _____	
			Cip Code (first two digits only)	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
			FR _____	JR _____
			SO _____	SR _____
			FOR BANNER USE ONLY	
Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>				
Thesis _____				
Internship _____				
Independent Study _____				
Practicum _____			Date of data entry _____	
			Data entry person _____	

Co-Requisites and Prerequisites **See definitions on following page**

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No. _____

Course Prefix and No. _____

Prerequisite(s): ASL 201, ASL 225

Course Prefix and No. _____

Course Prefix and No. _____

Test Scores _____

Minimum GPA (when a course grouping or student cumulative GPA is required) _____

Co-Requisite(s) and/or Prerequisite(s) Combination (Use "and" and "or" literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No. _____

Test Scores _____

Minimum GPA (when a course grouping or student cumulative GPA is required) _____

Equivalent Course(s): (credit not allowed with; or formerly:)

Course Prefix and No. _____ 215W

Course Prefix and No. _____

Course Prefix and No. _____

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

Curriculum Change Form
(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)	Department Name	ASL and Interpreter Education	
<input type="checkbox"/> New Course (Parts II, IV)	College	Education	
<input type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	ITP 215 W	
<input checked="" type="checkbox"/> Hybrid Course ("S," "W")	*Course Title (30 characters)	Prof. Issues in Interpreting	
<input type="checkbox"/> Course Dropped (Part II)	*Program Title		
<input type="checkbox"/> New Program (Part III)		(Major ____, Option ____, Minor ____, or Certificate __)	
<input type="checkbox"/> Program Revision (Part III)			
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.		

Proposal Approved by:	<u>Date</u>		<u>Date</u>
Departmental Committee	Jan. 20, 2011	Graduate Council*	N/A
<i>Is this a SACS Substantive Change?</i> Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>		Council on Academic Affairs	
College Curriculum Committee	4/5/11	Approved x Disapproved	4/21/11
General Education Committee*	NA	Faculty Senate**	NA
Teacher Education Committee*	NA	Board of Regents**	NA
		Council on Postsecondary Edu.***	NA

*If Applicable (Type NA if not applicable.)
 **Approval needed for new, revised, or suspended programs
 ***Approval/Posting needed for new degree program or certificate program
 ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)
 Develop a writing intensive hybrid course that is based on our current ITP 215.

A. 2. Effective date: (Example: Fall 2001)
 Fall 2011

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)
 N/A

B. The justification for this action:
 All EKU students are required to complete at least one writing intensive class prior to graduation. ITP 215 is required of all Interpreter Training students and we would like to offer them this course as a "W" course.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact:
 None

Operating Expenses Impact:
 None

Equipment/Physical Facility Needs:
 None

Library Resources:
 None

Part II. Recording Data for New, Revised, or Dropped Course

(For a new required course, complete a separate request for the appropriate program revisions.)

4. For a new course, provide the catalog text.
5. For a revised course, provide the current catalog text with the proposed text using ~~strikethrough~~ for deletions and underlines for additions.
6. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~strikethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

ITP 215W-Prof. Issues in Interpreting (3) A. Prerequisites: ASL 201 and ITP 115 or ASL 225 and ENG 102 with minimum grade of C or departmental permission. Relevant professional terminology, procedures, and ethical considerations explored. Topics include historical developments, and current trends in professional organizations, ethical standards, and settings. Credit will not be awarded for both ITP 215 and ITP 215W.

Part III. Recording Data for New, Revised, or Suspended Program

4. For a new program, provide the catalog description as being proposed.
5. For a revised program, provide the current program requirements using ~~strikethrough~~ for deletions and underlines for additions.
6. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

New or Revised* Program Text

(*Use ~~strikethrough~~ for deletions and underlines for additions.)

Part IV. Recording Data for New or Revised Course (Record only **new or changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
ITP 215	W	Fall 2011	AS _____ JS _____ BT _____ EM _____ ED _____ X PC _____ HS _____	ITPR
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. 16	
3 Lectu	re X	Laboratory _____	Other _____	
Schedule Type* (List all applicable)			Cip Code (first two digits only)	
Work Load (for each schedule type)		Grading Mode*		
1 3		N		
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>		
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		
FOR BANNER USE ONLY				
Date of data entry _____				
Data entry person _____				

Co-Requisites and Prerequisites ****See definitions on following page****

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No.

Course Prefix and No.

Prerequisite(s): ASL 201, ASL 225

Course Prefix and No.

Course Prefix and No.

Test Scores

Minimum GPA (when a course grouping or student cumulative GPA is required)

Co-Requisite(s) and/or Prerequisite(s) Combination (Use "and" and "or" literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.

ENG 102, ASL 201 and ITP 115 or ASL 225 or instructor approval

Test Scores

Minimum GPA (when a course grouping or student cumulative GPA is required)

Equivalent Course(s): (credit not allowed with; or formerly:)

Course Prefix and No.

ITP 215

Course Prefix and No.

Course Prefix and No.

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			



521 Lancaster Avenue
Richmond, Kentucky
40475-3102

EASTERN KENTUCKY UNIVERSITY

Serving Kentuckians Since 1906

Ginni.fair@eku.edu
215 Bert Combs Building
(859)622-2927

Audrey Ruiz Lambert
ASL Specialist III
Department of American Sign Language & Interpreter Education
22 March 2011

Dear Audrey:

I'm writing to let you know that the TCAC committee has approved your proposal for ASL215W. We are very happy to be adding this course to those available to students. You are set to go in offering the course as soon as it clears the appropriate levels of approval. The attached document indicates those levels through which your proposal must now travel. As you know, you need to initiate that approval path.

Because this course is part of the TCAC program, it will need to be part of its assessment process. This means two things. First, we ask that for each course, the syllabus would include a statement like the following:

"For assignment X, you must send an electronic copy to me (either through email or Blackboard) by (time/date). (1) The document must be in Microsoft WORD; (2) You must include your ID number – but NOT your name – on the document. A copy of this document may be sent to a committee to evaluate the overall success of the writing-intensive courses. Your ID number will allow the University to track students' progress over time, without seeing your name. Your paper may also be printed for training purposes. If this occurs, the ID number will be removed before printing."

When the papers are gathered electronically, you, as the instructor, will need to copy them to a CD and send it to me. As a new writing instructor, you will be required to participate in the scoring of those sample papers.

In addition to the Student Learning Outcomes that you and your department have chosen for this course, the syllabus also needs to include the SLOs for the writing intensive courses. There are three:

1. Students will demonstrate a writing process that produces effective documents appropriate to course level.
2. Students will recognize effective writing strategies.
3. Students will be able to use critical thinking to expand, express, explore, and evaluate course content through written communication.

Thanks again for your hard work in making this course a reality. I am also attaching a copy of your signed MOA. I will be back in touch with you once your course clears CAA and is included on Banner as a course that is offered to students. Please note that the benefits for TCAC sometimes change, but the benefits indicated on the attached MOA will be valid AS LONG AS your course is offered by the Fall, 2012 semester.

We are delighted to have you as part of the TCAC community. I or my graduate assistant will be in contact with you as you move your proposal through the necessary committees. If there is anything else I can do to help, please let me know.

Best regards,

A handwritten signature in cursive script that reads "Ginni Fair".

Dr. Ginni Fair
Director, TCAC
Assistant Professor, Curriculum and Instruction

Cc: Laurence Hayes
Sara Zeigler

Curriculum Change Form

Part I

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Hybrid Course ("S," "W") <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input checked="" type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name <u>ASL and Interpreter Education</u> College <u>Education</u> *Course Prefix & Number _____ *Course Title (30 characters) _____ *Program Title <u>ASL and English Interpretation</u> (Major <u>X</u> , Option ____; Minor ____; or Certificate ____) *Provide only the information relevant to the proposal.	
Proposal Approved by:		
	<u>Date</u>	<u>Date</u>
Departmental Committee	3/28/2011	Graduate Council* <u>N/A</u>
Is this a SACS Substantive Change? Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>		
College Curriculum Committee	4/5/11	Council on Academic Affairs Approved _____ Disapproved <u>4/21/11</u>
General Education Committee*	N/A	Faculty Senate** _____
Teacher Education Committee*	N/A	Board of Regents** _____ Council on Postsecondary Edu.*** <u>N/A</u>
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact ECU's Office of Institutional Effectiveness.		

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) To update and correct the program display to show the addition of the ITP 215W course, to correct the course number for ITP 330 (previously ITP 370), and to correct the number of supporting course requirements from 27 to 36 (this does not change the overall total hours required for this degree). DegreeWorks also needs to be updated to recognize ITP 330 as being a previous revision of the course number ITP 370. A. 2. Effective date: (Example: Fall 2001) Fall 2011 A. 3. Effective date of suspended programs for currently enrolled students: (if applicable) N/A	
B. The justification for this action: To update the display so that it is correct.	
C. The projected cost (or savings) of this proposal is as follows: Personnel Impact: None Operating Expenses Impact: None Equipment/Physical Facility Needs: None Library Resources:	

None

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

- 7. For a new course, provide the catalog text.
- 8. For a revised course, provide the current catalog text with the proposed text using ~~striketrough~~ for deletions and underlines for additions.
- 9. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~striketrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

Part III. Recording Data for New, Revised, or Suspended Program

- 7. For a new program, provide the catalog description as being proposed.
- 8. For a revised program, provide the current program requirements using ~~striketrough~~ for deletions and underlines for additions.
- 9. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

New or Revised* Program Text

(*Use ~~striketrough~~ for deletions and underlines for additions.)

ASL AND ENGLISH INTERPRETATION (B.S.)

CIP Code: 16.1603

Major Requirements..... 51 hours

ITP Core

ITP 215 or 215W, 220, 310, 320, 325, ~~370~~, 330, 390, 410, 420, 425, 430, 470, 480, 490, 495.

Supporting Course Requirements..... 27 36 hours

ANT 120, ASL 101, 102, 201, 202, 210, 225, 301, 302, 400 (3 hours), SED 337 and-3 hours from Block VIII Gender, Race, Sexuality theme.

General Education Requirements..... 39 hours

Standard General Education program excluding block VB and VIII (6 hrs.). Refer to Section Four of the *Catalog* for details on the General Education and University requirements.

University Requirement.....1 hour

EDO 100

Total Curriculum Requirements.....127 hours

Editorial Change - Curriculum Form
(Present only one curriculum editorial change per form)
(Complete only the section(s) applicable.)

Part I

Department Name	ASL and Interpreter Education		
College	Education		
*Course Prefix & Number	ITP 330 (formerly ITP 370)		
*Course Title <small>(30 characters)</small>	Ethics & Special Settings I		
*Program Title	_____ (Major __, Option __; Minor __; or Certificate __)		
*Provide only the information relevant to the proposal.			
Original Proposal Approved by the Council on Academic Affairs on	Date:	12/17/09	
		CAA Approved 4/21/11	

Completion of A is required: (Please be specific, but concise.)

<p>A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)</p> <p>ITP 370 was previously revised with a new course number which is now ITP 330. The catalogue language needs to be edited to reflect this curriculum change.</p> <p>DegreeWorks also needs to be programmed to recognize ITP 330 as being a revised number for ITP 370.</p> <p>A. 2. Effective date: (Example: Fall 2001) Fall 2011</p>

Part II. Recording Data for Revised Course

<p>1. For a revised course, provide (a) the current catalog text and (b) the proposed text, reflecting the exact changes being proposed.</p>
<p>New or Revised* Catalog Text</p> <p><small>(*Use strikeout for deletions and <u>underlines</u> for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)</small></p>
<p>ITP 330 Ethics Special Settings I. (3) II. <u>(previously ITP 370)</u> Prerequisite: ASL 301 (C) and Admission to the interpreting program or departmental permission. Critical analysis of interpreting in various settings. Development of communication and ethical decision-making skills. Clinical hours required.</p>

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I																													
(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Hybrid Course ("S," "W") <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input checked="" type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Department Name</td> <td>Special Education</td> </tr> <tr> <td>College</td> <td>Education</td> </tr> <tr> <td>*Course Prefix & Number</td> <td>_____</td> </tr> <tr> <td>*Course Title (30 characters)</td> <td>_____</td> </tr> <tr> <td>*Program Title</td> <td>Master of Education in Special Education with Teacher Leader Track</td> </tr> <tr> <td></td> <td>(Major __, Option <u>X</u>; Minor __; or Certificate __)</td> </tr> <tr> <td colspan="2">*Provide only the information relevant to the proposal.</td> </tr> </table>	Department Name	Special Education	College	Education	*Course Prefix & Number	_____	*Course Title (30 characters)	_____	*Program Title	Master of Education in Special Education with Teacher Leader Track		(Major __, Option <u>X</u> ; Minor __; or Certificate __)	*Provide only the information relevant to the proposal.															
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Proposal Approved by:	<u>Date</u>		<u>Date</u>																										
Departmental Committee	12/13/10	Graduate Council*	March 18, 2011																										
<i>Is this a SACS Substantive Change?</i>		<input checked="" type="checkbox"/> Yes**** <input type="checkbox"/> No <input type="checkbox"/>																											
College Curriculum Committee	1/11/11	Approved _____ Disapproved _____	4/21/11																										
General Education Committee*	_____	Faculty Senate**	_____																										
Teacher Education Committee*	1/25/11	Board of Regents**	_____																										
		Council on Postsecondary Edu.***	NA																										
<p>*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.</p>																													

Completion of A, B, and C is required: (Please be specific, but concise.)

<p>A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)</p> <p>1) Approve an option in the Master of Arts in Education in Special Education Program that meets KY EPSB requirements for the Kentucky Teacher Leader Endorsement AND allows students to add an additional teaching certificate in Learning and Behavior Disorders, Education of the Deaf and Hard of Hearing, OR Interdisciplinary Early Childhood Education.</p> <p>A. 2. Effective date: (Example: Fall 2001)</p> <p>Fall 2011</p> <p>A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)</p> <p>n/a</p>	<p>B. The justification for this action:</p> <p>The Department of Special Education is proposing an option in the Master of Arts in Special Education Program that meets the KY EPSB requirements for Kentucky Teacher Leader Endorsement as well as allowing candidates who already hold a current Kentucky Provisional or Professional Teaching Certification to gain an additional certification in Learning and Behavior Disorders, Education of the Deaf and Hard of Hearing, OR Interdisciplinary Early Childhood Education. This program would meet the needs of schools in our service region in terms of increasing the number of teachers with special education certification and would allow our students to increase their Rank level (assuring continued employment and pay raise). This program would also help the graduate program in the Department of Special Education remain competitive with other regional colleges and universities.</p>
<p>C. The projected cost (or savings) of this proposal is as follows:</p>	

Personnel Impact:

None

Operating Expenses Impact:

None

Equipment/Physical Facility Needs:

None

Library Resources:

None

Part III. Recording Data for New, Revised, or Suspended Program

10. For a new program, provide the catalog description as being proposed.
11. For a revised program, provide the current program requirements using ~~strikethrough~~ for deletions and *underlines* for additions.
12. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

New or Revised* Program Text
(*Use ~~strikethrough~~ for deletions and underlines for additions.)

MASTER OF ARTS IN EDUCATION
Special Education – Teacher Leader Track

CIP Code: 13.1001

I. GENERAL INFORMATION

Options include the Master of Arts in Education in Special Education with Teacher Leader Endorsement in ~~Learning and Behavior Disorders, Education of the Deaf and Hard of Hearing, or Interdisciplinary Early Childhood Education~~ Track with Advanced Study or Additional Certification in Learning and Behavior Disorders, Education of the Deaf and Hard of Hearing, or Interdisciplinary Early Childhood Education.

II. ADMISSION REQUIREMENTS

For clear admission to all MAED program options, the student must have:

- An undergraduate GPA of 3.0 overall or a 3.0 in the last 60 hours completed.
- Minimum GRE scores of verbal 450, qualitative 350, or a combined GRE score of 800 OR a Miller Analogies Test (MAT) scaled score of 389.

III. PROGRAM REQUIREMENTS

A. Curriculum for students pursuing advanced LBD, DHH, IECE study:

Teacher Leader Core

ETL 800, 801, 802, 803 and 804.....15 hours

Advanced Study Areas:

1. Learning and Behavior Disorders (LBD)

Prerequisite: LBD provisional certification

SED 803, 804, 805, 810, and one elective as approved by advisor.....15 hours

2. Deaf and Hard of Hearing (DHH)

Prerequisite: DHH provisional certification

SED 803, 809, 810, 832, and one elective as approved by advisor.....15 hours

3. Interdisciplinary Early Childhood Education (IECE)

Prerequisite: IECE provisional certification

SED 801, 802, 805, 810, and one elective as approved by advisor.....15 hours

Comprehensive Written Exam: GRD 877m.....0 hours

Total Requirements.....30 hours

B. Curriculum for students pursuing additional certification:

Teacher Leader Core

ETL 800, 801, 802, 803 and 804.....15 hours

Additional Certification Areas:

1. Learning and Behavior Disorders (LBD)

Prerequisites: KY Provisional Teaching Certificate in P-5, 5-9 or Secondary for Classroom Teachers. Successful completion of equivalent coursework for ELE or EMG 445, EMG 447 or 806, MAT 201 and 202.

SED 775, SED 722, SED 776, SED 778, SED 856, SED 790, SED 897.....22 hours

2. Deaf and Hard of Hearing (DHH)

Prerequisites: KY Provisional Teaching Certificate in P-5, 5-9 or Secondary for Classroom Teachers. Successful completion of equivalent coursework for ELE or EMG 445, EMG 447 or 806, MAT 201 and 202 and ASL 101 and 102.

SED 775, SED 722, SED 781, SED 710, SED 780, SED 830, SED 832, SED 897.....25 hours

3. Interdisciplinary Early Childhood Education (IECE)

(available as either teaching or non-teaching)

a.) Teaching:

Prerequisites: KY Provisional Teaching Certificate in P-5, 5-9 or Secondary for Classroom Teachers

SED 718, SED 722, SED 790, SED 811, CDF 741 or CDF 744, OTS 715, SED 897.....23 hours

b.) Non-Teaching:

Prerequisites for entering the IECE option are a bachelor’s degree in special education or in a related discipline from an accredited institution. Prerequisite course work (completed or equivalent): SED104 or 575/775; SED 260, CDS 360 or SED 522/722; SED 341 or 590/790; SED 352, 372 or 576/776; SED 518/718; SED 375 or 574/774 or documented successful work experience with pre-school children with disabilities approved by the academic advisor.

SED 801, 802, 805, 810, and elective as approved by advisor.....15 hours

Comprehensive Written Exam: GRD 877m.....0 hours

Total Requirements.....30-40 hours

IV. ADDITIONAL INFORMATION REGARDING EXIT REQUIREMENTS

The following are exit requirements for Master of Arts in Education in Special Education candidates:

Program GPA: Candidate must earn an overall GPA of 3.0 or higher, with no grade below a C.

Research Requirement: An action research project which culminates in a satisfactory written research report and oral presentation is required in the Capstone Course (ETL 804).

Comprehensive Examinations: Candidate must pass written comprehensive examination GRD 877m

Graduate Practicum Requirement: For candidates in the MAED with Teacher Leader and Additional Certification, the candidate is required to successfully complete practicum in their area of their additional certification.

Praxis II Series Examinations: For candidates in the MAED with Teacher Leader and Additional Certification, the candidate is required to take all required Praxis II exams for the new area of certification.

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input checked="" type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Hybrid Course ("S," "W") <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name: <u>Special Education</u> College: <u>Education</u> *Course Prefix & Number: <u>SED 811</u> *Course Title (30 characters): <u>IECE Assessment and Intervention</u> *Program Title: _____ (Major ____, Option __; Minor __; or Certificate __) *Provide only the information relevant to the proposal.	
Proposal Approved by:		
	<u>Date</u>	<u>Date</u>
Departmental Committee	<u>12/13/2010</u>	Graduate Council* <u>2/18/11</u>
<i>Is this a SACS Substantive Change?</i>	Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>	Council on Academic Affairs <u>4/21/11</u>
College Curriculum Committee	<u>1/11/11</u>	Approved _____ Disapproved _____
General Education Committee*	_____	Faculty Senate** <u>NA</u>
Teacher Education Committee*	<u>1/25/11</u>	Board of Regents** <u>NA</u>
		Council on Postsecondary Edu.*** <u>NA</u>
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.		

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) To change the course description to include students who are seeking to add IECE certification with the MAEd in Special Education. A. 2. Effective date: (Example: Fall 2001) Fall 2011 A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)	
	B. The justification for this action: This change is being made to include students who are adding IECE certification while pursuing the MAEd in Special Education with Teacher Leader Endorsement and the MAEd in Special Education with Teacher Leader Endorsement and Additional Certification. Currently, the course description only includes students pursuing the Master of Arts in Teaching (MAT) in IECE.
	C. The projected cost (or savings) of this proposal is as follows: Personnel Impact: No additional Operating Expenses Impact: No additional Equipment/Physical Facility Needs: No additional

Library Resources: No additional

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

10. For a new course, provide the catalog text.
11. For a revised course, provide the current catalog text with the proposed text using ~~strikethrough~~ for deletions and underlines for additions.
12. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~strikethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)
SED 811 IECE Assessment and Intervention. (4)

This course, for MAT IECE and MAEd with IECE certification students only, encompasses identification and program development / implementation for children ages 0-5. Collaboration with families / professionals and continuous assessment of individual needs and program efficacy is also addressed.

Part III. Recording Data for New, Revised, or Suspended Program

13. For a new program, provide the catalog description as being proposed.
14. For a revised program, provide the current program requirements using ~~strikethrough~~ for deletions and underlines for additions.
15. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

New or Revised* Program Text

(*Use ~~strikethrough~~ for deletions and underlines for additions.)

Part IV. Recording Data for New or Revised Course (Record only **new or changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
SED 811		Fall 2011	AS _____ JS _____ BT _____ EM _____ ED _____ X _____ PC _____ HS _____	SPED
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
Lectu	re _____	Laboratory _____	Other _____	
			Cip Code (first two digits only)	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
			FR _____	JR _____
			SO _____	SR _____
			FOR BANNER USE ONLY	
Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>				
Thesis _____				
Internship _____				
Independent Study _____				
Practicum _____			Date of data entry _____	
			Data entry person _____	

Co-Requisites and Prerequisites ****See definitions on following page****

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No.

Course Prefix and No.

Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.

Course Prefix and No.

Test Scores

Minimum GPA (when a course grouping or student cumulative GPA is required)

Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.

Test Scores

Minimum GPA (when a course grouping or student cumulative GPA is required)

Equivalent Course(s): (credit not allowed with; or formerly:)

Course Prefix and No.

Course Prefix and No.

Course Prefix and No.

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

NOTE: Do not forward validation tables with curriculum form.

(*Use Validation Tables.)

Eastern Kentucky University
Department of Special Education
Syllabus for:
SED811 IECE Assessment and Intervention
CRN #
4 Credit Hours

Dr. Megan Purcell
Wallace 201
Office: 859—622-3158
Department Office: 859-622-4442
Office Fax: 859-622-4443
Megan.purcell@eku.edu

A. COURSE DESCRIPTION: This course, for MAT IECE and MAED with IECE certification students only, encompasses identification and program development / implementation for children ages 0-5. Collaboration with families / professionals and continuous assessment of individual needs and program efficacy is also addressed.

B. TEXTS

Deiner, P.L. (2010). Inclusive Early Childhood Education: Development, Resources, and Practice 5th edition. Belmont, CA: Wadsworth.

McLean, M., Wolery, M., & Bailey, Jr. D.B. (2004). Assessing Infants and Preschoolers with Special Needs 3rd edition. Upper Saddle River, NJ: Pearson.

Sandall, S., Hemmeter, M.L., McLean, M., & Smith, B. (2004). DEC Recommended Practices: A Comprehensive Guide. Longmont CO: Sopris West.

State documents:

- Building a Strong Foundation for School Success: Kentucky’s Early Childhood Standards
- Building a Strong Foundation for School Success: Kentucky’s Early Childhood Continuous Assessment Guide
- The GPS to a Child’s Success: Ages Birth – Three: Field Guide to the Kentucky Early Childhood Standards
- The GPS to a Child’s Success: Ages Three-Four: Field Guide to the Kentucky Early Childhood Standards

Above documents can be retrieved from the following website:

<http://www.education.ky.gov/kde/instructional+resources/early+childhood+development/building+a+strong+foundation+for+school+success+seriescorrect+one.htm>

There will be additional readings provided by the instructor.

C. Student Learning Outcomes

Upon satisfactory completion of the course, students will be able to:

1. Discuss current Part B and Part C legislation of the Individuals with Disabilities Education Act, research and best practice.
2. Identify families concern, resources, and priorities and translate these into assessment plans, outcomes, goals, and objectives for a child receiving early intervention services.
3. Identify and demonstrate skills necessary for successful collaboration with families and professionals, including

those from different cultures for assessment and implementation of intervention services.

4. Discuss models of teaming currently used in assessment and early intervention.
5. Select appropriate advanced instruments and procedures for identifying and assessing children ages birth to five with at-risk conditions or developmental delays as well as alternative methods and / or levels of support necessary in the assessment process.
6. Administer, score, and interpret test protocols for at least one selected instrument and write a report.
7. Design age-appropriate, activity-based and routine-based intervention programs which could be used in home-based programs, center-based programs and/or child care settings, including necessary adaptations.
8. Determine appropriate adaptations and modifications to the environment and routines through the use of assistive technology.
9. Develop strategies for monitoring and evaluating child progress, including methods for family involvement, and overall progress effectiveness.
10. Discuss transition issues and the role of the early intervention team.

D. EVALUATION METHODS

Self evaluation and Professional Growth Plan	30 points
Self evaluation and Professional Growth Documentation and Reflection	30 points
In class assessment tool demonstration 3x20 points each	60 points
Ages and Stages completion and reflection	50 points
BDI completion and reflection	50 points
IFSP CPR	40 points
IFSP Outcomes	40 points
IEP Goals / Objectives	40 points
Activity-based matrix	40 points
Quizzes 5x20 points each	100 points
Total possible points	480 points

Grading Scale: 90 - 100% = A; 80 - 89% = B; 70 - 79% = C; 60 - 69% = D; Below 60%=F

E. STUDENT PROGRESS: All grades will be posted on Blackboard, making it easy for candidates to monitor their own progress. All assignments will be returned in a timely manner. Mid-term grades will be posted on Banner per university policy.

F. ATTENDANCE POLICY: Absences equating to 20% of class meetings will result in automatic failure. Class sessions missed as a result of late entry into the class will be counted as absences (unless otherwise approved). The candidate is responsible for presenting the instructor with a reason for absences in order to be given an opportunity to make up missed work. Adequate reasons for class absences include personal illness, death or serious illness in the immediate family, or participation in an approved University activity.

G. NOTIFICATION OF THE LAST DAY TO DROP THE COURSE: Can be found in the Colonel Compass

H. Disabilities Statement: If you are registered with the Office of Services for Individuals with Disabilities, please make an appointment with the course instructor to discuss any academic accommodations you need. If you need academic accommodations and are not registered with the Office of Services for Individuals with Disabilities, please contact the Office on the third floor of the Student Services Building, by email at disserv@eku.edu or by telephone at (859) 622-2933 V/TDD. Upon individual request, this syllabus can be made available in alternative forms.

I. Academic Integrity Statement: Candidates are advised that ECU's Academic Integrity policy will strictly be enforced in this course. The Academic Integrity policy is available at <http://www.academicintegrity.eku.edu>. Questions regarding the policy may be directed to the Office of Academic Integrity.

J. Official Email: An official ECU email is established for each registered student, each faculty member, and each staff member. All university communications sent via email will be sent to this ECU email address.

K. COURSE REQUIREMENTS

1. Class Attendance: Regular attendance is expected throughout the semester.

2. Assigned Readings: Candidates are expected to have completed all readings prior to class. E-reserve articles pertinent to each topic are located through Blackboard or given to the candidates.

3. Class Participation: Graduate candidates are expected to contribute to class discussions and seek and share resources above and beyond those on the syllabus. The information in this course will enable graduate candidates to think differently about young children with special needs and their families.

4. Individual Projects:

Self Evaluation and Professional Growth Plan

Each candidate will complete a self evaluation based on the KY IECE Teacher Standards at the start and completion of the course. Additionally, each candidate will complete a Professional Growth Plan at the start of the term and then a Professional Growth Documentation and Reflection at the end of the term.

Assessment Instrument Demonstration (Parts I, II and III)

Part I Class Demonstration

Candidates will study 3 assessment instruments and present in class. This presentation will include an overview of the instrument, administration and scoring guidelines, and hands-on demonstration. Candidates will become “experts” on the test in order to be able to accurately teach administration for peers. They should be able to correctly answer candidates’ and instructor’s questions about the instrument presented. The Sunday prior to the demonstration, the candidate will post handouts on the appropriate spot on Blackboard; a description of handouts will be provided in class. Class members are responsible for picking up the handout prior to the presentation; class members will also have visited the test website and will be familiar with the information prior to the actual presentation. On the night of the presentation, it is the responsibility of the presenter to get the test and materials to the classroom and to return the test to the SED office following class. This assignment may be used as a portfolio entry. (20 points for each testing tool presentation for a total of 60 points)

Part II Screening Tool completion and reflection

Each candidate will complete the Ages and Stages Questionnaire and complete an accompanying family-focused interview for a typically-developing child between the ages of 4-48 months. A final portion of the assignment will be a reflection on the project. **Candidates may not use their own child(ren) for the assignment. Candidates using a family from a different culture for this project will receive 2 additional points added to the grade. Candidates using this bonus point option should talk with the instructor first.** (50 points)

Part III BDI completion, assessment write-up, reflection

As an authentic assessment task. Each candidate will videotape administration of the revised Battelle Developmental Inventory to a child between the ages of 1-5 years, score the test, analyze results and write a brief report of the evaluation using an outline provided by the instructor. (This assignment may be used as a portfolio entry). A final portion of the assignment will be a reflection of the project. **Candidates may not use their own child(ren) for the assignment. Candidates using a family from a different culture for this project will receive 2 additional points added to the grade. Candidates using this bonus point option should talk with the instructor first.** (50 points)

5. Team Projects

IFSP and IEP Development (Parts I, II, III, IV)

Part I IFSP

Using a vignette as provided by the instructor, teams of two candidates each will develop pieces of an IFSP. First, candidates will identify at least 10 concerns of the family / child. Then, candidates will prioritize 5 of the concerns. (40 points)

Part II IFSP

From the 5 concerns prioritized in Part I, candidates will complete the outcome statements page from the KY IFSP with appropriate outcome statement to address the concern, strategies, resources, persons involved and their roles, etc. for each of the 5 concerns. (40 points)

Part III IEP

Using a vignette as provided by the instructor, teams of two candidates each will develop a list of concerns for the child. From the concerns, teams will then develop 5 separate goals with at least 3 objectives for each goal. (40 points)

Part IV ABI Matrix

Using the previously developed goals and objectives and a sample daily schedule, teams will develop a detailed Activity-Based Matrix. Included should be not only the completed matrix but also a listing of appropriate materials, methods, and progress documentation for the skills. (40 points)

6. Quizzes

There will be five quizzes throughout the course. These will be take home, essay / open ended style assessments to evaluate how well candidates are integrating information covered in course topics. (20 points each for a total of 100 points)

L. COURSE OUTLINE

This course will address the following topics. An instructional calendar is included.

1. Legal foundations of Early Childhood Intervention
 - a. History of law and children with special needs
 - b. Part C and Part B
 - c. Philosophy of Inclusion
 - d. Overview of assessment
2. Families
 - a. History of Parent/Professional Partnership
 - b. A Family Systems Perspective
 - c. Working with families who are different from yourself
 - d. Service Coordination
3. IFSP/IEP
 - a. Identifying concerns, priorities, resources
 - b. Outcomes vs. goals and objectives
 - c. Models of Teaming
 - d. Collaborative Teaming Skills
4. Assessment / Evaluation
 - a. Collaboration in assessment
 - b. Standardized tests and test development vs. Informal measurements
 - c. Alternative assessment approaches
 - d. Screening tools and measurements
 - e. Evaluation tools and measurements

- f. Assessment tools and measurements
 - g. Assessing play skills
 - h. Procedural considerations in assessing young children with special needs
 - i. Cultural competence in assessment
5. Intervention
- a. Natural environments and contexts
 - b. Activity-based and routine-based intervention planning
 - c. Continuous assessment, monitoring and program evaluation
 - d. Assistive technology use in intervention
6. Transition
- a. Opportunities for transition
 - b. Seamless service delivery

M. Timeline

Tentative Timeline for SED811

Week	Topic	Readings*	Assignment(s)
1	Introduction to course, inclusion and assessment	McLean chs 1&2 Deiner ch 1	
2	Screening DEC Recommended Practices	McLean chs 3 & 5 Deiner ch 3 DEC RP chs 1, 2, & 3	Professional Growth Plan due Screening tool presentations
3	Diversity and families	Deiner ch 2 DEC RP ch 5 Additional reading	No face to face meeting Memorial Day – University closed Monday
4	Eligibility, Planning and Monitoring Standards	McLean chs 16 & 17 Deiner chs 4 & 5 Early Childhood Standards Continuous Assessment Guide	Quiz 1 due Eligibility tool presentations Continuous Assessment tool presentations
5	Infants / Toddlers and the IFSP Writing Functional Outcomes and Goals / Objectives	McLean ch 7 Deiner ch 7 Additional readings	Screening Tool completion and reflection due Quiz 2 due
6	TPBA DEC RP Child Focused Practices DEC RP Interdisciplinary Models Activity Based Intervention	McLean chs 13 & 14 DEC RP chs 4 & 6 Additional readings	Team Project Part I IFSP due
7	Assessing and Preventing Challenging Behavior	McLean ch 9 Deiner chs 9 & 10 Additional readings	No face to face meeting Team Project Part II IFSP due Quiz 3 due
8	Focus on Team Project		No face to face meeting July 4 th holiday - University closed Monday
9	Assessment and Planning for Cognitive Functions	McLean chs 10 & 15 Deiner chs 8 & 14	BDI completion, write up and reflection due
10	Assessment and Planning for Sensory Functions and Special Health Care Needs	McLean ch 6 Deiner chs 16, 18, & 19	Quiz 4 due
11	Planning for Students with Autism	Deiner ch 13	Team Project Parts III and IV IEP due
12		Final exams for 12 week class	No face to face meeting Quiz 5 due

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one) <input checked="" type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Hybrid Course ("S," "W") <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name College *Course Prefix & Number *Course Title (30 characters) *Program Title *Provide only the information relevant to the proposal.	Special Education Education SED 580/780 Audiology for Teachers of DHH (Major <input checked="" type="checkbox"/> , Option ___; Minor ___; or Certificate ___)
Proposal Approved by:		
	<u>Date</u>	
Departmental Committee	12/13/2010	Graduate Council*
<i>Is this a SACS Substantive Change?</i>	Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>	2/18/11
College Curriculum Committee	1/11/11	Council on Academic Affairs
General Education Committee*		Approved ___ Disapproved ___
Teacher Education Committee*	1/25/11	Faculty Senate**
		Board of Regents**
		Council on Postsecondary Edu.***
		NA
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact ECU's Office of Institutional Effectiveness.		

Completion of A, B, and C is required: (Please be specific, but concise.)

<p>A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) To develop a new course in audiology for the Deaf and Hard of Hearing Program that focuses on information needed as a classroom teacher of deaf and hard of hearing students.</p> <p>A. 2. Effective date: (Example: Fall 2001) Fall 2011</p> <p>A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)</p>
<p>B. The justification for this action: To incorporate a course into the curriculum that focuses on audiology for teachers and not clinicians (CDS 380) which is currently taught in the Deaf and Hard of Hearing Program.</p>
<p>C. The projected cost (or savings) of this proposal is as follows:</p> <p>Personnel Impact: NA</p> <p>Operating Expenses Impact: NA</p> <p>Equipment/Physical Facility Needs: NA</p> <p>Library Resources: NA</p>

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

- 13. For a new course, provide the catalog text.
- 14. For a revised course, provide the current catalog text with the proposed text using ~~striketrough~~ for deletions and underlines for additions.
- 15. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~striketrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

SED 580/780 Audiology for Teachers of the Deaf and Hard of Hearing. (3) II.

Physics of sound; anatomy, physiology, pathology and medical treatment of the auditory system; introduction to the audiometer and basic pure-tone and speech (auditory) testing; hearing aids and devices.

Part III. Recording Data for New, Revised, or Suspended Program

- 16. For a new program, provide the catalog description as being proposed.
- 17. For a revised program, provide the current program requirements using ~~striketrough~~ for deletions and underlines for additions.
- 18. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

New or Revised* Program Text

(*Use ~~striketrough~~ for deletions and underlines for additions.)

Part IV. Recording Data for New or Revised Course (Record only **new or changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
SED 580/78	0	Fall, 2011	AS _____ JS _____ BT _____ EM _____ ED _____ X _____ PC _____ HS _____	
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
3	Lecture 3	Laboratory _____	Other _____	
			Cip Code (first two digits only)	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
1 3		N	FR _____	JR _____
			SO _____	SR _____
			FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>				
Thesis _____				
Internship _____				
Independent Study _____				
Practicum _____				

Co-Requisites and Prerequisites **See definitions on following page**

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No.	
Course Prefix and No.	

Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Equivalent Course(s): (credit not allowed with; or formerly:)

Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

NOTE: Do not forward validation tables with curriculum form.

(*Use Validation Tables.)

Department of Special Education
SED 580_780 Audiology for Teachers of the Deaf and Hard of hearing
3 credit hours
CRN #

Dr. Karen Dilka
Wallace 106
Office: (859) 622-1043
Dept: (859) 622-4442
Fax: (859) 622-4443
Karen.Dilka@eku.edu

A. COURSE DESCRIPTION

Physics of sound; anatomy, physiology, pathology and medical treatment of the auditory system; introduction to the audiometer and basic pure-tone and speech (auditory) testing; hearing aids and devices.

B. TEXT, REQUIRED READINGS AND REFERENCES

Martin. F. (2011) Introduction to Audiology, 11th edition, Boston: Allyn and Bacon.

C. STUDENT LEARNING OUTCOMES:

Undergraduate students will:

1. Explain how sound is generated, transmitted and received.
2. Explain the dimensions of sound, i.e., frequency, intensity and phase.
3. Identify current incidence and prevalence figures of hearing loss.
4. Demonstrate appropriate procedures for identification of hearing loss.
5. Explain etiology, pathology and treatment of diseases and disorders of the auditory mechanism.
6. Demonstrate the ramifications of various types of hearing loss as compared to the varieties of audiometric results and the impact of hearing loss through audiometric interpretation.
7. Explain the theoretical and physiological basis for impedance audiometry and pure-tone air and bone audiometry, tympanometry, and speech audiometry.
8. Explain the principle of hearing aid evaluation, selection, and other assistive devices and other forms of auditory training equipment.
9. Identify and locate the anatomical structures and physiology of the outer, middle, and inner ear and to the eighth nerve.
10. Interpret audiograms of different types of hearing loss

In addition to the above, Graduate Students will:

11. Formulate and express the implications of hearing loss for students to a variety of audiences.
12. Apply key concepts in audiology by comparing different audiograms.
13. Effectively explain audiograms to parents and other professionals unfamiliar with audiological concepts.

D. COURSE EVALUATION

FOUR Exams
Two projects
Class attendance and participation
Additional

EKU has officially established expectations for class preparation: 3 hours of minimum outside preparation is expected for each hour of class lecture for 300-500 level courses. SED 580/780 adheres to this policy. Students are expected to come to class prepared, fulfilling all readings and project assignments as specified in the class schedule of the current semester. The requirements for this course are as follows:

Undergraduate level

Tests	200 PTS
Project (Audiogram)	50 PTS

Project (Screening)	50 PTS
TOTAL	300PTS
<u>Graduate level</u>	
Tests	200 PTS
Project (Audiogram)	50 PTS
Project (Screening)	50 PTS
Article <u>Reviews</u>	25 PTS
Professional Presentation	25 PTS
TOTAL	350PTS

Grading Scale:

A = 90- 100%

B = 80 - 89%

C = 70 - 79%

D = 60 -69%

F = 59% and below

All course requirements listed above must be completed for a grade to be given in this course. All written work must be submitted in standard English. English usage will be considered in course work evaluation, in accordance with ECU policy. Class attendance/participation will be deciding factor in borderline cases.

E. STUDENT PROGRESS

All grades will be posted in Blackboard, making it easy for you to monitor your own progress. All personal feedback and grades will be provided within one week (7 days) after the completion of each assignment that makes it imperative that you stay current with assignments. Mid-term grades will be posted on Banner per university policy.

F. ATTENDANCE POLICY

Class attendance is expected. Consistently arriving on time, being regularly attentive in class and staying until each class meeting is concluded are components of attendance. Coming to class late and leaving class early may be counted as absences. Absences equating to 20% of class meetings will result in a lowered grade for the course. Missing more than 20% of class meetings may result in failure of the course. For this class, 2 absences may result in your grade being lowered by one letter grade. More than 3 absences may result in an F for the course. You are responsible for providing a reason for absences in order to be given the opportunity to make up missed work. Adequate reasons for class absences include personal illness, death or serious illness in the immediate family, or participation in an approved University or professional activity.

G. Last Day to Withdraw from the Course without penalty: *See Colonel's Compass*

H. UNIVERSITY DISABILITY STATEMENT

If you are registered with the Office of Services for Individuals with Disabilities, please obtain your accommodation letters from the OSID and present them to the course instructor to discuss any academic accommodations you need. If you believe you need accommodation and are not registered with the OSID, please contact the Office in the Student Services Building Room 361 by email at disserv@eku.edu or by telephone at (859) 622-2933 V/TDD. Upon individual request, this syllabus can be made available in an alternative format.

I. ACADEMIC INTEGRITY STATEMENT

Students are advised that ECU's Academic Integrity policy will be strictly enforced in this course. The Academic Integrity policy is available at www.academicintegrity.eku.edu. Questions regarding the policy may be directed to the Office of Academic Policy.

J. Official Email: An official ECU email is established for each registered student, each faculty member and each staff member. All university communications sent via email will be sent to this ECU email address.

K. COURSE REQUIREMENTS

Class attendance is required, except in cases of significant illness or family emergency. If you are sick or unable to attend class please notify me in advance. *Missing part or all of class may be considered an unexcused absence.* If you miss class, you are responsible for getting notes from fellow students and obtaining any assignments or handouts. Arrangements for accepting late assignments or exams will only be made in unusual circumstances and only if you contact me immediately about your situation and are able to provide documentation to support your need.

Students are expected to understand and follow the university academic honor code. This means that any information you collect is accurate to the best of your ability, and that you write your assignments in your own words, and that all ideas and information taken from outside sources are properly cited and referenced. Please ask if you ever have any questions on these issues. Also, if you have a documented disability and wish to discuss academic accommodations, please contact me as soon as possible.

In addition to attending class, you will be required to complete out-of-class assignments. All assignments must be typed unless otherwise stated. Grades on written assignments will be based on 1) the completeness and accuracy of your information, 2) the soundness and creativity of your ideas, and 3) organization, grammar, and professional writing style. Most assignments will be submitted via Blackboard. **Please save all files as either Microsoft Word documents or save in RTF format before submitting on Blackboard.**

L. COURSE OUTLINE

This course consists of a lecture, discussion, and practical experience format. Topics covered include:

- I. Auditory pathology and related types of hearing loss
- II. Early tests of hearing acuity
- III. The audiogram, basic interpretation
- IV. Audiometric standards, the audiometer, evaluation battery
- V. Impedance audiometry
- VI. Environmental acoustics
- VII. Assistive/adaptive equipment

M. Timeline

SED 580_780: AUDIOLOGY AGENDA	
Week 1	Overview of Course, Propagation of sound, Physics of sound, Sound transmission (Chap. #2)
Week 2	The decibel/intensity, frequency, review (Chap. #2)
Week 3	1 st Exam
Week 4	Anatomy of the hearing mechanism, Outer/middle ear (Chap. #2)
Week 5	Anatomy of the hearing mechanism, Inner ear, Physiology of hearing Central nervous system (Chap. #2)
Week 6	Pathology/remediation of the hearing mechanism, review (Chap. #4)
Week 7	2 nd Exam
Week 8	Audiograms/Tympanograms (Chap. #4)
Week 9	Types & degrees of loss, review (Chap. #4 & #5) Project due
Week 10	3 rd Exam
Week 11-12	Hearing evaluations, Protocol, Pure-tone testing (air & bone), impedance battery, infant screening (Chap. #6 & #7)
Week 13	Amplification, Hearing aids, FM systems, devices (Chap. #10 & 11)
Week 14	Cochlear implants
Week 15	Hearing screening project Final

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

<u>(Check one)</u>	Department Name	Special Education
<input type="checkbox"/> New Course (Parts II, IV)	College	Education
<input checked="" type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	SED 510_710
<input type="checkbox"/> Hybrid Course ("S," "W")	*Course Title <small>(30 characters)</small>	Assessment and Methods for Deaf/HH
<input type="checkbox"/> Course Dropped (Part II)	*Program Title	
<input type="checkbox"/> New Program (Part III)	(Major __, Option __; Minor __; or Certificate __)	
<input type="checkbox"/> Program Revision (Part III)		
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	<u>Date</u>		<u>Date</u>
Departmental Committee	12/13/10	Graduate Council*	2/18/11
<i>Is this a SACS Substantive Change?</i> Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>		Council on Academic Affairs	
College Curriculum Committee	1/11/11	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>	4/21/11
General Education Committee*		Faculty Senate**	NA
Teacher Education Committee*	1/25/11	Board of Regents**	NA
		Council on Postsecondary Edu.***	NA

*If Applicable (Type NA if not applicable.)
 **Approval needed for new, revised, or suspended programs
 ***Approval/Posting needed for new degree program or certificate program
 ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)

To add prerequisite courses or course equivalents to SED 510/710.

A. 2. Effective date: (Example: Fall 2001)

Fall 2011

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

B. The justification for this action:

Content in SED 510_710 is built on the assumption that students have completed ELE or EMG 445 or its equivalent. Over the past several semesters, more and more students are entering without that literacy knowledge background. Adding the prerequisite to the course in Banner will stop students from enrolling in the course when they are not prepared.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: None

Operating Expenses Impact: None

Equipment/Physical Facility Needs: None

Library Resources: None

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~striethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~striethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)
~~SED 510_710 Assessment and Methods in Content Area for the Deaf and /HH. (3) A. Prerequisites: ASL 101, SED 338 and ELE or EMG 445 or their equivalent or instructor approval. Basic types and properties of standardized, norm-referenced, criterion-referenced, and informal assessments used to assess content area knowledge of deaf and hard of hearing d/hh students. Sample curricula and instructional strategies used in teaching deaf and hard of hearing with d/hh students.~~

Part III. Recording Data for New, Revised, or Suspended Program

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide the current program requirements using ~~striethrough~~ for deletions and underlines for additions.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

New or Revised* Program Text

(*Use ~~striethrough~~ for deletions and underlines for additions.)

Part IV. Recording Data for New or Revised Course (Record only **new** or **changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
SED	510/710	Fall 2011	AS _____ JS _____ BT _____ EM _____ ED X _____ PC _____ HS _____	
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
3	Lecture 3	Laboratory _____	Other _____	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Cip Code (first two digits only)	
1	3		Class Restriction, if any: (undergraduate only)	
			FR _____ JR _____	
			SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

Co-Requisites and Prerequisites **See definitions on following page**

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No. _____

Course Prefix and No. _____

Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No. _____ ASL 101, SED 338, and ELE or EMG 445

Course Prefix and No. _____

Test Scores _____

Minimum GPA (when a course grouping or student cumulative GPA is required) _____

Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No. _____

Test Scores _____

Minimum GPA (when a course grouping or student cumulative GPA is required) _____

Equivalent Course(s): (credit not allowed with; or formerly:)

Course Prefix and No. _____

Course Prefix and No. _____

Course Prefix and No. _____

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			



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MEMORANDUM

TO: Council of Academic Affairs

FROM: Dr. William E. Davis, Associate Dean
College of Business & Technology

DATE: April 4, 2011

SUBJECT: Curriculum Proposal(s)

Please consider the following curriculum proposal(s) from the College of Business & Technology:

Department of Applied Engineering & Technology (AE&T):

1. New Course(s) (From March 2011 CAA Meeting)

Course	Revision	Pages
CTE 262, Foundations of Career & Technical Education (PS)	To create a new course for Pre-Service Teacher Education Option with syllabus. (Approved by Teacher Education Committee—March 22, 2011.)	AE&T 1-11

2. Course Revision(s) (From March 2011 CAA Meeting)

Course	Revision	Pages
CTE 261, Foundations of Career & Technical Education	Addition of “For in-service career and technical teachers” and “Credit will not be awarded for both CTE 261 and 262”. (Approved by Teacher Education Committee—March 22, 2011.)	AE&T 12-14

3. Program Revision(s) (From March 2011 CAA Meeting)

Program	Proposal	Pages
B.S. in Career & Technical Education	Add EDF 310 (1 hour) and change CTE 261 to new course CTE 262 to Professional Education Core for Pre-Service Teacher Education. Add Technical Education (Pre-Service) Teaching Option (see addition in Part III). Eliminate “Professional Skill Seminar” from College Requirements. (Approved by Teacher Education Committee—March 22, 2011.)	AE&T 15-16



Department of Accounting, Finance & Information Systems (AFIS):

New Course(s) (From March 2011 CAA Meeting)

Course	Proposal	Pages
INS 520, Survey of Risk Management and Insurance	To create a new class with syllabus. (Approved by Graduate Council —March 18, 2011)	AFIS 1-9
INS 720, Survey of Risk Management and Insurance	To create a new class with syllabus. (Approved by Graduate Council —March 18, 2011)	AFIS 10-19

EKUBusiness [Departments of Accounting, Finance & Information Systems (AFIS) and Management, Marketing & Administrative Communication (MMAC)]:

1. Program Revision(s) (From March 2011 CAA Meeting)

Program	Proposal	Pages
Master of Business Administration	Change “Options” to “Majors” in the Master of Business Administration program. (Graduate Council —March 18, 2011— need to be verified of approval)	EKUBusiness 1-3

New Agenda Items to be considered at April 2011’s CAA Meeting:

Department of Military Science & Leadership (MLSL):

1. Program Revision(s)

Program	Proposal	Pages
Minor in Military Leadership (ARMY)	Remove MSL 311 as a requirement for a Military Science Major	MILS 1-2

Department of Management, Marketing & Administrative Communication (MMAC):

1. Course Revision(s)

Course	Proposal	Pages
MKT 404, Retailing Management	Change pre-requisite	MMAC 1-3



Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one) <input checked="" type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Hybrid Course ("S," "W") <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name <u>Applied Engineering and Technology</u> College <u>Business and Technology</u> *Course Prefix & Number <u>CTE 262</u> *Course Title <u>(30 characters)</u> <u>Fndns of Career & Techn.Ed/PS</u> *Program Title _____ (Major ____, Option ____, Minor ____, or Certificate ____) *Provide only the information relevant to the proposal.	
Proposal Approved by:		
	<u>Date</u>	<u>Date</u>
Departmental Committee	<u>1/7/2011</u>	Graduate Council* <u>NA</u>
<i>Is this a SACS Substantive Change?</i> Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>		
College Curriculum Committee	<u>2/18/2011</u>	Approved _____ Disapproved _____ <u>4/21/11</u>
General Education Committee*	<u>NA</u>	Faculty Senate** <u>NA</u>
Teacher Education Committee*	<u>Pending</u>	Board of Regents** <u>NA</u>
		Council on Postsecondary Edu.*** <u>NA</u>
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.		

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)
 To create a new course for Pre-Service Teacher Education Option.

A. 2. Effective date: (Example: Fall 2001)
 Fall 2011

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)
 NA

B. The justification for this action:
 To simplify the advising process (in Degree Works) for pre-service teacher education and clean-up of catalog language.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact:
 None

Operating Expenses Impact:
 None

Equipment/Physical Facility Needs:
 None

Library Resources:
 None

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~striethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~striethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

CTE 262 Foundations of Career and Technical Education (PS). (3) A. Co-Requisite: EDF 310 (1)—Enrollment in a late term section is preferred. For pre-service career and technical teachers. A study of the historical, philosophical, economical, sociological, and psychological foundations of career and technical education related to elementary, secondary, and post-secondary education. Credit will not be awarded for both CTE 262 and 261.

Part IV. Recording Data for New or Revised Course (Record only new or changed course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
CTE 262		Fall 2011	AS _____ JS _____ BT <u>X</u> EM _____ ED <u>PC</u> _____ HS _____	AE&T
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
3 Lecture	3 _____ Laboratory _____ Other _____		Cip Code (first two digits only)	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
3 3		N	FR _____ JR _____ SO _____ SR _____	
			FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>		
		Thesis _____		
		Internship _____		
		Independent Study _____ Practicum _____		

Co-Requisites and Prerequisites **See definitions on following page**

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No.	EDF 310 (1)—Enrollment in a late term section is preferred.
Course Prefix and No.	

Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Equivalent Course(s): (credit not allowed with; or formerly:)

Course Prefix and No.	Credit not allowed with CTE 261
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

VI. COURSE OUTLINE:

- A. History and Development of Career & Technical Education
 - 1. European concepts and personalities
 - a. Russian system - Della Vos
 - b. Sloyd system - Larsson
 - 2. American concepts and personalities
 - a. Manual Training
 - 1) Runkle
 - 2) Woodward
 - b. Arts & Crafts Movement
 - c. Manual Arts
 - 1) Bennett
 - 2) Bawden
 - 3) Mays
 - d. Industrial Arts
 - 1) Richards
 - 2) Bonser
 - e. Vocational Education
 - 1) Douglas commission
 - 2) Smith-Hughes Act - 1917
 - f. Industrial Education
 - 1) Industrial Arts Education
 - 2) Vocational Education
 - 3) Technical Education
 - 4) Technology Education
 - g. Agriculture Education
- B. Introduction
 - 1. Historical Organization of Industrial Education -- Continuum
 - a. Level I (Grades 7, 8 & 9)
 - 1) Orientation
 - 2) Occupational information
 - 3) Occupational guidance
 - 4) Basic skill development
 - 5) Understanding of industrial areas
 - 6) Courses
 - a) Visual Communications
 - b) Construction
 - c) Manufacturing
 - d) Transportation and Power
 - e) Information Technology
 - f) Other
 - b. Level II (Grades 9, 10, 11 & 12)
 - 1) Exploration
 - 2) Occupational information
 - 3) Occupational guidance
 - 4) Skill development
 - 5) Understanding of technical occupations
 - c. Level III (Grades 11, 12 & Post-secondary)
 - 1) Preparation
 - 2) Occupational entry skills
 - 3) Job training

- C. Philosophical Foundations
 - 1. Philosophy of Vocational Education/Career & Technical Education
 - a. Purpose and intent
 - b. Levels
 - 1) Secondary
 - 2) Post-secondary
 - 3) Adult
 - c. Educational Objectives
 - d. Organizations
 - 1) National
 - 2) State
 - 3) Local
 - 2. Philosophy of Industrial Arts/Engineering/Technology Education
 - a. Purpose and intent
 - b. Levels
 - 1) Elementary
 - 2) Junior High
 - 3) Secondary
 - c. Educational Objectives
 - d. Organizations
 - 1) National
 - 2) State
 - 3) Local
 - 3. Historical Concepts of Industrial Education
 - a. The Alberta Plan
 - b. American Industry Project
 - c. Correlated Curriculum Project
 - d. Functions of Industry Project
 - e. Galaxy Plan for Career Preparation
 - f. Georgia Plan for Industrial Arts
 - g. IACP
 - h. IA: A Study of Industry and Technology
 - i. IA Technology: A Study of American Industry
- D. Engineering/Technology Education
 - 1. Engineering/Technology Education Defined
 - a. Purpose and intent
 - b. Criteria for programs
 - 2. Instructional Content
 - a. Communication
 - b. Construction
 - c. Manufacturing
 - d. Transportation
 - e. Design
 - 3. Project Lead the Way (PLTW)
 - 4. Pre-Engineering/Technology Education
- E. Tech Prep/Integration/Literacy
 - 1. Tech Prep Defined
 - a. Purpose and intent
 - b. Criteria for a Tech Prep program

2. Instructional Content
 - a. Applied communication
 - b. Applied math
 - c. Applied science
 - d. Technical
 3. Curriculum Structure for Tech Prep
 - a. High School
 - b. Area Technology Centers
 - c. Post-secondary institutions
 4. Objectives of Tech Prep
 - a. Secondary
 - b. Post-secondary
 5. Integration of Academics and Technical Education/Literacy
 - a. Purpose
 - b. Project-Based Learning
 - c. Integrated Activities
 - d. Technological Literacy
 - e. Reading Literacy
 - f. Writing Literacy
 - g. Math and Science Literacy
- F. Economic Foundations
1. Labor Market
 - a. Union jobs
 - b. Non-union jobs
 2. Vocational Education's Role
 - a. Training
 - b. Re-training
 3. Careers and Salaries
- G. Sociological Foundations
1. Social Class Structure
 - a. Lower
 - b. Middle
 - c. Upper
 2. Industrialization and Society
 - a. Industrial Revolution
 - b. Advancing Technology
 3. Income, Class and Occupation
 4. Job Satisfaction
 5. Job Alienation
 6. Unemployment's Impact on Society
 7. Occupational Outlook
 8. Vocational Education's social responsibility
 - a. Realistic skills
 - b. Meaningful related knowledge
 - c. Gainful employment
 - d. Occupational Guidance
- H. Career & Technical Education's Relation to Public and Private Education
1. General Education
 - a. Elementary
 - b. Secondary

2. Career Education
 - a. K through 8
3. Engineering/Technology Education
4. Private Educational Organizations
5. Higher Education
 - a. Vocational/Technical Education Teacher Certification
 - 1) In-service
 - 2) Pre-service
 - b. Agriculture/Engineering/Technology Education Teacher Certification
 - 1) Pre-Service
 - a) Elementary
 - b) Middle School
 - c) High School

- I. Organization of Career and Technical Education in Kentucky
 1. State Board of Education
 2. Kentucky Department of Education
 3. Office of Career & Technical Education
 4. State Plan
 5. Funding
 - a. Local
 - b. State
 - c. National
 6. Kentucky Community and Technical College System (KCTCS)
 7. Education Professions Standards Board (EPSB)

VII. COURSE REQUIREMENTS:

- A. Successfully complete exams and assignments.
- B. Successfully develop a portfolio.

VIII. EVALUATION PROCEDURES:

- A. Exams (2) will constitute 40% of the final grade.
- B. Written assignments and class participation will constitute 60% of the final grade.
 1. "Foundations" Project - 20% (End of Semester)
 2. Literary Project (Mid-Term) - 20%
 3. Participation/Portfolio - 20%

IX. GRADE DISTRIBUTION:

A	=	92-100 %
B	=	84-91 %
C	=	76-83 %
D	=	68-75 %
F	=	Below 68 %

X. MID-SEMESTER PROGRESS REPORT:

Mid-term grades will be available **March xx, 20xx**. The last day to withdraw from a full semester is **March xx, 20xx**.

XI. ATTENDANCE POLICY

Students are expected to attend each class session to derive full benefits from the course.

XII. INSTITUTIONAL EXPECTATIONS FOR STUDENT PREPARATION FOR CLASS:

Three-semester hour classes are normally scheduled to meet for 40 contact hours of instruction. EKU states that the minimum preparation expected of students is two hours of outside preparation for every scheduled hour of class. This means that in a class meeting 2.5 hours every week students are expected to put in an additional 5 hours outside. Activities may be in the form of homework, reading assignments, projects or performance oriented activities.

XIII. AVAILABILITY OF INSTRUCTOR:

The instructor wants to encourage active participation of students. There may be additional times when you need the instructors assistance. Please do not hesitate to seek assistance whenever needed. Phone, office and e-mail information is provided. Email is preferred.

XIV. STUDENT OPINION OF INSTRUCTION:

An evaluation of instruction form will be administered in this course near the end of the semester. All students are asked to complete the form. Written comments are especially encouraged as to the conduct of the class and the performance of the instructor. Students have the option of remaining anonymous when completing the form. The IDEA Student Rating Form is utilized by EKU.

XV. SCHEDULE OF CLASS ACTIVITY: (Provided separately)

XVI. STATEMENT OF DISABILITY:

If you are registered with the Office of Services for Individuals with Disabilities, please obtain your accommodation letters from the OSID and present them to the course instructor to discuss any academic accommodations you need. If you believe you need accommodation and are not registered with the OSID, please contact the Office in the Student Services Building Room 361 by email at disserv@eku.edu or by telephone at (859) 622-2933 V/TDD. Upon individual request, this syllabus can be made available in an alternative format.

XVII. ACADEMIC INTEGRITY POLICY

Students are advised that EKU's Academic Integrity Policy will be strictly enforced in this course. The Academic Integrity policy is available at www.academicintegrity.eku.edu. Questions regarding the policy may be directed to the Office of Academic Integrity.

CTE 262
Foundations of Career and Technical Education
Portfolio Materials

During this course, you will need to keep a portfolio of materials to help you organize the content which will provide you with basic information about the foundations of your profession. Please take pride in the development of these materials since they will provide you with a base of knowledge of current programs and a better understanding of your heritage as a technical teacher.

The portfolio should be organized into three sections:

Section I – Text and organizational information distributed to you / Brief answers to questions done during Online Sessions.

Section II – Activities developed by you as part of the course requirements to include:

- (1) Literacy Project – (Mid-Term)
- (2) Test I – (Mid-Term)
- (3) “Foundations” Project (End-of-Semester)
- (4) Final Exam

*Section III – Materials that you develop related to Teacher Standards (you may wish to use a separate notebook)

Standard I – The teacher demonstrates applied content knowledge

Standard II – The teacher designs and plans instruction

Standard III – The teacher creates and maintains learning climate

Standard IV – The teacher implements and manages instruction

Standard V – The teacher assesses and communicates learning results

Standard VI – The teacher demonstrates the implementation of technology

Standard VII – The teacher reflects on and evaluates teaching and learning

Standard VIII – The teacher collaborates with colleagues/parents/others

Standard IX – The teacher evaluates teaching and implements professional development

*Required for Admission to the Career and Technical Education Program for Pre-Service teachers. In-Service teachers should bring their materials/portfolio developed during KTIP program.

CLASS SCHEDULE

<u>Date (Week of):</u>	<u>Topic</u>
January 11	Orientation: Course Objectives, Requirements, Evaluation, Course Preview (EKU/HCTC/SCC/BCTC)
January 18	No Class – Monday Holiday
January 25	Introduction; Important Terms (Lesson 1) (online sessions begin)
February 1	Early History of Industrial Education (Lesson 2) Discuss Literacy Project
February 8	History of Industrial Education to the Present (Lesson 3)
February 15	Leaders in Industrial Education (Lesson 4)
February 22	Literacy Presentation-EKU/HCTC/SCC/BCTC Mid-Term Test due March 3
March 1	Federal and State Legislation (Lesson 5)
March 8	(Spring Break) Development of Vocational Education and Technology
March 15	Education Programs (Lesson 6)
March 22	Philosophy of Industrial Education and Vocational Education (Lesson 7)
March 29	Economic, Sociological and Psychological Foundations (Lesson 8)
April 5	Modern Educational Initiatives (Lesson 9)
April 12	Teacher Certification and Federal and State Programs (Lesson 10)
April 19	Review for Final Exam (Last Online Session)
*April 26	Foundations Project/Portfolio Preparation/Discussion (EKU/HCTC/SCC/BCTC)
May 3	Final Exam

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input checked="" type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Hybrid Course ("S," "W") <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name <u>Applied Engineering and Technology</u> College <u>Business and Technology</u> *Course Prefix & Number <u>CTE 261</u> *Course Title (<u>30 characters</u>) <u>Fndns of Career & Techn.Ed/IN</u> *Program Title _____ (Major ____, Option ____, Minor ____, or Certificate ____) *Provide only the information relevant to the proposal.	
Proposal Approved by:		
	<u>Date</u>	<u>Date</u>
Departmental Committee	<u>1/17/2011</u>	Graduate Council* <u>NA</u>
<i>Is this a SACS Substantive Change?</i> Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>		
College Curriculum Committee	<u>2/18/2011</u>	Approved ____ Disapproved ____ <u>4/21/11</u>
General Education Committee*	<u>NA</u>	Faculty Senate** <u>NA</u>
Teacher Education Committee*	<u>Pending</u>	Board of Regents** <u>NA</u>
		Council on Postsecondary Edu.*** <u>NA</u>
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.		

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)
 Addition of "For in-service career and technical teachers" and "Credit will not be awarded for both CTE 261 and 262".

A. 2. Effective date: (Example: Fall 2001)
 Fall 2011

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)
 NA

B. The justification for this action:
 To simplify the advising process (in Degree Works) for in-service teachers.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact:
 None

Operating Expenses Impact:
 None

Equipment/Physical Facility Needs:
 None

Library Resources:
 None

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~striethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~striethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

CTE 261 Foundations of Career and Technical Education. (3) A. ~~For in-service career and technical teachers.~~ A study of the historical, philosophical, economical, sociological, and psychological foundations of career and technical education related to elementary, secondary, and post-secondary education. Credit will not be awarded for both CTE 261 and 262.

Part IV. Recording Data for New or Revised Course (Record only new or changed course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
CTE 261		Fall 2011	AS _____ JS _____ BT <u>X</u> EM _____ ED <u>PC</u> _____ HS _____	AE&T
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
Lecture	_____ Laboratory _____ Other _____		Cip Code (first two digits only)	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
			FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

Co-Requisites and Prerequisites **See definitions on following page**

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No.	
Course Prefix and No.	

Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Equivalent Course(s): (credit not allowed with; or formerly:)

Course Prefix and No.	Credit not allowed with CTE 262
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input checked="" type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name Applied Engineering and Technology <hr/> College Business and Technology <hr/> *Course Prefix & Number <hr/> *Course Title (30 characters) <hr/> *Program Title Career and Technical Education (B.S.) (Major <u> X </u> , Option <u> </u> ; Minor <u> </u> ; or Certificate <u> </u>) <hr/> *Provide only the information relevant to the proposal.	
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Proposal Approved by: Departmental Committee	<u>Date</u> 1/7/2011	Graduate Council*	<u>Date</u> NA
Is this a SACS Substantive Change? Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>		Council on Academic Affairs	4/21/11
College Curriculum Committee	2/18/2011	Approved <u> </u> Disapproved <u> </u>	
General Education Committee*	NA	Faculty Senate**	
Teacher Education Committee*	Pending	Board of Regents**	
		Council on Postsecondary Edu.***	NA

*If Applicable (Type NA if not applicable.)
 **Approval needed for new, revised, or suspended programs
 ***Approval/Posting needed for new degree program or certificate program
******If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.**

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)
 Add EDF 310 (1 hour) and change CTE 261 to new course CTE 262 to Professional Education Core for Pre-Service Teacher Education. Add Technical Education (Pre-Service) Teaching Option (see addition in Part III). Eliminate "Professional Skills Seminar" from College Requirements.

A. 2. Effective date: (Example: Fall 2001)
 Fall 2011

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)
 N/A

B. The justification for this action:

- 1) To simplify the advising process (in Degree Works) for in-service teachers.
- 2) General cleanup of catalog language for the degree/options.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact:
 None

Operating Expenses Impact:
 None

Equipment/Physical Facility Needs:
 None

Library Resources:
 None

Part III. Recording Data for New, Revised, or Suspended Program

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide the current program requirements using ~~strike through~~ for deletions and underlines for additions.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

New or Revised* Program Text
 (*Use ~~strike through~~ for deletions and underlines for additions.)

**Career and Technical Education
 (Teaching) (B.S.) Area Major
 CIP Code: 13.1320**

University Requirement	1 hour
BTO 100.	
General Education Requirements	48 hours
Standard General Education program (MAT 107 or higher). Refer to Section Four of this <i>Catalog</i> for details on the General Education and University Requirements.	
College Requirements	76-79 73-80 hours
Professional Skills Seminar BTS 300 (CR) and BTS 400(CR). (Pre-Service Only)	
Major Requirements	80 hours
Program Options (Pre-Service Teacher Education):	
College Requirements:	
BTS 300 (CR) and 400 (CR)	
Professional Education Core	34-34 35 hours
EDF 103 * (1), CTE 261, 361, 363, 463 (12) or ESE 499 (12) and ESE 490, EDF 319, ESE 552, SED 401 or 401S, CTE 262, 361, 363, 463 (12) or ESE 499 (12); EDF 103 (1), 310 (1), 319; ESE 490, 552; SED 401 or 401S.	
Program Options:	
Agriculture Education	45 hours
Animal Science AGR 125, 126 and one class from AGR 321, 327, 328 or 380; Agricultural Systems Management AGR 213 and one class from AGR 272, 311, 362 or 383; Soil Science AGR 215 and one class from AGR 315, 317, or 318; Plant Science AGR 130, 131 or OHO 131, 132 and one class from AGR 312, 417 and OHO 384 or 385; Agriculture Business AGR 308 and one class from AGR 310, 350, 409 or 440. AGR 304, 305 plus 45 Agriculture or Horticulture electives to make 45 credit hours selected in consultation with your advisor.	
Technical Industrial Education**	45 hours
Forty-five semester hours of technical courses to be chosen in consultation with the advisor. A maximum of eighteen semester hours may be allowed by proficiency examination (in CTE 204, 205, 206, 304, 305, and 306; may be allowed by proficiency examination); TEC 349* (9 hours).	
Occupational Training and Development	45 hours
Forty-five semester hours of related occupational courses chosen in consultation with advisor.	
Engineering/Technology Education* †	45 hours
CON 121, 201, 250 294; EET 252; NET 302, 303**; AEM 195, 201 371, 383; TEC 161, 190, 303, 404; select 6-3 hours from AVN 150, GCM 211, TEC 102, and 141; 3 hours approved technical electives.	
Program Options (In-Service Teacher Education/Training and Development)	73 hours
Professional Education Core	
CTE 164, 261, 361, 363, 364, 463(4); EDF 320; SED 104 and TEC 161.	
Technical Education	
Forty-five semester hours of technical courses to be chosen in consultation with the advisor. A maximum of eighteen semester hours (in CTE 204, 205, 206, 304, 305 and 306 may be allowed by proficiency examination).	
Occupational Training and Development	
Technical courses chosen in consultation with advisor. A maximum of eighteen semester hours (in CTE 204, 205, 206, 304, 305 and 306 may be allowed by proficiency examination).	
Free Electives	0-3 hours
Total Curriculum Requirements	128-122-129 hours

*In service teachers and occupational trainers should substitute CTE 463 (4), CTE 164, CTE 364, SED 104 and TEC 161 for CTE 463 (12), EDF 103 (1), SED 401 or 401S, and ESE 552. Nine hours of which can be selected from CTE 302 and 303 should be substituted for TEC 349 (9 hours).

**Graduates completing this program the Pre-Service Teacher Education option must have a minimum of 2000 clock hours of planned and supervised work experience in the occupation in which they will teach or a minimum of three years of approved work experience in the occupation in which they will teach. Students must also take the PRAXIS II Specialty Examination before graduation.

Candidates earning a degree that leads to pre-service teacher certification must take the PRAXIS Series (Professional Assessments for Beginning Teachers) and PLT (Principles of Learning and Teaching) exams as a requirement for graduation. Candidates are encouraged to review the schedule for PRAXIS and PLT registration deadlines prior to beginning the senior year (<http://www.kyepsb.net/assessment/index.asp> AND www.ets.org/praxis). Specialty exams are required for each certification area sought and it may take more than one test date to complete all requirements. Candidates should confer with their education advisor/counselor to determine the most optimal time to take required exams.

†Those desiring Pre-Engineering eligibility to teach in pre-engineering education programs at the middle school and high school level should take the following general education courses: CHE 111, MAT 107, 108, PHY 131.

**Complete an Endorsement for teaching Instructional Computer Technology by completing EET 403, TEC 255, and completing a major computer certification such as A+, Network+, MSCE.

Career and Technical Education options require all pre-service students to meet the general education knowledge for initial teacher preparation requirements. (see College of Education section of this *Catalog*).

The BS degree program in Career and Technical Education is accredited by the National Council for Accreditation of Teacher Education.

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

<input type="checkbox"/> (Check one)	Department Name	Accounting, Finance and Information Systems
<input checked="" type="checkbox"/> New Course (Parts II, IV)	College	College of Business and Technology
<input type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	INS 520
<input type="checkbox"/> Hybrid Course ("S," "W")	*Course Title (30 characters)	Survey of Risk Mgmt. & Insur.
<input type="checkbox"/> Course Dropped (Part II)	*Program Title	
<input type="checkbox"/> New Program (Part III)		(Major , Option ; Minor ; or Certificate)
<input type="checkbox"/> Program Revision (Part III)		
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	<u>Date</u>	<u>Date</u>
Departmental Committee	1/10/11—2/4/2011	Graduate Council* 3/18/11
<i>Is this a SACS Substantive Change?</i>	Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>	Council on Academic Affairs 4/21/11
College Curriculum Committee	2/18/2011	Approved _____ Disapproved _____
General Education Committee*	N/A	Faculty Senate** N/A
Teacher Education Committee*	N/A	Board of Regents** N/A
		Council on Postsecondary Edu.*** N/A

*If Applicable (Type NA if not applicable.)
 **Approval needed for new, revised, or suspended programs
 ***Approval/Posting needed for new degree program or certificate program
 ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)
 To create a new class

A.2. Effective date: (Example: Fall 2001)
 Fall 2011

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)
 NA

B. The justification for this action:

This course will be used as part of the Insurance Education Institute and will also provide a 500 level class for future semesters.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact:
 None

Operating Expenses Impact:
 None

Equipment/Physical Facility Needs:
 None

Library Resources:
 None

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
Examination of risk management and insurance concepts and principles with an emphasis on application. Coverage will include a broad base of current topics and tools used in this dynamic arena and provide the student the background for improved decision making in dealing with risk.
2. For a revised course, provide the current catalog text with the proposed text using ~~striketrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~striketrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

INS 520 Survey of Risk Management and Insurance. (3) Prerequisite: Instructor approval. The examination of risk management and insurance concepts and principles with an emphasis on application. Coverage will include a broad base of current topics and tools used in this dynamic area and provide the student the background for improved decision making in dealing with risk.

Part IV. Recording Data for New or Revised Course (Record only new or changed course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
INS 520		Fall 2011	AS _____ JS _____ BT <u>X</u> EM _____ ED <u>PC</u> _____ HS _____	AFIS
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. <u>0</u>	
3 Lectu	re _____ Laboratory _____ Other <u>X</u>		Cip Code (first two digits only)	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
1 - lecture	3 hours	Normal	FR _____ JR _____	
T - ITV	3 hours		SO _____ SRX _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

Co-Requisites and PrerequisitesSee definitions on following page****

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No.	
Course Prefix and No.	

Prerequisite(s): (List prerequisites only. List combinations below. Use "and" and "or" literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	<u>Instructor approval</u>
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Co-Requisite(s) and/or Prerequisite(s) Combination (Use "and" and "or" literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Equivalent Course(s):(credit not allowed with; or formerly:)

Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

Eastern Kentucky University
Department of Accounting, Finance and Information Systems
College of Business and Technology
Syllabus for INS 520, CRN - XXX
Survey of Risk Management and Insurance
Summer 2011

Instructor: Edwin H. Duett, Ph.D.
Office: BTC 175

Phone : 859-622-1580
e-mail: ed.duett@eku.edu

Format: Combination of classroom lecture and online instruction

Course Description: INS 520 Survey of Risk Management and Insurance. (3 hours)
(Prerequisite: Consent of instructor). Three hours lecture.

The examination of risk management and insurance concepts and principles with an emphasis on application. Coverage will include a broad base of current topics and tools used in this dynamic area and provide the student the background for improved decision making in dealing with risk.

Required Text

Dorfman, Mark. *Introduction to Risk Management and Insurance*, (9th ed.), 2008
Pearson/Prentice Hall.

Supplemental Readings:

In addition to the required text, students will also be required to use online resources. Information will be used from websites and online publications including: The Insurance Information Institute, The Griffith Insurance Education Foundation, Risk and Insurance Management Society and others. Current issues in the Wall Street Journal and other business publications such as Business Insurance will also be used.

Student Learning Outcomes: Upon completion of this course, the student will -

- Discuss the facets of risk management and insurance – basic principles, coverages, tools, consumer considerations, and the social and economic importance – and apply this knowledge and tools to problem solving
- Interpret and contrast insurance policies
- Transfer the risk management process to both a commercial and personal setting
- Contrast the differences between property and liability risks and critically assess their impact on an organization
- Illustrate the role of reinsurance in U.S markets and the interaction of international insurance markets with U.S. markets
- Compare and assess the different features of alternative life insurance products, synthesizing their use in personal settings

- Formulate a strategy to incorporate different life insurance, annuities, pensions and other financial products into a family financial plan
- Appraise alternative health insurance plans
- Illustrate the importance of disability and worker's compensation insurance
- Evaluate the importance and future of social security and medicare to a financial plan
- Critique current legislative and regulatory issues affecting the risk management and insurance industry and discuss the differences between federal and state regulation of the insurance industry
- Analyze case scenarios and determine the appropriate techniques for problem solving
- Recognize and evaluate the variety of excellent career opportunities in insurance

Withdrawal Dates: *Summer 2011 dates as set by the University will be inserted.*

Last day to withdraw from course for 100% refund, or to change from P/F or Audit to Grade: TBD.

Last day to change from Grade to Audit or P/F: TBD.

Last day to withdraw online without a withdrawal fee: TBD.

Last day to withdraw with instructor's written permission and a withdrawal fee: TBD.

Internet Access: Internet access is a requirement for this course. Many resources and materials for this course will be presented online through Blackboard. Most of the exams will also be taken online.

E-mail Accounts: Students must use the ECU e-mail system and maintain a valid ECU student e-mail address to which correspondence through Blackboard will be sent.

Blackboard: Students must use the Blackboard system. Class announcements, assignments, changes to the syllabus, and online quizzes and/or exams will be posted on Blackboard. Blackboard should be checked on a daily basis for updates.

Submitting Work Online: During the online segment of this class, assignments will have to be submitted to the instructor via online.

Evaluation Methods:

Timed Quiz 1:	10%
Timed Quiz 2:	10%
Timed Quiz 3:	10%
Timed Quiz 4:	10%
Timed Exam 1:	15%
Timed Exam 2:	15%
Timed Exam 3:	15%
Article Summaries:	10%
<u>Homework</u>	<u>5%</u>
Total	100%

100 point scale

A	90-100
B	80-89
C	70-79
D	60-69
F	below 60

Student Progress:

The Blackboard grade center will allow students to view all their grades on exams and assignments and can also be used as an early warning system to alert students of poor performance. Exams and quizzes will be given throughout the semester, and the student will have a significant percent of his/her grade completed in advance of the midway point of the term.

Attendance Policy:

The University expects all students to be officially registered and to attend class. Students are responsible for course work covered during all class sessions, whether online or face-to-face. Absences will be recorded and dealt with in a manner consistent with departmental policy for that course. Since attendance policies vary among departments and for courses within departments, students must be familiar with the policy for this class. Any student that misses more than thirty percent of face-to-face or online instruction will receive a failing grade.

The instructor will determine if an absence or missed assignment is excused and if the student will be allowed to make up any missed work. Acceptable reasons for missing involve circumstances beyond the student's control, such as personal illness, critical illness or death in the immediate family, or participation in an approved University activity. No absence of any nature will relieve the student from responsibility for the timely completion of all work assigned. It is the student's responsibility to initiate the request to make up class work missed.

Course Format and Preparation:

Class will consist of review of chapter material and outside readings. The student must be well prepared for both discussion and questions each class session. Participation during the class sessions is required. All assignments must be turned in when due. Participation in the online discussions is required. Preparation for class includes assigned chapters from the textbook, end-of chapter homework assignments and other assigned readings. Class attendance is a course requirement.

Disability Statement: If you are registered with the Office of Services for Individuals with Disabilities, please obtain your accommodation letters from the OSID and present them to the course instructor to discuss any academic accommodations you need. If you believe you need accommodation and are not registered with the OSID, please contact the Office in the Student Services Building Room 361 by email at

disserv@eku.edu or by telephone at (859) 622-2933 V/TDD. Upon individual request, this syllabus can be made available in an alternative format.

Academic Integrity Statement: Students are advised that ECU's Academic Integrity policy will strictly be enforced in this course. The Academic Integrity policy is available at www.academicintegrity.eku.edu. Questions regarding the policy may be directed to the Office of Academic Integrity.

Official E-mail: An official ECU e-mail is established for each registered student, each faculty member, and each staff member. All university communications sent via e-mail will be sent to this ECU e-mail address.

Course Requirements:

Exams and quizzes

The exams will consist of true/false, multiple choice, problems and/or short answer questions. The exams will be taken online and must be taken during the designated time period for that exam. The student must work alone on the exams and use only materials approved in advance for that exam. Examinations that are missed will be given a grade of zero and will not be allowed to be taken at a later date unless: (1) the student contacted the instructor prior to the examination date and received permission, or (2) the situation was an extreme emergency. Make-up examinations will be allowed only at the judgment of the instructor.

Article Summaries:

Select and read a risk management and insurance article. The topic of the article must relate to the course material. You should select one of the main articles from a publication rather than a short discussion article. The article should be several pages in length in the publication. The summary will be one-page, double spaced, and the citation is to be placed at the top of the first page.

DETAILED COURSE OUTLINE

The content of this course will be presented in a hybrid format with both face-to-face and online methods used. The material presented in the online segment will be reinforced and supplemented during the face-to-face session. An additional focus during the face-to-face session will be the emphasis on real world applications of the concepts. Homework questions, discussion postings, PowerPoint notes, live chat sessions and quizzes will be used throughout the coursework and particularly during the online segment.

- I. Introduction and Overview of How Insurance Works and Types of Insurance Companies (3.5 hours)
Covered online
- II. Risk Management (2 hours)
 - a. Risk Management Process

- i. Identification of risks
- ii. Evaluation of risks
- iii. Selection of risk management techniques
- iv. Implementation and revision of decisions
- b. Principles of Risk Management techniques

Covered online, reviewed face to face

Quiz 1 Online

III. Property and Liability Insurance (2 hours)

- a. Commercial Property Insurance
- b. Commercial Liability Insurance

Covered online

IV. Insurance Company Operations (2 hours)

Covered Online

V. Insurance Regulation and Legal Environment (1 hour)

- a. State vs. Federal Regulation
- b. Role of State Commissioner of Insurance office
- c. Effect of current legal environment

Covered online

Exam 1 Online

VI. Renters and Homeowners Insurance (3 hours)

- a. Analyze policyholder's renters and homeowners insurance contracts
- b. Discuss ways to encourage students to be more informed consumers

Covered online, reviewed face to face

VII. Automobile Insurance (3 hours)

- a. Analyze policyholder's auto policy contract
- b. Discuss ways to encourage students to be more informed consumers

Covered online, reviewed face to face

Quiz 2 Online

VIII. Reinsurance (1 hour)

- a. Role reinsurance plays in the global industry
- b. Impact of reinsurance on pricing

Face to face

IX. Life Insurance, Annuities and Pensions (5 hours)

- a. Types of Life Insurance, Annuities and Pensions
- b. Term vs. Cash-Value life insurance products

Face to face

Worker's Compensation (1 hour)

- a. History of worker's compensation
- b. Worker's Compensation Insurance vs. Self-Insurance

Face to face

Quiz 3 Face to face

XI. Health Insurance and Disability Income (2 hour)

- a. Discuss alternative health insurance products
 - i. Traditional Indemnity Plans vs. Managed Care Plans
- b. Discuss importance of Disability Income Insurance

Face to face

- XII. Social Security and Medicare (1 hour)
 - a. Current issues related to Social Security and Medicare
 - b. Funding of Social Security

Face to face

- XIII. Family Financial Planning (2 hours)

- a. Use of credit
- b. Emergency funds
- c. Contingencies
- d. Estates

Face to face

Exam 2 Face to face

- XIV. Careers in Risk Management and Insurance (2 hours)

- a. Opportunities in the industry
- b. Overview of industry related certifications and designations

Online

- XV. Current issues in Risk Management and Insurance, i.e. terrorism, mold (3 hour)

- a. Legislative issues
- b. Regulatory issues
- c. Market driven issues

Online, reviewed face to face

- XVI. Technology (1 hour)

- a. Supplemental information on industry supported websites
- b. Trends in technology use

Online

Quiz 4 Online

- XVII. Applications Development (4.5 hours)

- a. Group Application Development
- b. Focus on Service Learning

Face to face

Exam 3 Face to face

Quizzes and Exams (6 hours)

Total: 45 contact hours

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one) <input checked="" type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Hybrid Course ("S," "W") <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name College *Course Prefix & Number *Course Title (30 characters) *Program Title _____ (Major , Option ; Minor ; or Certificate)	Accounting, Finance and Information Systems College of Business and Technology INS 720 Survey of Risk Mgmt. & Insur. _____
*Provide only the information relevant to the proposal.		

Proposal Approved by:	<u>Date</u>	
Departmental Committee	1/10/11—2/4/2011	Graduate Council* <u>Date</u> 3/18/11
<i>Is this a SACS Substantive Change?</i>	Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>	Council on Academic Affairs 4/21/11
College Curriculum Committee	2/18/2011	Approved <input type="checkbox"/> Disapproved <input type="checkbox"/>
General Education Committee*	N/A	Faculty Senate** N/A
Teacher Education Committee*	N/A	Board of Regents** N/A
		Council on Postsecondary Edu.*** N/A

*If Applicable (Type NA if not applicable.)
 **Approval needed for new, revised, or suspended programs
 ***Approval/Posting needed for new degree program or certificate program
 ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)
 To create a new class.

A.2. Effective date: (Example: Fall 2001)
 Fall 2011

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)
 NA

B. The justification for this action:
 This course will be used as part of the Insurance Education Institute and will also provide a 700 level class for future semesters.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact:
 None

Operating Expenses Impact:
 None

Equipment/Physical Facility Needs:
 None

Library Resources:
 None

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
Examination of risk management and insurance concepts and principles with an emphasis on application. Coverage will include a broad base of current topics and tools used in this dynamic arena and provide the student the background for improved decision making in dealing with risk.
2. For a revised course, provide the current catalog text with the proposed text using ~~striketrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~striketrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

INS 720 Survey of Risk Management and Insurance. (3) Prerequisite: Instructor approval. The examination of risk management and insurance concepts and principles with an emphasis on application. Coverage will include a broad base of current topics and tools used in this dynamic area and provide the student the background for improved decision making in dealing with risk.

Part IV. Recording Data for New or Revised Course (Record only new or changed course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
INS 720		Fall 2011	AS _____ JS _____ BT <u>X</u> EM _____ ED <u>PC</u> _____ HS _____	AFIS
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. 0	
3 Lectu	re _____ Laboratory _____ Other <u>X</u>		Cip Code (first two digits only)	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
1 - lecture	3 hours	Normal	FR _____ JR _____	
T - ITV	3 hours		SO _____ SRX _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

Co-Requisites and PrerequisitesSee definitions on following page****

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No.	
Course Prefix and No.	

Prerequisite(s): (List prerequisites only. List combinations below. Use "and" and "or" literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	<u>Instructor approval</u>
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Co-Requisite(s) and/or Prerequisite(s) Combination (Use "and" and "or" literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Equivalent Course(s):(credit not allowed with; or formerly:)

Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

Eastern Kentucky University
Department of Accounting, Finance and Information Systems
College of Business and Technology
Syllabus for INS 720, CRN – XXX
Survey of Risk Management and Insurance
Summer 2011

Instructor: Edwin H. Duett, Ph.D.
Office: BTC 175

Phone : 859-622-1580
e-mail: ed.duett@eku.edu

Format: Combination of classroom lecture and online instruction

Course Description: INS 720 Survey of Risk Management and Insurance. (3 hours)
(Prerequisite: Consent of instructor). Three hours lecture

The examination of risk management and insurance concepts and principles with an emphasis on application. Coverage will include a broad base of current topics and tools used in this dynamic area and provide the student the background for improved decision making in dealing with risk.

Required Text

Dorfman, Mark. *Introduction to Risk Management and Insurance*, (9th ed.), 2008
Pearson/Prentice Hall.

Supplemental Readings:

In addition to the required text, students will also be required to use online resources. Information will be used from websites and publications including: The Insurance Information Institute, The Griffith Insurance Education Foundation, Risk and Insurance Management Society and others. Current issues in the Wall Street Journal and other business publications such as Business Insurance will also be used.

Student Learning Outcomes: Upon completion of this course, the student will –

- Explain the different facets of risk management and insurance – basic principles, coverages, tools, consumer considerations, and their social and economic importance – and construct applications of this knowledge and tools to problem solving
- Interpret and contrast insurance policies and assess their use as risk transfer tools
- Construct strategies for the application of the risk management process in both commercial and personal settings
- Contrast the differences between property and liability risks and critically assess their impact on the financial condition of an organization
- Assess the role of reinsurance in U.S markets and the economic impact of international insurance markets on U.S. markets

- Formulate a strategy to incorporate different life insurance, annuities, pensions and other financial products by synthesizing these into a family financial plan
- Analyze the ethical issues involved with the fiduciary responsibility of a financial services representative and design the correct plan for both personal and commercial clients
- Apply theories and concepts of insurance to the examination of alternative health insurance plans
- Create plans for implementation of disability and worker's compensation insurance in an organization
- Critique current legislative and regulatory issues affecting the risk management and insurance industry and critically discuss the differences between federal and state regulation of the insurance industry
- Analyze case scenarios and design solutions for problem solving, synthesizing the use of risk management and insurance techniques
- Recognize and evaluate the variety of excellent career opportunities in insurance

Withdrawal Dates: Summer 2011 dates as set by the University will be inserted.

Last day to withdraw from course for 100% refund, or to change from P/F or Audit to Grade: TBD.

Last day to change from Grade to Audit or P/F: TBD.

Last day to withdraw online without a withdrawal fee: TBD.

Last day to withdraw with instructor's written permission and a withdrawal fee: TBD.

Internet Access: Internet access is a requirement for this course. Many resources and materials for this course will be presented online through Blackboard. Most of the exams will also be taken online.

E-mail Accounts: Students must use the ECU e-mail system and maintain a valid ECU student e-mail address to which correspondence through Blackboard will be sent.

Blackboard: Students must use the Blackboard system. Class announcements, assignments, changes to the syllabus, and online quizzes and/or exams will be posted on Blackboard. Blackboard should be checked on a daily basis for updates.

Submitting Work Online: During the online segment of this class, assignments will have to be submitted to the instructor via online.

Evaluation Methods:

Timed Quiz 1:	10%
Timed Quiz 2:	10%
Case Study:	10%
Research paper:	10%
Timed Exam 1:	15%
Timed Exam 2:	15%

Timed Exam 3:	15%
Article Summaries:	10%
<u>Homework</u>	<u>5%</u>
Total	100%

100 point scale

A	90-100
B	80-89
C	70-79
D	60-69
F	below 60

Student Progress:

The Blackboard grade center will allow students to view their grades on exams and assignments and can also be used as an early warning system to alert students of poor performance. Exams and quizzes will be given throughout the semester, and the student will have a significant percent of his/her grade completed in advance of the midway point of the term.

Attendance Policy:

The University expects all students to be officially registered and to attend class. Students are responsible for course work covered during all class sessions, whether online or face-to-face. Absences will be recorded and dealt with in a manner consistent with departmental policy for that course. Since attendance policies vary among departments and for courses within departments, students must be familiar with the policy for this class. The policy will be provided on blackboard. Any student that misses more than thirty percent of face-to-face or online instruction will receive a failing grade.

The instructor will determine if an absence or missed assignment is excused and if the student will be allowed to make up any missed work. Acceptable reasons for missing involve circumstances beyond the student's control, such as personal illness, critical illness or death in the immediate family, or participation in an approved University activity. No absence of any nature will relieve the student from responsibility for the timely completion of all work assigned. It is the student's responsibility to initiate the request to make up class work missed.

Course Format and Preparation:

Class will consist of review of chapter material and outside readings. The student must be well prepared for both discussion and questions each class session. Participation during the class sessions is required. All assignments must be turned in when due. Participation in the online discussions is required. Preparation for class includes assigned chapters from the textbook, end-of chapter homework assignments and other assigned readings. Class attendance is a course requirement.

Disability Statement: If you are registered with the Office of Services for Individuals with Disabilities, please obtain your accommodation letters from the OSID and

present them to the course instructor to discuss any academic accommodations you need. If you believe you need accommodation and are not registered with the OSID, please contact the Office in the Student Services Building Room 361 by email at disserv@eku.edu or by telephone at (859) 622-2933 V/TDD. Upon individual request, this syllabus can be made available in an alternative format.

Academic Integrity Statement: Students are advised that EKU's Academic Integrity policy will strictly be enforced in this course. The Academic Integrity policy is available at www.academicintegrity.eku.edu. Questions regarding the policy may be directed to the Office of Academic Integrity.

Official E-mail: An official EKU e-mail is established for each registered student, each faculty member, and each staff member. All university communications sent via e-mail will be sent to this EKU e-mail address.

Course Requirements:

Exams and quizzes

The exams will consist of true/false, multiple choice, problems and/or short answer questions. The exams will be taken online and must be taken during the designated time period for that exam. The student must work alone on the exams and use only materials approved in advance for that exam. Examinations that are missed will be given a grade of zero and will not be allowed to be taken at a later date unless: (1) the student contacted the instructor prior to the examination date and received permission, or (2) the situation was an extreme emergency. Make-up examinations will be allowed only at the judgment of the instructor.

Article Summaries:

Select and read a risk management and insurance article. The topic of the article must relate to the course material. You should select one of the main articles from a publication rather than a short discussion article. The article should be several pages in length in the publication. The summary will be one-page, double spaced, and the citation is to be placed at the top of the first page.

Case Study:

A case study will be assigned to test the student's ability to problem solve. The student will have to break down the scenario, formulate a solution integrating the use of tools and techniques learned in the class and communicate their decisions/outputs. The case will be assigned by the instructor and will require quantitative analysis and critical thinking by the student.

Research Paper:

Risk management and insurance is a dynamic area that impacts all areas of business. The research paper will allow the student to demonstrate their understanding of the basic concepts as they critique a current topic or development in the risk management and/or

insurance area. The topic of the research paper must be approved by the instructor and be 10-15 double-spaced pages of content.

DETAILED COURSE OUTLINE

The content of this course will be presented in a hybrid format with both face-to-face and online methods used. The material presented in the online segment will be reinforced and supplemented during the face-to-face session. An additional focus during the face-to-face session will be the emphasis on real world applications of the concepts. Homework questions, discussion postings, PowerPoint notes, live chat sessions and quizzes will be used throughout the coursework and particularly during the online segment.

I. Introduction and Overview of How Insurance Works and Types of Insurance Companies (3.5 hours)

Covered online

II. Risk Management (2 hours)

a. Risk Management Process

- i. Identification of risks
- ii. Evaluation of risks
- iii. Selection of risk management techniques
- iv. Implementation and revision of decisions

b. Principles of Risk Management techniques

Covered online, reviewed face to face

III. Property and Liability Insurance (2 hours)

a. Commercial Property Insurance

b. Commercial Liability Insurance

Covered online

IV. Insurance Company Operations (2 hours)

Covered Online

V. Insurance Regulation and Legal Environment (1 hour)

a. State vs. Federal Regulation

b. Role of State Commissioner of Insurance office

c. Effect of current legal environment

Covered online

Quiz 1 Online

VI. Renters and Homeowners Insurance (3 hours)

a. Analyze policyholder's renters and homeowners insurance contracts

b. Discuss ways to encourage students to be more informed consumers

Covered online, reviewed face to face

VII. Automobile Insurance (3 hours)

a. Analyze policyholder's auto policy contract

b. Discuss ways to encourage students to be more informed consumers

Covered online, reviewed face to face

VIII. Reinsurance (1 hour)

a. Role reinsurance plays in the global industry

b. Impact of reinsurance on pricing

Face to face

- IX. Life Insurance, Annuities and Pensions (5 hours)
 - a. Types of Life Insurance, Annuities and Pensions
 - b. Term vs. Cash-Value life insurance products

Face to face

- X. Worker's Compensation (1 hour)
 - a. History of worker's compensation
 - b. Worker's Compensation Insurance vs. Self-Insurance

Face to face

Exam 1 Online

- XI. Health Insurance and Disability Income (2 hour)
 - a. Discuss alternative health insurance products
 - i. Traditional Indemnity Plans vs. Managed Care Plans
 - b. Discuss importance of Disability Income Insurance

Face to face

- XII. Social Security and Medicare (1 hour)
 - a. Current issues related to Social Security and Medicare
 - b. Funding of Social Security

Face to face

- XIII. Family Financial Planning (3 hours)
 - a. Use of credit
 - b. Emergency funds
 - c. Contingencies
 - d. Estates
 - e. Development of financial plans

Face to face

Quiz 2 Face to face

- XIV. Careers in Risk Management and Insurance (2 hours)
 - a. Opportunities in the industry
 - b. Overview of industry related certifications and designations

Online

- XV. Current issues in Risk Management and Insurance, i.e. terrorism, mold (4 hours)
 - a. Legislative issues
 - b. Regulatory issues
 - c. Market driven issues
 - d. Research issues

Online, reviewed face to face

- XVI. Technology (1 hour)
 - a. Supplemental information on industry supported websites
 - b. Trends in technology use

Online

Exam 2 Online

- XVII. Applications Development (4.5 hours)
 - a. Group Application Development
 - b. Focus on Service Learning

c. Case Studies
Face to face

Exam 3 **Face to face**

Quizzes and Exams (4 hours)

Total: 45 contact hours

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Hybrid Course ("S," "W") <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input checked="" type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name College *Course Prefix & Number *Course Title (30 characters) *Program Title *Provide only the information relevant to the proposal.	AFIS & MMAC Business & Technology Master of Business Administration (Major __, Option <u>X</u> ; Minor __; or Certificate __)
Proposal Approved by:		
	<u>Date</u>	<u>Date</u>
Departmental Committee	2/14/2011—2/14/2011	Graduate Council* 3/18/11
<i>Is this a SACS Substantive Change?</i>	Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>	Council on Academic Affairs 4/21/11
College Curriculum Committee	2/18/2011	Approved _____ Disapproved _____
General Education Committee*	NA	Faculty Senate** _____
Teacher Education Committee*	NA	Board of Regents** _____
		Council on Postsecondary Edu.*** NA
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.		

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) Change "Options" to "Majors" in the Master of Business Administration program. A. 2. Effective date: (Example: Fall 2001) Fall 2011 A. 3. Effective date of suspended programs for currently enrolled students: (if applicable) NA	
B. The justification for this action: To place the "Major" on the diploma to recognize the student's area of emphasis.	
C. The projected cost (or savings) of this proposal is as follows: Personnel Impact: None Operating Expenses Impact: None Equipment/Physical Facility Needs: None Library Resources: None	

Part III. Recording Data for New, Revised, or Suspended Program

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide the current program requirements using ~~strike through~~ for deletions and *underlines* for additions.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

New or Revised* Program Text
 (*Use ~~strike through~~ for deletions and underlines for additions.)

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The College of Business and Technology, in association with the Office of Graduate Education and Research, offers the Master of Business Administration degree, the Master of Science degree in Applied Engineering and Technology Management, and the Master of Science degree in Career and Technical Education.

The Master of Business Administration offers three ~~options~~ majors: (1) MBA, (2) MBA with Accounting ~~option~~ major, and (3) MBA with Integrated Communication ~~option~~ major.

The Master of Science degree in Career and Technical Education offers options in (1) Agriculture Education; (2) Technical Education Administration; (3) Technology Education; and (4) Occupational Training and Development.

Various departments of the College provide specialized courses in support of graduate programs in their respective disciplines leading to the Master of Arts in Education degree.

MASTER OF BUSINESS ADMINISTRATION

CIP Code: 52.0101

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The Master of Business Administration is available in three ~~options~~ majors:

MBA provides an innovative approach to preparing students for jobs that do not now exist. Through an applied integrated curriculum, students expand their knowledge of all functional areas of business.

MBA with Accounting ~~Option~~ Major is designed to enhance accounting skills and to prepare students with an undergraduate accounting degree to function effectively in a global economy with integrated managerial skills. Students in this ~~option~~ major choose from a variety of courses that reflect their career interests such as auditing, taxation, international, or fraud/forensic accounting. Taking additional accounting courses helps prepare students for professional examinations such as the CPA, CMA, CIA, CFE, or Cr.FA.

MBA with Integrated Communication ~~Option~~ Major is a truly unique program. This ~~option~~ major integrates public relations, marketing and corporations communications courses that are designed to enhance a student's contribution to business organizations across a dynamic, global marketplace.

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Electives

Approved Business Electives.....6 hours

Exit Requirement

GRD867a

Total Course Requirements.....30 hours

Accounting ~~Option~~ Major

(restricted to students with Accounting baccalaureate or acceptable equivalent or consent of the MBA Admissions Committee)

MBA Core Courses (ACC 850 waived).....21 hours

Accounting Electives.....9 hours

Total Course Requirements.....30 hours

These courses or their acceptable equivalents or the consent of the MBA Admissions Committee are required for students who do not have an Accounting Baccalaureate: ACC 201, 202, 301, 302, 322, 327, 440, 441, three hours of undergraduate Accounting electives and nine hours of graduate Accounting electives. An additional three hours of graduate electives can substitute for the three hours of undergraduate electives.

Integrated Communications ~~Option~~ Major

MBA Core Courses.....24 hours

Electives.....9 hours

CCT750, MKT880, PUB 720, or other courses approved by advisor.

Total Course Requirements.....33 hours

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**DEPARTMENT OF
ACCOUNTING, FINANCE, AND
INFORMATION SYSTEMS**

Dr. Oliver Feltus, Chair

www.accounting.eku.edu

(859) 622-1087

The Department of Accounting, Finance, and Information Systems in cooperation with the Office of Graduate Education and Research and the College of Business and Technology participates in the Master of Business Administration program. The Master of Business Administration offers ~~an option~~ a major in Accounting. Information and requirements for this ~~option~~ major can be found in the Master of Business Administration section of this *Catalog*.

**DEPARTMENT OF
MANAGEMENT, MARKETING,
AND ADMINISTRATIVE COMMUNICATION**

Dr. Lana Carnes, Chair

www.management.eku.edu

(859) 622-1377

The Department of Management, Marketing, and Administrative Communication in cooperation with the Office of Graduate Education and Research and the College of Business and Technology participates in the Master of Business Administration program. The Master of Business Administration program offers ~~an option~~ a major in Integrated Communications. Information and requirements for this ~~option~~ major can be found in the Master of Business Administration section of this *Catalog*.

DEPARTMENT OF COMMUNICATION

Dr. Elizabeth Hansen, Interim Chair

www.communication.eku.edu

(859) 622-1871

The Department of Communication provides courses at the graduate level in public relations and communication studies. Students receiving graduate credit in these courses must meet additional specified requirements. The Master of Business Administration program offers ~~an option~~ a major in Integrated Communications. Information and requirements for this ~~option~~ major can be found in the Master of Business Administration section of this *Catalog*.

McGee, Rick

From: Pogatshnik, Jerry
Sent: Thursday, April 07, 2011 1:47 PM
To: Smith, Sonia
Cc: Davis, Ed; McGee, Rick; Davis, Tina; Rezaie, Jaleh
Subject: Re: Approval for MBA Program Curriculum Revision at Graduate Council Meeting

Importance: High

Hi Sonia

Yes, we approved the change subject to possible editorial changes by the Graduate School upon implementation. I am concerned about the use of the term “major” for a graduate degree since this is not a common description, to my knowledge. I’d prefer to use some other description, such as “track” but then simply have Nikki and Carrie work together to insert it into the proper field in Banner (which I believe is Major) so that the appropriate designation can be printed on the diploma.

There were no objections to the substance of the proposal, we just need to make sure it is implemented carefully.

Jerry

On 4/7/11 1:26 PM, "Smith, Sonia" <Sonia.Smith@EKU.EDU> wrote:

Dr. Pogatshnik,

Have you and the Graduate Council approved the attached changes for the MBA program—“options” to “majors”? I just need verification to proceed with the change at the CAA meeting on April 21st.

Thank you,

S😊nia

*Sonia Smith, Administrative Assistant II
College of Business & Technology, Associate Dean's Office
EKU
214 BTC
Richmond, KY 40475
859-622-1574
(Fax) 859-622-1413*

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one)	Department Name	Military Science & Leadership
<input type="checkbox"/> New Course (Parts II, IV)	College	Business & Technology
<input type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	_____
<input type="checkbox"/> Hybrid Course ("S," "W")	*Course Title (30 characters)	_____
<input type="checkbox"/> Course Dropped (Part II)	*Program Title	Minor in Military Leadership (ARMY)
<input type="checkbox"/> New Program (Part III)		(Major ____, Option ____, Minor <u>X</u> __, or Certificate ____)
<input checked="" type="checkbox"/> Program Revision (Part III)		
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:		<u>Date</u>	<u>Date</u>
Departmental Committee	February 7, 2001	Graduate Council*	NA
<i>Is this a SACS Substantive Change?</i> Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>		Council on Academic Affairs	4/21/11
College Curriculum Committee	March 18, 2011	Approved _____	Disapproved _____
General Education Committee*	NA	Faculty Senate**	_____
Teacher Education Committee*	NA	Board of Regents**	_____
		Council on Postsecondary Edu.***	NA

*If Applicable (Type NA if not applicable.)
 **Approval needed for new, revised, or suspended programs
 ***Approval/Posting needed for new degree program or certificate program
 ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)
 Remove MSL 311 as a requirement for a Military Science Minor

A. 2. Effective date: (Example: Fall 2001)
 Fall 2011

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)
 NA

B. The justification for this action:
 Only a small number of Cadets are accepted for CLTL during the summer, which is the only method to receive credit for MSL 311

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact:
 None

Operating Expenses Impact:
 None

Equipment/Physical Facility Needs:
 None

Library Resources:
 None

Part III. Recording Data for New, Revised, or Suspended Program

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide the current program requirements using ~~striketrough~~ for deletions and *underlines* for additions.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

New or Revised* Program Text
(*Use ~~striketrough~~ for deletions and underlines for additions.)

Minor in Military Leadership (ARMY)

Requirements.....24 21 hours

A minor in Military Leadership is available to students from any College who wish to obtain a Commission as an Officer in the United States Army, Army Reserve, or Army National Guard. Students must satisfactorily complete both the Basic Course and the Advanced Course requirements. The Basic Course requirement is to complete either 1) Basic Training or 2) The Leader Training Course or 3)MSL 101,102,201, and 202, or 4 years of JROTC. The Advanced Course requirement is 24-21 hours of advanced military science and leadership (MSL 301, 302, 303, 310, ~~344~~, 401, 402).

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one)	Department Name	MMAC
<input type="checkbox"/> New Course (Parts II, IV)	College	Business & Technology
<input checked="" type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	MKT 404
<input type="checkbox"/> Hybrid Course ("S," "W")	*Course Title (30 characters)	Retailing Management
<input type="checkbox"/> Course Dropped (Part II)	*Program Title	
<input type="checkbox"/> New Program (Part III)	(Major ____, Option ____, Minor ____, or Certificate ____)	
<input type="checkbox"/> Program Revision (Part III)		
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	<u>Date</u>	
Departmental Committee	1/27/2011—3/4/2011	Graduate Council* NA
<i>Is this a SACS Substantive Change?</i>	Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>	Council on Academic Affairs 4/21/11
College Curriculum Committee	3/18/2011	Approved ____ Disapproved ____
General Education Committee*	NA	Faculty Senate** NA
Teacher Education Committee*	NA	Board of Regents** NA
		Council on Postsecondary Edu.*** NA

*If Applicable (Type NA if not applicable.)
 **Approval needed for new, revised, or suspended programs
 ***Approval/Posting needed for new degree program or certificate program
 ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested:	(Example: To increase the number of credit hours for ABC 100 from 1 to 2.) Change pre-requisite.
A. 2. Effective date:	(Example: Fall 2001) Fall 2011
A. 3. Effective date of suspended programs for currently enrolled students:	(if applicable) NA
B. The justification for this action:	Needed to make prerequisite for MKT 404 consistent with other Marketing electives.
C. The projected cost (or savings) of this proposal is as follows:	
Personnel Impact:	None
Operating Expenses Impact:	None
Equipment/Physical Facility Needs:	None
Library Resources:	None

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~striethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~striethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

MKT 404 Retailing Management. (3) A. Prerequisite: ~~MKT 304~~ MKT 300 or 301. Investigation of current problems faced by retailers in store operations, management, retail buying, and inventory control. Outside readings, oral and written case studies, and field trip experiences are required.

Part IV. Recording Data for New or Revised Course (Record only new or changed course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
<KT 404		Fall 2011	AS _____ JS _____ BT _____ EM _____ X ED _____ PC _____ HS _____	MMAC
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
Lecture	_____ Laboratory _____ Other _____		Cip Code (first two digits only)	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
			FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

Co-Requisites and Prerequisites **See definitions on following page**

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No.	
Course Prefix and No.	

Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	MKT 304 <u>MKT 300 or 301.</u>
Course Prefix and No.	

Test Scores

Minimum GPA (when a course grouping or student cumulative GPA is required)

Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Equivalent Course(s): (credit not allowed with; or formerly:)

Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			



EASTERN KENTUCKY UNIVERSITY
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TO: Council on Academic Affairs

FROM: Deborah Whitehouse
Dr. Deborah Whitehouse, Associate Dean

SUBJECT: Agenda Items

DATE: April 5, 2011

Please include the attached curriculum proposals onto the agenda for the meeting of the Council on Academic Affairs on April 21, 2011.

Family and Consumer Science

NEW Course

NFA412 Creation of a new course to meet CADE eligibility requirements and standards which have placed increased emphasis on this area. Fall 2011
CHS pages 1 – 5

Program Revision

General Dietetics Add major course NFA412 and delete statistic requirements of 2011
STA215 or HEA350 Fall
CHS pages 6 – 7

Occupational Therapy

Editorial

MS OTS Correct number of hours under program option 1 research from 9 to 6 Fall 2011
CHS page 8

Course Revision

OTS 302 Remove prerequisite BIO271 Fall 2011
CHS page 9 -10

OTS312 Add co-requisite BIO271 Fall 2011
CHS page 11 -12

OTS401 Add co-requisite BIO271 Fall 2011

CHS page 13 -14

OTS422 Add co-requisite BIO271 Fall 2011
CHS page 15-16

OTS430 Add co-requisite OTS362, 402 and 478 Fall 2011
CHS page 17-18

Program Revision
Occupational Science Remove "cycle" from program description Fall 2011
CHS page 19-20

Curriculum Change Form

Part I

(Check one) <input checked="" type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Hybrid Course ("S," "W") <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name College *Course Prefix & Number *Course Title (30 characters) *Program Title	Family and Consumer Sciences Health Sciences NFA 412 Nutrition Research Applications _____ (Major <input checked="" type="checkbox"/> , Option ___; Minor ___; or Certificate ___)
*Provide only the information relevant to the proposal.		

Proposal Approved by:	<u>Date</u>		<u>Date</u>
Departmental Committee	1/5/11	Graduate Council*	NA
<i>Is this a SACS Substantive Change?</i>	Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>	Council on Academic Affairs	4/21/11
College Curriculum Committee	1/16/11	Approved Disapproved	
General Education Committee*	NA	Faculty Senate**	NA
Teacher Education Committee*	NA	Board of Regents**	NA
		Council on Postsecondary Edu.***	NA

*If Applicable (Type NA if not applicable.)
 **Approval needed for new, revised, or suspended programs
 ***Approval/Posting needed for new degree program or certificate program
 ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: Creation of a new course, NFA 412 Research Applications in Nutrition A. 2. Effective date: Fall 2011 A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)	
B. The justification for this action: Course will provide needed content related to analysis and application of research in the dietetic profession. The Commission on Accreditation and Dietetic Education's (CADE) current (2008) Eligibility Requirements and Standards (ERAS) place increased emphasis on this area.	
C. The projected cost (or savings) of this proposal is as follows: Personnel Impact: Course will be taught by existing faculty. Operating Expenses Impact: Equipment/Physical Facility Needs: Library Resources:	

Part II. Recording Data for New, Revised, or Dropped Course

(For a new required course, complete a separate request for the appropriate program revisions.)

New or Revised* Catalog Text
(*Use strikethrough for deletions and <u>underlines</u> for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)
NFA 412 Research Applications in Nutrition. (3) I. Prerequisite: admission to General Dietetics Program; or departmental approval. Evaluation, interpretation, and application of professional and research literature in nutrition/dietetics. Emphasis on making ethical, evidence-based practice decisions.

Part IV. Recording Data for New or Revised Course (Record only **new** or **changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
NFA	412	Fall 2011	AS _____ JS _____ BT _____ EM _____ ED _____ PC _____ HS X _____	FCSC
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
3	Lecture 3	Laboratory _____	Other _____	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
1	3	N	FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

Co-Requisites and Prerequisites **See definitions on following page**

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No.	
Course Prefix and No.	

Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Equivalent Course(s): (credit not allowed with; or formerly:)

Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

EASTERN KENTUCKY UNIVERSITY
Department of Family and Consumer Sciences
NFA 412 Research Applications in Nutrition CRN (3 credit hrs)
MWF Burrier Bldg
Fall 2011

Instructor: Mary Wilson, PhD, RD, CSSD

Office: 206-D Burrier Bldg

E-mail: mary.wilson@eku.edu

Phone: 622-1172

Office Hours: ; others by appointment

Course Description: Evaluation, interpretation, and application of professional and research literature in nutrition/dietetics. Emphasis on making ethical, evidence-based practice decisions. **Prerequisites:** admission to General Dietetics Program; or departmental approval.

Texts: (required)

Research Successful Approaches, 3rd ed. Elaine R. Monsen and Linda Van Horn. American Dietetic Association, 2008.

A Miniature Guide to Scientific Thinking. Richard Paul and Linda Elder. Foundation for Critical Thinking, 2006

Student Learning Outcomes: Students will be able to:

1. recognize and locate primary sources
2. identify and evaluate research methodology and design
3. cite references using APA format
4. evaluate (critically read) and interpret research literature in the area of nutrition/dietetics
5. use current information technologies to locate and apply evidence-based guidelines, including the ADA Evidence Analysis Library (EAL)
6. integrate professional and research literature to make ethical evidence-based practice decisions
7. communicate research findings in writing and orally to a lay audience

Course Requirements: Students are responsible for all assigned textbook readings, and all course materials, handouts, and announcements presented during class and posted on BB. Students are expected to participate in class discussions and group activities on a regular basis. **Student membership in the American Dietetic Association (ADA) is required.** Membership application can be made on the ADA website www.eatright.org.

mini-exams	4 @ 25 pts each	100
in-class activities/homework	20 @ 5 pts each	100
case study: scientific method		50
evaluation of research paper		50
ADA EAL project		100
evidence-based analysis group project (includes written and oral products)		<u>100</u>
	TOTAL	500

Evaluation: Course grades will be based on the percentage of total points accumulated.

Grading Scale:

- | | |
|-------------|---------------------|
| A (92-100%) | |
| B (83-91%) | * standard rules of |
| C (74-82%) | rounding will apply |
| D (65-73%) | |
| F (<65%) | |

Student Progress: Progress in the course can be monitored through graded work and midterm grades. Students are encouraged to meet with the instructor concerning questions related to progress.

Course Policies:

Attendance Policy: Students are expected to attend class. Regular class attendance provides a student with the opportunity to actively learn through listening, watching, taking notes, and participating in class discussions and activities.

Make-up exams: Students are expected to complete all exams at the designated date and time. Exceptions will be made only for unforeseeable circumstances. Students may be asked to provide verification of illness or other circumstance. Assignments completed during class cannot be made up, regardless of the nature of the absence. Students will have the opportunity to drop two grades.

Writing: All written assignments should be typed. Proper use of the English language (including correct grammar and word usage, complete sentences, and paragraph style) is expected. Reference sources should be cited in APA style.

Electronic Blackboard: The electronic blackboard will be utilized in this course to enhance course communication. Students should check Blackboard frequently.

Cell Phones: Any student cell phone seen during class may be held by the instructor until the end of class.

Student Drop Box: There is a “drop box” in the main office where students may leave work and messages for faculty. Students must write the name of the faculty member on the item and date/time stamp it to show when it was left. The date/time stamp is kept on the table near the drop box. (Simply press down on the stamp and it will imprint the date and time your work is dropped off.) Office staff will deliver the items to faculty mailboxes periodically during the day. If the item is too large for the drop box, office staff will provide assistance.

Department Examination Policy: Electronic devices cannot be used during exams – e.g. cell phones, calculators, electronic translators. Calculators will be provided by the course instructor when necessary. Hats must be removed during exams.

Two Day Advising Dates: October and , 2011: Daytime classes in the FCS Department do not meet.

Academic Integrity Statement: Students are advised that ECU’s Academic Integrity policy will strictly be enforced in this course. The Academic Integrity policy is available at www.academicintegrity.ecu.edu. Questions regarding the policy may be directed to the Office of Academic Integrity.

Disability Statement: If you are registered with the Office of Services for Individuals with Disabilities, please obtain your accommodation letters from the OSID and present them to the course instructor to discuss any academic accommodations you need. If you believe you need accommodation and are not registered with the OSID, please contact the Office in the Student Services Building Room 361 by email at disserv@ecu.edu or by telephone at (859) 622-2933 V/TDD. Upon individual request, this syllabus can be made available in an alternative format.

Official E-mail: An official ECU e-mail is established for each registered student, each faculty member, and each staff member. All university communications sent via e-mail will be sent to this ECU e-mail address.

Last Date to Drop the Course: Students should refer to the Colonel’s Compass, <http://www.registrar.ecu.edu/schedule>, for dates related to dropping the course.

Alignment of SLOs and Assessment Methods

Student Learning Outcome	Feedback/Assessment
recognize and locate primary sources	B, D, F
identify and evaluate research methodology and design	A, B, C, D, E, F
cite references using APA format	A, B, D, F
evaluate (critically read) and interpret research literature in the area of nutrition/dietetics	A, B, D, E, F
use current information technologies to locate and apply evidence-based guidelines, including the ADA Evidence Analysis Library	B, E
integrate professional and research literature to make ethical evidence-based practice decisions	B, E, F
communicate research findings in writing and orally to a lay audience	B, F

- A. mini-exams
- B. in-class activities/homework
- C. case study: scientific method
- D. evaluation of research paper
- E. ADA EAL project
- F. evidence-based analysis group project

COURSE OUTLINE (subject to change)

Week	Topic	Text Readings
1	scientific method/research process	Ch 1, 4, 31
2	evidence-based practice/introduction to ADA EAL (<i>case study due</i>)	Ch 12, 32
3	primary sources: locating, citing (APA format), and evaluating	
4	methodology: types of studies	Ch 2, 6, 8, 9, 10
5		
6	methodology: assessment methods in nutrition/dietetics research (<i>ADA EAL project due</i>)	Ch 13, 14, 15, 16, 17
7	methodology: statistics	Ch 27, 28
8	results: interpretation and presentation	Ch 29, 30
9	(<i>evaluation of research paper due</i>)	
10	ethics in nutrition research	Ch 3
11	evidence-based analysis group projects	
12		
13	(<i>group written product due</i>)	
14	group project oral presentations	
15	group project oral presentations	

Curriculum Change Form

Part I

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Hybrid Course ("S," "W") <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input checked="" type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name College *Course Prefix & Number *Course Title (30 characters) *Program Title *Provide only the information relevant to the proposal.	Family & Consumer Science College of Health Science General Dietetics (BS) (Major __, Option __; Minor __; or Certificate __)
---	---	--

Proposal Approved by:	<u>Date</u>		<u>Date</u>
Departmental Committee	12/16/10	Graduate Council*	NA
<i>Is this a SACS Substantive Change?</i>	Yes**** <input type="checkbox"/>	Council on Academic Affairs	4/21/11
	No <input checked="" type="checkbox"/>	Approved Disapproved	
College Curriculum Committee	1/12/11	Faculty Senate**	
General Education Committee*	NA	Board of Regents**	
Teacher Education Committee*	NA	Council on Postsecondary Edu.***	NA

*If Applicable (Type NA if not applicable.)
 **Approval needed for new, revised, or suspended programs
 ***Approval/Posting needed for new degree program or certificate program
 ****If "yes", SACS must be notified before implementation. Please contact ECU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested:

- a. add major course NFA 412 Research Applications in Nutrition
- b. delete supporting course requirement "HEA 350 Interpretation of Health Data or STA 215 Introduction to Statistical Reasoning"

A. 2. Effective date: Fall 2011

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

B. The justification for this action:

Curriculum changes will address recent changes in Commission on Accreditation and Dietetic Education (CADE) Eligibility Requirements and Accreditation Standards (ERAS); total program hours will not change.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: NA

Operating Expenses Impact: NA

Equipment/Physical Facility Needs: NA

Library Resources: NA

Part III. Recording Data for New, Revised, or Suspended Program

New or Revised* Program Text
(*Use ~~strikethrough~~ for deletions and underlines for additions.)

General Dietetics (B.S.) Area Major

CIP Code: 19.0501

Program Objectives

Upon completion of a degree in General Dietetics, graduates will be able to: 1) succeed in one or more of the following: a graduate program related to dietetics, an accredited Dietetic Internship, or employment in dietetics or a related field; 2) exhibit competent professional practice in all areas of the basic foundation knowledge and skills necessary for entry-level dietetics practitioners; 3) demonstrate a commitment to service by participating in service activities to the region and profession; and 4) develop skills for providing comprehensive food and nutrition services in a variety of settings. Employment opportunities are available in hospitals, foodservice or public health and wellness programs. After completing the degree, students may consider applying for a Dietetic Internship in order to sit for the Registered Dietitian (RD) exam.

Major Requirements..... 56 59 hours

CDF 132, FCS 303, 400, FRM 352, NFA 121, 201, 202 (1); NFA 301; NFA 317, 323, 325, 326, 344; NFA 349 (1) or FCS 330D (1); NFA 401, 402, 403, 404, 411, 412, 445.

Supporting Course Requirements.....~~30~~ 27 hours

BIO 171, 301; CHE 101/107, 102; ~~HEA 350~~ or STA 215*; CIS 212 or CSC 104; ACC 201 or 550; PSY 200; EHS 380; EMC 105 (1).

General Education Requirements.....33 hours

Standard General Education program, excluding blocks IVB, VB, VII (QS) and VIII (6 hours). Refer to Section Four of this *Catalog* for details on the General Education and University Requirements.

University Requirement.....1 hour

HSO 100.

Total Curriculum Requirements.....120 hours

Editorial Change - Curriculum Form

Part I

Department Name	Occupational Therapy		
College	Health Sciences		
*Course Prefix & Number	_____		
*Course Title (30 characters)	_____		
*Program Title	Option 1		
	(Major ____, Option <u>X</u> ; Minor ____; or Certificate ____)		
*Provide only the information relevant to the proposal.			
Original Proposal Approved by the Council on Academic Affairs on	Date:	3/16/11	
		CAA 4/21/11	

Completion of A is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)

Correct the number of credits required for Research by the Occupational Therapy Program - Option 1 from 9 hours to 6 hours.

A. 2. Effective date: (Example: Fall 2001)

Fall 2011

Part III. Recording Data for Revised Program

1. For a revised program, provide (a) the current program requirements and (b) the revised program, reflecting the exact changes being proposed.

<p>New or Revised* Program (*Use strikeout for deletions and <u>underlines</u> for additions.)</p> <p style="text-align: center;">M.S. Occupational Therapy <i>Graduate Catalog, page 88</i></p> <p>Program Option 1</p> <p>Core Courses29 hours OTS 820, 822, 824, 830, 832, 836, 850, 880.</p> <p>Electives3 hours OTS 720, 825, 835, 837, 851, 852, 853, 855, 862, 863, 864, 865, 866, 870, 875, 882, 883, 884, 885, 890.</p> <p>Research.....<u>9</u> 6 hours</p> <p><u>Non-thesis</u> OTS 896 and an elective. Comprehensive examination required (GRD 887d),...<u>0 hours</u> OR <u>Thesis</u> OTS 898, 899, GRD 888c.....<u>0 hours</u></p> <p>Field Work.....18 hours OTS 821, 831, 845, 846, 847, 871.</p> <p>A minimum of 56 semester hours of graduate credit is required.</p>

Curriculum Change Form

Part I

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input checked="" type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Hybrid Course ("S," "W") <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name Occupational Therapy <hr/> College Health Sciences <hr/> *Course Prefix & Number OTS 302 <hr/> *Course Title (30 characters) Practicum II: Life Narratives <hr/> *Program Title (Major __, Option __; Minor __; or Certificate __) <hr/> *Provide only the information relevant to the proposal.	
Proposal Approved by:		
	Date	Date
Departmental Committee	2/8/11	Graduate Council*
		NA
Is this a SACS Substantive Change?	Yes*** <input type="checkbox"/>	No <input checked="" type="checkbox"/>
		Council on Academic Affairs
College Curriculum Committee	3/16/11	Approved <input type="checkbox"/> Disapproved <input type="checkbox"/>
General Education Committee*	NA	4/21/11
Teacher Education Committee*	NA	NA
		Faculty Senate**
		NA
		Board of Regents**
		NA
		Council on Postsecondary Edu.***
		NA

*If Applicable (Type NA if not applicable.)

**Approval needed for new, revised, or suspended programs

***Approval/Posting needed for new degree program or certificate program

****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: To remove the pre-requisite of BIO 271: Advanced Human Anatomy from OTS 302:

A. 2. Effective date: Fall 2011

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

B. The justification for this action: This change in sequence

The supporting course BIO 271 is being moved in the course sequence from the first semester of the junior year in the occupational science program to the first semester of the senior year in the program to enhance student learning. OTS 302 is in the second semester of the junior year.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: NA

Operating Expenses Impact: NA

Equipment/Physical Facility Needs: NA

Library Resources: NA

Part II. Recording Data for New, Revised, or Dropped Course

(For a new required course, complete a separate request for the appropriate program revisions.)

New or Revised* Catalog Text (*Use strike through for deletions and <u>underlines</u> for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)
--

OTS 302 Practicum II: Life Narratives (3) A. Prerequisites: OTS 301, 311, ~~and 432 and BIO 274~~ with a grade of C or better. Co-requisites: OTS 313, 335 and 421. Introduction to life narratives as an assessment of occupation. Active learning experiences focusing on occupation across the lifespan including reflection and portfolio development.

Part IV. Recording Data for New or Revised Course (Record only **new** or **changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
OTS	302	Fall 2011	AS _____ JS _____ BT _____ EM _____ ED _____ PC _____ HS X _____	OCCT
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
	Lecture _____ Laboratory _____ Other _____		Cip Code (first two digits only) 51	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
			FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

Co-Requisites and Prerequisites **See definitions on following page**

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No.	OTS 313
Course Prefix and No.	OTS 335
Course Prefix and No.	OTS 421

Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	OTS 301
Course Prefix and No.	OTS 311
Course Prefix and No.	OTS 432 , BIO 274

Test Scores _____

Minimum GPA (when a course grouping or student cumulative GPA is required) _____

Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Equivalent Course(s): (credit not allowed with; or formerly:)

Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

Curriculum Change Form

Part I

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input checked="" type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Hybrid Course ("S," "W") <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name Occupational Therapy <hr/> College Health Sciences <hr/> *Course Prefix & Number OTS 312 <hr/> *Course Title (30 characters) Occupation by Design <hr/> *Program Title _____ (Major __, Option __; Minor __; or Certificate __) <hr/> *Provide only the information relevant to the proposal.																																				
Proposal Approved by: <table style="width: 100%; border: none;"> <tr> <td style="width: 30%;"></td> <td style="width: 30%; text-align: center;"><u>Date</u></td> <td style="width: 30%;"></td> <td style="width: 10%;"></td> <td style="width: 10%; text-align: center;"><u>Date</u></td> </tr> <tr> <td>Departmental Committee</td> <td style="text-align: center;">2/8/11</td> <td>Graduate Council*</td> <td></td> <td style="text-align: center;">NA</td> </tr> <tr> <td colspan="2"> <i>Is this a SACS Substantive Change?</i> Yes*** <input type="checkbox"/> No <input checked="" type="checkbox"/> </td> <td>Council on Academic Affairs</td> <td></td> <td style="text-align: center;">4/21/11</td> </tr> <tr> <td>College Curriculum Committee</td> <td style="text-align: center;">3/16/11</td> <td>Approved</td> <td>Disapproved</td> <td></td> </tr> <tr> <td>General Education Committee*</td> <td style="text-align: center;">NA</td> <td>Faculty Senate**</td> <td></td> <td style="text-align: center;">NA</td> </tr> <tr> <td>Teacher Education Committee*</td> <td style="text-align: center;">NA</td> <td>Board of Regents**</td> <td></td> <td style="text-align: center;">NA</td> </tr> <tr> <td></td> <td></td> <td>Council on Postsecondary Edu.***</td> <td></td> <td style="text-align: center;">NA</td> </tr> </table>				<u>Date</u>			<u>Date</u>	Departmental Committee	2/8/11	Graduate Council*		NA	<i>Is this a SACS Substantive Change?</i> Yes*** <input type="checkbox"/> No <input checked="" type="checkbox"/>		Council on Academic Affairs		4/21/11	College Curriculum Committee	3/16/11	Approved	Disapproved		General Education Committee*	NA	Faculty Senate**		NA	Teacher Education Committee*	NA	Board of Regents**		NA			Council on Postsecondary Edu.***		NA
	<u>Date</u>			<u>Date</u>																																	
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*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact ECU's Office of Institutional Effectiveness.																																					

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) To add the co-requisite of BIO 271: Advanced Human Anatomy to OTS 312: Occupation by Design A. 2. Effective date: Fall 2011 A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)	
B. The justification for this action: This change in sequence The supporting course BIO 271 is being moved in the course sequence from the first semester of the junior year in the occupational science program to the first semester of the senior year in the program to enhance student learning. OTS 312 is a course in the first semester of the senior year.	
C. The projected cost (or savings) of this proposal is as follows: Personnel Impact: NA Operating Expenses Impact: NA Equipment/Physical Facility Needs: NA Library Resources: NA	

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

	New or Revised* Catalog Text (*Use strikethrough for deletions and <u>underlines</u> for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)
<p style="text-align: center;">OTS 312 Occupation by Design (3) A. Co-requisites: OTS 401, & 422 and <u>BIO 271</u>. Foundational problem solving, task, and activity analysis concepts related to designing occupations. Students apply strategies to implement a design process.</p>	

Part IV. Recording Data for New or Revised Course (Record only **new** or **changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
OTS	312	Fall 2011	AS _____ JS _____ BT _____ EM _____ ED _____ PC _____ HS X _____	OCCT
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
	Lecture _____ Laboratory _____ Other _____		Cip Code (first two digits only) 51	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
			FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

Co-Requisites and Prerequisites **See definitions on following page**

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No.	OTS 401
Course Prefix and No.	OTS 422
Course Prefix and No.	BIO 271

Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Equivalent Course(s): (credit not allowed with; or formerly:)

Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

Curriculum Change Form

Part I

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input checked="" type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Hybrid Course ("S," "W") <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name Occupational Therapy <hr/> College Health Sciences <hr/> *Course Prefix & Number OTS 401 <hr/> *Course Title (30 characters) Practicum III: Diversity <hr/> *Program Title _____ (Major __, Option __; Minor __; or Certificate __)	
*Provide only the information relevant to the proposal.		
Proposal Approved by:		
	Date	Date
Departmental Committee	2/8/11	Graduate Council*
Is this a SACS Substantive Change?	Yes*** <input type="checkbox"/>	Council on Academic Affairs
	No <input checked="" type="checkbox"/>	4/21/11
College Curriculum Committee	3/16/11	Approved <input checked="" type="checkbox"/> Disapproved
General Education Committee*	NA	Faculty Senate**
Teacher Education Committee*	NA	Board of Regents**
		Council on Postsecondary Edu.***
		NA

****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)
 To add the co-requisite of BIO 271: Advanced Human Anatomy to OTS 401: Practicum III: Diversity

A. 2. Effective date: Fall 2011

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

B. The justification for this action: This change in sequence

The supporting course BIO 271 is being moved in the course sequence from the first semester of the junior year in the occupational science program to the first semester of the senior year in the program to enhance student learning. OTS 401 is the practicum course in the first semester of the senior year.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: NA

Operating Expenses Impact: NA

Equipment/Physical Facility Needs: NA

Library Resources: NA

Part II. Recording Data for New, Revised, or Dropped Course
 (For a **new required course**, complete a separate request for the appropriate program revisions.)

New or Revised* Catalog Text
(*Use strikethrough for deletions and <u>underlines</u> for additions. Also include Crs. Prefix, No., and description, limited to 35 words.) OTS 401 Practicum III: Diversity (3) A. Prerequisites: OTS 302 with grade of C or better. Co-requisites: OTS 312, & OTS 422 and <u>BIO 271</u> . Introduction to cultural competence and diversity. Enhance understanding of ability and disability concerns in society through interview, reflection and portfolio development.

Part IV. Recording Data for New or Revised Course (Record only **new** or **changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
OTS	401	Fall 2011	AS _____ JS _____ BT _____ EM _____ ED _____ PC _____ HS X _____	OCCT
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
	Lecture _____ Laboratory _____ Other _____		Cip Code (first two digits only) 51	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
			FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

Co-Requisites and Prerequisites **See definitions on following page**

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No.	OTS 312
Course Prefix and No.	OTS 422
Course Prefix and No.	BIO 271

Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	OTS 302 with grade of C or better.
Course Prefix and No.	

Test Scores

Minimum GPA (when a course grouping or student cumulative GPA is required)

Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Equivalent Course(s): (credit not allowed with; or formerly:)

Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

Curriculum Change Form

Part I

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input checked="" type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Hybrid Course ("S," "W") <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name Occupational Therapy <hr/> College Health Sciences <hr/> *Course Prefix & Number OTS 422 <hr/> *Course Title (30 characters) Impact of Conditions on Occupation <hr/> *Program Title _____ (Major <u> X </u> , Option <u> </u> ; Minor <u> </u> ; or Certificate <u> </u>)	
*Provide only the information relevant to the proposal.		

Proposal Approved by:	<u>Date</u>	
Departmental Committee	2/8/11	Graduate Council* NA
<i>Is this a SACS Substantive Change?</i>	Yes*** <input type="checkbox"/> No <input checked="" type="checkbox"/>	Council on Academic Affairs 4/21/11
College Curriculum Committee	3/16/11	Approved <input type="checkbox"/> Disapproved <input type="checkbox"/>
General Education Committee*	NA	Faculty Senate** NA
Teacher Education Committee*	NA	Board of Regents** NA
		Council on Postsecondary Edu.*** NA

*If Applicable (Type NA if not applicable.)
 **Approval needed for new, revised, or suspended programs
 ***Approval/Posting needed for new degree program or certificate program
 ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)
 To add the co-requisite of BIO 271: Advanced Human Anatomy) to OTS 422: Impact of Conditions on Occupation

A. 2. Effective date: Fall 2011

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

B. The justification for this action:

The supporting course BIO 271 is being moved in the course sequence from the first semester of the junior year in the occupational science program to the first semester of the senior year in the program to enhance student learning by aligning the biology course more closely with the related senior year course OTS 422.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: NA

Operating Expenses Impact: NA

Equipment/Physical Facility Needs: NA

Library Resources: NA

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

New or Revised* Catalog Text (*Use <u> </u> for deletions and <u> </u> for additions. Also include Crs. Prefix, No., and description, limited to 35 words.) OTS 422 Impact of Conditions on Occ. (3) A. Co-requisites: OTS 312, and 401 <u>and BIO 271</u> . Introduction to human occupation in the context of disease and disability. Content includes pathophysiological, behavioral and developmental issues which have an impact on human occupation.
--

Part IV. Recording Data for New or Revised Course (Record only new or changed course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
OTS	422	Fall 2011	AS _____ JS _____ BT _____ EM _____ ED _____ PC _____ HS X _____	OCCT
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
	Lecture _____ Laboratory _____ Other _____		Cip Code (first two digits only) 51	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
			FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

Co-Requisites and Prerequisites **See definitions on following page**

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No.	OTS 312
Course Prefix and No.	OTS 401
Course Prefix and No.	BIO 271

Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Equivalent Course(s): (credit not allowed with; or formerly:)

Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

Curriculum Change Form

Part I

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input checked="" type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Hybrid Course ("S," "W") <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name Occupational Therapy <hr/> College Health Sciences <hr/> *Course Prefix & Number OTS 430 <hr/> *Course Title (30 characters) Intervention in Health and Human Services <hr/> *Program Title _____ (Major __, Option __; Minor __; or Certificate __) <hr/> *Provide only the information relevant to the proposal.																																				
Proposal Approved by: <table style="width: 100%; border: none;"> <tr> <td style="width: 30%;"></td> <td style="width: 30%; text-align: center;"><u>Date</u></td> <td style="width: 30%;"></td> <td style="width: 10%;"></td> <td style="width: 10%; text-align: center;"><u>Date</u></td> </tr> <tr> <td>Departmental Committee</td> <td style="text-align: center;">2/8/11</td> <td>Graduate Council*</td> <td></td> <td style="text-align: center;">NA</td> </tr> <tr> <td colspan="2"> <i>Is this a SACS Substantive Change?</i> Yes*** <input type="checkbox"/> No <input checked="" type="checkbox"/> </td> <td>Council on Academic Affairs</td> <td></td> <td style="text-align: center;">4/21/11</td> </tr> <tr> <td>College Curriculum Committee</td> <td style="text-align: center;">3/16/11</td> <td>Approved <input checked="" type="checkbox"/> Disapproved</td> <td></td> <td></td> </tr> <tr> <td>General Education Committee*</td> <td style="text-align: center;">NA</td> <td>Faculty Senate**</td> <td></td> <td style="text-align: center;">NA</td> </tr> <tr> <td>Teacher Education Committee*</td> <td style="text-align: center;">NA</td> <td>Board of Regents**</td> <td></td> <td style="text-align: center;">NA</td> </tr> <tr> <td></td> <td></td> <td>Council on Postsecondary Edu.***</td> <td></td> <td style="text-align: center;">NA</td> </tr> </table>				<u>Date</u>			<u>Date</u>	Departmental Committee	2/8/11	Graduate Council*		NA	<i>Is this a SACS Substantive Change?</i> Yes*** <input type="checkbox"/> No <input checked="" type="checkbox"/>		Council on Academic Affairs		4/21/11	College Curriculum Committee	3/16/11	Approved <input checked="" type="checkbox"/> Disapproved			General Education Committee*	NA	Faculty Senate**		NA	Teacher Education Committee*	NA	Board of Regents**		NA			Council on Postsecondary Edu.***		NA
	<u>Date</u>			<u>Date</u>																																	
Departmental Committee	2/8/11	Graduate Council*		NA																																	
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*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.																																					

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)
 To add the co-requisites of OTS 402, OTS 362 and OTS 478 to OTS 430: Intervention in Health and Human Services

A. 2. Effective date: Fall 2011

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

B. The justification for this action:
 OTS 430 currently has no pre-requisites or co-requisites making it possible for non-majors to register for this upper division major course.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: NA

Operating Expenses Impact: NA

Equipment/Physical Facility Needs: NA

Library Resources: NA

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

New or Revised* Catalog Text (*Use strike through for deletions and <u>underlines</u> for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)
<p>OTS 430 Intervention in Health and Human Services (3) A. <u>Co-requisites: OTS 362, 402, and 478.</u> Overview of primary concepts related to occupational assessment, intervention and documentation as a provider in health care systems. Compare intervention procedures in various health and human service delivery models.</p>

Part IV. Recording Data for New or Revised Course (Record only **new** or **changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
OTS	430	Fall 2011	AS _____ JS _____ BT _____ EM _____ ED _____ PC _____ HS X _____	OCCT
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
	Lecture _____ Laboratory _____ Other _____		Cip Code (first two digits only) 51	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
			FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

Co-Requisites and Prerequisites **See definitions on following page**

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No.	<u>OTS 362</u>
Course Prefix and No.	<u>OTS 402</u>
Course Prefix and No.	<u>OTS 478</u>

Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Equivalent Course(s): (credit not allowed with; or formerly:)

Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

Curriculum Change Form

Part I

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Hybrid Course ("S," "W") <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input checked="" type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name Occupational Therapy <hr/> College Health Sciences <hr/> *Course Prefix & Number <hr/> *Course Title (30 characters) <hr/> *Program Title Occupational Science B.S. (Major <u>X</u> , Option <u> </u> ; Minor <u> </u> ; or Certificate <u> </u>) <hr/> *Provide only the information relevant to the proposal.																																				
Proposal Approved by: <table style="width: 100%; border: none;"> <tr> <td style="width: 30%;"></td> <td style="width: 30%; text-align: center;"><u>Date</u></td> <td style="width: 30%;"></td> <td style="width: 10%;"></td> <td style="width: 10%; text-align: center;"><u>Date</u></td> </tr> <tr> <td>Departmental Committee</td> <td style="text-align: center;">03/01/2011</td> <td>Graduate Council*</td> <td></td> <td style="text-align: center;">NA</td> </tr> <tr> <td colspan="2"> <i>Is this a SACS Substantive Change?</i> Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/> </td> <td>Council on Academic Affairs</td> <td></td> <td></td> </tr> <tr> <td>College Curriculum Committee</td> <td style="text-align: center;">3/16/11</td> <td>Approved</td> <td>Disapproved</td> <td style="text-align: center;">4/21/11</td> </tr> <tr> <td>General Education Committee*</td> <td style="text-align: center;">NA</td> <td colspan="2">Faculty Senate**</td> <td></td> </tr> <tr> <td>Teacher Education Committee*</td> <td style="text-align: center;">NA</td> <td colspan="2">Board of Regents**</td> <td></td> </tr> <tr> <td></td> <td></td> <td colspan="2">Council on Postsecondary Edu.***</td> <td style="text-align: center;">NA</td> </tr> </table>				<u>Date</u>			<u>Date</u>	Departmental Committee	03/01/2011	Graduate Council*		NA	<i>Is this a SACS Substantive Change?</i> Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>		Council on Academic Affairs			College Curriculum Committee	3/16/11	Approved	Disapproved	4/21/11	General Education Committee*	NA	Faculty Senate**			Teacher Education Committee*	NA	Board of Regents**					Council on Postsecondary Edu.***		NA
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Completion of A, B, and C is required: (Please be specific, but concise.)

<p>A. 1. Specific action requested: To remove the word "cycle" from the program's catalog description</p> <p>A. 2. Effective date: Fall 2011</p> <p>A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)</p>
<p>B. The justification for this action: Decision to remove "cycle" language in curricular documents and replace with "year" language to align with other programs.</p>
<p>C. The projected cost (or savings) of this proposal is as follows:</p> <p>Personnel Impact: None</p> <p>Operating Expenses Impact: None</p> <p>Equipment/Physical Facility Needs: No change</p> <p>Library Resources: No change</p>

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~strickthrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~strickthrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

Admission and Progression Requirements

All students who are accepted by EKU's Admission office and declare their major as Occupational Science are admitted to the University as pre-Occupational Science majors; however, admission to the University does not guarantee admission to the Occupational Science program. Admission is competitive and based on a review of the applicants' academic history by the department's Admission, Progression and Retention Committee. Students seeking consideration for admission to the Occupational Science program must meet the following requirements by May in the semester preceding the Fall semester start of ~~Cycle 4~~ the junior year:

1. Completion of 60 hours of coursework, including prerequisites courses
2. Overall GPA of 3.0 or above
3. A minimum of 3 "B"s and 1 "C" in the following prerequisite courses or their equivalents (BIO171, BIO301, STA215, PSY200) No more than 1 repeat per course in the following prerequisites or their equivalents (BIO171, BIO301, STA215, PSY200)

Application to the Occupational Science Program does not guarantee acceptance in to the program.

Students seeking admission to the Occupational Science program and progression to ~~Cycle 4~~ the junior year must follow this process:

1. By March 15th prior to progressing to ~~Cycle 4~~ the junior year of the Occupational Science program, all students must submit an Admissions and Advising Form to the Department Chair.
2. Transfer students must be fully admitted to the University by March 15th to be considered for admission to the Occupational Science Program. Students are responsible for submitting their official transcripts to the Office of the Registrar.
3. Based on a competitive admissions review, students will be informed of admission to Occupational Science program after Spring semester grades are posted.
4. Students admitted to the Occupational Science program will be then be allowed to register for the ~~Cycle 4~~ junior year classes.

To progress to ~~Cycle 2~~ (senior year), all ~~Cycle 4~~ junior year required major and support courses must be completed with a grade of "C" or better.

To graduate, all ~~Cycle 2~~ required major and support courses must be completed with a grade of "C" or better as well as completion of general education and university requirements for graduation.

For additional admission information please refer to ~~the Selection Criteria~~ at <http://www.ot.eku.edu/>



EASTERN KENTUCKY UNIVERSITY
Serving Kentuckians Since 1906

College of Arts and Sciences
Office of the Assistant Dean
Academic and Student Affairs

105 Roark Building
521 Lancaster Avenue
Richmond, Kentucky 40475-3102
(859) 622-8140 Fax (859) 622-1451
Deborah.Core@eku.edu

TO: Council on Academic Affairs

A handwritten signature in blue ink, reading "Deborah Core", written over a horizontal line.

**From: Dr. Deborah Core, Interim Assistant Dean
College of Arts and Sciences**

A handwritten signature in blue ink, reading "John Wade", written over a horizontal line.

**Dr. John Wade, Dean
College of Arts and Sciences**

DATE: April 7, 2011

SUBJECT: Agenda items for 4-21-2011 Council on Academic Affairs Meeting

The College of Arts and Sciences submits the following agenda items for consideration at the April 21, 2011 meeting of the Council on Academic Affairs.

Agenda

Department of Chemistry

Course Revision

CHE 102/CHE 102L (Introductory Chemistry II) - Separate the lecture component from the lab component and update the course description.

CHE 105/CHE 105L (Chemistry for Health Sciences) - Add a new lab component to CHE 105
CHE 515/715 (Analysis and Characterization) - Revise an upper level chemistry course by changing the course title, description, pre- and co-requisites, and adding one hour of lecture.
CHE 574/574L//CHE 774/CHE 774L - update the pre- or co-requisites to include the new formed laboratory course, CHE 574L/CHE 774L Physical Chemistry Lab I
CHE 575/575L//CHE 775/775L (Physical Chemistry II) - Update the pre- or co-requisites to include the new formed laboratory course, CHE 575L/775L Physical Chemistry Lab II

New Course

CHE 501L/CHE 701L (Chemtopics Lab:_____.) - Create a new laboratory course pertaining to specific topics that can be performed in a chemistry laboratory
CHE 520/CHE 720 (Mass Spectrometry) - To create a new course pertaining to the analytical technique of mass spectrometry

Program Revision

Chemistry (B.A.) - Revise the B.A. Chemistry Program to reflect recent course changes, adjust courses to the program, add a new option for a series of pre-professional students, and reduce the overall degree program to 120 hours

Dropped Courses

CHE 112HL General Chemistry Honors Lab II
CHE 330 Introductory Biochemistry
CHE 473 Physical Chemistry Laboratory
CHE 525 Instrumental Methods
CHE 530 Biochemistry of Macromolecules
CHE 531 Metabolic Biochemistry
CHE 532 Biochemistry Laboratory
CHE 550 Inorganic Chemistry
CHE 725 Instrumental Methods
CHE 730 Biochemistry of Macromolecules
CHE 731 Metabolic Biochemistry
CHE 732 Biochemistry Laboratory
CHE 750 Inorganic Chemistry

Department of Geography & Geology

Course Revision

GLY 303 (Global Environmental Obstacles) - Revise GLY 303 by: (1) changing title to Environmental Geosciences; (2) adding prerequisite of any general education geology course or departmental approval; and (3) removing from Gen. Ed. VII (NS) designation.

Department of Government

New Course

LAS 330S (Family Law Practice) - Add service learning component

POL 870 (Public Administration Internship) - Create a course identified as Internship for the MPA program.

Course Revision

LAS 330 (Family Law Practice) - Change catalog description: Students cannot receive credit for both LAS 330 and LAS 330S.

POL 871 (Field Study in Public Administration) - Revise the course description to make clear that this is the course in which students complete their applied field study research project; and revise the number of hours allowed to 3.

Department of History

New Course

HIS 322 (History of the Modern Middle East)

HIS 348 (Elizabeth I – Life and Legacy)

Program Revision

History (B.A.) - To reflect the addition of HIS 322 and HIS 348 to the major course offerings

History Teaching (B.A.) - To reflect the addition of HIS 322 and HIS 348 to the major course offerings

History (B.A.) Teaching - Reflect the reduction of required credit hours for the History Teaching Major from 128 to 120. Also to reflect the previously approved revision of HIS 312 to HIS 312A and the addition of HIS 312B and HIS 312C

Department of Mathematics and Statistics

Course Revision

STA 500/700 (Applied Statistical Inference) – Remove no credit with statement

Department of Music

Course Revision

MUS 383 (Orchestration) - Change course description and add required junior standing

MUS 481 (Counterpoint) - Modify course title and description

Department of Physics

Program Revision

Physics/Teaching (B.S.) - Remove the reference to NAT 101 and to replace ESE 451 with ESE 561

Department of Psychology

Editorial Change

PSY 888- Put course back into Graduate Catalog

Master of Science Clinical Psychology Program - Clarify exit requirements

Master of Science Industrial and Organizational Psychology - Revise exit requirements

Program Revision

Master of Science General Psychology - Revise program description: (1) To revise exit requirement information; (2) To include degree requirements for students who are enrolled in the Master of Science General Psychology Program who are, and are not, also enrolled in the Psy.S. Program in School Psychology.

Specialist in Psychology School of Psychology Program (Psy.S.) - (1) Revise program description to remove PSY 888 and PSY 890 as options under the Research, Evaluation, and Statistics section of the curriculum; (2) To revise comprehensive exam and exit requirement information; (3) To include information about the MS in General Psychology that is part of the Psy.S. Degree in School Psychology.

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input checked="" type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name <u>Chemistry</u> College <u>Arts & Sciences</u> *Course Prefix & Number <u>CHE 102</u> *Course Title (<u>30</u> characters) <u>Introductory Chemistry II</u> *Program Title _____ (Major __, Option __; Minor __; or Certificate __) *Provide only the information relevant to the proposal.	
Proposal Approved by:		
	<u>Date</u> 01/12/2011	<u>Date</u> NA
		Graduate Council*
	<i>Is this a SACS Substantive Change? Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/></i>	Council on Academic Affairs
	2/21/2011	4/21/11
		Approved ___ Disapproved ___
	3/3/11	Faculty Senate**
	NA	NA
		Board of Regents**
		Council on Postsecondary Edu.***
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.		

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) To separate the lecture component from the lab component and update the course description.	
A. 2. Effective date: (Example: Fall 2001) Fall 2011	
A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)	
B. The justification for this action: The separation of lecture and lab will assist the department when dealing with students that have transfer credits as well as allow students that need to re-take the course to only take the portion needed and conserve time and resources. The updated course description is appropriate to the current content of the course.	
C. The projected cost (or savings) of this proposal is as follows: Personnel Impact: None Operating Expenses Impact: None Equipment/Physical Facility Needs: None Library Resources: None	

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~striketrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~striketrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

CHE 102 Introductor y Chemistry II. (~~3 4~~) I, II. Prerequisite: CHE 101 and 1 01L. Prerequisite or Corequisite: CHE 102L. Continuation of CHE 101. A su rvey on the cl asses of org anic m olecules in cluding their commo n use s and physical and chemi cal propertie s. In addition, an introductory look at the stru cture an d function of biological macromolecules. ~~emphasis on elementary organic chemistry, biochemistry, and industrial chemistry. 3 Lec/2 Lab.~~ Gen. Ed. VII (NS) with CHE 102L. Withdrawal from CHE 102 must be matched by a withdrawal from CHE 102L.

Part IV. Recording Data for New or Revised Course (Record only **new or changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
CHE 102		Fall 2011	AS x JS _____ BT EM _____ ED PC _____ HS _____	CHEM
<u>Credit Hrs.</u>	<u>Weekly Contact Hrs.</u>		<u>Repeatable Maximum No. of Hrs.</u>	
3 4	Lecture 3	Laboratory 0	Other _____	
			<u>Cip Code (first two digits only)</u> 40	
<u>Schedule Type*</u> (List all applicable)	<u>Work Load</u> (for each schedule type)	<u>Grading Mode*</u>	Class Restriction, if any: (undergraduate only)	
1 3		N	FR _____	JR _____
B 3		N	SO _____	SR _____
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		
Co-Requisites and Prerequisites **See definitions on following page**				
Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)				
Course Prefix and No.				
Course Prefix and No.				
Prerequisite(s): (List prerequisites only. List combinations below. Use "and" and "or" literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)				
Course Prefix and No.	CHE 101 <u>and 101L</u>			
Course Prefix and No.				
Test Scores				
Minimum GPA (when a course grouping or student cumulative GPA is required)				
Co-Requisite(s) and/or Prerequisite(s) Combination (Use "and" and "or" literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)				
Course Prefix and No.	<u>CHE 102L</u>			
Test Scores				
Minimum GPA (when a course grouping or student cumulative GPA is required)				
Equivalent Course(s): (credit not allowed with; or formerly:)				
Course Prefix and No.				
Course Prefix and No.				
Course Prefix and No.				

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3) X VIII (3)	(3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

NOTE: Do not forward validation tables with curriculum form.

(*Use

Validation Tables.)

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one) <input checked="" type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name <u>Chemistry</u> College <u>Arts & Sciences</u> *Course Prefix & Number <u>CHE 102L</u> *Course Title (<u>30</u> characters) <u>Introductory Chemistry Lab II</u> *Program Title _____ (Major __, Option __; Minor __; or Certificate __) *Provide only the information relevant to the proposal.	
Proposal Approved by:		
	<u>Date</u> 01/12/2011	<u>Date</u> NA
		Graduate Council*
		Council on Academic Affairs
		Approved _____ Disapproved _____
	3/3/11	Faculty Senate**
	NA	Board of Regents**
		Council on Postsecondary Edu.***
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.		

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) To create an introductory lab course correlating with CHE 102. A. 2. Effective date: (Example: Fall 2001) Fall 2011 A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)
B. The justification for this action: The separation of lecture and lab will assist the department when dealing with students that have transfer credits as well as allow students that need to re-take the course to only take the portion needed and conserve time and resources.
C. The projected cost (or savings) of this proposal is as follows: Personnel Impact: None Operating Expenses Impact: None Equipment/Physical Facility Needs: None Library Resources: None

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

4. For a new course, provide the catalog text.
5. For a revised course, provide the current catalog text with the proposed text using ~~strike through~~ for deletions and underlines for additions.
6. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~strike through~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

CHE 102L Introductory Chemistry Lab II. (1) I, II. Prerequisite: CHE 101 and 101L. Prerequisite or Corequisite: CHE 102. Lab component of CHE 102. Perform basic organic reactions and laboratory procedures including melting point, distillation, and recrystallization. 2 Lab. Gen. Ed. VII (NS) with CHE 102.

Part IV. Recording Data for New or Revised Course (Record only **new or changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
CHE 102L		Fall 2011	AS <u> </u> x JS <u> </u> BT <u> </u> EM <u> </u> ED <u> </u> PC <u> </u> HS <u> </u> <u> </u>	CHEM
<u>Credit Hrs.</u>	<u>Weekly Contact Hrs.</u>		<u>Repeatable Maximum No. of Hrs.</u>	
1 Lectu	<u> </u> re <u> </u> <u> </u>	Laboratory <u> </u> Other <u> </u>	<u>Cip Code (first two digits only)</u> 40	
<u>Schedule Type*</u> (List all applicable)	<u>Work Load</u> (for each schedule type)	<u>Grading Mode*</u>	Class Restriction, if any: (undergraduate only)	
0 1.5		N	FR <u> </u>	JR <u> </u>
B 1.5		N	SO <u> </u>	SR <u> </u>
			FOR BANNER USE ONLY Date of data entry <u> </u> Data entry person <u> </u>	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>		
		Thesis <u> </u>		
		Internship <u> </u>		
		Independent Study <u> </u>		
		Practicum <u> </u>		

Co-Requisites and Prerequisites **See definitions on following page**

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)	
Course Prefix and No.	
Course Prefix and No.	
Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)	
Course Prefix and No.	<u>CHE 101 and CHE 101L</u>
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	
Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)	
Course Prefix and No.	<u>CHE 102</u>
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	
Equivalent Course(s): (credit not allowed with; or formerly:)	
Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3) X	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

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(*Use

Validation Tables.)

Eastern Kentucky University
DEPARTMENT OF CHEMISTRY
CHE 102L Introductory Chemistry Lab II (CRN xxxxx)
1 Credit Hour: Fall 20xx

Instructor: TBA
Office: TBA Office Hrs: TBA
Phone: TBA E-mail: TBA
Course Name: CHE 102L, Introductory Chemistry Lab II
Time: 1 credit hour; 2 hr meeting time each week;
Location: TBA

Course Description: CHE 102L Introductory Chemistry Lab II. (1) I, II. Prerequisite: CHE 101 and 101L. Prerequisite or Corequisite: CHE 102. Lab component of CHE 102. Perform basic organic reactions and laboratory procedures including melting point, distillation, and recrystallization. 2 Lab. Gen. Ed. VII (NS) with CHE 102.

Text & Materials: No text; Experiments will be posted on Blackboard or website

STUDENT LEARNING OUTCOMES (with CHE 102):

Upon completion of the course work all students will have the ability to:

1. Compare and contrast organic and inorganic compounds.
2. Draw structures that represent each of the families of organic compounds.
3. Write the names and draw the structures of the common functional groups.
4. Understand the meaning of primary, secondary, and tertiary as they apply to molecular structure and reactivity.
5. For each family of organic compounds:
 - a. Describe the relationship between structure and physical properties.
 - b. Give the IUPAC name for a compound and draw the structure of a compound given its IUPAC name.
 - c. Write equations and predict products for common reactions, such as combustion, dehydration, substitution, oxidation, and halogenation.
 - d. Draw constitutional (structural) and geometric isomers.
 - e. Describe common uses of compounds in the family.
 - f. Understand the biological significance of compounds in the family.

GENERAL EDUCATION GOALS (with CHE 102)

Students will be able to:

1. Use appropriate methods of critical thinking and quantitative reasoning to examine issues and to identify solutions. (GE Goal 2)
2. Analyze the fundamental natural processes of the world and the interactions of humans and their environment. (GE Goal 5)
3. Distinguish the methods that underlie the search for knowledge in the arts, humanities, natural sciences, history, and social and behavioral sciences. (GE Goal 7)
4. Integrate knowledge that will deepen their understanding of, and will inform their own choices about, issues of personal and public importance. (GE Goal 8)

ATTENDANCE POLICY:

Regular attendance and being present on time for pre-lab lecture and lab work is mandatory.
PLEASE NOTE THAT THERE ARE NO MAKE UP LABS.

Students are responsible for purchasing a bound notebook preferably pre-numbered by the manufacturer. Each page should have a removable duplicate. During each laboratory period, all the data, observations and comments must be entered in your duplicating laboratory notebook. Before you leave, you must have your TA sign and date it.

The experimentation portion of the labs needs to be completed by the end of the lab period. Additional time will not be given. Students should complete their experiments during their assigned times.

EVALUATION METHOD (Laboratory Reports):

All the write-ups, experimental results, lab report and post-lab questions are due on the date determined by the lab instructor.

The reports should be 2 to 3 pages in length and typed excluding post lab questions. They should take the general form:

Title:

Purpose:

Experimental: Experimental set-up and/or reaction(s)

Results: Summary of results, tabulated or graphed data, etc.

Discussion: Discussion of the results, particularly if they were not what was expected, their validity and accuracy, sources of experimental error, etc.

Conclusion: Significant conclusions based on your results.

Each of the 9 labs (post-lab questions+ report) will be worth a total of 10 points. The point total for the lab is as follows:

Laboratory Experiments:	90 points
Safety Check List:	10 points
Total:	100 points

90% of the points will constitute an A, 80% of the points for a B, 70% for a C, and 60% for a D.

Students perform the experiments in pairs and it is mandatory both the partners share the responsibilities for the completion of the experiment. The instructor reserves the right to deduct points if one of the partners is not performing or contributing to the experiment. Students should still complete their own post-lab questions and reports ! Plagiarism on any part of the labs will not be tolerated!

For each day (business day) the Reports are late, the student will be docked 1 point (essentially one letter grade). For example, if a report is due on Tuesday at 11 a m and the student turns in their report on Friday at 11 am, they would be docked 3 points. *Each student must turn in his or her own post-lab questions and report!* Reports can be turned in any time to the GA/ TA before the next lab period. *Do not attempt to turn in reports to the instructor. Ask your GA/TA about acceptable means of handing in reports.*

The only excused absences for the labs are *extreme* circumstances, e.g., hospitalization of the student or a death in the family. Acceptable absences will be made on a case-by-case basis by the discretion of the instructor. *It will be the responsibility of the student to contact the instructor and set up a meeting time to discuss the absence and what remedies, if any, can be made. Documentation must be provided for the absence.*

LAB ETIQUETTE/HYGIENE

Very, Very Important! Please Read Carefully! Safety is priority #1 in the lab! You can redo a lab experiment, but you can't re-grow an eye!

Students will be expected to arrive on time wearing proper attire. All students should wear long pants (natural fibers) and close-toed shoes (no sandals, etc.). These rules are for the student's safety and protection. **Students must wear safety goggles at all times in lab! No exceptions!**

Proper chemical handling and disposal is essential:

- a) Never taste any chemical.
- b) Never pipette with your mouth.
- c) If you spill chemicals on your hands or body, immediately flush liberally with water. Get further directions from your TA/GA.
- d) Use chemicals that generate harmful vapors in the hood only.
- e) Return reagent bottles to their place after using. Never pour unused chemicals back into reagent bottles. Dispose of them properly along with waste generated in the proper containers.

Gloves should be worn at all times when working with chemicals. There will be no food, drink, or tobacco product usage in the lab at any time. Leave any of these items outside of the lab during the period. Cell phone usage in the lab is strictly forbidden. If you need to leave the lab to make a call, remove your gloves and make the phone call outside in the hallway. Those students with long hair should make sure their hair is pulled back and out of their faces.

If you have an accident or injury, report this to your GA/TA immediately! Make sure you are aware of all the location of all safety equipment (fire extinguishers, fire blankets, eye wash stations, showers, etc)!

Pregnant students should inform the Lab Coordinator about their pregnancy. The decision about whether or not to work in the laboratory during pregnancy is made by the student and her physician.

Those students that are caught violating lab safety rules will initially be warned and then have points taken away from their lab scores if the behavior continues. Students will also be expected to take part in cleaning duties at the end of each lab session and make sure their own work area is clean before leaving.

Last Day to Drop the Course Without a "W": August 29, 2010

STUDENT PROGRESS:

The electronic course management system Blackboard will be utilized for this course (website: <http://learn.eku.edu>). Students will be able to monitor their progress, as all grades will be posted through Blackboard. Lecture modules will also be available and must be viewed before coming to class. Laboratory experiments will be available through Blackboard at least one week before the experiment is performed in lab.

DISABILITY STATEMENT: If you are registered with the Office of Services for Individuals with Disabilities, please obtain your accommodation letters from the OSID and present them to the course instructor to discuss any academic accommodations you need. If you believe you need accommodation and are not registered with the OSID, please contact the Office in the Student Services Building Room 361 by email at disserv@eku.edu or by telephone at (859)622-2933 V/TDD. Upon individual request, this syllabus can be made available in alternative format.

ACADEMIC INTEGRITY POLICY: Students are advised that ECU's Academic Integrity policy will strictly be enforced in this course. The Academic Integrity policy is available at www.academicintegrity.ecu.edu. Questions regarding the policy may be directed to the Office of Academic Integrity.

TENTATIVE LAB SCHEDULE EXPERIMENT

Week	Experiment	/ Activity
1	Check-in/Safety Check List, Safety Quiz	
2	Melting	Point
3	Recrystallization	
4	Saturated	Hydrocarbons
5	Simple	Distillation
6		The Synthesis of Aspirin
7		Recrystallization of Aspirin
8		Chemical Tests of Aspirin
9		Synthesis of Acetaminophen
10	Biodiesel	Synthesis
	Checkout	

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one)	Department Name	Chemistry
____ New Course (Parts II, IV)	College	Arts & Sciences
<input checked="" type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	CHE 105
____ Course Dropped (Part II)	*Course Title (<u>30</u> characters)	Chemistry for Health Sciences
____ New Program (Part III)	*Program Title	
____ Program Revision (Part III)		(Major __, Option __; Minor __; or Certificate __)
____ Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	<u>Date</u>	
Departmental Committee	01/12/2011	Graduate Council*
		<u>Date</u> NA
<i>Is this a SACS Substantive Change? Yes****</i> <input type="checkbox"/> <i>No</i> <input checked="" type="checkbox"/>		Council on Academic Affairs
		4/21/11
College Curriculum Committee		Approved ____ Disapproved ____
General Education Committee*	3/3/11	Faculty Senate**
		NA
Teacher Education Committee*	NA	Board of Regents**
		NA
		Council on Postsecondary Edu.***
		NA

*If Applicable (Type NA if not applicable.)
**Approval needed for new, revised, or suspended programs
***Approval/Posting needed for new degree program or certificate program
****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

<p>A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) To add a new lab component to CHE 105</p> <p>A. 2. Effective date: (Example: Fall 2001) Fall 2011</p> <p>A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)</p>	
<p>B. The justification for this action:</p> <p>Currently, a single lab course (CHE 107) is linked to two lecture courses, CHE 101 and 105. The chemistry and nursing students would benefit more with an independent laboratory for each course that are tailored for the courses (specifically, CHE 105L will have more chemical experiments related to health science).</p>	
<p>C. The projected cost (or savings) of this proposal is as follows:</p> <p>Personnel Impact: None</p> <p>Operating Expenses Impact: None</p> <p>Equipment/Physical Facility Needs: None</p> <p>Library Resources: None</p>	

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~striethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~striethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

CHE 105 Chemistry for the Health Sciences. (3) I, II. Prerequisite: completion of all developmental requirements. Prerequisite or Corequisite: CHE 407 105L. An introductory course for students in allied health. Principles of bonding, structure, and reactivity related to biological processes. A withdrawal from CHE 105 must be matched by a withdrawal from CHE 407 105L. Gen. Ed. VII (NS) or IVB with CHE 407 105L.

Part IV. Recording Data for New or Revised Course (Record only **new or changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
CHE 105		Fall 2011	AS x JS _____ BT EM _____ ED PC _____ HS _____	CHEM
<u>Credit Hrs.</u>	<u>Weekly Contact Hrs.</u>		<u>Repeatable Maximum No. of Hrs.</u>	
3 Lectu	re 3	Laboratory 0	Other _____	
			<u>Cip Code (first two digits only)</u> 40	
<u>Schedule Type*</u> (List all applicable)	<u>Work Load</u> (for each schedule type)	<u>Grading Mode*</u>	Class Restriction, if any: (undergraduate only)	
1 3		N	FR _____	JR _____
B 3		N	SO _____	SR _____
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

Co-Requisites and Prerequisites **See definitions on following page**

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No.	
Course Prefix and No.	

Prerequisite(s): (List prerequisites only. List combinations below. Use "and" and "or" literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	all developmental requirements
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Co-Requisite(s) and/or Prerequisite(s) Combination (Use "and" and "or" literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	CHE-107 CHE 105L
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Equivalent Course(s): (credit not allowed with; or formerly:)

Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3) X VIII (3)	
IB (3)		IIIB (3)	IVB (3) X VB (3)			VII (3)	VIII (3)
IC (3)				VC (3)			

NOTE: Do not forward validation tables with curriculum form.

(*Use

Validation Tables.)

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one) <input checked="" type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name Chemistry College Arts & Sciences *Course Prefix & Number CHE 105L *Course Title (30 characters) Health Science Chemistry Lab *Program Title _____ (Major __, Option __; Minor __; or Certificate __) *Provide only the information relevant to the proposal.	
Proposal Approved by:		
	<u>Date</u> 01/12/2011	<u>Date</u> NA
Departmental Committee		Graduate Council*
<i>Is this a SACS Substantive Change?</i>	Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>	Council on Academic Affairs
		4/21/11
College Curriculum Committee		Approved ___ Disapproved ___
General Education Committee*	3/3/11	Faculty Senate**
Teacher Education Committee*	NA	Board of Regents**
		Council on Postsecondary Edu.***
		NA
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.		

Completion of A, B, and C is required: (Please be specific, but concise.)

<p>A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) To create a lab course correlating with only CHE 105.</p> <p>A. 2. Effective date: (Example: Fall 2001) Fall 2011</p> <p>A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)</p>
<p>B. The justification for this action:</p> <p>Currently, a single lab course (CHE 107) is linked to two lecture courses, CHE 101 and 105. The chemistry and nursing students would benefit more with an independent laboratory for each course that are tailored for those courses (specifically, CHE 105L will have more chemical experiments related to health science).</p>
<p>C. The projected cost (or savings) of this proposal is as follows:</p> <p>Personnel Impact: None</p> <p>Operating Expenses Impact: None</p> <p>Equipment/Physical Facility Needs: None</p> <p>Library Resources: None</p>

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

4. For a new course, provide the catalog text.
5. For a revised course, provide the current catalog text with the proposed text using ~~strike through~~ for deletions and underlines for additions.
6. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~strike through~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

CHE 105L Health Science Chemistry Lab. (1) I, II. Prerequisite: completion of all developmental requirements. Prerequisite or Corequisite: CHE 105. Laboratory component of CHE 105. Laboratory experiments that demonstrate chemical concepts and laboratory techniques related to the health science profession. 2 Lab. Gen. Ed. VII (NS) or IVB with CHE 105.

Part IV. Recording Data for New or Revised Course (Record only **new or changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
CHE 105L		Fall 2011	AS <u> </u> x JS <u> </u> BT <u> </u> EM <u> </u> ED <u> </u> PC <u> </u> HS <u> </u> <u> </u>	CHEM
<u>Credit Hrs.</u>	<u>Weekly Contact Hrs.</u>		<u>Repeatable Maximum No. of Hrs.</u>	
1 Lectu	<u> </u> re <u> </u> <u> </u>	Laboratory <u> </u>	Other <u> </u>	
			<u>Cip Code (first two digits only)</u> 40	
<u>Schedule Type*</u> (List all applicable)	<u>Work Load</u> (for each schedule type)	<u>Grading Mode*</u>	Class Restriction, if any: (undergraduate only)	
0 1.5		N	FR <u> </u>	JR <u> </u>
B 1.5		N	SO <u> </u>	SR <u> </u>
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry <u> </u> Data entry person <u> </u>	
		Thesis <u> </u>		
		Internship <u> </u>		
		Independent Study <u> </u>		
		Practicum <u> </u>		

Co-Requisites and Prerequisites **See definitions on following page**

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)	
Course Prefix and No.	
Course Prefix and No.	
Prerequisite(s): (List prerequisites only. List combinations below. Use "and" and "or" literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)	
Course Prefix and No.	<u>all developmental requirements</u>
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	
Co-Requisite(s) and/or Prerequisite(s) Combination (Use "and" and "or" literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)	
Course Prefix and No.	<u>CHE 105</u>
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	
Equivalent Course(s): (credit not allowed with; or formerly:)	
Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3) X	VIII (3)
IB (3)		IIIB (3)	IVB (3) X	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

NOTE: Do not forward validation tables with curriculum form.

(*Use

Validation Tables.)

CHE 105L: Health Science Chemistry Lab

EKU Section: CRN xxxxx – 1 credit hour

Catalog Description: CHE 105L Health Science Chemistry Lab. (1) I, II. Prerequisite: completion of all developmental requirements. Prerequisite or Corequisite: CHE 105. Laboratory component of CHE 105. Laboratory experiments that demonstrate chemical concepts and laboratory techniques related to the health science profession. 2 Lab. Gen. Ed. VII (NS) or IVB with CHE 105.

Class Schedule: TBA **Room:** TBA

Instructor: Dr. Tanea Reed 111 Miller Hall
Phone: 622-1459 E-mail: tanea.reed@eku.edu

Office Hours: TBA

Course Text: A lab text can be purchased, but it is suggested that you print the experiments from Blackboard

Gen Ed Goals: CHE 105 with 105L can be used to satisfy ECU General Education Blocks IVB or VII (NS) and has been designed to address the following ECU General Education goals:

GE Goal 2. Use appropriate methods of critical thinking and quantitative reasoning to examine issues and to identify solutions.

GE Goal 5. Analyze fundamental natural processes of the world and the interactions of humans and their environment.

GE Goal 7. Distinguish the methods that underlie the search for knowledge in the arts, humanities, natural sciences, history, and social and behavioral sciences.

GE Goal 8. Integrate knowledge that will deepen their understanding of, and will inform their own choices about, issues of personal and public importance.

Student Learning Outcomes (with CHE 105): At the completion of this course students should be able to critically analyze problems of a chemical nature as well as proficiently do all of the following:

1. Perform conversion calculations using dimensional analysis.
2. Make measurements with graduated devices and accurately report those measurements.
3. Classify matter on the basis of atomic structure.
4. Write formulas and name organic and inorganic chemical compounds.
5. Perform calculations involving the stoichiometry of reactants and products for aqueous solution and gas phase reactions.
6. Explain periodicity and rationalize the arrangement of the elements in the periodic chart.
7. Represent bond polarity as dipole moments.
8. Distinguish between ionic and covalent chemical compounds.
9. Represent the molecular geometry of small molecules predicted by the VSEPR Theory.
10. Explain how molecular forces give rise to biological systems.
11. Describe biological chemical systems and forces, which drive biological reactions.
12. Explain genetic / metabolic bases for disease and health and biochemical links between physiology and nutrition.
13. Synthesize positive lifestyle decisions through an enhanced understanding of biochemistry and nutrition.
14. Understand the impact of chemistry on our society.

Attendance Policy: Regular attendance and being present on time for pre-lab lecture and lab work is mandatory.
PLEASE NOTE THAT THERE ARE NO MAKE UP LABS.

Academic Honesty: Students are advised that EKU's Academic Integrity Policy will strictly be enforced in this course. The Academic Integrity policy is available at www.academicintegrity.eku.edu. Questions regarding the policy may be directed to the Office of Academic Integrity.

Disability Services: If you are registered with the Office of Services for Individuals with Disabilities, please obtain your accommodation letters from the OSID and present them to the course instructor to discuss any academic accommodations you need. If you believe you need accommodation and are not registered with the OSID, please contact the Office in the Student Services Building Room 361 by email at disserv@eku.edu or by telephone at (859) 622-2933 V/TDD. Upon individual request, this syllabus can be made available in alternative format.

Lab Policies:

- Safety glasses and proper footwear are required for all students **at all times**
- Safety precautions must be followed at all times
- Students will be expected to work in pairs
- Students must prepare in advance for each lab
- Lab reports are due at the end of each experiment
- Labs are worth 20 points each
- Lab grades include pre-lab quiz, lab report, and technique score; sometimes there will also be homework

Preparing For Labs: There will be no pre-lab lecture given by an instructor. In order to help you understand the experimental procedures, be safe in lab, and finish the activities in a timely manner, you must prepare yourselves for lab in the following ways:

- **Read the lab procedures before each experiment.** Each experiment has a file available on the Blackboard containing introductory material, the protocol you will use for the activity, and a data sheet with questions you will fill out while you do the work and hand in at the end of the period to the lab Instructor. Prior to coming to lab, you must print this file out and read it to be familiar with its contents. All these files are available in .pdf format. The file is available through Blackboard or the [lab schedule](#) web site. You will not be allowed to begin the experiment without these papers!
- **Sign up in advance before doing the lab.** A sign-up sheet will appear at the session prior to each lab activity. You should choose a time (allow yourself 2 hours for the activity) and sign your name for that time slot. If you do not sign up, there may not be a space for you! There are only 22 spaces available in the lab which is the maximum number of students allowed in the lab at one time. If you show up late, the TA on duty will assign your slot to anyone waiting outside. We recommend you sign up with a friend who will be your partner, but this is not necessary- if you do not have a partner, the TA will assign you one. When you complete the lab activity, be sure to sign up for the next session!
- **Take the required pre-lab quiz before each experiment.** The pre-lab quiz consists of a series of questions concerning the experiment you are about to do. The questions are designed to find out whether you have prepared yourself to do the experiment. Most questions are taken directly from the introductory procedures for each lab. If the quiz is not taken **prior to** the lab, then its score will not be counted! See details about the quizzes below.
- **Bring and wear safety glasses and closed toed shoes when working in the lab.** Safety glasses are available for purchase from the bookstore. You may provide your own as long as the glasses are compliant with the specifications of those provided by us. Safety glasses are mandatory at all times during lab (see safety section below). You will not be able to borrow safety glasses from the instructor if you forget to bring yours. If your footwear is inadequate, such as sandals or flip-flops, you will also not be allowed to enter the lab. Note that these requirements are for your safety and must be strictly followed.
- **Bring a calculator.** Many of the labs require calculations. As all the sciences, chemistry is a math-intensive discipline and in most activities, the data you collect will need to be processed in some manner. The calculations themselves will be fairly simple, but in all cases a calculator will be needed. Cell phone calculators are not accurate enough, so you must bring a regular scientific calculator, preferably one with a LOG key.

Pre-Lab Quizzes: The pre-lab quizzes are available through Blackboard, where you will see the Chemistry 107 Laboratory site in your course list. The pre-lab quizzes are located under the Blackboard Assignments button. The quiz must be

taken **prior** to coming to the lab; a link will open in the Blackboard site to the quiz during the week prior to the activity. For every experiment, the quiz corresponding to it will appear the previous week and will stay available until lab time. You must do the quiz during this time period. There are 6 questions per quiz worth 1 point each. There is no minimum passing score. The quiz score will be part of your lab grade for that session. Multiple attempts are allowed and you can use these to improve your score, but only the final score submitted will count and this might not be the highest score. Failing to take the pre-lab quiz **before** performing an experiment will result in the **loss of the 6 points**. If you missed the quiz for some reason, you can still go to lab, but the quiz points will not count. The final page on Blackboard shows your quiz score; just in case Blackboard crashes (and this happens often) you should print this page to keep for proof of your grade; but don't submit it unless there is a problem. If a problem occurs with Blackboard while you are taking the quiz, then e-mail the instructor, and if there is time before the quiz site vanishes, the quiz will be reset to take it again.

Homework: There are 2 homework assignments to be done during the week following experiments 1 and 2. These will be calculated into the corresponding lab grade.

Guidelines for completing the lab report sheet: Rules must be observed when completing the report sheet:

- Your name must be present; the report is yours only and is not also your partner's.
- The report must be neat and legible.
- Only white paper may be used to print the report sheet, colored or lined or used paper is not acceptable.
- Either use the lab text or print directly the PDF file for the lab. **Do not** Xerox someone else's report sheet.
- Use black or blue ink only; red or other color ink or pencil is not acceptable.
- Watch for spelling errors – you may lose points.
- Follow instructions on the report sheet very carefully – for example, if names of compounds are required, do not write formulas, and so forth.
- Briefly explain anything that is not standard that appears on your report sheet.
- Do not write in the top area of the report – it is reserved for the instructors.
- Make sure no chemicals (such as water) are spilled on your report sheet.

*Points will be deducted by the grader if your report violates any of these rules.

Evaluation Method: Each experiment is worth a total of 20 points: 6 for the pre-lab quiz, 12 for the lab report (or report plus homework) and 2 for lab technique. Technique points will be given by the instructor based on how well you were prepared for the lab, how neat you were, whether you cleaned up after yourself, and how well you followed the written procedure and safety rules (see above). Students who violate safety rules and/or the procedure will not receive the 2 points, and in some serious cases they may even have additional points deducted from the total. It is **imperative** that you follow all safety rules and experimental procedures, as noncompliance will affect your grades. After lab reports are graded (typically one week after the lab is completed, but sometimes it can take longer), the pre-lab score and technique points are added to the graded report score and the total, representing your grade for that week, will be written on top of your lab. The quiz scores will be entered into Blackboard as soon as you finish the quiz.

There will be 12 lab experiments. Full attendance is expected. The lowest score will be dropped. Any missed lab receives a zero. *Students who miss any four labs during the semester for any reason will automatically fail the course unless they withdraw.* Your course score will be calculated by averaging your best 11 lab grades, and multiplying by 5. 90 = A, 80 = B, 70 = C, and 60 = D.

If you have a problem with a graded report, you should discuss it with the lab Instructor immediately. Please do not wait until the end of the semester to express your concerns regarding graded reports. Grade appeals must be resolved no later than the day after the final lab activity.

Student Progress: A running total of the student's progress will be provided on this course's Blackboard site.

Special instructions for the check-in period: The beginning of the first session will include a safety orientation. This session provides an introduction to the safety regulations that must be used in lab throughout the semester. A safety sheet must be signed and turned into the lab instructor, before you leave the check in lab. You will not be allowed to work in lab until the safety form is signed and turned in.

1. Prior to coming to lab the first time you must print up a copy of the laboratory syllabus (this document) and read it in its entirety. Also print a copy of the [safety sheet](#) available online and review its contents.
2. Obtain a pair of safety glasses. Wear them all the time you are in the laboratory.
3. Obtain from the laboratory instructor the safety contract. Go to your assigned workstation.
4. Take the laboratory tour and identify all the items listed on the safety contract. Provide written answers to all the questions on the sheet.
5. Review the safety rules printed on the contract and sign it. Turn in the signed contract to the instructor, together with your answers to the questions. The instructor will review your answers, and if they are proper, will check you out for the week.
6. Sign up for a lab time for the next week!

Your signature on the safety sheet represents your agreement to follow all laboratory policies, procedures and safety rules while you are in the CHE 105L laboratory, as well as follow all instructions given by a lab instructor, lab manager or lab coordinator, in or out of lab. Non-compliance with any of these rules will result in ejection from the lab.

Special Instructions before first lab experiment

1. Obtain a pair of safety glasses. Wear them all the time you are in the laboratory.
2. Fill out the check in portion of the Check in – Check out sheet
3. Do the first experiment, on measurement.
4. When finished, be sure to turn in the report sheet for the experiment.
5. Fill out the check out portion of the Check in/Check out sheet and have your lab instructor initial the form.

CHE 105L Tentative Laboratory Schedule

The week of	Experiment	Assignment for this Lab
August 29	Introductory Meeting Intro and Safety session	Safety sheet due
September 5	You need to print up, read, and bring with you the first experiment. Remember to do the pre-lab quiz before coming to class. Lab 1: Measurement	Lab report due at end of class Lab 1 homework assignment, due next week (September 12) Homework 1
September 12	Lab 2: Density	Lab report due at end of class Lab 2 homework assignment, due next week (September 19) Homework 2
September 19	Lab 3: Identification of Anions	Lab report due at end of class
September 26	Lab 4: Conservation of Mass	Lab report due at end of class
October 3	Lab 5: Heat and Temperature	Lab report due at end of class
October 10	Fall Break - No Lab	
October 17	Lab 6: Calorimetry	Lab report due at end of class
October 24	Lab 7: Solutions	Lab report due at end of class
October 31	Lab 8: Acids and Bases	Lab report due at end of class
November 7	Lab 9: Metals and Acids	Lab report due at end of class
November 14	Lab 10: Polymerization of esters	Lab report due at end of class
November 21	Thanksgiving Break – No Lab	
November 28	Lab 11: Enzymatic Activity	Lab report due at end of class
December 5	Lab 12: Protein Denaturation	Lab report due at end of class

Important Dates

- TBA last day to drop a course without a “W” appearing on your transcript
- TBA last day to withdrawal with no withdrawal fee
- TBA last day to withdraw from a course with a “W” (must have instructor’s permission)

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input checked="" type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Hybrid Course ("S," "W") <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name <u>Chemistry</u> College <u>Arts and Sciences</u> *Course Prefix & Number <u>CHE 515</u> *Course Title (30 characters) <u>Analysis and Characterization</u> *Program Title _____ (Major __, Option __; Minor __; or Certificate __) *Provide only the information relevant to the proposal.	
Proposal Approved by:		
	<u>Date</u> 02/02/2011	<u>Date</u> 3/18/2011
Departmental Committee	Is this a SACS Substantive Change? Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>	Graduate Council* _____ Council on Academic Affairs _____
College Curriculum Committee	02/21/2011	Approved ___ Disapproved ___ <u>4/21/11</u>
General Education Committee*	NA	Faculty Senate** <u>NA</u>
Teacher Education Committee*	NA	Board of Regents** <u>NA</u> Council on Postsecondary Edu.*** <u>NA</u>
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.		

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) To revise an upper level chemistry course by changing the course title, description, pre- and co-requisites, and adding one hour of lecture. A. 2. Effective date: (Example: Fall 2001) Fall 2011 A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)	
B. The justification for this action: Chemistry majors need a wide background in synthetic and related analytical methods before going for further study or industry. The revisions will ensure that multiple chemistry concepts that need to be presented are given the appropriate amount of time and a description reflects those revisions. In addition, making appropriate prerequisites changes will allow students to be sufficiently prepared for the experience.	
C. The projected cost (or savings) of this proposal is as follows: Personnel Impact: None Operating Expenses Impact: None Equipment/Physical Facility Needs: None Library Resources: None	

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~striketrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~striketrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

CHE 515 Synthetic & Analytical Methods ~~Analysis and Characterization~~. (5 4) A. Prerequisites: CHE 362, 362L, 425 (or FOR 411), 425L (or FOR 411L) (C or better in each course). Pre- or Corequisite: CHE 450 (C or better) 550, and 574; or departmental approval. ~~Synthesis, isolation, purification, separation,~~ and characterization (including spectroscopy and other analytical methods) of inorganic and organic compounds and mixtures. ~~Included will be spectroscopic techniques, preparation of derivatives and Other methods appropriate for~~ include handling of air and moisture sensitive compounds and molecular computations. ~~these of low thermal stability.~~ 3 2 Lec/6 Lab.

Part IV. Recording Data for New or Revised Course (Record only new or changed course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
CHE 515		Fall 2011	AS <u> </u> X <u> </u> J <u> </u> S <u> </u> BT <u> </u> EM <u> </u> <u> </u> ED <u> </u> PC <u> </u> <u> </u> HS <u> </u> <u> </u> <u> </u>	CHEM
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. <u> </u>	
4 <u> </u> 5 <u> </u>	Lecture <u> </u> 2 <u> </u> 3 <u> </u> Laboratory <u> </u> 6 <u> </u> Other <u> </u>		Cip Code (first two digits only) 40	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
1 3		N	FR <u> </u>	JR <u> </u>
2 4.5		N	SO <u> </u>	SR <u> </u>
		Grading Information: Course is eligible for IP (in-progress grading) for: <u> </u> Check all applicable	FOR BANNER USE ONLY Date of data entry <u> </u> Data entry person <u> </u>	
		Thesis <u> </u>		
		Internship <u> </u>		
		Independent Study <u> </u>		
		Practicum <u> </u>		

Co-Requisites and Prerequisites **See definitions on following page**

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No.

Course Prefix and No.

Prerequisite(s): (List prerequisites only. List combinations below. Use "and" and "or" literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No. CHE 362 (C) and CHE 362L (C) and (CHE 425 (C) or FOR 411 (C)) and (CHE 425L (C) or FOR 411L (C)) 550, and 574; or departmental approval

Course Prefix and No.

Test Scores

Minimum GPA (when a course grouping or student cumulative GPA is required)

Co-Requisite(s) and/or Prerequisite(s) Combination (Use "and" and "or" literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No. CHE 450 (C)

Test Scores

Minimum GPA (when a course grouping or student cumulative GPA is required)

Equivalent Course(s): (credit not allowed with; or formerly:)

Course Prefix and No.

Course Prefix and No.

Course Prefix and No.

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

NOTE: Do not forward validation tables with curriculum form.

(*Use

Validation Tables.)

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input checked="" type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Hybrid Course ("S," "W") <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name <u>Chemistry</u> College <u>Arts and Sciences</u> *Course Prefix & Number <u>CHE 715</u> *Course Title (30 characters) <u>Analysis and Characterization</u> *Program Title _____ (Major ____, Option ____, Minor ____, or Certificate ____) *Provide only the information relevant to the proposal.											
Proposal Approved by:												
Departmental Committee <i>Is this a SACS Substantive Change?</i> Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/> College Curriculum Committee General Education Committee* Teacher Education Committee*	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;"></th> <th style="width: 50%; text-align: center;"><u>Date</u></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">02/02/2011</td> <td style="text-align: center;">3/18/11</td> </tr> <tr> <td style="text-align: center;">02/21/2011</td> <td style="text-align: center;">4/21/11</td> </tr> <tr> <td style="text-align: center;">NA</td> <td style="text-align: center;">NA</td> </tr> <tr> <td style="text-align: center;">NA</td> <td style="text-align: center;">NA</td> </tr> </tbody> </table>		<u>Date</u>	02/02/2011	3/18/11	02/21/2011	4/21/11	NA	NA	NA	NA	Graduate Council* Council on Academic Affairs Approved _____ Disapproved _____ Faculty Senate** Board of Regents** Council on Postsecondary Edu.***
	<u>Date</u>											
02/02/2011	3/18/11											
02/21/2011	4/21/11											
NA	NA											
NA	NA											
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.												

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) To revise a graduate chemistry course by changing the course title, description, pre- and co-requisites, and adding one hour of lecture. A. 2. Effective date: (Example: Fall 2001) Fall 2011 A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)	
B. The justification for this action: Chemistry majors need a wide background in synthetic and related analytical methods before going for further study or industry. This course will allow graduate students to gain this background as well as a laboratory experience that has an independent project that will enhance critical thinking.	
C. The projected cost (or savings) of this proposal is as follows: Personnel Impact: None Operating Expenses Impact: None Equipment/Physical Facility Needs: None	

Library Resources: None

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

4. For a new course, provide the catalog text.
5. For a revised course, provide the current catalog text with the proposed text using ~~striethrough~~ for deletions and underlines for additions.
6. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~striethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

CHE 715 Synthetic & Analytical Methods Analysis and Characterization. (5_4)-A_ II. Prerequisites: CHE 362, 362L, 425 (or FOR 411), 425L (or FOR 411L), (C or better in each course) _____ or departmental approval . Pre- or Corequisite: CHE 450 (C or better) _____, 367, 471 and 550, _____ or instructor approval. Synthesis, isolation, purification, separation, and characterization (including spectroscopy and other analytical methods) of inorganic and organic compounds and mixtures. ~~Included will be spectroscopic techniques, preparation of derivatives and~~ Other methods appropriate for include handling of air and moisture sensitive compounds and molecular computations. ~~those of low thermal stability.~~ 3 2 Lec/6 Lab.

Part IV. Recording Data for New or Revised Course (Record only new or changed course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
CHE 715		Fall 2011	AS <u> </u> X <u> </u> J <u> </u> S <u> </u> BT <u> </u> EM <u> </u> <u> </u> ED <u> </u> PC <u> </u> <u> </u> HS <u> </u> <u> </u> <u> </u>	CHEM
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. <u> </u>	
4 <u> </u> 5 <u> </u>	Lecture <u> </u> 3 <u> </u> -2 <u> </u> Laboratory <u> </u> 6 <u> </u> Other <u> </u>		Cip Code (first two digits only) 40	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
1 3		N	FR <u> </u>	JR <u> </u>
2 4.5		N	SO <u> </u>	SR <u> </u>
		Grading Information: Course is eligible for IP (in-progress grading) for: <u> </u> Check all applicable	FOR BANNER USE ONLY Date of data entry <u> </u> Data entry person <u> </u>	
		Thesis <u> </u>		
		Internship <u> </u>		
		Independent Study <u> </u>		
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Course Prefix and No. CHE 362 (C) and CHE 362L (C) and (CHE 425 (C) or FOR 411 (C)) and (CHE 425L (C) or FOR 411L (C)) 550, and 574; or departmental approval

Course Prefix and No.

Test Scores

Minimum GPA (when a course grouping or student cumulative GPA is required)

Co-Requisite(s) and/or Prerequisite(s) Combination (Use "and" and "or" literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No. CHE 450 (C)

Test Scores

Minimum GPA (when a course grouping or student cumulative GPA is required)

Equivalent Course(s): (credit not allowed with; or formerly:)

Course Prefix and No.

Course Prefix and No.

Course Prefix and No.

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

NOTE: Do not forward validation tables with curriculum form. (*Use Validation Tables.)

Instructor:	Dr. XXX	CRN:	XXXXX
E-mail:	xxx.xxx@eku.edu	Lecture:	MWF TBD (NSB XXX)
Office:	NSB XXX	Lab:	TR TBD (NSB XXX)
Research Lab:	NSB XXX	Office Hours:	TBA and by appointment
Phone:	622-XXXX		

Required text: Quantitative Chemical Analysis (8th Ed.), D.C. Harris, W.H. Freeman Publishing, 2011
Spectrometric Identification of Organic Compounds (7th Ed.), R. Silverstein and D. Kiemle, Wiley Publishing, 2005
Chemistry laboratory notebook (available at the bookstore)

Additional recommended texts:

- (1) Coghill, A. M and Garson, L. R., ed. *The ACS Style Guide*, 3rd Ed., American Chemical Society, Washington, 2006. ISBN# 0841239991
- (2) Beall, H. and Trimbur, J. *A Short Guide to Writing About Chemistry*, 2nd Ed., Longman, New York, 2001. ISBN# 0321078446

Online Information: Some course materials and important documents will be available on the Blackboard course website (<https://learn.eku.edu>).

Catalog Description

CHE 515 Synthetic & Analytical Methods (5) A. Prerequisites: CHE 362, 362L, 425 (or FOR 411), 425L (or FOR 411L) (C or better in each course). Pre- or Corequisite: CHE 450 (C or better). Synthesis, isolation, purification, and characterization (including spectroscopy and other analytical methods) of inorganic and organic compounds and mixtures. Other methods include handling of air and moisture sensitive compounds and molecular computations. 3 Lec/6 Lab.

Student Learning Outcomes

Upon completion of all the course work, all students will be able to...

- Explain the theory, operational principles, and strengths and weaknesses of various types of chemical instrumentation used for characterization of synthetic products.
- Select and justify an appropriate instrumental approach for a given synthetic problem by applying the knowledge and skills gained in the course.
- Explain synthetic pathways for a variety of inorganic and organic compounds.
- Identify methods for the isolation, purification, and crystallization of inorganic and organic compounds.
- Characterize products using a variety of spectroscopic and analytical techniques.
- Elucidate a reasonable structure for synthetic products from analysis of characterization data.
- Handle air- and moisture-sensitive compounds in a laboratory.
- Explain how molecular modeling software can be used to gain additional information about synthetic products.
- Write a manuscript in a form appropriate for publication in a scientific journal.

In addition to the previous student learning outcomes, CHE 715 students will be expected to...

- Analyze information using recent chemical literature to understand a specific aspect of synthetic pathways and associated characterization methods.
- Integrate information from the literature to develop an independent project.

Attendance Requirements

No allowances will be made for skipped class time. Those who expect to do well should attend class. Any missed laboratory experiments or examinations may not be made up. However, arrangements for missed labs/exams must be made BEFORE the date, or within one week if circumstances render attendance unpractical (you can do this by e-mail or phone call if necessary). A doctor's note must be provided in the case of the latter.

Instructional and Evaluation Methods of Student Progress

Grading: Assigned pre-lab exercises will be due at the beginning of class on the assigned due date; no credit will be given for late assignments. Credit for extra effort, cooperation, attendance, and technique will be incorporated into the Notebook portion of the final grade. Course grading will tentatively be on a 90, 80, 65, 50 scale [A, B, C, & D, respectively]. The breakdown of the final grade for the course by percent is as follows:

<u>CHE 515</u>		<u>CHE 715</u>	
Exam (3):	36%	Exam (3):	36%
Final Exam:	12%	Final Exam:	12%
Lab Reports/Notebook/Formal Report:	37%	Lab Reports/Notebook:	30%
Homework / Writing Assignments	15%	Homework / Writing Assignments	12%
		Independent Project	10%

Exams: Three exams will be administered throughout the semester and one comprehensive final exam at the end of the semester. Examinations will cover material included in class, in the text, in handouts, in homework assignments, and from any possible guest presenters. Notice of exams will be given at least one week prior to actual exam date.

Homework / Writing Assignments: Quizzes may not be announced if given in class. There will be a variety of homework projects that will be given throughout the semester pertaining to chemical synthesis and analysis.

Laboratory Component: To truly understand synthesis and analytical methods of generated compounds, students will apply proper techniques in a laboratory setting. Data and results will be collected in organized lab notebooks and then disseminated as lab reports (including a formal report).

Independent Project: CHE 715 students will perform experiments that follow a novel proposal approved by the instructor (can be based on current graduate research projects with research advisor and instructor approval) or an attempt to reproduce a system found in the current chemical literature.

Disability Statement

If you are registered with the Office of Services for Individuals for Disabilities, please obtain your letters from the OSID and present them to the professor to discuss any academic accommodations you may need. If you believe you need accommodation and are not registered with the OSID, please contact the office in the Student Services Building Room 361 by email at disserv@eku.edu or by telephone at (859) 622-2933 V/TDD. Upon individual request, this syllabus can be made available in an alternative format.

Academic Integrity Statement

Students are advised that ECU's Academic Integrity policy will be strictly enforced in this course. The Academic Integrity policy is available at www.academicintegrity.eku.edu. Questions regarding this policy may be to the Office of Academic Integrity.

Official E-mail

An official EKU e-mail is established for each registered student, each faculty member, and each staff member. All university communications sent via e-mail will be sent to this EKU e-mail address.

Important Dates: (from the Colonel Compass)

August 30 th	Last day to add or drop without a "W"; and last day to change from "Audit" or "Pass/Fail" to Letter Grade
September 11 th	Last day to convert Letter Grade to "Audit" or "Pass/Fail"
October 30 th	Last day to withdraw from a class

Student Progress

The electronic course management system Blackboard will be utilized for this course (website: <http://learn.eku.edu>). Students will be able to monitor their progress, as all grades will be posted through Blackboard. Specific lecture materials (handouts, etc.) will also be available. Quizzes or homework may be administered through Blackboard. Laboratory experiments and related course materials will also be available with Blackboard.

Schedule of Lecture Topics

Week 1	IR and Raman Spectroscopy
Week 2	UV-Vis
Week 3	Thermogravimetric Analysis, Magnetic Susceptibility
Week 4	NMR instrument overview
Week 5	1-D and 2-D NMR
Week 6	Multinuclear NMR
Week 7	Computational Molecular Orbital Theory
Week 8	GC, LC, preparative chromatography techniques
Week 9	Benchtop chromatography techniques, Rotovap
Week 10	Glovebox and schlenk techniques
Week 11	Organometallic Reagents (grignards, organolithium, etc)
Week 12	Catalysis reagents
Week 13	X-ray Crystallography
Week 14	X-ray Crystallography
Week 15	Electrochemistry (Cyclic Voltammetry)
Week 16	Review / Final

Schedule of Laboratory Experiments

Week 1	Check in, Instrument training
Week 2	Lab 1 – Identification of an unknown
Week 3	Lab 2 – Synthesis and Characterization of Coordination Compounds
Week 4	UV-VIS, IR, Magnetic Susceptibility
Week 5	Lab 3 – Bioinorganic Coordination Chemistry
Week 6	IR, UV-VIS, NMR, TLC, column chromatography
Week 7	Lab 4 – Asymmetric Olefin Epoxidation
Week 8	Catalysis, column chromatography, NMR
Week 9	Lab 5 – Synthesis and Reactivity of (2,2'-bipyridine)Mo(CO) ₄
Week 10	Photochemistry, NMR, IR, UV-VIS, computational
Week 11	Lab 6 – Preparation of Ferrocene and Acetylferrocene
Week 12	Computational, derivatization, distillation, Organometallic reagents, Schlenk techniques
Week 13	Chromatography, IR, UV-VIS
Week 14	Independent project
Week 15	Independent project
Week 16	Independent project / presentation

As a final note, the single most important aspect of successful laboratory work is proper preparation prior to the start of the laboratory period. You are expected to carefully read the text, notes, references, and experimental procedures before you begin working. Hand-written notes in your lab notebook are acceptable and encouraged. It is also required that any calculations, physical constants or properties of starting materials be entered in your notebook. You should also consider the questions posed in the discussion section of the laboratory procedures because the answers to many of these will become clear as the laboratory work progresses. Each experiment is designed to run during the allotted time if the proper preparations have been made before arriving to the laboratory, but it may be necessary spend additional time outside this period to complete unfinished characterizations. Plan your experiments in advance so as to make the best possible use of your time.

Important: You must have your instructor check and approve your apparatus setup before starting your work. The instructor will initial your notebook at that time.

Laboratory Rules and Regulations

1. Safety glasses, goggles or face shields, shoes (no sandals), pants (no shorts), and full shirts (no tanks or cropped t's) must be worn at all times. Note that normal prescription lenses are insufficient. Violations will not be tolerated.
2. Each student must be prepared to show written evidence in his/her notebook of prior preparation for the laboratory.
3. Work is not permitted in the laboratory except during the regularly assigned periods when an instructor is present unless specific authorization (in writing) has been given. In such cases, the instructor or a teaching assistant designated by the instructor must be present.
4. The working space, desk drawers, cabinets, and instruments must be kept neat and clean at all times. The permission of the instructor must be obtained before equipment is left assembled between laboratory periods.
5. The performance of unauthorized experiments is not allowed.
6. Common sense and consideration for fellow workers must be exercised rigorously and constantly.

The penalty for noncompliance with rules 1 and 2 will be ejection from the laboratory for a minimum of one hour. Violation of rule 5 may, at the discretion of the instructor, call for expulsion from the course.

The Laboratory Notebook and Its Maintenance

A laboratory notebook is a diary of your work. It is not an autobiography written after the completion of an experiment. It serves its purpose best if all pertinent observations are entered immediately and in such a way that the information is comprehensible not only to you but to anyone who may wish to learn of your work and its results. It serves, if necessary, as a legal document to establish priority claims, such as when a new reaction was first performed. It is therefore extremely important to keep detailed accounts of your work. A carbon copy of your notes must be handed in at the end of every lab period.

Although the detailed organization of the notebook will be left to the student, the following must be present:

1. *Table of Contents.* This should occupy the first few pages of your book. It should be kept current and should indicate the number of the page on which a given note is entered. As the pages are filled, bear in mind that a given note can be continued to a later page and that paper is cheap.
2. *A title, a table of compounds* to be employed and prepared together with their molecular weights, known physical properties and spectral properties of direct interest to you, notes on hazards

associated with these chemicals, ... these should be entered for each reaction in a given laboratory experiment, together with any other pertinent matters, such as questions for the TAs arising from your preparation for the laboratory, notes on the instrumentation, schedule, calculations, etc. *Plan your experiments in advance.*

3. *Experimental Section.* This section should contain the data on which the work was done, an exact description of the experiment (containing tare weights, quantities, observations, calculations of yields, designations of any labeling codes used for spectra and glassware containing impure products and by-products, etc., and any other data which would be necessary for another person to duplicate your work) and should be followed by the answers to questions pertaining to the experimental portion of the work.
4. *Results.* This section should contain the physical constants for your pure products, yields, any necessary calculations, and answers to more general questions. Spectra can be stored in the notebook, but a permanent record of the spectra should also be kept in writing. For infrared spectra, record the position and relative intensities of the bands, e.g., λ_{\max} (10% CCl_4): 3030 (s), 2965 (m), 1645 (w), 1075 (sh) cm^{-1} . Similarly for UV spectra: λ_{\max} (EtOH) 157 nm, molar absorptivity = 10,400; and for NMR spectra: λ (10% CDCl_3): 1.15 (3H, doublet, $J = 7$ Hz), 2.1-2.6 (4H, broad multiple, maxima at 2.26 and 2.47), 10.2 (1H, quartet, $J = 7$ Hz, solvent dependent) ppm. All of the critical data for materials prepared should be summarized in a table at the end of the Results Section. With the exception of Section 2 above, students are encouraged to write all of their notes during the laboratory period.
5. *Discussion.* Notes on the interpretation of the spectral data that you have obtained should be discussed briefly in this section. Any conclusions made about structures or the experiment in general should be included.
6. *Bibliography.* References to physical constants obtained from the literature and to other aspects of the chemistry involved in a given experiment should be entered in this section.

Instrumentation

Each student will be required to learn how to operate the instrumentation and equipment used in this lab. One of the main purposes of this lab is to make students competent in the use of routine and more sophisticated instrumentation and equipment (i.e. vacuum line manipulations). Instruction will be provided by the instructor to groups of students during the regularly scheduled laboratory periods. The instructor expects a certain level of competency on instrumentation used in prior laboratory courses.

It is essential that all of the equipment be used carefully and that communal and individual areas and equipment be maintained in a clean and organized condition.

Safety

Work in CHE 515 involves the use of flammable solvents, some corrosive and toxic chemicals, and apparatus, which, if used improperly, can cause minor to severe injury. Safety glasses and shoes must be worn at all times in the laboratory.

A. Solvents

1. Never heat flammable solvents, even small amounts, with or near a flame. As for refluxing or distillation, never place solvents in an open beaker. Pouring solvents in the vicinity of a flame is extremely hazardous. Use an oil bath, steam bath, water bath, heating mantle, or hot plate as a heat source whenever possible.

2. Ethyl ether and petroleum ether (bp 30-60°) are especially dangerous. Never heat them on a hot plate; always use a water or steam bath, and collect the distillate in an ice-cooled flask. In the case of ethyl ether, the receiver should be a filtering or distilling flask connected to the condenser with a cork and with a piece of rubber tubing leading from the side tube on the flask to the floor. This allows the heavy ether vapors to spread along the floor instead of the desktop where they may be ignited. Carbon disulfide is extremely hazardous. It has been known to ignite from hot steam pipes or electrical sparks, as from the thermostat on a hot plate, or the motor on a stirrer.
3. If a flammable solvent is spilled, have all workers at the desk turn off their burners and clean it up immediately using a cloth. First notify the instructor. Wring the solvent from the cloth into the solvent waste can and then rinse the cloth in the sink with much water. Use gloves.
4. If acetone is used to aid in drying glassware, use it sparingly and not near a flame.
5. Routine flammable solvents that you may have contact with are: ether, ligroin (petroleum ether), cyclohexane, toluene, xylene, alcohols, ethyl acetate, carbon disulfide, acetone, dioxane, etc. If in doubt about the inflammability of a solvent, assume that it is hazardous.
6. Benzene and chlorinated solvents are toxic. In some cases, the toxic effect is cumulative. Avoid contact with the skin and inhalation of solvent vapors.
7. Many organic solvents freely permeate latex gloves commonly used in laboratories and are therefore inadequate protection of the skin from solvent vapors. Thicker neoprene or butyl rubber gloves are recommended and will be available upon request.

B. Chemicals

1. Especially corrosive substances that give off noxious fumes (e.g., bromine, acetyl chloride, benzyl chloride, phosphorus trichloride, acetic anhydride, fuming nitric and sulfuric acids, chlorosulfonic acid, benzene sulfonyl chloride, etc.) should be handled in the hoods. Use proper gloves. Be careful not to spill these chemicals on yourself or on the desktops. They will cause very painful burns. Bromine is especially bad. DO NOT put in organic waste containers.
2. Over the last several years a number of organic compounds have been confirmed as carcinogens and the list is steadily growing. It is best to assume that all chemicals are toxic and possibly carcinogenic.
3. Sodium and potassium metals react explosively with water. They are rapidly corroded by the atmosphere and should be stored under kerosene or oil or placed inside the glove-box. These metals should not be allowed to come into contact with the skin. They may be handled with dry filter paper or tweezers. Unused pieces of the metal may be destroyed by dropping into 95% ethyl alcohol, or they may be returned to the bottle. Avoid contact between chlorinated solvents and sodium or potassium.
4. Concentrated acids and alkalis are corrosive to the desktops, clothing, and skin. If there is a spill, first notify the instructor. Dilute with a large volume of water. If an acid, neutralize with solid sodium bicarbonate; and if a base, with 3% acetic acid. Sulfuric acid is troublesome since drops adhering to the tops of bottles tend to absorb moisture and run down the outside of the bottle.
5. Mercury and its vapor are poisonous. Avoid spilling and notify the instructor if any has been spilled. The University has special facilities for cleaning up mercury spills.

C. Apparatus

1. Approved safety glasses, goggles, or a face shield must be worn at all times when in the lab. Normal prescription lenses are insufficient protection in the event of an explosion.
2. When inserting tubing or thermometers into bored stoppers, it is wise to take some simple precautions. The tubing and stopper should be held with a towel so that if the tubing breaks, the towel will reduce the impact of the jagged edge. If the tubing does not enter the hole in the stopper easily, the hole may be made larger with a file (if a cork) or lubricated with water, alcohol, or glycerin. Hold the tubing close to the stopper. In removing tubing from stoppers follow the same technique. Very serious cuts have resulted from carelessness in inserting tubes in stoppers.
3. A thorough understanding of how the vacuum line works is essential if this piece of equipment is to be used safely. If in doubt, ask.
4. Do not support apparatus on books, boxes, pencils, etc. Use large, strong wooden blocks, rings, or lab jacks. Assemblies with a high center of gravity (as when a reagent is added through the top of a condenser) should be assembled and operated with much care.
5. Oil baths and melting point baths can cause severe burns if spilled. Make sure they are well supported. Be especially careful not to get water into oil baths. We will use electric heating mantles in preference to oil baths whenever possible.
6. Dewar flasks and vacuum desiccators, because they are evacuated, implode easily when tipped over or dropped. Make sure the ones you use are wound on the outside with friction tape or are contained in protective shields.

D. Accidents

1. *Fire.* Personal safety is most important. If a person's clothing catches on fire, he/she needs help. Prevent him/her from running. If he/she is close enough, put him/her under the safety shower because it is more effective than a blanket. If not, make him/her lie down and smother the flames by rolling, wrapping with lab coats, blankets, towels, etc. Never turn a carbon dioxide extinguisher on a person.

If a fire breaks out, turn off all burners and remove solvents if time allows. There are carbon dioxide extinguishers in the laboratory and the location and operation of these should be known. Point the extinguisher at the base of the flames. Only after the safety of all is assured should the matter of extinguishing the fire be considered.

Because a few seconds delay can result in very serious injury, every person in the laboratory should plan in advance what he/she will do in case of such an emergency.

2. *Chemicals.* If corrosive chemicals are spilled on the clothing, immediate showering (with clothing on) is the best remedy. Note the location of safety showers in each room. If chemicals are spilled on the skin, wash them off with large volumes of water. If the chemical is spilled in the eye, it should immediately be washed out thoroughly with water using the eyewash sprayer in the sinks. If corrosive chemicals are spilled on the desk, dilute them with a large volume of water and then neutralize with sodium bicarbonate if an acid, or dilute acetic acid if a base.

Writing the Laboratory Report

Lab reports should be written neatly (so that I can read them!) in your lab notebook at the end of the experiment; you will turn in the yellow carbon copies. The report itself should be clear, concise, and should minimally consist of introduction, experimental, results, etc. sections, all data and analyses (including calculations), and any relevant experimental spectra, printouts, etc.

Several formal written assignments will be required in addition to the write-ups. The reports will vary in size from an extended abstract to a manuscript following the guidelines for submission of a Note to *Inorganic Chemistry*. Students will submit these written reports individually (*i.e.*, each member of a group submits their own report) and will have the opportunity to resubmit reports for a final grade after a preliminary grading by the instructor. Further details will be provided in class.

Lab Report Format

The lab report should include the following information arranged in order:

1. Title of the work, your name, course number and the name(s) of your lab partner(s).
2. Abstract, experimental section, data section, discussion section, conclusion, and acknowledgment.
3. The references (if necessary) are given in the last page(s).
4. Large tables, spectra, and graphs should be attached to the report as appendices.

Title of the Report

The title should represent the essence of the report. After reading the title, a reader should have a good idea what the report is all about, and it should not be more than two sentences long. A title need not be a complete sentence.

Abstract

The abstract should be a clear and concise (**brief**) overview of what is to follow in the report, *i.e.*, a summary of the procedure, results, discussion, etc., and should include any major findings. The abstract should give the reader an impression of the objective and impact of the work to be presented (think about the purpose statement).

Experimental Section

This section should describe the experimental procedure that was followed. Any special equipment should be described (manufacturer, model number, and so forth). A list of chemicals (with their purities) should be given. Information about how to purchase any unusual chemical should be given. Often, an experimental procedure will follow a previously published method. In such cases, the procedure need not be repeated-citing the original literature is sufficient. If the procedure was modified in any way, the modification should be described. The method of purifying any chemical or solvent should be indicated. Details about the manner in which spectra were run should be included, for example "All visible spectra were obtained on a Beckman DU-50 at 350 nm in toluene, over a concentration range of 1-6 ppm prepared under a N₂ atmosphere." In short, the exact method followed in the experiment must be described in sufficient detail so that others can reproduce it.

Data Section

This section should include the data you collected in the experiment (data tables, etc.). The accuracy and the precision of the data should be described. Any graphs, spectra, and most figures should be included in this section. If the report includes calculations, a sample should be shown.

Discussion Section

This is the section of the report where you present your results and give meaning to those results. Generally, it should be the largest section of the report. Here you point to the significance of the work, and discuss the results and any hypotheses. If any data or figure is referred to in this section, the table or figure number should be identified for easy reference. *Never try to force data to satisfy a preconceived idea of what the outcome should be.* Discuss positive as well as negative results. Be critical and truthful in all evaluations. This is the part of the report where you can demonstrate how creative and imaginative you are.

Conclusion

The conclusion section should summarize the results and draw any conclusions about them. Did the experiment work as planned? What could be done to improve the experiment?

References and Appendices

Any reference material consulted during pre-lab write-up or report writing should be listed at the end of the report in the ACS-approved format.⁴ Large tables, spectra, and graphs should be attached to the report as appendices and labeled in the body of the report.

References

1. Singh, M. M.; Pike, R. M.; Szafran, Z. *Microscale and Selected Macroscale Experiments for General and Advanced General Chemistry: An Innovative Approach*; 1st ed.; John Wiley and Sons: New York, 1995.
2. *Inorganic Laboratory Manual* from the Department of Chemistry at the University of Delaware.
3. Bazan, G. C. *Chemistry 234 Laboratory Manual*, Department of Chemistry, University of Rochester.
4. Dodd, J.S., ed. *The ACS Style Guide*, 2nd ed. American Chemical Society: Washington, DC, 1997.

General Laboratory Policies

1. Students will generally work alone for experiments. The lab meets from 9:30 am – 12:15 pm on Tuesdays and Thursdays (students attend both sections), but it may be necessary to complete unfinished characterizations outside of your scheduled laboratory time.
2. Students must come to their laboratory section *prepared*; this includes reading the material provided by the instructor and completing pre-lab questions when directed. All students must record safety information for the reagents to be used and prepare a stepwise outline of the procedure in his/her notebook before they will be admitted to the lab. Safety instructions and other procedures will be discussed at the beginning of the lab period, therefore it is very important to *be prepared and on time*.
3. Laboratory reports must be completed as assigned. There are no “make-up” laboratories or pre-laboratory assignments! An official excused absence form must be presented, **no later than one week** after missing a given laboratory or assignment or a grade of zero (0) will be recorded. If an official excused absence is not available, a written letter of explanation should be submitted **no later than one week** after the absence.
4. It should be noted that the instructor may reject letters of explanation, and a grade of zero assigned. With an excused absence, the student’s final grade will be based on total points without the missing contribution. Even if excused, students missing **more than two** laboratory periods and/or reports will receive an incomplete for a final grade.
5. Strict adherence to safety is required at all times within the laboratory. No warnings will be given! Students will be dismissed from laboratory and a grade of zero assigned to both the student and partner(s) for any infraction of the safety regulations. Wear mono-goggle safety glasses and lab coat or apron at all times. **Dress code**: Full-length pants, full shoes, sleeves on shirts (no cap sleeves or tanks), full length shirts (no mid-drifts). **Dress code will be strictly enforced**. No eating, drinking, gum or tobacco chewing, or smoking is permitted in the lab. **Dispose of chemicals and waste properly**. Label all solvents and solids. Clean up as you proceed.
6. Each laboratory write-up/report is nominally worth 100 points. Original references to the literature must be cited. Laboratory reports must be turned in at the beginning of class on the day the assignment is due. Late or missed laboratory assignments will be subject to strict penalties. Ten points (10) will be deducted for a late report. For each additional day that an assignment is late, an additional 10 points will be deducted.
7. Announcement sheets will be used often to announce corrections / assignments and to supply references or other information. If you miss a class, it is your responsibility to obtain any announcement sheets that were handed out in your absence.
8. Any form of plagiarism, unauthorized collaboration or dishonesty during the completion of any assignment, test or examination is punishable by the grade of F and is to be reported, through the Dean, to the Vice President for Academic Affairs.

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input checked="" type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Hybrid Course ("S," "W") <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name <u>Chemistry</u> College <u>Arts and Sciences</u> *Course Prefix & Number <u>CHE 574</u> *Course Title (30 characters) <u>Physical Chemistry I</u> *Program Title _____ (Major __, Option __; Minor __; or Certificate __) *Provide only the information relevant to the proposal.	
Proposal Approved by:		
	<u>Date</u> 02/02/2011	
		<u>Date</u> 3/18/2011
		Graduate Council*
		Council on Academic Affairs
		Approved ___ Disapproved ___
		4/21/11
College Curriculum Committee	02/21/2011	
General Education Committee*	NA	Faculty Senate**
Teacher Education Committee*	NA	Board of Regents**
		Council on Postsecondary Edu.***
		NA
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.		

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) To update the pre- or co-requisites to include the new formed laboratory course, CHE 574L Physical Chemistry Lab I	
A. 2. Effective date: (Example: Fall 2001) Fall 2011	
A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)	
B. The justification for this action: The formation of a new physical chemistry laboratory (CHE 574L) will allow faculty to illustrate concepts presented in the corresponding lecture. The pre- or co-requisites allow students to register with the lecture course and allow other students, when needed, to re-take only the course that might be deficient.	
C. The projected cost (or savings) of this proposal is as follows: Personnel Impact: None Operating Expenses Impact: None Equipment/Physical Facility Needs: None Library Resources: None	

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~striethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~striethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

CHE 574 Physical Chemistry I. (3) A. Prerequisite: CHE 361 (C or better) with a "C" (~~2.0~~) or better. Prerequisites or Corequisites: CHE 574L and MAT 224 and PHY 131 or 201 (C or better in each course). A study of thermodynamic properties in physical and chemical systems; electrochemical processes; rates and mechanisms of chemical reactions. Credit will not be awarded for both CHE 574 and CHE 471.

Part IV. Recording Data for New or Revised Course (Record only new or changed course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
CHE 574		Fall 2011	AS <u> X </u> JS _____ BT <u> EM </u> _____ ED <u> PC </u> _____ HS _____	CHEM
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
	Lecture _____	Laboratory _____	Other _____	
			Cip Code (first two digits only)	40
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
			FR _____	JR _____
			SO _____	SR _____
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

Co-Requisites and Prerequisites **See definitions on following page**

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No. _____

Course Prefix and No. _____

Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No. _____

Course Prefix and No. _____

Test Scores _____

Minimum GPA (when a course grouping or student cumulative GPA is required) _____

Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No. _____ CHE 574L (C) and MAT 224 (C) and (PHY 131 (C) or PHY 201(C))

Test Scores _____

Minimum GPA (when a course grouping or student cumulative GPA is required) _____

Equivalent Course(s): (credit not allowed with; or formerly:)

Course Prefix and No. _____

Course Prefix and No. _____

Course Prefix and No. _____

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

NOTE: Do not forward validation tables with curriculum form. (*Use Validation Tables.)

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one)	Department Name	Chemistry	
X New Course (Parts II, IV)	College	Arts and Sciences	
Course Revision (Parts II, IV)	*Course Prefix & Number	CHE 574L	
Hybrid Course ("S," "W")	*Course Title (30 characters)	Physical Chemistry Lab I	
Course Dropped (Part II)	*Program Title		
New Program (Part III)		(Major __, Option __; Minor __; or Certificate __)	
Program Revision (Part III)			
Program Suspended (Part III)	*Provide only the information relevant to the proposal.		

Proposal Approved by:	Date		Date
Departmental Committee	02/02/2011	Graduate Council*	3/18/2011
<i>Is this a SACS Substantive Change?</i> Yes*** <input type="checkbox"/> No <input checked="" type="checkbox"/>		Council on Academic Affairs	
College Curriculum Committee	02/21/2011	Approved ___ Disapproved ___	4/21/11
General Education Committee*	NA	Faculty Senate**	NA
Teacher Education Committee*	NA	Board of Regents**	NA
		Council on Postsecondary Edu.***	NA

*If Applicable (Type NA if not applicable.)
 **Approval needed for new, revised, or suspended programs
 ***Approval/Posting needed for new degree program or certificate program
 ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)
 To create a new laboratory course, CHE 574L Physical Chemistry Lab I, that will correspond to the current CHE 574 Physical Chemistry I lecture course.

A. 2. Effective date: (Example: Fall 2001)
 Fall 2011

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

B. The justification for this action:
 The current physical chemistry lab (CHE 473: 2 credit hours) combines laboratory experiences based on concepts presented from two very different lecture courses: CHE 574 (based on thermodynamics/kinetics) and CHE 575 (based on quantum mechanics). The formation of two new physical chemistry laboratories (CHE 574L and 575L: 1 credit hour each) will allow faculty to offer a focused laboratory component with each physical chemistry lecture course.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: None

Operating Expenses Impact: None

Equipment/Physical Facility Needs: None

Library Resources: None

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

4. For a new course, provide the catalog text.
5. For a revised course, provide the current catalog text with the proposed text using ~~striethrough~~ for deletions and underlines for additions.
6. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~striethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

CHE 574L Physical Chemistry Lab I. (1) A. Prerequisite: CHE 325 and 325L (C or better in each course).
Prerequisites or Corequisites: CHE 470 or 574 and CHE 385 (C or better in each course) . Laboratory component of CHE 574. Experimental work to illustrate principles of physical chemistry that include thermochemistry, thermodynamics, equilibrium, and reaction kinetics. 3 Lab.

Part IV. Recording Data for New or Revised Course (Record only new or changed course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
CHE 574L		Fall 2011	AS <u> X </u> JS _____ BT <u> EM </u> _____ ED <u> PC </u> _____ HS _____	CHEM
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
1	Lecture <u> 0 </u> Laboratory <u> 3 </u> Other _____		Cip Code (first two digits only) 40	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
0 2.25		N	FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u> Check all applicable </u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

Co-Requisites and Prerequisites **See definitions on following page**

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No.	
Course Prefix and No.	

Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	CHE 325 (C) and 325L (C)
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	(CHE 470 (C) or CHE 574 (C)) and CHE 385 (C)
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Equivalent Course(s): (credit not allowed with; or formerly:)

Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

NOTE: Do not forward validation tables with curriculum form. (*Use Validation Tables.)

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input checked="" type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Hybrid Course ("S," "W") <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name <u>Chemistry</u> College <u>Arts and Sciences</u> *Course Prefix & Number <u>CHE 774</u> *Course Title (30 characters) <u>Physical Chemistry I</u> *Program Title _____ (Major __, Option __; Minor __; or Certificate __) *Provide only the information relevant to the proposal.	
Proposal Approved by:		
	<u>Date</u> 02/02/2011	
		<u>Date</u> 3/18/2011
Departmental Committee	Graduate Council*	
<i>Is this a SACS Substantive Change?</i>	Yes*** <input type="checkbox"/> No <input checked="" type="checkbox"/>	Council on Academic Affairs
College Curriculum Committee	02/21/2011	Approved ___ Disapproved ___
General Education Committee*	NA	Faculty Senate**
Teacher Education Committee*	NA	Board of Regents**
		Council on Postsecondary Edu.***
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.		

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) To update the pre- or co-requisites to include new formed laboratory course, CHE 774L Physical Chemistry Lab I	
A. 2. Effective date: (Example: Fall 2001) Fall 2011	
A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)	
B. The justification for this action: The formation of a new physical chemistry laboratory (CHE 774L) will allow faculty to illustrate concepts presented in the corresponding lecture. The pre- or co-requisites allow students to register with the lecture course and allow other students, when needed, to re-take only the course that might be deficient.	
C. The projected cost (or savings) of this proposal is as follows: Personnel Impact: None Operating Expenses Impact: None Equipment/Physical Facility Needs: None Library Resources: None	

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

7. For a new course, provide the catalog text.
8. For a revised course, provide the current catalog text with the proposed text using ~~striethrough~~ for deletions and underlines for additions.
9. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~striethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

CHE 774 Physical Chemistry I. (3) A. Prerequisite: CHE 361 (C or better) with a "~~C~~" (2.0) or better. Prerequisites or Corequisites: CHE 774L and MAT 224 and PHY 131 or 201 (C or better in each course). A study of thermodynamic properties in physical and chemical systems; electrochemical processes; rates and mechanisms of chemical reactions.

Part IV. Recording Data for New or Revised Course (Record only new or changed course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
CHE 774		Fall 2011	AS <u> X </u> JS <u> </u> BT <u> EM </u> <u> </u> ED <u> PC </u> <u> </u> HS <u> </u> <u> </u>	CHEM
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. <u> </u>	
	Lecture <u> </u>	Laboratory <u> </u>	Other <u> </u>	Cip Code (first two digits only) <u> 40 </u>
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
			FR <u> </u>	JR <u> </u>
			SO <u> </u>	SR <u> </u>
		Grading Information: Course is eligible for IP (in-progress grading) for: <u> Check all applicable </u>	FOR BANNER USE ONLY Date of data entry <u> </u> Data entry person <u> </u>	
		Thesis <u> </u>		
		Internship <u> </u>		
		Independent Study <u> </u>		
		Practicum <u> </u>		

Co-Requisites and Prerequisites **See definitions on following page**

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No.	
Course Prefix and No.	

Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	CHE 774L (C) and MAT 224 (C) and (PHY 131 (C) or PHY 201(C))
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Equivalent Course(s): (credit not allowed with; or formerly:)

Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

NOTE: Do not forward validation tables with curriculum form. (*Use Validation Tables.)

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one)	Department Name	<u>Chemistry</u>	
<input checked="" type="checkbox"/> New Course (Parts II, IV)	College	<u>Arts and Sciences</u>	
<input type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	<u>CHE 774L</u>	
<input type="checkbox"/> Hybrid Course ("S," "W")	*Course Title (30 characters)	<u>Physical Chemistry Lab I</u>	
<input type="checkbox"/> Course Dropped (Part II)	*Program Title	<u></u>	
<input type="checkbox"/> New Program (Part III)		<u>(Major ____, Option ____, Minor ____, or Certificate __)</u>	
<input type="checkbox"/> Program Revision (Part III)			
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.		

Proposal Approved by:	<u>Date</u>		<u>Date</u>
Departmental Committee	<u>02/02/2011</u>	Graduate Council*	<u>3/18/2011</u>
<i>Is this a SACS Substantive Change?</i> Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>		Council on Academic Affairs	
College Curriculum Committee	<u>02/21/2011</u>	Approved ___ Disapproved ___	<u>4/21/11</u>
General Education Committee*	<u>NA</u>	Faculty Senate**	<u>NA</u>
Teacher Education Committee*	<u>NA</u>	Board of Regents**	<u>NA</u>
		Council on Postsecondary Edu.***	<u>NA</u>

*If Applicable (Type NA if not applicable.)
**Approval needed for new, revised, or suspended programs
***Approval/Posting needed for new degree program or certificate program
****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)
To create a new laboratory course, CHE 774L Physical Chemistry Lab I, that will correspond to the current CHE 774 Physical Chemistry I lecture course

A. 2. Effective date: (Example: Fall 2001)
Fall 2011

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

B. The justification for this action:

The current physical chemistry lab (CHE 473: 2 credit hours) combines laboratory experiences based on concepts presented from two very different lecture courses: CHE 574 (based on thermodynamics) and CHE 575 (based on quantum mechanics). In addition, graduate students cannot elect to take the CHE 473 for graduate credit. The formation of two new physical chemistry laboratories (CHE 774L and 775L: 1 credit hour each) will allow faculty to offer a focused laboratory component with each physical chemistry lecture course and give graduate students possible electives.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: None

Operating Expenses Impact: None

Equipment/Physical Facility Needs: None

Library Resources: None

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

10. For a new course, provide the catalog text.
11. For a revised course, provide the current catalog text with the proposed text using ~~striethrough~~ for deletions and underlines for additions.
12. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~striethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

CHE 774L Physical Chemistry Lab I. (1) A. Prerequisites or Corequisites: 774 (C or better). Laboratory component of CHE 774. Experimental work to illustrate principles of physical chemistry that include thermochemistry, thermodynamics, equilibrium, and reaction kinetics. 3 Lab.

Part IV. Recording Data for New or Revised Course (Record only new or changed course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
CHE 774L		Fall 2011	AS <u> X </u> JS _____ BT <u> EM </u> _____ ED <u> PC </u> _____ HS _____	CHEM
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
1	Lecture <u> 0 </u> Laboratory <u> 3 </u> Other _____		Cip Code (first two digits only) 40	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
0 2.25		N	FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u> Check all applicable </u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

Co-Requisites and Prerequisites **See definitions on following page**

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No. _____

Course Prefix and No. _____

Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D .)

Course Prefix and No. _____

Course Prefix and No. _____

Test Scores _____

Minimum GPA (when a course grouping or student cumulative GPA is required) _____

Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No. CHE 774 (C)

Test Scores _____

Minimum GPA (when a course grouping or student cumulative GPA is required) _____

Equivalent Course(s): (credit not allowed with; or formerly:)

Course Prefix and No. _____

Course Prefix and No. _____

Course Prefix and No. _____

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

NOTE: Do not forward validation tables with curriculum form. (*Use Validation Tables.)

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input checked="" type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Hybrid Course ("S," "W") <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name <u>Chemistry</u> College <u>Arts and Sciences</u> *Course Prefix & Number <u>CHE 575</u> *Course Title (30 characters) <u>Physical Chemistry II</u> *Program Title _____ (Major __, Option __; Minor __; or Certificate __) *Provide only the information relevant to the proposal.	
Proposal Approved by:		
Departmental Committee <i>Is this a SACS Substantive Change?</i> Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>	Date <u>02/02/2011</u> Graduate Council* Council on Academic Affairs	Date <u>3/18/2011</u> Approved ___ Disapproved ___ 4/21/11
College Curriculum Committee General Education Committee* Teacher Education Committee*	Date <u>02/21/2011</u> NA NA	Faculty Senate** Board of Regents** Council on Postsecondary Edu.*** NA NA NA
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.		

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) To update the pre- or co-requisites to include new formed laboratory course, CHE 575L Physical Chemistry Lab II	
A. 2. Effective date: (Example: Fall 2001) Fall 2011	
A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)	
B. The justification for this action: The formation of a new physical chemistry laboratory (CHE 575L) will allow faculty to illustrate concepts presented in the corresponding lecture. The pre- or co-requisites allow students to register with the lecture course and allow other students, when needed, to re-take only the course that might be deficient.	
C. The projected cost (or savings) of this proposal is as follows: Personnel Impact: None Operating Expenses Impact: None Equipment/Physical Facility Needs: None Library Resources: None	

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

13. For a new course, provide the catalog text.
14. For a revised course, provide the current catalog text with the proposed text using ~~striethrough~~ for deletions and underlines for additions.
15. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~striethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

CHE 575 Physical Chemistry II. (3) A. Prerequisite: CHE 361 (C or better) with "C" (~~2.0 or better~~). Prerequisite or Corequisite: CHE 575L and MAT 225 and PHY 132 or 202 (C or better in each course). An introduction to quantum mechanics as applied to model, atomic, and molecular systems; applications of atomic and molecular spectroscopy; introduction to computational chemistry. Credit will not be awarded for both CHE 575 and CHE 472.

Part IV. Recording Data for New or Revised Course (Record only new or changed course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
CHE 575		Fall 2011	AS <u>X</u> JS _____ BT <u>EM</u> _____ ED <u>PC</u> _____ HS _____	CHEM
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
	Lecture _____	Laboratory _____	Other _____	Cip Code (first two digits only) 40
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
			FR _____	JR _____
			SO _____	SR _____
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

Co-Requisites and Prerequisites **See definitions on following page**

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No.	
Course Prefix and No.	

Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	<u>CHE 575L (C) and MAT 225 (C) and (PHY 132 (C) or PHY 202(C))</u>
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Equivalent Course(s): (credit not allowed with; or formerly:)

Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

NOTE: Do not forward validation tables with curriculum form. (*Use Validation Tables.)

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one) <input checked="" type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Hybrid Course ("S," "W") <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name <u>Chemistry</u> College <u>Arts and Sciences</u> *Course Prefix & Number <u>CHE 575L</u> *Course Title (30 characters) <u>Physical Chemistry Lab II</u> *Program Title _____ (Major __, Option __; Minor __; or Certificate __) *Provide only the information relevant to the proposal.	
Proposal Approved by:		
	<u>Date</u> 02/02/2011	
		<u>Date</u> 3/18/2011
		Graduate Council*
		Council on Academic Affairs
		Approved ___ Disapproved ___
		4/21/11
		Faculty Senate**
		NA
		Board of Regents**
		NA
		Council on Postsecondary Edu.***
		NA
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.		

Completion of A, B, and C is required: (Please be specific, but concise.)

<p>A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) To create a new laboratory course, CHE 575L Physical Chemistry Lab II, that will correspond to the current CHE 575 Physical Chemistry I lecture course.</p> <p>A. 2. Effective date: (Example: Fall 2001) Fall 2011</p> <p>A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)</p>
<p>B. The justification for this action:</p> <p>The current physical chemistry lab (CHE 473: 2 credit hours) combines laboratory experiences based on concepts presented from two very different lecture courses: CHE 574 (based on thermodynamics) and CHE 575 (based on quantum mechanics). The formation of two new physical chemistry laboratories (CHE 574L and 575L: 1 credit hour each) will allow faculty to offer a focused laboratory component with each physical chemistry lecture course.</p>
<p>C. The projected cost (or savings) of this proposal is as follows:</p> <p>Personnel Impact: None</p> <p>Operating Expenses Impact: None</p> <p>Equipment/Physical Facility Needs: None</p> <p>Library Resources: None</p>

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

16. For a new course, provide the catalog text.
17. For a revised course, provide the current catalog text with the proposed text using ~~striethrough~~ for deletions and underlines for additions.
18. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~striethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

CHE 575L Physical Chemistry Lab II. (1) A. Prerequisite: CHE 325 and 325L (C or better in each course).
Prerequisites or Corequisites: CHE 470 or 575 and CHE 385 (C or better in each course) . Laboratory component of CHE 575. Experimental work to illustrate principles of physical chemistry including UV-visible, infrared, and fluorescence spectroscopic techniques, fundamentals of laser operation, statistical mechanics, and computational chemistry.

Part IV. Recording Data for New or Revised Course (Record only new or changed course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
CHE 575L		Fall 2011	AS <u> X </u> JS _____ BT <u> EM </u> _____ ED <u> PC </u> _____ HS _____	CHEM
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
1	Lecture <u> 0 </u> Laboratory <u> 3 </u> Other _____		Cip Code (first two digits only) 40	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
0 2.25		N	FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u> Check all applicable </u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

Co-Requisites and Prerequisites **See definitions on following page**

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No.	
Course Prefix and No.	

Prerequisite(s): (List prerequisites only. List combinations below. Use "and" and "or" literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	CHE 325 (C) and 325L (C)
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Co-Requisite(s) and/or Prerequisite(s) Combination (Use "and" and "or" literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	(CHE 470 (C) or CHE 575 (C)) and CHE 385 (C)
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Equivalent Course(s): (credit not allowed with; or formerly:)

Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

NOTE: Do not forward validation tables with curriculum form. (*Use Validation Tables.)

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input checked="" type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Hybrid Course ("S," "W") <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name <u>Chemistry</u> College <u>Arts and Sciences</u> *Course Prefix & Number <u>CHE 775</u> *Course Title (30 characters) <u>Physical Chemistry II</u> *Program Title _____ (Major __, Option __; Minor __; or Certificate __) *Provide only the information relevant to the proposal.	
Proposal Approved by:		
Departmental Committee <i>Is this a SACS Substantive Change?</i> Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>	Date <u>02/02/2011</u> Graduate Council* Council on Academic Affairs	Date <u>3/18/2011</u> Approved ___ Disapproved ___ Faculty Senate** Board of Regents** Council on Postsecondary Edu.***
College Curriculum Committee General Education Committee* Teacher Education Committee*	Date <u>02/21/2011</u> NA NA	4/21/11 NA NA NA
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.		

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) To update the pre- or co-requisites to include the new formed laboratory course, CHE 775L Physical Chemistry Lab II	
A. 2. Effective date: (Example: Fall 2001) Fall 2011	
A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)	
B. The justification for this action: The formation of a new physical chemistry laboratory (CHE 775L) will allow faculty to illustrate concepts presented in the corresponding lecture. The pre- or co-requisites allow students to register with the lecture course and allow other students, when needed, to re-take only the course that might be deficient.	
C. The projected cost (or savings) of this proposal is as follows: Personnel Impact: None Operating Expenses Impact: None Equipment/Physical Facility Needs: None Library Resources: None	

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

19. For a new course, provide the catalog text.
20. For a revised course, provide the current catalog text with the proposed text using ~~striethrough~~ for deletions and underlines for additions.
21. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~striethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

CHE 775 Physical Chemistry II. (3) A. Prerequisite: CHE 361 (C or better) with "C" (2.0) or better. Prerequisite or Corequisite: CHE 775L and MAT 225 and PHY 132 or 202 (C or better in each course). An introduction to quantum mechanics as applied to model, atomic, and molecular systems; applications of atomic and molecular spectroscopy; introduction to computational chemistry.

Part IV. Recording Data for New or Revised Course (Record only new or changed course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
CHE 775		Fall 2011	AS <u> X </u> JS _____ BT <u> EM </u> _____ ED <u> PC </u> _____ HS _____	CHEM
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
	Lecture _____	Laboratory _____	Other _____	
			Cip Code (first two digits only)	40
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
			FR _____	JR _____
			SO _____	SR _____
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

Co-Requisites and Prerequisites **See definitions on following page**

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No. _____

Course Prefix and No. _____

Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No. _____

Course Prefix and No. _____

Test Scores _____

Minimum GPA (when a course grouping or student cumulative GPA is required) _____

Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No. CHE 775L (C) and MAT 225 (C) and (PHY 132 (C) or PHY 202(C))

Test Scores _____

Minimum GPA (when a course grouping or student cumulative GPA is required) _____

Equivalent Course(s): (credit not allowed with; or formerly:)

Course Prefix and No. _____

Course Prefix and No. _____

Course Prefix and No. _____

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

NOTE: Do not forward validation tables with curriculum form.

(*Use

Validation Tables.)

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one) <input checked="" type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Hybrid Course ("S," "W") <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name <u>Chemistry</u> College <u>Arts and Sciences</u> *Course Prefix & Number <u>CHE 775L</u> *Course Title (30 characters) <u>Physical Chemistry Lab II</u> *Program Title _____ (Major __, Option __; Minor __; or Certificate __) *Provide only the information relevant to the proposal.	
Proposal Approved by:		
	<u>Date</u> 02/02/2011	<u>Date</u> 3/18/2011
		Graduate Council*
		Council on Academic Affairs
		Approved ___ Disapproved ___
		Faculty Senate**
		Board of Regents**
		Council on Postsecondary Edu.***
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.		

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) To create a new laboratory course, CHE 775L Physical Chemistry I, that will correspond to the current CHE 775 Physical Chemistry I lecture course A. 2. Effective date: (Example: Fall 2001) Fall 2011 A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)	
B. The justification for this action: The current physical chemistry lab (CHE 473: 2 credit hours) combines laboratory experiences based on concepts presented from two very different lecture courses: CHE 574 (based on thermodynamics) and CHE 575 (based on quantum mechanics). In addition, graduate students cannot elect to take the CHE 473 for graduate credit. The formation of two new physical chemistry laboratories (CHE 774L and 775L: 1 credit hour each) will allow faculty to offer a focused laboratory component with each physical chemistry lecture course and give graduate students possible electives.	
C. The projected cost (or savings) of this proposal is as follows: Personnel Impact: None Operating Expenses Impact: None Equipment/Physical Facility Needs: None Library Resources: None	

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

22. For a new course, provide the catalog text.
23. For a revised course, provide the current catalog text with the proposed text using ~~striethrough~~ for deletions and underlines for additions.
24. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~striethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

CHE 775L Physical Chemistry Lab II. (1) A. Prerequisites or Corequisites: 775 (C or better). Laboratory component of CHE 775. Experimental work to illustrate principles of physical chemistry including UV-visible, infrared, and fluorescence spectroscopic techniques, fundamentals of laser operation, statistical mechanics, and computational chemistry.

Part IV. Recording Data for New or Revised Course (Record only new or changed course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
CHE 775L		Fall 2011	AS <u>X</u> JS _____ BT <u>EM</u> _____ ED <u>PC</u> _____ HS _____	CHEM
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
1	Lecture <u>0</u> Laboratory <u>3</u> Other _____		Cip Code (first two digits only) 40	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
0 2.25		N	FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

Co-Requisites and Prerequisites **See definitions on following page**

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No. _____

Course Prefix and No. _____

Prerequisite(s): (List prerequisites only. List combinations below. Use "and" and "or" literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No. _____

Course Prefix and No. _____

Test Scores _____

Minimum GPA (when a course grouping or student cumulative GPA is required) _____

Co-Requisite(s) and/or Prerequisite(s) Combination (Use "and" and "or" literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No. CHE 775 (C)

Test Scores _____

Minimum GPA (when a course grouping or student cumulative GPA is required) _____

Equivalent Course(s): (credit not allowed with; or formerly:)

Course Prefix and No. _____

Course Prefix and No. _____

Course Prefix and No. _____

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

NOTE: Do not forward validation tables with curriculum form. (*Use Validation Tables.)

Chemistry Department
CHE 574L/774L Lecture Syllabus
Physical Chemistry Lab I (CRN xxxxx)
Fall 2011 Syllabus

Instructor: Jason Fuller
Office: Moore 319
Email: jason.fuller@eku.edu Office Hours: TBA
Office phone: 622-2959

I. Course description: CHE 574L/774L Physical Chemistry Lab I. (1) A. Prerequisite: CHE 325 and 325L (C or better in each course). Prerequisites or Corequisites: CHE 470 or 574; CHE 385 (C or better in each course). Laboratory component of CHE 574. Experimental work to illustrate principles of physical chemistry that include thermochemistry, thermodynamics, equilibrium, and reaction kinetics. 3 Lab.

II. Student Learning Outcomes

Upon completion of the course work **all students** will be able to:

1. Explain the operation of chemical instrumentation
2. Use chemical instrumentation to measure various chemical properties
3. Organize and interpret experimental measurements
4. Illustrate the connection between physical chemical measurement and theory
5. Demonstrate the proficient use of the Internet for gathering scientific information
6. Exhibit experimental measurements, interpretations and conclusions in a written report

Additionally, students enrolled CHE 774L will be able to:

7. Demonstrate the ability to independently design and carry out a independent project
8. Employ deductive reasoning to solve advanced problems in physical chemistry
9. Integrate information from the chemical literature into a independent project

III. Course Text

Laboratory procedures will be delivered via Blackboard

IV. Evaluation Method and Course Requirements:

574L Students	Pts	774L Students	Pts	Grade	Scale
Homework (2 activities)	100	Homework (2 activities)	100	A	>90%
6 Experiments (50 ea.)	300	6 Experiments (50 ea.)	300	B	80-89%
4 Short Reports (50 ea.)	200	4 Short Reports (50 ea.)	200	C	70-79%
2 Long Reports (100 ea.)	200	2 Long Reports (100 ea.)	200	D	60-69%
Total 800		Independent Project	200	F	<60%
		Total 1	000		

Student Progress: The record of grades will be maintained in the Blackboard Grade Center.

Independent Project (774L only)

Using techniques acquired in the first three-quarters of the course, graduate students will design and perform an independent experiment. This project may probe the kinetics of a chemical reaction or measure thermodynamic properties of a species or a process. Students will report their findings in a formal report following the style of the *Journal of Physical Chemistry*.

V. Attendance policy

No allowances will be made for skipped laboratory time. Those who expect to do well should attend lab. Any missed laboratory experiments may not be made up and will receive a zero. However, arrangements for missed labs must be made BEFORE the date, or within one week if circumstances render attendance unpractical (you can do this by e-mail if necessary). A doctor's note must be provided in the case of the latter. The due date for each report will be one week (short report) or two weeks (long report) following the finishing date of the corresponding lab experiment. Late fees will be assessed as follows: 5% per day up to maximum of 35% reduction.

VI. Report Formats and Policies

Information regarding reports is posted on the course Blackboard site.

VII. Personal Electronics Policy

While personal electronic devices have become ubiquitous and seemingly necessary in our daily lives they can hinder instruction and learning, not only for the student using the device but also for other students in the class. And as such their use is prohibited in CHE 574L/774L unless you are registered with the Office of Services for Individuals with Disabilities and your accommodation necessitate the use of an electronic device. Students will be asked to turn off personal electronic devices if the devices are not being used for class purposes. If the student does not comply, the student may lose experiment points for that meeting.

Prohibited Devices: Cell phones, PDAs, MP3 players and laptop computers.

VI. Significant dates

The following important information / dates will follow those found in the *Colonel's Compass*:

Last day to drop a course without a "W" appearing on your transcript

Last day to go online (EKU Direct) and withdraw without incurring a withdraw fee faculty must submit mid-term grades

Last day to withdraw from a course with instructor's written permission and incur a \$50 per credit hour fee

Academic advising begins for Spring, 20xx

VII. Disability Statement:

If you are registered with the Office of Services for Individuals with Disabilities, please obtain your accommodation letters from the OSID and present them to the course instructor to discuss any academic accommodations you need. If you believe you need accommodation and are not registered with the OSID, please contact the Office in Student Services Building Room 361 by e-mail at disserv@eku.edu or by telephone at (859) 622-2933 V/TDD. Upon individual request, this syllabus can be made available in an alternative format.

VIII. Academic Integrity Policy:

Students are advised that EKU's Academic Integrity policy will strictly be enforced in this course. The Academic Integrity policy is available at www.academicintegrity.eku.edu. Questions regarding the policy may be directed to the Office of Academic Integrity.

IX. Official E-mail

An official EKU e-mail is established for each registered student, each faculty member, and each staff member. All university communications sent via e-mail will be sent to this EKU e-mail address.

CHE 574L / 774L Tentative Course Schedule

Week of	Topic
August 22	No Lab Meeting
August 29	Introduction, Check-in, Gas Law Assignment and Excel
September 05	Error Analysis Activity
September 12	Introduction to Group I Experiments
September 19	Group I Experiments
September 26	Group I Experiments
October 03	Group I Experiments
October 10	Fall Break—No Labs
October 17	Introduction to Group II Experiments
October 24	Group II Experiments
October 31	Group II Experiments
November 07	Group II Experiments
November 14	Group II Experiments
November 21	Thanksgiving Break
November 28	Group II Experiments
December 05	Check Out

Experiment List

Group I	Group II
Heat of Solution	Acid Catalyzed Bromination of Acetone
Determination of Joule-Thomson Coefficient	Binary Liquid-Vapor Phase Diagram
Determination of Critical Point	Entropy of Mixing Using Electrochemical Methods

Chemistry Department
CHE 575L/775L Lecture Syllabus
Physical Chemistry Lab II (CRN xxxxx)
Spring 2012 Syllabus

Instructor: Jason Fuller Office: Moore 319
Email: jason.fuller@eku.edu Office Hours: TBA
Office phone: 622-2959

I. Course description

CHE 575L/775L Physical Chemistry Lab II. (1) A. Prerequisite: CHE 325 and 325L.
Prerequisites or Corequisites: CHE 470 or 575; CHE 385. Experimental work to illustrate principles of physical chemistry discussed in CHE 575/775. Topics will include UV-visible, infrared, and fluorescence spectroscopic techniques, statistical mechanics, fundamentals of laser operation and computational chemistry.

II. Student Learning Outcomes

Upon completion of the course work **all students** will be able to:

1. Explain the operation of chemical instrumentation
2. Use chemical instrumentation to measure various chemical properties
3. Organize and interpret experimental measurements
4. Illustrate the connection between physical chemical measurement and theory
5. Predict molecular geometries and vibrational frequencies using computational chemistry software
6. Demonstrate the proficient use of the Internet for gathering scientific information
7. Exhibit experimental measurements, interpretations and conclusions in a written report

Additionally those students enrolled CHE 775L will be able to:

8. Demonstrate the ability to independently design and carry out an independent project
9. Employ deductive reasoning to solve advanced problems in physical chemistry
10. Integrate information from the chemical literature into an independent project

III. Course Text

Laboratory procedures will be delivered via Blackboard

IV. Evaluation Method and Course Requirements

575L Students	Pts	775L Students	Pts	Grade	Scale
Homework (2 activities)	100	Homework (2 activities)	100	A	>90%
6 Experiments (50 ea.)	300	6 Experiments (50 ea.)	300	B	80-89%
4 Short Reports (50 ea.)	200	4 Short Reports (50 ea.)	200	C	70-79%
2 Long Reports (100 ea.)	200	2 Long Reports (100 ea.)	200	D	60-69%
Total 800		Independent Project	200	F	<60%
		Total 1	000		

Student Progress: The record of grades will be maintained in the Blackboard Grade Center

Independent Project (775L only)

Using techniques acquired in the first three-quarters of the course, graduate students will design and perform an independent experiment. Topics for this project are the spectroscopic characterization and analysis of a gas phase species or the complete energetic and geometric modeling of a small molecule using computational methods. Students will report their findings in a formal report following the style of the *Journal of Physical Chemistry*.

V. Attendance policy

Those who expect to do well should attend lab. Any missed laboratory experiments may not be made up and will receive a zero. However, arrangements for missed labs must be made BEFORE the date, or within one week if circumstances render attendance unpractical (you can do this by e-mail if necessary). A doctor's note must be provided in the case of the latter. The due date for each report will be one week (short report) or two weeks (long report) following the finishing date of the corresponding lab experiment. Late fees will be assessed as follows: 5% per day up to maximum of 35% reduction.

VI. Report Formats and Policies

Information regarding reports is posted on the course Blackboard site.

VII. Personal Electronics Policy

While personal electronic devices have become ubiquitous and seemingly necessary in our daily lives they can hinder instruction and learning, not only for the student using the device but also for other students in the class. And as such their use is prohibited in CHE 575L/775L unless you are registered with the Office of Services for Individuals with Disabilities and your accommodation necessitate the use of an electronic device. Students will be asked to turn off personal electronic devices if the devices are not being used for class purposes. If the student does not comply, the student may lose experiment points for that meeting.

Prohibited Devices: Cell phones, PDAs, MP3 players and laptop computers.

VII. Significant dates

The following important information / dates will follow those found in the *Colonel's Compass*:

Last day to drop a course without a "W" appearing on your transcript

Last day to go online (EKU Direct) and withdraw without incurring a withdraw fee faculty must submit mid-term grades

Last day to withdraw from a course with instructor's written permission and incur a \$50 per credit hour fee

Academic advising begins for Spring, 20xx

VII. Disability Statement:

If you are registered with the Office of Services for Individuals with Disabilities, please obtain your accommodation letters from the OSID and present them to the course instructor to discuss any academic accommodations you need. If you believe you need accommodation and are not registered with the OSID, please contact the Office in Student Services Building Room 361 by e-mail at disserv@eku.edu or by telephone at (859) 622-2933 V/TDD. Upon individual request, this syllabus can be made available in an alternative format.

VIII. Academic Integrity Policy:

Students are advised that ECU's Academic Integrity policy will strictly be enforced in this course. The Academic Integrity policy is available at www.academicintegrity.eku.edu. Questions regarding the policy may be directed to the Office of Academic Integrity.

IX. Official E-mail

An official ECU e-mail is established for each registered student, each faculty member, and each staff member. All university communications sent via e-mail will be sent to this ECU e-mail address.

CHE 575L / 775L Tentative Course Schedule

Week of	Topic
January 09	No Lab Meeting
January 16	Introduction and Check-in, Mathematica
January 23	Quantum Mechanic and Molecular Modeling
January 30	Quantum Mechanic and Molecular Modeling Cont'd.
February 06	Introduction to Group I Experiments
February 13	Group I Experiments
February 20	Group I Experiments
February 27	Group I Experiments
March 05	Spring Break—No Labs
March 12	Introduction to Group II Experiments
March 19	Group II Experiments
March 26	Group II Experiments
April 02	Group II Experiments
April 09	Thanksgiving Break
April 16	Group II Experiments
April 23	Check Out

Experiment List

Group I	Group II
Heat Capacity Ratio of Gases Hydrogen Atom Spectrum UV-VIS of Conjugated Dyes	Computational: Conjugated Dyes LIF-Iodine Vapor IR Spectra of HCl/DCI NMR: Equilibrium Constant

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one) <input checked="" type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Hybrid Course ("S," "W") <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name <u>Chemistry</u> College <u>Arts and Sciences</u> *Course Prefix & Number <u>CHE 501L</u> *Course Title (30 characters) <u>Chemtopics Lab: _____.</u> *Program Title _____ (Major __, Option __; Minor __; or Certificate __) *Provide only the information relevant to the proposal.	
Proposal Approved by:		
	<u>Date</u> 02/02/2011	
		<u>Date</u> 3/18/2011
	Departmental Committee	
	Graduate Council*	
	Council on Academic Affairs	
	Approved ___ Disapproved ___	4/21/11
	Faculty Senate**	NA
	Board of Regents**	NA
	Council on Postsecondary Edu.***	NA
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.		

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)
 To create a new laboratory course pertaining to specific topics that can be performed in a chemistry laboratory

A. 2. Effective date: (Example: Fall 2001)
 Fall 2011

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

B. The justification for this action:
 Many specific topics and methods found in chemistry are best experienced in a laboratory setting. However, only a lecture version for chemistry special topics exists. The formation of a laboratory version for chemistry special topics will be beneficial for students to gain hands-on experience on specific techniques and instrumentation that will make them more competitive after graduation.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: None

Operating Expenses Impact: Chemistry Department will petition for class lab fees

Equipment/Physical Facility Needs: None

Library Resources: None

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~striethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~striethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

CHE 501L Chemtopics Lab: _____ . **(1) A.** Prerequisite: departmental approval. Laboratory experiences chosen from specialized areas of chemistry including advanced chemical instrumentation / analysis, synthetic methods, computational chemistry, or molecular modeling. Topics vary according to student needs. May be retaken to a maximum of two hours. 3 Lab.

Part IV. Recording Data for New or Revised Course (Record only new or changed course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
CHE 501L		Fall 2011	AS <u> X </u> JS _____ BT <u> EM </u> _____ ED <u> PC </u> _____ HS _____	CHEM
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. <u> 2 </u>	
1	Lecture _____	Laboratory <u> 3 </u>	Other _____	Cip Code (first two digits only) <u> 40 </u>
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*		Class Restriction, if any: (undergraduate only)
0 2.25		N		FR _____ JR _____ SO _____ SR _____
		Grading Information: Course is eligible for IP (in-progress grading) for: <u> Check all applicable </u>		FOR BANNER USE ONLY Date of data entry _____ Data entry person _____
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

Co-Requisites and Prerequisites **See definitions on following page**

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No. _____

Course Prefix and No. _____

Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No. _____

Department Approval

Course Prefix and No. _____

Test Scores _____

Minimum GPA (when a course grouping or student cumulative GPA is required) _____

Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No. _____

Test Scores _____

Minimum GPA (when a course grouping or student cumulative GPA is required) _____

Equivalent Course(s): (credit not allowed with; or formerly:)

Course Prefix and No. _____

Course Prefix and No. _____

Course Prefix and No. _____

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

NOTE: Do not forward validation tables with curriculum form.

(*Use Validation Tables.)

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one) <input checked="" type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Hybrid Course ("S," "W") <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name <u>Chemistry</u> College <u>Arts and Sciences</u> *Course Prefix & Number <u>CHE 701L</u> *Course Title (30 characters) <u>Chemtopics Lab: _____.</u> *Program Title _____ (Major __, Option __; Minor __; or Certificate __) *Provide only the information relevant to the proposal.	
Proposal Approved by:		
	<u>Date</u> 02/02/2011	<u>Date</u> Graduate Council* _____ Council on Academic Affairs _____
<i>Is this a SACS Substantive Change? Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/></i>		
College Curriculum Committee	<u>Date</u> 02/21/2011	Approved ___ Disapproved ___ <u>4/21/11</u>
General Education Committee*	NA	Faculty Senate** <u>NA</u>
Teacher Education Committee*	NA	Board of Regents** <u>NA</u>
		Council on Postsecondary Edu.*** <u>NA</u>
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.		

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) To create a new laboratory course pertaining to specific topics in chemistry A. 2. Effective date: (Example: Fall 2001) Fall 2011 A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)	
B. The justification for this action: Many specific topics and methods found in chemistry are best experienced in a laboratory setting. However, only a lecture version for chemistry special topics exists. The formation of a laboratory version for chemistry special topics will be beneficial for students to gain hands-on experience on specific techniques and instrumentation that will make them more competitive after graduation.	
C. The projected cost (or savings) of this proposal is as follows: Personnel Impact: None Operating Expenses Impact: Chemistry Department will petition for class lab fees Equipment/Physical Facility Needs: None Library Resources: None	

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

4. For a new course, provide the catalog text.
5. For a revised course, provide the current catalog text with the proposed text using ~~striethrough~~ for deletions and underlines for additions.
6. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~striethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

CHE 701L Chemtopics Lab: _____ . **(1) A.** Prerequisite: departmental approval. Laboratory experiences chosen from specialized areas of chemistry including advanced chemical instrumentation / analysis, synthetic methods, computational chemistry, or molecular modeling. Topics vary according to student needs. May be retaken to a maximum of two hours. 3 Lab.

Part IV. Recording Data for New or Revised Course (Record only new or changed course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
CHE 701L		Fall 2011	AS <u>X</u> JS _____ BT <u>EM</u> _____ ED <u>PC</u> _____ HS _____	CHEM
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. <u>2</u>	
1	Lecture _____	Laboratory <u>3</u>	Other _____	Cip Code (first two digits only) <u>40</u>
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*		Class Restriction, if any: (undergraduate only)
0 2.25		N		FR _____ JR _____ SO _____ SR _____
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>		FOR BANNER USE ONLY Date of data entry _____ Data entry person _____
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

Co-Requisites and Prerequisites **See definitions on following page**

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No.	
Course Prefix and No.	

Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	<u>Department Approval</u>
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Equivalent Course(s): (credit not allowed with; or formerly:)

Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

NOTE: Do not forward validation tables with curriculum form.

(*Use Validation Tables.)

CHE 501L/701L: Chemtopics Lab:_____

CRN: XXXXX
 Instructor: TBA Office: TBA
 Email: TBA Office Hours: TBA
 Office phone: TBA

Course/Sections: CHE 501L/701L

Catalog Description: Prerequisite: departmental approval. Laboratory experiences chosen from specialized areas of chemistry including advanced chemical instrumentation / analysis, synthetic methods, computational chemistry, or molecular modeling. Topics vary according to student needs. May be retaken to a maximum of two hours. 3 Lab.

Text: Chemistry laboratory notebook (available at the bookstore)
 Since this is a special topics lab course, other specific text will be arranged by instructor

Student Learning Outcomes (SLOs) Since this is a special topics lab course, specific SLOs will depend on the specific proposed lab course. However, an example set of SLOs would be the following:

At the end of the CHE 501L lab course, all students should be able to:

1. Apply theory and operation principles of chemical methods and/or instrumentation in a laboratory setting.
2. Compare and contrast the strengths and weaknesses of various types of chemical methods and/or instrumentation in a laboratory setting.
3. Assess sources of error in experimentation and account for errors.
4. Learn to prepare effective reports.

In addition to SLOs 1-4, students in CHE 701L will also be able to:

5. Analyze information using recent chemical literature to understand specific chemical principles.
6. Integrate information from the literature to develop an independent laboratory project.

Evaluation Method: Since this is a special topics lab course, the course instructor would arrange a specific evaluation method. The main assessment of the course will be written laboratory reports. In addition to the reports, pre-laboratory quizzes and laboratory exams are common in the Chemistry Department. The CHE 701L students will be conducting an independent laboratory project that will be completed with a written report and in some cases, an oral presentation. An example of an evaluation method would be the following:

<u>CHE 501L</u>		<u>CHE 701L</u>	
Pre-Lab Assignments	25%	Pre-Lab Assignments	20%
Lab Reports	60%	Lab Reports	50%
Lab Final	15%	Lab Final	10%
		Independent Lab Project	20%

Student Progress: Students will be able to monitor their progress, as all grades will be posted through Blackboard (Bb website: <http://learn.eku.edu>). Laboratory experiments and related course materials will also be available on Bb.

Grade Scale: A: > 90% B: 80 – 89 C: 70 – 79 D: 60 – 69

- Disability Services:** If you are registered with the Office of Services for Individuals for Disabilities, please obtain your letters from the OSID and present them to the professor to discuss any academic accommodations you may need. If you believe you need accommodation and are not registered with the OSID, please contact the office in the Student Services Building Room 361 by email at disserv@eku.edu or by telephone at (859) 622-2933 V/TDD. Upon individual request, this syllabus can be made available in an alternative format.
- Academic Integrity Policy:** Students are advised that EKU's Academic Integrity policy will be strictly enforced in this course. The Academic Integrity policy is available at www.academicintegrity.eku.edu. Questions regarding this policy may be to the Office of Academic Integrity.
- Important Dates:** The following important information / dates will follow those found in the *Colonel's Compass*:
- Last day to drop a course without a "W" appearing on your transcript
Last day to go online (EKU Direct) and withdraw without incurring a withdraw fee faculty must submit mid-term grades
Last day to withdraw from a course with instructor's written permission and incur a \$50 per credit hour fee
Academic advising begins for Spring, 20xx
- Laboratory Report Format:** The course instructor will provide the exact format for the laboratory report, however, a general set of guidelines is provided.
- Lab reports should be written neatly at the end of the experiment. The report itself should be clear, concise, and should minimally consist of introduction, experimental, results, etc. sections, all data and analyses (including calculations), and any relevant experimental spectra, printouts, etc.
- The lab report should include the following information arranged in order:
1. Title of the work, your name, course number and the name(s) of your lab partner(s).
 2. Abstract, experimental section, data section, discussion section, conclusion, and acknowledgment.
 3. The references (if necessary) are given in the last page(s).
 4. Large tables, spectra, and graphs should be attached to the report as appendices.
- Official Email:** An official EKU e-mail is established for each registered student, each faculty member, and each staff member. All university communications sent via e-mail will be sent to this EKU e-mail address.
- Course Outline:** Since this is a special topics lab course, the course instructor would arrange a specific course outline for the laboratory experiment schedule.

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one) <input checked="" type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name <u>Chemistry</u> College <u>Arts & Sciences</u> *Course Prefix & Number <u>CHE 520</u> *Course Title (<u>30</u> characters) <u>Mass Spectrometry</u> *Program Title _____ (Major __, Option __; Minor __; or Certificate __) *Provide only the information relevant to the proposal.	
Proposal Approved by:		
	<u>Date</u> 10/27/2011	<u>Date</u> 3/18/2011
		Graduate Council*
		Council on Academic Affairs
		Approved _____ Disapproved _____
		Faculty Senate**
		Board of Regents**
		Council on Postsecondary Edu.***
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.		

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) To create a new course pertaining to the analytical technique of mass spectrometry A. 2. Effective date: (Example: Fall 2001) Fall 2011 A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)	
B. The justification for this action: This course has been taught as a special topics course (CHE 501) in chemistry every spring for at least the previous ten years and enrollment of the course has also been stable during that time. In addition, this special topics course has been instructed concurrently with FOR 475 and needs to be listed as equivalent. Giving a specific number for the course (CHE 520) will allow it to be easily listed as equivalent to FOR 475 (since CHE 501 is variable special topics designation). Both CHE and FOR designations are necessary for the course since students can then either attain upper level chemistry credit <u>or</u> gain credit for the Forensic Science accredited degree program.	
C. The projected cost (or savings) of this proposal is as follows: Personnel Impact: None Operating Expenses Impact: None Equipment/Physical Facility Needs: None Library Resources: None	

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~strike through~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~strike through~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

CHE 520 Mass Spectrometry. (3) A. Prerequisite: CHE 362. Cross-listed with FOR 475. Topics include types of mass spectrometers; qualitative and quantitative mass spectrometry, different ionization processes, sample inlet systems (including chromatography systems), and interpretation of mass spectral data. Credit will not be awarded for both CHE 520 and FOR 475.

Part IV. Recording Data for New or Revised Course (Record only new or changed course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
CHE 520		Fall 2011	AS x JS _____ BT EM _____ ED PC _____ HS _____	CHEM
<u>Credit Hrs.</u>	<u>Weekly Contact Hrs.</u>		<u>Repeatable Maximum No. of Hrs.</u>	
3 Lectu	re 3 Laboratory Other _____		<u>Cip Code (first two digits only)</u> 40	
<u>Schedule Type*</u> (List all applicable)	<u>Work Load</u> (for each schedule type)	<u>Grading Mode*</u>	Class Restriction, if any: (undergraduate only)	
1 3		N	FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

Co-Requisites and Prerequisites **See definitions on following page**

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)	
Course Prefix and No.	
Course Prefix and No.	
Prerequisite(s): (List prerequisites only. List combinations below. Use "and" and "or" literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)	
Course Prefix and No.	<u>CHE 362</u>
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	
Co-Requisite(s) and/or Prerequisite(s) Combination (Use "and" and "or" literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)	
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	
Equivalent Course(s): (credit not allowed with; or formerly:)	
Course Prefix and No.	<u>FOR 475</u>
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

NOTE: Do not forward validation tables with curriculum form.

(*Use

Validation Tables.)

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one) <input checked="" type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name <u>Chemistry</u> College <u>Arts & Sciences</u> *Course Prefix & Number <u>CHE 720</u> *Course Title (<u>30</u> characters) <u>Mass Spectrometry</u> *Program Title _____ (Major __, Option __; Minor __; or Certificate __) *Provide only the information relevant to the proposal.	
Proposal Approved by:		
	<u>Date</u> 10/27/2010	<u>Date</u> Graduate Council* _____ Council on Academic Affairs <u>4/21/11</u>
<i>Is this a SACS Substantive Change? Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/></i>		
	<u>01/24/2011</u>	Approved _____ Disapproved _____ Faculty Senate** <u>NA</u> Board of Regents** <u>NA</u> Council on Postsecondary Edu.*** <u>NA</u>
	<u>NA</u>	
	<u>NA</u>	
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.		

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) To create a new course pertaining to the analytical technique of mass spectrometry A. 2. Effective date: (Example: Fall 2001) Fall 2011 A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)	
B. The justification for this action: The course will allow graduate students to learn about the analytical technique of mass spectrometry. The course is applicable to not only chemistry students, but potentially valuable to biology students as well.	
C. The projected cost (or savings) of this proposal is as follows: Personnel Impact: None Operating Expenses Impact: None Equipment/Physical Facility Needs: None Library Resources: None	

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

4. For a new course, provide the catalog text.
5. For a revised course, provide the current catalog text with the proposed text using ~~strike through~~ for deletions and underlines for additions.
6. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~strike through~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

CHE 720 Mass Spectrometry. (3) A. Prerequisite: CHE 362. Topics include types of mass spectrometers; qualitative and quantitative mass spectrometry, different ionization processes, sample inlet systems (including chromatography systems), and interpretation of mass spectral data.

Part IV. Recording Data for New or Revised Course (Record only **new or changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
CHE 720		Fall 2011	AS x JS _____ BT EM _____ ED PC _____ HS _____	CHEM
<u>Credit Hrs.</u>	<u>Weekly Contact Hrs.</u>		<u>Repeatable Maximum No. of Hrs.</u>	
3 Lectu	re 3 Laboratory Other _____		<u>Cip Code (first two digits only)</u> 40	
<u>Schedule Type*</u> (List all applicable)	<u>Work Load</u> (for each schedule type)	<u>Grading Mode*</u>	Class Restriction, if any: (undergraduate only)	
1 3		N	FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

Co-Requisites and Prerequisites **See definitions on following page**

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)	
Course Prefix and No.	
Course Prefix and No.	
Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)	
Course Prefix and No.	<u>CHE 362.</u>
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	
Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)	
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	
Equivalent Course(s): (credit not allowed with; or formerly:)	
Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

NOTE: Do not forward validation tables with curriculum form.

(*Use

Validation Tables.)

Eastern Kentucky University
Department of Chemistry
Mass Spectrometry
CHE 520/720 – FOR 475
CRN xxxx – 3 credit hours
Spring 2012, Moore 101, TR 9:30 – 11:00 am

Interesting Fact: Dr. John Fenn, 2002 Nobel Laureate in Chemistry for his work on the electrospray mass spectrometry, graduated from Berea College (Berea, KY)

Instructor: Darrin L. Smith, Ph.D. darrin.smith@eku.edu
859-622-8380
Office: Memorial Science 161B
Office Hrs: Wednesday: 10 – 11 am
 Friday: 9 – 11 am *or by appointment

COURSE DESCRIPTION

CHE 520/720 or FOR 475 (cross-listed courses) Mass Spectrometry. (3) A. Prerequisite: CHE 362. Topics include types of mass spectrometers; qualitative and quantitative mass spectrometry, different ionization processes, sample inlet systems (including chromatography systems), and interpretation of mass spectral data.

COURSE OVERVIEW

The use of mass spectrometry is ubiquitous in research and industry. This course will allow one to have a basic understanding for the main types of techniques and instruments used in mass spectrometry, as well as a basic experience with interpreting generated data. After taking this course, one should be able to ask intelligent questions, ascertain what information is needed, and evaluate whether the information/data provided by the technique is useful for your problem.

TEXT / READINGS

Introduction to Mass Spectrometry: Instrumentation, Applications, and Strategies for Data Interpretation, 4th ed., J. Throck Watson, Wiley, **2008**.

Additional readings from the literature may be assigned for class as needed.

STUDENT LEARNING OUTCOMES

Upon completion of all the course work, all students will be able to:

1. Demonstrate their comprehension of different terminology that is unique to mass spectrometry and show how it relates to instrumentation and mass spectra.
2. Compare and contrast the components of various mass spectrometers in terms of function, advantages, and disadvantages of each.
3. Evaluate mass spectra to determine the molecular weight and structure of various molecules from fragmentation.

- Demonstrate the ability of how new techniques in mass spectrometry is applied in various fields (i.e. chemistry, biochemistry, and forensic science).

In addition to Student Learning Outcomes 1-4, students enrolled in CHE 720 will also:

- Analyze information using recent chemical literature to understand a specific aspect of mass spectrometry
- Integrate information from the literature to develop an independent project.

EVALUATION METHOD

The assessment for this course will be based on the student's performance on written exams, homework assignments (including presentations / papers), and quizzes according to the following:

<u>CHE 520/FOR 475</u>	CHE	<u>720</u>	
Tests (3)	60%	Tests (3)	60%
Final 20%		Final Quizzes	15%
Quizzes / Homework	20%	Term Paper	15%
	100%		100%

The following grading scale will be used for this course:

Letter Grade	Grade Range
A	90% - 100%
B	80% - 89%
C	70% - 79%
D	60% - 69%
F <	60%

STUDENT PROGRESS

The electronic course management system Blackboard will be utilized for this course (website: <http://learn.eku.edu>). Quizzes or homework may be administered through Blackboard. Handouts or additional course materials for class will be available with Blackboard. Students will be able to monitor their progress in the course as written assignments are returned to them and all grades will be posted through Blackboard.

COURSE OUTLINE- See attached Tentative Lecture Schedule

COURSE REQUIREMENTS

- Attendance Policy: **No allowances will be made for skipped class time.** Any missed course work or examinations may not be made up. Arrangements for missed assignments must be made **BEFORE** the date, or within one week if circumstances render attendance unpractical (e-mail if necessary). Documentation must be provided in the latter case.
- Exams: Three exams will be administered throughout the semester and one comprehensive final exam at the end of the semester. The final examination is scheduled for May 4

(Tuesday) 8 am - 10 a.m. Examinations will cover material included in class, in the text, in handouts, and in homework assignments. Notice of exams will be given at least one week prior to the actual exam date. **Make-up Exams:** No make-up exams will be given for this course. If an exam is missed, the grade will be assigned a "0". If you have an official excuse (e.g. medical reasons with a physician's written statement), then arrangement can be made for a make-up examination.

3. **Quizzes:** Quizzes will be given about every other week (starting about the second week of class) and will be administered through Blackboard.
4. **Homework:** Homework may be given throughout the semester that will be collected and graded. Suggested problems for each chapter will be given to help prepare for the exams and will not be turned in for credit.
5. **For Graduate Students (for CHE 720) – Term Paper:** graduate students must prepare a proposal on how mass spectrometry may be used to enhance a current research project or a review paper on an approved topic. The proposal or paper must have appropriate literature references to support the text. Each student should have an approved topic and outline of the proposal or paper to the instructor by February 11th. The final proposal or paper needs to be completed by April 22nd. Papers turned in after this date will be deducted 10% of the total score per day.

DISABILITY STATEMENT:

If you are registered with the Office of Services for Individuals with Disabilities, please obtain your accommodation letters from the OSID and present them to the course instructor to discuss any academic accommodations you need. If you believe you need accommodation and are not registered with the OSID, please contact the Office in Student Services Building Room 361 by e-mail at disserv@eku.edu or by telephone at (859) 622-2933 V/TDD. Upon individual request, this syllabus can be made available in an alternative format.

ON-CAMPUS MEETINGS:

Students will meet on campus for lecture on the first floor of the Moore building.

ACADEMIC INTEGRITY:

Academic integrity is a fundamental value for the Eastern Kentucky University community of students, faculty, and staff. It should be clearly understood that academic dishonesty is not tolerated and incidents of it will have serious consequences. Anyone who knowingly assists in any form of academic dishonesty shall be considered as responsible as the student who accepts such assistance and shall be subject to the same sanctions. Academic dishonesty can occur in different forms, some of which include cheating, plagiarism, and fabrication.

Students have an affirmative obligation to review and comply with all standards articulated on the ECU Academic Integrity website, at www.academicintegrity.eku.edu

If a student is found to have committed any of the above offenses, s/he will receive a failing grade on the assignment or in the course, depending upon the seriousness of the offense, in accordance with University policy. The offense will be referred to the Academic Integrity Office for investigation and imposition of sanctions. Ignorance is no defense.

OFFICIAL E-MAIL: An official EKU e-mail is established for each registered student, each faculty member, and each staff member. All university communications sent via e-mail will be sent to this EKU e-mail address.

IMPORTANT DATES

(From the Colonel Compass)

January 18th Last day to add or drop without a “W”; and last day to change from “Audit” or “Pass/Fail” to Letter Grade
 January 29th Last day to convert Letter Grade to “Audit” or “Pass/Fail”
 March 19th Last day to withdraw from a class

**Tentative Lecture Schedule
 Mass Spectrometry
 Spring 2012**

Date	Chapter	Date	Chapter
T Jan. 12 th R Jan 14 th	Syllabus, Basic Mass Overview	T March 16 th R March 18 th	Data Interpretation
T Jan. 19 th R Jan. 21 st	Ionization Sources	T March 23 rd R March 25 th	Data Interpretation
T Jan. 26 th R Jan. 28 th	Ionization Sources	T March 30 th R April 1 st	Data Interpretation
T Feb 2 nd R Feb 4 th	Ionization Sources Exam # 1	T April 6 th R April 8 th	Separation Interface Exam #3
T Feb 9 th *R Feb 11 th	Vacuum System Mass Analyzers	T April 13 th R April 15 th	Presentations
T Feb 16 th R Feb 18 th	Mass Analyzers	T April 20 th **R April 22 nd	Presentations
T Feb 23 rd R Feb 25 th	Mass Analyzers	T April 27 th R April 29 th	Presentations Review
T March 2 nd R March 4 th	Detectors Exam #2	May 4 th (Tuesday) 8:00 – 10:00 am	Final Exam
T March 9 th R March 11 th	Spring Break: No Class		

(This is a basic overview for major topics that will be covered this semester. Other topics may be included depending on time. Exam dates are approximate and may be adjusted. Notice will be at least 1 week prior to the actual exam date.)

*Term paper topic must be approved and outline must be completed

**Final form of the term paper must be completed

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

<input type="checkbox"/> (Check one) New Course (Parts II, IV)	Department Name	Chemistry
<input type="checkbox"/> Course Revision (Parts II, IV)	College	Arts and Sciences
<input type="checkbox"/> Hybrid Course ("S," "W")	*Course Prefix & Number	
<input type="checkbox"/> Course Dropped (Part II)	*Course Title (30 characters)	
<input type="checkbox"/> New Program (Part III)	*Program Title	B.A. Chemistry
<input checked="" type="checkbox"/> Program Revision (Part III)		(Major <u>X</u> , Option <u> </u> ; Minor <u> </u> ; or Certificate <u> </u>)
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	<u>Date</u>	
Departmental Committee	02/02/2011	Graduate Council* <u>Date</u> NA
<i>Is this a SACS Substantive Change?</i> Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>		
College Curriculum Committee	02/21/2011	Council on Academic Affairs Approved <u> </u> Disapproved <u> </u> 4/21/11
General Education Committee*	NA	Faculty Senate**
Teacher Education Committee*	3/22/2011	Board of Regents**
		Council on Postsecondary Edu.*** NA

*If Applicable (Type NA if not applicable.)
 **Approval needed for new, revised, or suspended programs
 ***Approval/Posting needed for new degree program or certificate program
 ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)
 To revise the B.A. Chemistry Program to reflect recent course changes, adjust courses to the program, add a new option for a series of pre-professional students, and reduce the overall degree program to 120 hours

A. 2. Effective date: (Example: Fall 2001)
 Fall 2011

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

B. The justification for this action:
 A number of course changes have occurred in the chemistry curriculum that needs to be reflected in the program as well as reduce to 120 hours. The adjustment of courses will allow students to have three options in the B.A. Chemistry. The current Chemistry and Chemistry Teaching options have been updated that will allow students to have sufficient background to be competitive in industry and teaching, respectively. The new option pertains to students interested in science based professional careers (including pharmacy, dentistry, optometry, and veterinary). This option will allow students to sufficiently prepare for these professional schools, but also place them on a valuable degree program. If a student is not accepted into a professional school, then they are ready to continue and complete a Chemistry (B.A.) degree as a secondary goal.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: None

Operating Expenses Impact: None

Equipment/Physical Facility Needs: None

Library Resources: None

Part III. Recording Data for New, Revised, or Suspended Program

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide the current program requirements using ~~strike through~~ for deletions and underlines for additions.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

New or Revised* Program Text
 (*Use ~~strike through~~ for deletions and underlines for additions.)

CHEMISTRY (B.A.)

CIP Code: 40.0501

Major Requirements~~34-44~~ 33-34 hours

Chemistry Core Requirements.....28 hours

CHE 111, 111L, 112, 112L ~~or 112HL~~, 325, 325L, 361, 361L, 362, 362L, 385, 470, 484 ~~plus six hours of upper division chemistry electives (which may include FOR 411).~~

Option Requirements:*

Chemistry Option..... 16 hours

CHE 425, 425L, 430 or 431, 450 and six credit hours of either 400- or 500-level CHE or FOR courses. If CHE 495 is taken, only 3 hours can be applied to the major.

Pre-Pharmacy or Pre-Dental or Pre-Optometry or Pre-Veterinary Option..... 14 hours

CHE 425, 425L, CHE 430, 431, 432 and three credit hours of either 400- or 500-level CHE or FOR courses.

Chemistry Teaching Option: 6 hours**

Six credit hours of either 400- or 500-level CHE or FOR courses. If CHE 495 is taken, only 3 hours can be applied to the major.

Supporting Course Requirements14-55 hours

Chemistry Option.....14 hours

MAT 124***; PHY 131 or 201; PHY 132 or 202

Pre-Pharmacy or Pre-Dental or Pre-Optometry or Pre-Veterinary Option.....44-45 hours

MAT 124***; PHY 131 or 201; PHY 132 or 202, BIO 121, 141, 171, 301 or 348, 320, ECO 230, STA 270, PSY 200, PHI 383.

Chemistry Teaching Option:54-55 hours**

MAT 124*; PHY 131 or 201; PHY 132 or 202; BIO 100 or 121; CSC 104 or CIS 212; EDF 103, 203, 319, 413; SED 401 or 401S; ESE 490, 499, 561; GLY 302.

General Education Requirements ~~27~~ 30-36 hours

Standard General Education program, excluding blocks II, IVA, IVB, VII (QS), VII (NS), VIII (6 hours) (Pre-Pharmacy or Pre-Dental or Pre-Optometry or Pre-Veterinary Option or Teaching Option) or blocks II, IVB, and VIII (6 hours) (Chemistry Option). Refer to Section Four of this *Catalog* for details on the General Education and University requirements.

University Requirement1 hour

ASO 100.

Free Electives~~3-25~~ 8-44 hours

Total Curriculum Requirements120 ~~128~~ hours

* CHE 349 or 349 A-N may not be used to satisfy area, major, or minor requirements.

* A preparatory course in mathematics (MAT 109) may be required before admission to MAT 124.

**Following this curriculum and passing the appropriate standardized teacher exams will lead to certification to teach chemistry at the secondary education level.

*** A preparatory course in mathematics (MAT 109) may be required before admission to MAT 124.

Curriculum Change Form Course Drop

Department Name	Chemistry		
College	Arts and Sciences		
Proposal Approved by:	<u>Date</u>		<u>Date</u>
Departmental Committee:	_____ 10/27/2010 _____	Graduate Council*	3/18/2011 _____
College Curriculum Committee:	_____ 1/24/2011 _____	Council on Academic Affairs	4/21/11 _____
General Education Committee*:	_____		Approved ___ Disapproved ___
Teacher Education Committee*:	_____ NA _____		
*If Applicable (Type NA if not applicable.)			

Completion of A and B is required:

A. Effective date: (Example: Fall 2009)

Fall 2011

B. The justification for this action: (course no longer taught/comment if other)

CHE 112HL and 330 have not been taught in over 5 years. The 500 level courses are being replaced with 400 level versions and the 700 level for these courses will no longer be offered

List all courses to be dropped

Prefix	Number	Title	Comments:
CHE	112HL	Gen. Chemistry Honors Lab II	Has not been offered in over 5 years
CHE	330	Introductory Biochemistry	Has not been offered in over 5 years
CHE	525	Instrumental Methods	Replaced with CHE 425 and 425L
CHE	530	Biochemistry of Macromolecules	Replaced with CHE 430
CHE	531	Metabolic Biochemistry	Replaced with CHE 431
CHE	532	Biochemistry Laboratory	Replaced with CHE 432
CHE	550	Inorganic Chemistry	Replaced with CHE 450
CHE	725	Instrumental Methods	No longer a 500/700 level cross-listing
CHE	730	Biochemistry of Macromolecules	No longer a 500/700 level cross-listing
CHE	731	Metabolic Biochemistry	No longer a 500/700 level cross-listing
CHE	732	Biochemistry Laboratory	No longer a 500/700 level cross-listing
CHE	750	Inorganic Chemistry	No longer a 500/700 level cross-listing
CHE	473	Physical Chemistry Laboratory	Replaced with 574L and 575L

For Registrar Office Use Only:
Copy Sent to: Graduate Council
02/26/09

Date: _____ Initial: _____

Version 1.2

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input checked="" type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Hybrid Course ("S," "W") <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name Geography & Geology <hr/> College Arts & Sciences <hr/> *Course Prefix & Number GLY 303 <hr/> *Course Title (30 characters) Global Environmental Obstacles <hr/> *Program Title _____ (Major ____, Option ____, Minor ____, or Certificate ____) <hr/> *Provide only the information relevant to the proposal.	
Proposal Approved by:		
	<u>Date</u> 02-11-2011	<u>Date</u> NA
Departmental Committee	Graduate Council*	
<i>Is this a SACS Substantive Change?</i>	Yes*** <input type="checkbox"/> No <input checked="" type="checkbox"/>	
College Curriculum Committee	Approved _____ Disapproved _____	4/21/11
General Education Committee*	3/3/11	Faculty Senate** NA
Teacher Education Committee*	3/22/2011	Board of Regents** NA Council on Postsecondary Edu.*** NA
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.		

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) Revise GLY 303 by: (1) changing title to Environmental Geosciences; (2) adding prerequisite of any general education geology course or departmental approval; and (3) removing from Gen. Ed. VII (NS) designation. A. 2. Effective date: (Example: Fall 2001) Fall 2011 A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)	
B. The justification for this action: GLY 303 has proven to be a poorly attended general education course. Therefore, the department has decided to drop the Gen. Ed. VII (NS) designation and move the course (with title change, prerequisite and increased rigor) to Geology Electives to meet the needs of geology, geography and earth science (teaching) majors, as well as other potentially interested students.	
C. The projected cost (or savings) of this proposal is as follows: Personnel Impact: None Operating Expenses Impact: None Equipment/Physical Facility Needs: None Library Resources: None	

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~striethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~striethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

GLY 303 ~~Global Environmental Obstacles~~ Geoscience. (3) A. Prerequisite: any general education geology course or departmental approval. Investigation of the Earth as a complex set of interconnected systems that cycle elements, water, and earth materials over geologic and human time scales. The course emphasizes global environmental changes that occur on the planet because of human actions. ~~Gen. Ed. VII (NS).~~

Part IV. Recording Data for New or Revised Course (Record only new or changed course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
GLY 303		Fall 2011	AS <u>X</u> JS _____ BT <u>EM</u> _____ ED <u>PC</u> _____ HS _____	GEOS
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
Lectu	re _____	Laboratory _____	Other _____	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Cip Code (first two digits only)	
			Class Restriction, if any: (undergraduate only)	
			FR _____	JR _____
			SO _____	SR _____
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

Co-Requisites and Prerequisites **See definitions on following page**

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No.	
Course Prefix and No.	

Prerequisite(s): (List prerequisites only. List combinations below. Use "and" and "or" literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	GLY 102 or 107 or 108 or 109 or 172 or 302 or 304 or 305 or GEO 210 or <u>departmental approval</u>
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Co-Requisite(s) and/or Prerequisite(s) Combination (Use "and" and "or" literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Equivalent Course(s): (credit not allowed with; or formerly:)

Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3) X	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

Eastern Kentucky University
Department of Geography & Geology
GLY 303 Environmental Geosciences
CRN xxxxxx (3 credit hours)

(Course meeting times and location, instructor information, office hours will be included here.)

Textbooks: *Environmental Geology, 9th Edition*, E.A. Keller, 2011 (Prentice Hall Publishing). *Additional readings will be required from journal articles as necessary to address the latest research on various geosciences topics.*

Course Description: Prerequisite: any general education geology course or departmental approval. Investigation of the Earth as a complex set of interconnected systems that cycle elements, water, and earth materials over geologic and human time scales. The course emphasizes global environmental changes that occur on the planet because of human actions.

Student Learning Outcomes: At the conclusion of this course, successful students will be able to:

1. Understand geosciences principles that are relevant to environmental issues;
2. Apply geosciences principles to environmental issues;
3. Explain the relationships between humans and the environment as they relate to geosciences issues;
4. Use appropriate geosciences methodologies to address an environmental problem;
5. Integrate geosciences and other relevant disciplines (e.g., economics, law, ethics) to develop feasible solutions to environmental case studies.

Course Rules:

- **CELL PHONES MAY NOT BE USED DURING CLASS!!!**
 - Cell phones will be turned to silent/vibrate when you enter the classroom and placed on the lab table where they are visible to the instructor.
 - In the event that an emergency requires you to use a cell phone, you are required to leave the room to do so.
- Students are expected to behave in the course as they would in a professional setting. This includes regular class attendance, punctuality, respect toward others in the class, and student attitude.
- Disruptive behavior will not be tolerated, including, but not limited to, private or group conversations that disrupt class discussion and noisily entering and leaving class during the class period.

Course Outline

Is There an Energy Crisis?

- How are fossil fuels created?
- How long will our current supply of fossil fuels last?
- What other energy sources are available?
- What are the benefits and disadvantages of other energy sources?
- Are alternative energy sources currently feasible for widespread use?
- Case Study: Marcellus Shale
- Case Study: Hybrid Cars and the American Car Industry

Should the Government Pay for Disaster Relief?

- Are natural disasters really natural?
- How do humans affect natural disasters?
- Why are some areas of the world more susceptible to natural disasters?
- Is it feasible for humans to avoid disaster-prone areas?
- Case Study: Hurricane Katrina, 6 years later
- Case Study: The Government's Response to the Gulf Oil Spill

Where Should We Put Radioactive Waste?

- Why is radioactive waste so dangerous?
- How is radioactive waste created?
- What possible storage/disposal areas exist for radioactive waste disposal?
- What are the benefits/disadvantages of the possible storage methods?
- Case Study: Should spent fuel be stored at Yucca Mountain
- Case Study: Maxey Flats, Kentucky

Who Owns the Land and Water?

- Why/how do we use the land and water in the United States?
- How can land and water be degraded through human use?
- Are there alternatives to the current land and water uses?
- Can we sustain a reasonable economic growth and still protect the land and water?
- Case Study: Is the United States facing a water shortage?
- Case Study: Are land conservation efforts in the public interest?

How Can Areas Be Responsibly Developed for Human Residence?

- How long should a home/building be expected to last?
- How does development affect land stability?
- How can natural ground and water characteristics impact human health and safety?
- In what ways does the land need to be protected from humans?
- Case Study: Engaging with the water sector for public health benefits
- Case Study: Urban Sprawl in the West – Can planners stop unchecked growth before it's too late?

Grading: The following criteria will be used to determine the final grade for this course:

Case Studies (5)	250 pts.	A (90-100%):	675-750 pts.
Reading Quizzes (20)	100 pts.	B (80-89.9%):	600-674 pts.
Unit Exams (6)	300 pts.	C (70-79.9%)	525-599 pts.
Unit Articles (5)	<u>100 pts.</u>	D (60-69.9%)	450-524 pts.
	750 pts.	F (<60%)	0-449 pts.

Case Studies: This course is designed to explore contemporary issues of environmental geosciences from the perspective of prospective geosciences professionals. These issues require careful analysis of evidence, scientific and otherwise, on various positions associated with each case study. Students will select one case study from each unit to develop a 5-page response to the issue; the lowest grade will be dropped.

Reading Quizzes: This class is discussion-based, therefore preparation of daily topics is an important part of the class experience. Most days, students will be given a reading assignment from the text or from articles provided by the instructor relating to the topic for the day. Students are required to read the assignment before class has begun. To ensure that everyone has read the material, a 5-pt. quiz over the material will be administered each day there is a reading assignment. The quiz should be straightforward for those who have carefully read the assignment, and extremely difficult for those who did not read the assignment.

Unit Exams: Students are expected to understand geosciences concepts presented in class, demonstrate reading comprehension, critically analyze evidence presented, and demonstrate connections between scientific disciplines and societal issues. Students will be assessed on their ability to master these competencies through six unit exams, the last of which will be administered as a final exam. The unit exams will all be short answer/open response.

Unit Articles: For each topic discussed in the course outline, students are required to find one additional article related to the topic, read it, and discuss the implications of the article to the topic at hand, including its credibility as a source. Students must submit at least one of each of the following article types:

- On-line (Web-based),
- Scientific journal,
- Non-science journal (e.g., *Times*, *Newsweek*),
- Newspaper article.

Additional Help: If you are having difficulties with concepts in this class and require extra help, you may schedule an appointment with me or visit during office hours. Appointments work on a first come-first served basis. You are welcome to schedule an appointment in person or by phone or e-mail. However, e-mail messages must be received at least 24 hr. in advance so that I can reply to your message.

Progress Assessment: Your progress in this class will be monitored by assessments listed in the Grading section of the syllabus. The final withdrawal date is xxxxxx¹. Assessments will be returned the Tuesday following their administration. Previous evidence has shown that

¹ The deadline for withdrawing online without being charged a withdrawal fee is xxxxx.

performance on these course requirements is a strong indicator of student performance throughout the semester.

Disability Statement: If you are registered with the Office of Services for Individuals with Disabilities, please obtain your accommodation letters from the OSID and present them to the course instructor to discuss any academic accommodations you need. If you believe you need accommodation and are not registered with the OSID, please contact the Office in the Student Services Building Room 361 by email at disserv@eku.edu or by telephone at (859) 622-2933 V/TDD. Upon individual request, this syllabus can be made available in an alternative format.

Academic Integrity: Students are advised that EKU's Academic Integrity policy will be strictly enforced in this course. The Academic Integrity policy is available at www.academicintegrity.eku.edu. Questions regarding this policy may be directed to the Office of Academic Integrity.

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input checked="" type="checkbox"/> Hybrid Course ("S," "W") <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name <u>Government</u> College <u>Arts & Sciences</u> *Course Prefix & Number <u>LAS 330S</u> *Course Title (30 characters) <u>Family Law Practice</u> *Program Title _____ (Major __, Option __; Minor __; or Certificate __) *Provide only the information relevant to the proposal.	
Proposal Approved by:		
	<u>Date</u>	<u>Date</u>
Departmental Committee	<u>2/28/2011</u>	Graduate Council* N/A
<i>Is this a SACS Substantive Change? Yes*** <input type="checkbox"/> No <input checked="" type="checkbox"/></i>		
College Curriculum Committee	<u>3/21/2011</u>	Council on Academic Affairs Approved ___ Disapproved ___ 4/21/11
General Education Committee*	<u>N/A</u>	Faculty Senate** N/A
Teacher Education Committee*	<u>N/A</u>	Board of Regents** N/A
		Council on Postsecondary Edu.*** N/A
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.		

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) Create a new course with service-learning component. A. 2. Effective date: (Example: Fall 2001) Fall 2011 A. 3. Effective date of suspended programs for currently enrolled students: (if applicable) N/A	
B. The justification for this action: To better prepare Paralegal Program students for employment after graduation, by having them participate in a service-learning component as part of this course.	
C. The projected cost (or savings) of this proposal is as follows: Personnel Impact: none Operating Expenses Impact: none Equipment/Physical Facility Needs: none Library Resources: none	

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~striethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~striethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

LAS 330S Family Law Practice. (3) A. Prerequisite: LAS 220. Paralegal Practice in family law including forms, documents, and procedures for: marriage, divorce, separation, annulment, alimony, legitimacy of children, custody, adoption, community property, and juvenile law. This is a Service-Learning Course. Credit will not be awarded for both LAS 330 and LAS 330S.

Part IV. Recording Data for New or Revised Course (Record only new or changed course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
LAS	330S	Fall 2011	AS <u>X</u> JS _____ BT <u>EM</u> _____ ED <u>PC</u> _____ HS _____	GOVN
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. <u>0</u>	
3	Lecture <u>2</u>	Laboratory _____	Other <u>1</u>	Cip Code (first two digits only) <u>22</u>
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*		Class Restriction, if any: (undergraduate only)
W	1	N		FR _____ JR _____
1	2	N		SO _____ SR _____
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>		FOR BANNER USE ONLY Date of data entry _____ Data entry person _____
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

Co-Requisites and Prerequisites **See definitions on following page**

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No. _____

Course Prefix and No. _____

Prerequisite(s): (List prerequisites only. List combinations below. Use "and" and "or" literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D .)

Course Prefix and No. _____

LAS 220

Course Prefix and No. _____

Test Scores _____

Minimum GPA (when a course grouping or student cumulative GPA is required) _____

Co-Requisite(s) and/or Prerequisite(s) Combination (Use "and" and "or" literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No. _____

Test Scores _____

Minimum GPA (when a course grouping or student cumulative GPA is required) _____

Equivalent Course(s): (credit not allowed with; or formerly:)

Course Prefix and No. _____

Credit will not be awarded for both LAS 330 and LAS 330S.

Course Prefix and No. _____

Course Prefix and No. _____

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

NOTE: Do not forward validation tables with curriculum form.

(*Use Validation Tables.)

LAS 330 -S
FAMILY LAW PRACTICE – SPRING 2012 SYLLABUS
Department of Government: Paralegal Programs

Tuesdays 6:00 – 8:00 pm
McCreary 2 & Blackboard Online & Lexington, Ky.
3 Credit Hours

Elaine.Tackett@eku.edu
McCreary 219
(859) 622-4394

Text: Family Law by Statsky (5th ed. West/Cengage 2002)

Catalog Description: **LAS 330 Family Law Practice. (3) A.** Prerequisite: LAS 220. Paralegal Practice in family law including forms, documents, and procedures for: marriage, divorce, separation, annulment, alimony, legitimacy of children, custody, adoption, community property, and juvenile law. This is a Service-Learning course.

THIS IS A SERVICE LEARNING COURSE described by the University as: “an experiential educational method in which students participate in an organized service activity in such a way as to develop critical thinking skills and develop an enhanced sense of civic responsibility.” Students will participate in the Fayette County Bar Association (FCBA) Pro Bono Project, which provides legal services to indigent clients who are involved in domestic relations actions, for the purposes of a) developing an understanding of the legal processes and procedures involved in domestic relations cases while b) providing clients with needed legal services which they otherwise could not afford.

<u>Grading Scale</u>	<u>Assessment Methods</u>	<u>Point Value</u>
720 – 800 = A	Midterm Exam	150
640 – 719 = B	Comprehensive Final Examination	200
560 – 639 = C	4 Assignment Projects	400
480 – 559 = D	5 Discussion Board Forums	50

Student Learning Outcomes:

Students successfully completing this course will be able to :

1. Demonstrate the importance of a diverse citizenry and the role of law in preventing discrimination based on race, ethnicity, religion, socio-economic status, gender, sexual orientation, disabilities, age and cultural or national background by participating in the FCBA Pro Bono Project
2. Apply knowledge of the foundations, functions, terminology, sources of law (legal authority), and family law court structure and procedure by: locating, reading and analyzing state and federal statutes, constitutions, administrative regulations, court rules, and cases and by participating in the FCBA Pro Bono Project.
3. Apply practice skills necessary to perform competently as paralegals by: drafting various family law documents including a petition for dissolution of marriage & a response to the petition; case data information sheet; separation & division of marital property agreement; calculation of child support & spousal maintenance; proposed findings of fact & decree of dissolution of marriage; verified factual disclosure form; certificate of dissolution of marriage; and a uniform child support order, both through class assignments and through their experiences in working with the FCBA Pro Bono Project.
4. Apply both substantive and procedural aspects of Family Law including marriage, divorce, separation, annulment, child custody and support, and adoption, and utilize forms and drafting techniques in the preparation of various pleadings, motions, and documents for the areas of Family Law and by satisfactorily performing on relevant portions of exams and by satisfactorily completing reflection papers and Discussion Board questions relating to their experiences with the FCBA Pro Bono Project.
5. Integrate the knowledge gained through both academic learning in the classroom and through experiential learning in the FCBA Pro Bono Project.
6. Use critical thinking skills to enhance the lives of clients, with marginal financial resources who are involved in domestic relations actions, by assisting such clients with gaining access to the court system through the FCBA Pro Bono Project.

Course Policies: Regular on-campus and online attendance is mandatory. **Note that on-campus classes will be held on: the first day of class, the day of the Midterm Exam, and the day of the Final Exam.** Class attendance and/or participation will be taken into consideration in determining the final grades of students with “borderline” final grade point averages. If you must miss class, it will be your responsibility to be aware of any announcements, assignments, changes in procedure, and information presented during class Chat, etc., by going to the course Blackboard website and obtaining the pertinent materials/information. The written lectures will cover material, such as Kentucky law that, although not in the textbook, WILL be included on exams and assignments.

Midterm grades will be based upon all assignments and Discussion Board Forums graded prior to March 5, 2012. Assignments will be submitted throughout the semester using either hard copies placed in my faculty mailbox or by email attachments. Assignments must be **typewritten in 12 point type, using MS Word, with 1 ½” left margins and 1” remaining margins, have numbered pages, and include your full name on each page**, unless otherwise noted. Assignments will be graded on the basis of their organization, content, accuracy, clarity and proofreading.

Make-up exams will NOT be given. Late assignments will NOT be accepted. Only extreme situations, such as severe personal illness, or death in the immediate family, where such can be documented (e.g., a physician’s written statement on office letterhead verifying that you were too ill to attend class on exam day or submit an assignment the day it was due) MAY provide grounds for exceptions to these policies on make-up exams and late assignments. In addition, claims of inoperable computers, printers, discs, and/or Internet service and/or that your assignment did not arrive via email attachment, etc., will NOT be sufficient to allow assignments to be submitted after they are due.

Any late work (including exams) must be accompanied by a “Motion to Accept Late Work” in a form suitable for filing with the Madison Circuit Court, together with a “Memorandum in Support of Motion” and appropriate documentation attached as exhibits. If all of these materials are provided in proper form, no later than the seventh day after the due date, I will consider accepting the late work. Also, if you have a University excused absence on the day work is due, you must turn that work in prior to your absence.

Academic Integrity: Each student is expected to do his/her own work, unless working in groups. Cheating and plagiarism will not be tolerated. Students are advised that EKU’s Academic Integrity Policy will be strictly enforced in this course. The Academic Integrity Policy is available at www.academicintegrity.eku.edu. Questions regarding the policy may be directed to the Office of Academic Integrity.

Accommodations: If you are registered with the Office of Services for Individuals with Disabilities, please obtain your accommodation letters from OSID and present them to the course instructor to discuss any academic accommodations you need. If you believe you need accommodations and are not registered with the OSID, please contact the office in the Student Services Building room 361 by email at disserv@eku.edu or by telephone at (859) 622-2933 V/TDD. Upon individual request, this syllabus can be made available in an alternative format. The Department of Government is located in McCreary Hall, a historic building on campus that is not handicapped accessible. Alternative meeting locations are available for those students who are unable to access the building. Please notify me of your need and I will arrange an alternative meeting location.

Online Course Agreement: By enrolling in this course, I give my instructor permission to publish and distribute transcripts of real-time conversations, discussion board forum postings, email messages, Web pages (including images, photographs, graphs, and charts, etc.) and any other material produced for this course.

Technical Requirements: To take this course, you must have access to (and know how to use):

1. A Pentium based computer using Windows 2000 or higher, with an attached printer, that you can use to attend class on Wednesdays from 6:00 to 8:00 pm, and on which you can complete your course assignments.
2. Microsoft Word. If you don’t have it, you will have to do your assignments at an on or off-campus EKU computer lab. (Note: Microsoft Works will not even run on Blackboard.)
3. At least a V90-56K modem on your computer. Better to have a broadband connection.
4. A RELIABLE Internet service provider (ISP) that uses a browser such as Netscape/Mozilla or MS Explorer.
5. A working EKU email address. Your EKU email account must be activated before you can access Blackboard.
6. Windows Media Player installed on your computer. (You can download it free from the Microsoft website.)

PROPOSED COURSE OUTLINE & TIME SCHEDULE FOR LAS 330 – SPRING 2012

(Note: This schedule is subject to change in order to meet student needs.)

JAN	13	Intro to Course in McCreary 2. Ch 1 – Introduction to Family Law & Practice
	20	Ch 2 – Ethics & Malpractice in Family Law
	27	Ch 3 – Compiling a Family Law History & Ch 4 – Premarital Agreements
FEB	3	Ch 5 – Traditional Marriage & Alternatives
	10	Ch 6 - Annulment
	17	Ch 7 – Divorce Grounds & Procedure. <u>Assignment #1 – Petition & Response Due</u>
	24	Ch 8 – Spousal Support, Property Division, & Separation Agreements
MAR	3	MIDTERM EXAM – in McCreary 2
	10	Spring Break – No Class
	17	Ch 9 – Child Custody (Note: the last day to withdraw from class is Mar 20.)
	24	Ch 10 – Child Support. <u>Assignment #2 – Separation Agreement Due</u>
	31	Ch 11 – Tax Consequences of Separation & Divorce
APR	7	Ch 12 – The Legal Rights of Women <u>Assignment #3 – Final Divorce Documents Due</u>
	14	Ch 13 – Illegitimacy & Paternity Proceedings. <u>Assignment #4 – Reflection Papers Due</u>
	21	Ch 14 – The Legal Status of Children & Ch 15 - Adoption
	28	Ch 16 – The New Science of Motherhood & Ch 17 – Torts & Family Law
MAY	5	COMPREHENSIVE FINAL EXAMINATION – 6:00 – 8:00 pm, in McCreary 2

NOTE: Before preparing your assignments, you must view the Family Law Videos located on our course Blackboard site in the Video section.

IMPORTANT: YOU MUST HAVE ACCESS TO RELIABLE TRANSPORTATION, TO AND FROM DOWNTOWN LEXINGTON, KENTUCKY, TO BE ABLE TO COMPLETE THE SERVICE-LEARNING COMPONENT OF THIS COURSE.

QEP Service- Learning Project Course Application

Name of faculty teaching this course Elaine Tackett

Department Government

Email elaine.tackett@eku.edu Phone 622-4394

Course name and number LAS 330 – Family Law Practice

Number of credit hours 3

Check the appropriate box: New Course Existing Course

Will other sections of the course be offered without service-learning? Yes No

How many sections of the course will be offered? one

What community organization/agency will the students be working with? How did you determine their need?
Fayette County Bar Association & Greater Lexington Paralegal Association. These are the organizations whose members work on a pro bono basis to assist indigent clients with filing certain domestic relations legal documents with the courts.

What is the service to the community? How is this helping the community? How will students know they will be involved in community service?
Students will work under the direct supervision of attorneys to assist indigent clients in preparing certain domestic relations legal documents (e.g. uncontested divorce petitions, custody petitions, petitions for child support, etc.) and filing them with the appropriate courts. It will help the community by providing pro bono legal services to clients who cannot afford to pay legal fees to have attorneys represent them in court. The course will be designated as an "S" course and the course syllabus, which will be posted online, will contain this information.

How many hours of service per semester will students be required to complete? Fifteen (15)

What reflective assignment(s) will students be required to complete?
QEP post-test assessment
Discussion board questions
Weekly Blackboard Chat sessions
Journals

Have you incorporated an experiential educational activity that is connected to academic content as described in the syllabus?
Yes No

Additional comments to complement the syllabus: _____

Faculty Signature: [Signature] Date: _____

QEP Service-Learning Curriculum Committee Approval: Approved Denied Date: 1/31/11

Signatures: [Signature] [Signature]
Kate Williams, QEP Director Amy Martin, QEP/Service-Learning Coordinator



Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one)	Department Name	Government
X New Course (Parts II, IV)	College	Arts & Sciences
Course Revision (Parts II, IV)	*Course Prefix & Number	POL 870
Hybrid Course ("S," "W")	*Course Title (30 characters)	Public Admin Internship
Course Dropped (Part II)	*Program Title	
New Program (Part III)	(Major __, Option __; Minor __; or Certificate __)	
Program Revision (Part III)		
Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	<u>Date</u>		<u>Date</u>
Departmental Committee	11/15/2010	Graduate Council*	3/18/2011
<i>Is this a SACS Substantive Change?</i> Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>		Council on Academic Affairs	
College Curriculum Committee	2/21/2011	Approved ___ Disapproved ___	4/21/11
General Education Committee*	N/A	Faculty Senate**	N/A
Teacher Education Committee*	N/A	Board of Regents**	N/A
		Council on Postsecondary Edu.***	N/A

*If Applicable (Type NA if not applicable.)
 **Approval needed for new, revised, or suspended programs
 ***Approval/Posting needed for new degree program or certificate program
 ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)
 Create a course identified as Internship for the MPA program.

A. 2. Effective date: (Example: Fall 2001)
 Fall 2011

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

B. The justification for this action: Our program requires students to complete an internship (for 3 credit hours) and an applied field study research project (for 3 credit hours) and we need to differentiate these course expectations. Currently the catalog lists this as POL 871, which is one course with 3-6 credit hours, which may be retaken to a maximum of six credit hours. We're proposing that POL 871 be the research component, and POL 870 be the internship component.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: None

Operating Expenses Impact: None

Equipment/Physical Facility Needs: None

Library Resources: None

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~striketrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~striketrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

POL 870 Internship in Public Administration (3) A. Prerequisite: departmental approval. An internship in a public or nonprofit organizational setting for M.P.A. students conducted under departmental supervision.

Part III. Recording Data for New, Revised, or Suspended Program

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide the current program requirements using ~~striketrough~~ for deletions and underlines for additions.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

New or Revised* Program Text

(*Use ~~striketrough~~ for deletions and underlines for additions.)

Part IV. Recording Data for New or Revised Course (Record only new or changed course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
POL 870		Fall 2011	AS <u>x</u> JS _____ BT <u>EM</u> _____ ED <u>PC</u> _____ HS _____	GOVN
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. <u>none</u>	
3 Lecture	_____ Laboratory _____ Other <u>X</u>		Cip Code (first two digits only)	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
I- Internship		N	FR _____ JR _____ SO _____ SR _____	
			FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>		
		Thesis _____		
		Internship <u>X</u>		
		Independent Study _____		
		Practicum _____		

Co-Requisites and Prerequisites **See definitions on following page**

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No.	
Course Prefix and No.	
Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)	
Course Prefix and No.	<u>Departmental approval</u>
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	
Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)	
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	
Equivalent Course(s): (credit not allowed with; or formerly:)	
Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

NOTE: Do not forward validation tables with curriculum form.

(*Use Validation Tables.)

Eastern Kentucky University
Department of Government
POL 870
Internship in Public Administration
Fall 2010
CRN: XXXXX

Instructor: Jo Ann Ewalt, Ph.D.
Email: joann.ewalt@eku.edu
Office Hours: By appointment

Office: McCreary 214
Office Phone: (859) 622-4389
Blackboard: <http://learn.eku.edu>

COURSE DESCRIPTION

Prerequisite: departmental approval. An experientially based research project for M.P.A. students under departmental supervision. Student will be placed in a working situation providing supervised pedagogical experiences appropriate for the individual's area of specialty.

PURPOSE

The principle objective of the field study is to allow the student to integrate the knowledge, skills, and attitudes acquired and applied in the academic environment into field practice. This objective is achieved by placing the student in a practice environment, for a minimum of 400 hours, where s/he has the opportunity to apply the knowledge and skills developed during the initial course of study. Thus, the student's field study allows him/her to observe and participate in a public administration environment and as a result to gain a better understanding of what to expect and what is expected of him/her after graduation. The student will demonstrate his/her work experience through regular assigned journal entries and through the completion of a portfolio that describes and documents work completed during the internship.

TEXTBOOK

MPA Field Study Guidelines.

STUDENT LEARNING OBJECTIVES

The Internship is designed to allow students to achieve the following competencies:

- To lead and manage in public governance;
- To participate in and contribute to the public policy process
- To analyze, synthesize, think critically, solve problems, and make decisions;
- To articulate and apply a public service perspective; and
- To communicate and interact productively with a diverse and changing workforce and citizenry.

Through the internship, the student will (at a minimum):

1. Experience the “realities” of public administration by attending as many, and as varied as possible, managerial or other meetings involving a variety of people in the organization;
2. Complete one or more specific projects (either solely or working with others in the organization) that is of interest to the student and that meets the needs of the agency;
3. Build practical experience and accomplishments in ways that enhance the student’s professional credentials;
4. Develop an understanding of the political context within which public activities are conducted;
5. Apply public administration theories to practice in the field.

ACADEMIC HONESTY

Students are advised that EKU's Academic Integrity Policy will strictly be enforced in this course. The Academic Integrity policy is available at www.academicintegrity.eku.edu. Questions regarding the policy may be directed to the Office of Academic Integrity.

Plagiarism, or presenting another’s works or ideas as one’s own, is a form of stealing. The instructor reserves the right to examine any source used by the student before giving a grade on a paper, and to give an “incomplete” in the course if necessary, to allow time to obtain sources. Students should be prepared to show source material to the instructor for the purpose of verifying information. Academic dishonesty will not be tolerated. Academic dishonesty includes the following offenses:

- 1) Claiming as your own work a paper written by another student.
- 2) Turning in a paper that contains paraphrases of someone else’s ideas but does not give proper credit to that person for those ideas.
- 3) Turning in a paper that is largely a restatement in your own words of a paper written by someone else, even if you give credit to that person for those ideas. The thesis and organizing principles of a paper must be your own.
- 4) Turning in a paper that uses the exact words of another author without using quotation marks, even if proper credit is given in a citation, or that changes the words only slightly and claims them to be paraphrases.
- 5) Turning in the same paper, even in a different version, for two different courses without the permission of both professors involved.
- 6) Using any external source (notes, books, other students, etc.) for assistance during an in-class exam, unless given permission to do so by the professor.

If a student is found to have committed one of the above offenses, he/she will receive a failing grade in the course. The case will also be reported to the Academic Integrity Coordinator (see Student Handbook).

DISABILITY STATEMENT:

If you are registered with the Office of Services for Individuals with Disabilities, please obtain your accommodation letters from the OSID and present them to the course instructor to discuss any academic accommodations you need. If you believe you need accommodation and are not registered with the OSID, please contact the Office in the Student Services Building Room 361 by email at disserv@eku.edu or by telephone at (859) 622-2933 V/TDD. Upon individual request, this syllabus can be made available in an alternative format.

Please note: The Department of Government is located in McCreary Hall, a historic building on campus that is not handicapped accessible. Alternative meeting locations are available for those students who are unable to access the building. Please notify me of your need and I will arrange an alternative meeting location.

COURSE ELIGIBILITY

Students must meet the following criteria prior to scheduling the field study internship:

1. The student shall have completed the core course requirements or receive advisor approval to enroll in the Internship prior to completing all core requirements.
2. The student must have at least a 3.0 overall grade point average.

COURSE REQUIREMENTS

1. Maintain proper professional conduct at all times and adhere to the organization's rules and standards. Student must dress properly and act ethically. Unprofessional conduct will be addressed and if not improved can be grounds for removal from the agency and/or failure of the course.
2. Maintain the hours agreed upon and be prompt. The student must obtain permission for days missed and must make up time lost. Any changes in the originally agreed upon schedule must be approved by the site and the faculty supervisor. Unexcused absences can be cause for removal from the agency and/or failure of the course.
3. Maintain contact with the faculty coordinator and keep her/him constantly aware of current mailing addresses and telephone numbers, and the name and contact information for the student's site supervisor.
4. Complete all assignments as required in the course.
5. Prepare a portfolio of activities completed during the practicum, clearly linked to and addressing the extent to which the student has demonstrated competence with each of the intended learning objectives of the practicum experience. The portfolio will include but not be limited to:
 - log of activities while in placement
 - copies of lectures or demonstrations prepared and presented, handouts, and overheads etc.
 - copies of any material created by the student

- evaluations provided to the student
- any other material deemed important by the student, agency, or faculty supervisor.
- student's self-reflection on the experience.

EVALUATION OF THE FIELD STUDY INTERNSHIP PLACEMENT:

Student evaluation will be based on the following activities:

1. Each student will complete all homework assignments and a final portfolio. The student's final course grade will be grounded upon the extent to which the student has accomplished the expressed objectives of the practicum experience. Homework journal assignments are directly linked to the course learning objectives.
2. A written evaluation prepared by the student's supervisor in the organization at which the student is conducting the internship.
3. Satisfactory completion and submission of all journal assignments and portfolio of activities to the faculty supervisor during the last week of the placement.

“Satisfactory completion” is defined as follows:

Excellent Work (earning an A in the course) includes all of the following

- All assignments are completed on time (or, the student has made prior arrangements with the instructor for the late submission of work, and the instructor has determined that the reasons for the late submission are compelling and justified).
- The journal assignments are thorough and well written and directly relate to the learning objectives and to the question cues provided by the instructor.
- The portfolio is complete and is a well-written and comprehensive documentation of the field study placement process. Evidence is seen of the student's thoughtful reflections on the experience, and on linkages to his or her regular MPA coursework, as determined by the portfolio sections' content.
- The portfolio is constructed in such a way as to be useful to students as they apply for public administration positions upon graduating from the program.

Satisfactory Work (earning a B in the course) means the student's work is deficient in one or more of the above areas, but is generally of a level that the final portfolio will be useful to the student as he or she applies for public administration positions upon graduating from the program.

Unsatisfactory Work (earning a C in the course) means the student has failed to submit complete assignments in a timely fashion, has failed to link the field study experience to the course objectives, and has failed to demonstrate the relationships between the regular MPA coursework and the field study experience.

POLICY ON GRADE SUBMISSIONS FOR POL 870:

If students have completed the internship placement and all requirements of the course, they will be given a grade as described above. However, the instructor reserves the right to assign a grade of IP (“in progress”). This is necessary when internship placements do not follow a semester schedule, and students are unable to complete the required work within the timeframe of the course.

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input checked="" type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Hybrid Course ("S," "W") <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name <u>Government</u> College <u>Arts & Sciences</u> *Course Prefix & Number <u>LAS 330</u> *Course Title (30 characters) <u>Family Law Practice</u> *Program Title _____ (Major __, Option __; Minor __; or Certificate __) *Provide only the information relevant to the proposal.	
Proposal Approved by: _____ Date _____ Date _____ Departmental Committee <u>2/28/2011</u> _____ <u>NA</u> <i>Is this a SACS Substantive Change?</i> Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/> Council on Academic Affairs _____ College Curriculum Committee <u>3/21/2011</u> _____ Approved _____ Disapproved _____ <u>4/21/11</u> General Education Committee* <u>NA</u> _____ Faculty Senate** <u>NA</u> Teacher Education Committee* <u>NA</u> _____ Board of Regents** <u>NA</u> _____ Council on Postsecondary Edu.*** <u>NA</u>		
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.		

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) Change catalog description: Students cannot receive credit for both LAS 330 and LAS 330S. A. 2. Effective date: (Example: Fall 2001) Fall 2011 A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)	
	B. The justification for this action: Avoid course credit for S and non-S versions of the same course
	C. The projected cost (or savings) of this proposal is as follows: Personnel Impact: none Operating Expenses Impact: none Equipment/Physical Facility Needs: none Library Resources: none

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~striketrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~striketrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

LAS 330 Family Law Practice. (3) A. Prerequisite: LAS 220. Paralegal Practice in family law including forms, documents, and procedures for: marriage, divorce, separation, annulment, alimony, legitimacy of children, custody, adoption, community property, and juvenile law. Credit will not be awarded for both LAS 330 and LAS 330S.

Part III. Recording Data for New, Revised, or Suspended Program

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide the current program requirements using ~~striketrough~~ for deletions and underlines for additions.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

New or Revised* Program Text

(*Use ~~striketrough~~ for deletions and underlines for additions.)

Part IV. Recording Data for New or Revised Course (Record only new or changed course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
LAS 330		Fall 2011	AS <u> </u> x <u> </u> JS <u> </u> BT <u> </u> EM <u> </u> ED <u> </u> PC <u> </u> HS <u> </u>	GOVN
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. <u> </u>	
Lecture	<u> </u> Laboratory <u> </u> Other <u> </u>		Cip Code (first two digits only)	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
			FR <u> </u> JR <u> </u> SO <u> </u> SR <u> </u>	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u> </u> Check all applicable	FOR BANNER USE ONLY Date of data entry <u> </u> Data entry person <u> </u>	
		Thesis <u> </u>		
		Internship <u> </u>		
		Independent Study <u> </u>		
		Practicum <u> </u>		

Co-Requisites and Prerequisites **See definitions on following page**

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No.	
Course Prefix and No.	

Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D .)

Course Prefix and No.	
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Equivalent Course(s): (credit not allowed with; or formerly:)

Course Prefix and No.	<u>Credit will not be awarded for both LAS 330 and LAS 330S.</u>
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

NOTE: Do not forward validation tables with curriculum form.

(*Use Validation Tables.)

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

<u>(Check one)</u>	Department Name	<u>Government</u>
<input type="checkbox"/> New Course (Parts II, IV)	College	<u>Arts & Sciences</u>
<input checked="" type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	<u>POL 871</u>
<input type="checkbox"/> Hybrid Course ("S," "W")	*Course Title <small>(30 characters)</small>	<u>Field Study in Public Admin</u>
<input type="checkbox"/> Course Dropped (Part II)	*Program Title	
<input type="checkbox"/> New Program (Part III)		<small>(Major __, Option __; Minor __; or Certificate __)</small>
<input type="checkbox"/> Program Revision (Part III)		
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:		<u>Date</u>	<u>Date</u>
Departmental Committee	<u>11/15/2010</u>	Graduate Council*	<u>3/18/2011</u>
<i>Is this a SACS Substantive Change?</i> Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>		Council on Academic Affairs	
College Curriculum Committee	<u>2/21/2011</u>	Approved ___ Disapproved ___	<u>4/21/11</u>
General Education Committee*	<u>NA</u>	Faculty Senate**	<u>NA</u>
Teacher Education Committee*	<u>NA</u>	Board of Regents**	<u>NA</u>
		Council on Postsecondary Edu.***	<u>NA</u>

*If Applicable (Type NA if not applicable.)
 **Approval needed for new, revised, or suspended programs
 ***Approval/Posting needed for new degree program or certificate program
 ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)
 Revise the course title and description to make clear that this is the course in which students complete their applied field study research project; and revise the number of hours allowed to 3.

A. 2. Effective date: (Example: Fall 2001)
 Fall 2011

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

B. The justification for this action: Our program requires students to complete an internship (for 3 credit hours) and an applied field study research project (for 3 credit hours) and we need to differentiate these course expectations. Currently the catalog lists this as one course with 3-6 credit hours, which may be retaken to a maximum of six credit hours. We're proposing that POL 871 be the research component, and POL 870 be the internship component.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: None

Operating Expenses Impact: None

Equipment/Physical Facility Needs: None

Library Resources: None

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~strike through~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~strike through~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

POL 871 Field Study Applied Research in Public Administration. ~~(3-6)~~ (3) A. Prerequisite or co requisite: ~~departmental approval~~ POL 870. An experientially based research project for M.P.A. students under departmental supervision in a ~~public sector field setting~~. ~~May be retaken to a maximum of six credit hours.~~

Part III. Recording Data for New, Revised, or Suspended Program

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide the current program requirements using ~~strike through~~ for deletions and underlines for additions.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

New or Revised* Program Text

(*Use ~~strike through~~ for deletions and underlines for additions.)

Part IV. Recording Data for New or Revised Course (Record only new or changed course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
POL 871		Fall 2011	AS <u>x</u> JS _____ BT <u>EM</u> _____ ED <u>PC</u> _____ HS _____	GOVN
Credit Hrs. <u>3 6</u>	Weekly Contact Hrs. Lecture <u>2</u> Laboratory _____ Other <u>1</u>		Repeatable Maximum No. of Hrs. <u>6 0</u>	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Cip Code (first two digits only)	
1 3			Class Restriction, if any: (undergraduate only)	
			FR _____	JR _____
			SO _____	SR _____
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum x _____		
			Date of data entry _____	
			Data entry person _____	

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)	
Course Prefix and No.	
Course Prefix and No.	
Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)	
Course Prefix and No.	Departmental approval
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	
Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)	
Course Prefix and No.	<u>POL 870</u>
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	3.0
Equivalent Course(s): (credit not allowed with; or formerly:)	
Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one)	Department Name	History
<input checked="" type="checkbox"/> New Course (Parts II, IV)	College	Arts and Sciences
<input type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	HIS 322
<input type="checkbox"/> Hybrid Course ("S," "W")	*Course Title (30 characters)	Modern Middle East History
<input type="checkbox"/> Course Dropped (Part II)	*Program Title	
<input type="checkbox"/> New Program (Part III)	(Major __, Option __; Minor __; or Certificate __)	
<input type="checkbox"/> Program Revision (Part III)		
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	<u>Date</u>		<u>Date</u>
Departmental Committee	1/31/11	Graduate Council*	NA
<i>Is this a SACS Substantive Change?</i>	Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>	Council on Academic Affairs	
College Curriculum Committee		Approved ___ Disapproved ___	4/21/11
General Education Committee*	NA	Faculty Senate**	NA
Teacher Education Committee*	NA	Board of Regents**	NA
		Council on Postsecondary Edu.***	NA

*If Applicable (Type NA if not applicable.)
 **Approval needed for new, revised, or suspended programs
 ***Approval/Posting needed for new degree program or certificate program
 ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)
 Add new course HIS 322 to the Undergraduate Course Catalog.

A. 2. Effective date: (Example: Fall 2001)
 Fall 2011

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

B. The justification for this action:

This course will be one of the core courses taught by a new hire in the History Department. More importantly, this course enables the History Department to offer a class that is extremely relevant to students' understanding of one of the most dynamic regions of the world. This course will ensure that our students have a more grounded and historical understanding of present events in the Middle East.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact:
 The professor who teaches the course is already a part of the faculty.

Operating Expenses Impact:
 NA

Equipment/Physical Facility Needs:
 NA

Library Resources:



Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~striethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~striethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

HIS 322 History of the Modern Middle East. (3) A. Prerequisite: three hours HIS or departmental approval. Study of the history of the modern Middle East from the close of the 18th century to the present, with emphasis on the religious, social, cultural, and political dimensions of societies in the region.

Part IV. Recording Data for New or Revised Course (Record only new or changed course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
HIS	322	Fall 2011	AS <u>X</u> JS _____ BT <u>EM</u> _____ ED <u>PC</u> _____ HS _____	HIST
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. <u>0</u>	
3	Lecture <u>3</u>	Laboratory _____	Other _____	
Cip Code (first two digits only) <u>54</u>		Class Restriction, if any: (undergraduate only)		
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	FR _____ JR _____ SO _____ SR _____	
1	3	N		
B	3			
S	3			
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

Co-Requisites and Prerequisites **See definitions on following page**

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No.	
Course Prefix and No.	

Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	<u>Three hours HIS or departmental approval</u>
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Equivalent Course(s): (credit not allowed with; or formerly:)

Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

NOTE: Do not forward validation tables with curriculum form.

(*Use Validation Tables.)

History of the Modern Middle East
HIS322 – CRN#####
(3 Credits)

Instructor: Mina Yazdani
Office Location: 304 Keith
Office Hours: TBA
Telephone: 859-622-1361
Email: mina.yazdani@eku.edu

Catalogue Description

HIS 322 History of the Modern Middle East. (3) A. Prerequisite: three hours HIS or departmental approval. Study of the history of the modern Middle East from the close of the 18th century to the present, with emphasis on the religious, social, cultural, and political dimensions of societies in the region.

Course Objectives

1. Give students an introduction to the history of the countries and peoples of the modern Middle East, and their major religious, social, cultural, and political developments.
2. Provide grounds for students to exercise some key historical skills, including *analytical* thinking, reading, and writing, *intertextuality* (in the broad sense of relating information derived from different texts/sources), and *self-reflexivity* (in the more general sense of developing awareness of one's own worldviews and rationales and questioning them in light of alternative perspectives and interpretations) while simultaneously also exploring some of the foundations and limitations of historical knowledge in different settings.

Student Learning Outcomes

Upon the completion of this course, students will be able to:

- (1) Outline the most salient challenges and trends in the history of the region.
- (2) Explain and critically assess such issues as:
 - a. The reformist attempts to meet the European challenge;
 - b. The impact of Western colonialism, nationalism, Zionism, and political Islam on the region.
 - c. The course and implications of the Palestinian-Israeli conflict.
- (3) Evaluate the popular view of Islam and the Middle East as static monoliths and exotic "Others" of the West.

Required Textbooks:

Marshal Hodgson, *Rethinking World History: Essays on Europe, Islam, and World History*. Edited with an introduction and conclusion by Edmund Burke, III (Cambridge: Cambridge University Press, 1993).
William L. Cleveland and Martin Bunton, *A History of the Modern Middle East*. 4th ed. (Boulder, CO: Westview, 2009).

Charles C. Smith, *Palestine and the Arab-Israeli Conflict*. 7th ed. (New York: Palgrave Macmillan, 2010).

All the required books are available at the campus bookstore. Other materials will be provided on the course website.

Recommended Readings:

Mohammed Ayoob, *The Many Faces of Political Islam: Religion and Politics in the Muslim World* (Ann Arbor: The University of Michigan Press, 2008).

Edmund Burke, *Struggle and Survival in the Modern Middle East*. 2nd ed. (Berkeley: University of California Press, 2006).

James L. Gelvin, *The Modern Middle East: A History*, 2nd ed. (Oxford: Oxford University Press, 2008).

Marshall G. S. Hodgson, *The Venture of Islam: Conscience and History in a World Civilization, Volume 3, The Gunpowder Empires and Modern Times* (Chicago: University of Chicago Press, 1974).

Edward Said, *Orientalism* (New York: Vintage Books, 1979). Reprinted with afterword 1994.

Course Requirements:

1. Tri-weekly analyses for a total of 4 one-page papers. You will have to submit these papers both on Blackboard and in hard copy form by the beginning of the first class on the weeks that you choose to write them. All students must visit the course website and comment on their colleagues' write-ups. These position papers should identify important events and arguments and raise significant questions concerning the readings, lectures, or critical events in the Middle East. Instructions on writing position papers will be posted on the course website.

2. Map quiz (week 4).

3. Mid-term exam (week 8).

4. A comprehensive final exam (week 17).

Marking Scheme:

Students will be evaluated by attendance, participation, and the quality of their written work:

Map quiz	5 %
Four short response papers	20 %
Class Attendance and Discussions both in class and on Blackboard	15 %
Mid-term exam	20 %
Final exam	40 %

Academic Integrity

Students are advised that EKU's Academic Integrity Policy will strictly be enforced in this course. The Academic Integrity policy is available at www.academicintegrity.eku.edu.

Questions regarding the policy may be directed to the Office of Academic Integrity.

Statement Concerning Students With Disabilities

If you are registered with the Office of Services for Individuals with Disabilities, please obtain your accommodation letters from the OSID and present them to the course instructor to discuss any academic accommodations you need. If you believe you need accommodation and are not registered with the OSID, please contact the Office in the Student Services Building Room 361 by email at disserv@eku.edu or by telephone at (859) 622-2933 V/TDD. Upon individual request, this syllabus can be made available in an alternative format.

Inclement Weather

If the University President declares an “alternative schedule” day, this class will meet ...-....

Student Progress

Students will receive written feedback concerning their progress in this course via written comments on their response papers and grades on their map quiz and exams.

Drop Policy

According to the official EKU academic calendar, the last day to withdraw from this class without academic penalty is March ...

Midterm Grades

Midterm grades will be posted by March ...

Official E-mail

An official EKU e-mail is established for each registered student, each faculty member, and each staff member. All university communications sent via e-mail will be sent to this EKU e-mail address.

Classroom Cell Phone Policy

Please note that I consider using cell phones and text messaging during the class period as inappropriate and distracting to other students. I expect you to not use them in class.

Using the Course Website

The required reading materials other than textbooks will be posted on Blackboard as we approach the week for which they are assigned. There will also be other occasional announcements and online handouts posted on Blackboard. You are responsible, therefore, to check the course Blackboard site frequently.

Course Schedule:**Week I. Introduction to the course**

Hodgson, “The Interrelations of Societies in History,” *Rethinking*, Chapter 1.
Nikki R. Keddie, “Is There a Middle East?” *International Journal of Middle East Studies* 4, no. 3 (July 1973): 255-271.

Week II. Images and Stereotypes

Maps:

Political Map of the World:

<http://www.lib.utexas.edu/maps/world_maps/world_ref802632_1999.pdf>

Middle East Reference Map:

<http://www.lib.utexas.edu/maps/middle_east_and_asia/middleeast_ref00.pdf>

Middle East Maps:

<http://www.lib.utexas.edu/maps/middle_east.html>

Country Maps:

<http://www.lib.utexas.edu/maps/cia00.html>

Readings:

Edward Said, "Introduction," *Orientalism* 1-28.

Hodgson, "In the Center of the Map: Nations See Themselves as the Hub of History," *Rethinking*, Chapter 2.

Week III. Islam in a Global Context

•The Role of Islam in World History

Hodgson, *Rethinking*, chapters 7

• Cultural Patterning in Islamdom and the Occident

Hodgson, *Rethinking*, chapter 8

Week IV. Historical Background and Islamic Civilization

•The Development of Islamic Civilization to the Eighteenth Century

Cleveland, *Modern Middle East*, 1-56.

Hodgson, *Rethinking*, chapter 9

***** Map Quiz *****

Week V. Modernity and the Islamic Heritage

Cleveland, *Modern Middle East*, 57-80

Hodgson, *Rethinking*, chapter 10

Week VI. The Middle East 1800-1914, Part I: Economic Transformation and Bureaucratic Reform:

• The Ottoman Empire and Egypt During the Era of the Tanzimat,

Cleveland, *Modern Middle East*, 81-102.

•Egypt and Iran in the Late Nineteenth Century

Cleveland, *Modern Middle East*, 103-117.

•**The Response of Islamic Society**

Cleveland, *Modern Middle East*, 119-133.

•**The Era of the Young Turks and the Iranian Constitutionalists,**

Cleveland, *Modern Middle East*, 133-148.

Week VII. The Middle East 1800-1914, Part II: Palestine

•**An overview**

Smith, *Palestine*, Chapter 1.

•**Ottoman Society, Palestine and the Origins of Zionism, 1800-1914**

Smith, *Palestine*, Chapter 2.

Week VIII.

***** Mid-term Exam*****

Week IX. 1914-End of World War II, Part I: European Colonialism and Nationalist Response

• **World War I and the End of the Ottoman Order**

Cleveland, *Modern Middle East*, 149-170.

• **Struggle for Independence:**

Cleveland, *Modern Middle East*, 171-173.

Authoritarian Reform in Turkey and Iran

Cleveland, *Modern Middle East*, 175-192.

Egypt, Iraq, Transjordan,

Cleveland, *Modern Middle East*, 193-215.

Syria, Lebanon, Saudi Arabia,

Cleveland, *Modern Middle East*, 217-237.

Week X. 1914-End of World War II, Part II: Rise of Israel and Palestinian Response

Smith, *Palestine*, Chapters 4 and 5.

Cleveland, *Modern Middle East*, 239-275.

Week XI. Post WW II to the beginning of the 1970s, Part I

•**The Independent Middle East:**

Cleveland, *Modern Middle East*, 273-274.

Turkey and Iran

Cleveland, *Modern Middle East* 275-300.

Egypt

Cleveland, *Modern Middle East* 301-344.

Week XII. Post WW II to the beginning of the 1970s, Part II

•**The Beginning of the Arab Israeli Conflict**

Smith, *Palestine*, Chapters 6 and 7.

Cleveland, *Modern Middle East* 345-367.

Week XIII. The 1970s- the 1990s, A Time of Upheaval and Renewal, Part I

Cleveland, *Modern Middle East*, 369-372.

•**Egypt and Lebanon**

Cleveland, *Modern Middle East*, 373-395.

•**Syria and Iraq**

Cleveland, *Modern Middle East*, 397-421.

•**The Iranian Revolution and Resurgence of Islam:**

Cleveland, *Modern Middle East* 423-451

Ervand Abrahamian, *A History of Modern Iran* (Cambridge: Cambridge University Press, 2008), 155-169.

Week XIV. The 1970s- the 1990s, A Time of Upheaval and Renewal, Part II

•**The Arabian Peninsula in the Petroleum Era**

Cleveland, *Modern Middle East*, 451-472.

•**Challenges to the Existing Order: The Palestinian Uprising and the Gulf War**

Cleveland, *Modern Middle East*, 473-497.

Week XV. The 1990s and the Twenty First Century, Part I

•**Israeli-Palestinian Relations since the Gulf War**

Cleveland, *Modern Middle East*, 499-517.

Smith, Palestine, Chapters 11 and 12.

Week XVI. The 1990s and the Twenty First Century, Part II

• **Patterns of Continuity and Change since the 1991 Gulf War**

Cleveland, *Modern Middle East*, 527-566.

•**America's Troubled Moment in the Middle East**

Cleveland, *Modern Middle East*, 557-576.

Week XVII. Final Exam, May... from...to...

This Syllabus is subject to revision.

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one)	Department Name	History
<input checked="" type="checkbox"/> New Course (Parts II, IV)	College	Arts and Sciences
<input type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	HIS 348
<input type="checkbox"/> Hybrid Course ("S," "W")	*Course Title (30 characters)	Elizabeth I – Life and Legacy
<input type="checkbox"/> Course Dropped (Part II)	*Program Title	
<input type="checkbox"/> New Program (Part III)	(Major __, Option __; Minor __; or Certificate __)	
<input type="checkbox"/> Program Revision (Part III)		
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	<u>Date</u>		<u>Date</u>
Departmental Committee	1/31/11	Graduate Council*	NA
<i>Is this a SACS Substantive Change?</i> Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>		Council on Academic Affairs	
College Curriculum Committee		Approved ___ Disapproved ___	4/21/11
General Education Committee*	NA	Faculty Senate**	NA
Teacher Education Committee*	NA	Board of Regents**	NA
		Council on Postsecondary Edu.***	NA

*If Applicable (Type NA if not applicable.)
 **Approval needed for new, revised, or suspended programs
 ***Approval/Posting needed for new degree program or certificate program
 ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)
 To add HIS 348 to the Undergraduate Course Catalog.

A. 2. Effective date: (Example: Fall 2001)
 Fall 2011

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

B. The justification for this action:

This course has been taught several times as a special topics course and it has been determined by the department that it should be a course listed in the catalog. More importantly, this class will be taught by a faculty member whose research has focused on Elizabeth I. Therefore this course will expose students to an incredible amount of material involving the Queen and the legacy of her reign. Students will come away with a much greater understanding of the enduring legacies of key historical events and figures.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact:
 The professor who teaches the course is already a part of the faculty.

Operating Expenses Impact:
 NA

Equipment/Physical Facility Needs:
 NA

Library Resources:

NA

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~striketrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~striketrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

HIS 348 Elizabeth I – Life and Legacy. (3) A. Prerequisite: three hours HIS or departmental approval. An examination of the life and reign of Elizabeth I, Queen of England from 1558-1603. Topics will include her rule, image, and historical legacy.

Part IV. Recording Data for New or Revised Course (Record only new or changed course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
HIS	348	Fall 2011	AS <u>X</u> JS _____ BT <u>EM</u> _____ ED <u>PC</u> _____ HS _____	HIST
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. <u>0</u>	
3	Lecture <u>3</u>	Laboratory _____	Other _____	
Cip Code (first two digits only) <u>54</u>		Class Restriction, if any: (undergraduate only)		
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	FR _____ JR _____ SO _____ SR _____	
1	3	N		
B	3			
S	3			
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

Co-Requisites and Prerequisites **See definitions on following page**

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No.	
Course Prefix and No.	

Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	<u>Three hours HIS or departmental approval</u>
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Equivalent Course(s): (credit not allowed with; or formerly:)

Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

NOTE: Do not forward validation tables with curriculum form.

(*Use Validation Tables.)

Elizabeth I—Life and Legacy

CRN_25453 HIS 300B-001 (3 credit)

Spring 2010 Semester MWF 10:10am-11:00am

University Building, Room 230

Instructor: Dr. Catherine Stearn

Instructor Contact Information:

Office: Keith Hall 306; Office Phone: 859-622-1362 (use as a last resort)

Office Hours: MWF: 9am-10:00am; W: 2:30-3:30; by appointment

E-mail: catherine.stearn@eku.edu

Catalogue Description:

HIS 3 Elizabeth I – Life and Legacy. (3) A. Prerequisite: three hours HIS or departmental approval. An examination of the life and reign of Elizabeth I, Queen of England from 1558-1603. Topics will include her rule, image, and historical legacy.

Student Learning Outcomes:

Upon completion of this course students will be able to

1. Analyze the primary source material that provides insight into the reign of Elizabeth I.
2. Recognize and discuss the people, events, dates, and issues that shaped the reign of Elizabeth I.
3. Evaluate secondary source assessments of Elizabeth I's legacy.
4. Synthesize the primary and secondary source material to understand the construction of Elizabeth I's image over time.

Format:

This course will consist of a combination of lecture, class discussion, group work, and films. Since much of your grade as well as the effectiveness of the class will depend upon you talking about the readings—it is imperative that you do your homework every night. EVERYONE must come prepared to EVERY CLASS. To be prepared, you must have read the assigned articles, brought the readings to class, and reviewed the previous classes' notes.

Required Texts:

- **ECR:** Electronic Course Reserve—off of Library Webpage.
- **BB:** Blackboard
- **Leah S. Marcus et al (ed.), *Elizabeth I: Collected Works*** (Chicago: University of Chicago Press, 2000). **ISBN:0226504654** (Abbreviation EI: CW).
- **Christopher Haigh, *Elizabeth I*** (New York: Longman, 1998). **ISBN: 0582319749.**
- **Carole Levin, “*The Heart and Stomach of a King*”: *Elizabeth I and the Politics of Sex and Power*** (Philadelphia: University of Pennsylvania Press, 1994). **ISBN: 0812215338**
- **William Shakespeare, *Antony and Cleopatra*** (Washington Square Press, 2004). **ISBN: 0743482851**

Assignments and Grading:

• Attendance	25 points
• Participation/Homework	50 points
• Paper 1	100 points
• Paper 2 Written Essay:	100 points
• Paper 2 Image:	50 points
• Paper 2 Paper Presentation	50 points
• <u>Final Exam:</u>	<u>125 points</u>
Total Points =	500 points

(A= 500-450; B= 449-400; C= 399-350; D=349-300, F=299 and below)

Student Progress:

- **Mid-term Grades** can be viewed on-line on **March 6, midnight.**
- **Final Grades** can be viewed on-line on **May 9, 1pm.**
- Students can view their progress at all times via Blackboard. They can also make an appointment with me at any time in the semester to discuss their progress. They will also receive written comments on any papers/exams turned in before their mid-term grades are due.

Withdrawal/Drop Policy:

- The **last day to drop without a “W”** on your transcript WITHOUT BEING CHARGED A WITHDRAWAL FEE of \$150 is **January 17.**
- The **last day to withdraw** from this class with a “W” is **March 18. NOTE: YOU WILL BE CHARGED \$150 TO DROP THIS CLASS, AND YOU WILL NEED MY WRITTEN PERMISSION TO DO SO.** This means that you cannot wait until the last minute to request my written permission.

Late Assignments:

Late papers will be accepted, but only up to five calendar days past the due date and with a full letter grade deducted each day it is late. However, a late paper is much better than one not turned in at all. It is easier to recover from an F than it is from a 0. Also, unless an agreement was established prior to the due date of the assignment—you must be in class to hand in a hard copy of the paper for it to not count as late. E-mailing it to me does NOT count as turning it on-time. You must also upload a copy of your paper onto Blackboard Safe Assignment (Under the ASSIGNMENTS tab) before coming to class. 5 points will be deducted per day that the paper is not uploaded onto Blackboard. Please note that if you are having trouble uploading it onto Blackboard that you should call 622-3000—DO NOT E-MAIL ME THE PAPER!!!

Academic Integrity Policy:

Students must do their own work. EKU is a community of shared academic values, foremost of which is a strong commitment to intellectual honesty, honorable conduct, and respect for others. **Students are advised that EKU's Academic Integrity policy will be strictly enforced in this course. The Academic Integrity policy is available at www.academicintegrity.eku.edu. Questions regarding the policy may be directed to the Office of Academic Integrity.** EKU students are expected to adhere to the highest standards of academic integrity. You have all pledged to uphold these values when you signed the EKU Honor Code. It should be clearly understood that incidents of academic dishonesty will have serious consequences, whether you cheated or plagiarized yourself or assisted someone else in such incidents as PLAGIARISM, CHEATING, and FABRICATION.

Attendance Policy:

Attendance at all scheduled class meetings is expected. Each unexcused absence will automatically count as a 2 point deduction from the 25 points available for attendance. **According to History Department policy, any student missing more than twenty percent of scheduled class sessions (9) may be assigned a failing grade for the semester at the discretion of the instructor.** “Excused absences” are defined as and limited to documented medical, emergency, and/or university-approved absences. If you are absent for an excused reason, it is your responsibility to notify the instructor and provide any required documentation to avoid the 2 point penalty, as well as to make up any missed assignments and/or quizzes within a week of your return to class. Any such missed assignment that has not been made up before the final day of class before final exam week automatically becomes a “0” in the gradebook. **Remember that all course material handed out the day you missed will be available via Blackboard!!!**

Participation/Homework:

Although coming to class is important—participation is even more important! You must speak up and participate in class discussion. Completing any assigned homework such as question sheets is also part of class participation. Joining in class discussion and completing homework assignments demonstrates that you are doing the homework and working with the material. I will note in my gradebook if you’ve spoken up in class—and remember raising your hand to ask a question or for clarification counts as participating. You do not have to have all the “right answers” to earn your participation credit, but you do need to prove that you are engaging the material. Basically, you start off with a 0 and every time you speak (ROUGHLY 2 POINTS PER CLASS) you earn points towards the 50. If you come to class unprepared or are disrespectful then YOU WILL LOSE 2 POINTS for that day. Obviously if you are absent for an unexcused reason you also miss out on your chance to earn points that day. This is an easy way to build up points and help your grade; do not throw away these opportunities.

Class Etiquette:

This class will be a safe place to speak. Students are encouraged to share all ideas and questions with the class. However, in order to create that safe place everyone must respect the right of each student to express his or her own thoughts. Part of showing respect involves not speaking when another student is talking, arriving to class on time, not leaving early, and **TURNING OFF YOUR**

CELL PHONES before class begins. **IN FACT, IF I CATCH YOU TEXTING OR CHECKING YOUR PHONE DURING CLASS TIME I WILL DEDUCT 5 POINTS FROM YOUR PARTICIPATION GRADE.**

Inclement Weather (alternative schedule—“two-hour delay”)

If the university president declares an “**alternative schedule**” day, our **10:10 Am class** would begin at **11:40-12:20**.

Disabilities Policy:

If you are registered with the Office of Services for Individuals with Disabilities, please obtain your accommodation letters from the OSID and present them to the course instructor to discuss any academic accommodations you need. If you believe you need accommodation and are not registered with the OSID, please contact the Office in the Student Services Building Room 361 by email at disserv@eku.edu or by telephone at (859) 622-2933 V/TDD. Upon individual request, this syllabus can be made available in an alternative format.

Weekly Schedule of Class Readings and Assignments:

Readings are due the day they are listed—the exact selections and due dates are subject to change at the instructor’s discretion, but the class will be informed ahead of time.

<u>DATE</u>	<u>TOPIC</u>	<u>READINGS & ASSIGNMENTS</u>
Mon 1/10	Introduction: Would the Real Queen Elizabeth Please Stand Up?	
Wed 1/12	The New Dynasty on the Block	BB: External Links: Description of Henry VII http://tudorhistory.org/primary/description.html
Fri 1/14	Meet the Parents: When Henry Met Anne	BB: External Links: read and print out all 5 of the letters to Anne Boleyn at, http://www.luminarium.org/renlit/tudorbib.htm
Mon 1/17	Class Cancelled—MLK Day	
Wed 1/19	Growing Up Tudor I: Daddy’s Girl?	EI: CW: Preface, 5-13 C. Haigh: Intro, 1-9.
Fri 1/21	Growing Up Tudor II: Sex, Siblings, and Succession	EI: CW: 17-34, 37-38, 41-46.
Mon 1/24	Let the Reign Begin!: Elizabeth’s Coronation	BB: Course Documents: Readings: <i>The Quene’s Majestie’s Passage</i> (1559), 1-21.
Wed 1/26	The Working’s of Elizabeth’s Government	C. Haigh, Ch. 1, 4, 6 Discussion Question Sheet Due
Fri 1/28	The Queen and Her Subjects	C. Haigh, Ch. 3, 8 Discussion Question Sheet Due
Mon 1/31	The Queen and the Church	C. Haigh, Ch. 2 Discussion Question Sheet Due EI: CW p.145-149; #12, #13
Wed 2/2	The Protestant Queen. Film Clips from Coky Giedroyc, <i>Elizabeth I: The Virgin Queen</i>, 2005.	BB: Course Documents: Readings: Selections from John Foxe, <i>Acts and Monuments</i> (1563), ed., William Byron Forbush (Chicago: John C. Winston Co., 1926). EI: CW p.137 #5-139 #6

Fri 2/4	A Godly Queen or a Heretic?	ECR: Thomas S. Freeman, “Providence and Prescription: The Account of Elizabeth in Foxe’s ‘Book of Martyrs,’” in <i>The Myth of Elizabeth</i> , eds. Susan Doran and Thomas S. Freeman (New York: Palgrave Macmillian, 2003), 27-55.
Mon 2/7	The Court and the Privy Chamber	C. Haigh, Ch.5 ECR: Natalie Mears, “Politics in the Privy Chamber: Lady Mary Sidney and Kat Ashley,” <i>Women and Politics in Early Modern England, 1450-1700</i> , ed. James Daybell (Burlington, VT: Ashgate, 2004), 67-82.
Wed 2/9	The Tudor Dating Game	ECR: Selections from Susan Doran, <i>Queen Elizabeth I</i> (New York: New York University Press, 2003), 70-83, 92-97. EI: CW p.98-100, 205-212, 233-237.
Fri 2/11	The Question of Succession	ECR: Selections from Susan Doran, <i>Queen Elizabeth I</i> (New York: New York University Press, 2003), 84-109. EI: CW p. 100, 183-190, 288-289 #72 only; 296-297 #76 and 76 additional doc A..
Mon 2/14	Discussion: Carole Levin, ‘Heart and Stomach of a King’	Levin, ‘Heart and Stomach’. Discussion Questions Due
Wed 2/16	Tips for Writing a Good Paper	Bring Writing Guide to Class
Fri 2/18	No Class—In Office if you want to meet	
Mon 2/21	Elizabeth’s Iconography: An Overview	PAPER ONE DUE!!!!
Wed 2/23	From a virgin queen to The Virgin Queen	BB: External Link: John N. King, “Queen Elizabeth I: Representations of the Virgin Queen,” <i>Renaissance Quarterly</i> 43:1 (1990), 30-74.
Fri 2/25	From Portraiture to Pageantry	
Mon 2/28	All the Queen’s Men	BB: Course Documents: Readings: George Peele, “Polyhymnia” in <i>The Works of George Peele</i> , ed. A.H. Bullen (London: John Nemo, 1888), II, 281-301.
Wed 3/2	All the Queen’s Women	BB: Course Documents: Readings: Selections from John Nichols, ed., <i>The Progresses and Public Processions of Queen Elizabeth</i> (London, 1823), I, 326-327.
Fri 3/4	For Me?: The Courtly New Year’s Gift Exchange	BB: Course Documents: Readings: Selections from John Nichols, ed., <i>The Progresses and Public Processions of Queen Elizabeth</i> (London, 1823), I.

M-F 3/7-11	SPRING BREAK—NO CLASS!!!	
Mon 3/14	The Darkside of the Moon	ECR: Rob Content, “Fair is Fowle: Interpreting Anti-Elizabethan Composite Portraiture,” in <i>Dissing Elizabeth: Negative Representations of Gloriana</i> , ed. Julia M. Walker (Durham, NC: Duke University Press, 1998), 229-251.
Wed 3/16	The Nasty Nineties: The Last Decade of Elizabeth’s Reign	BB: Course Documents: Readings: Select letters from John Harrington, <i>Nuguae Antiquae</i> , (London, 1808), 317-324.
Fri 3/18	Aristocratic Sex and Courtly Politics	BB: External Links: Paul E.J. Hammer, “Sex and the Virgin Queen: Aristocratic Concupiscence and the Court of Elizabeth I.” <i>Sixteenth Century Journal</i> 31:1 (2000): 77-98. BB: Course Documents: Readings: Select letters from John Harrington, <i>Nuguae Antiquae</i> (London, 1808), I, 232-235.
Mon 3/21	The Queen is Dead	ECR: Excerpt from Catherine Loomis, “Elizabeth Southwell’s Manuscript Account of the Death of Queen Elizabeth,” <i>ELR</i> 26:3 (1996), 482-488 BB: Course Documents: Readings: Selection from Robert Carey, <i>The Memoirs of Robert Carey</i> , ed. F.H. Mares (New York: Oxford University Press, 1972) BB: Selection from John Manningham, <i>The Diary of John Manningham of the Middle Temple 1602-1603</i> , ed. Robert Parker Sorlien (Hanover, NH: The University of New England Press, 1976), 223. BB: Selection from <i>The Chamberlain Letters</i>
Wed 3/23	Who is buried in Queen Elizabeth’s Tomb?	ECR: Julia M. Walker, “Reading the Tombs of Elizabeth I,” <i>ELR</i> 26:3 (1996), 510-530.
Fri 3/25	Remembering Elizabeth in Early Stuart England	BB: External Links: Susan Frye, “The Myth of Tilbury,” <i>Sixteenth Century Journal</i> 23 (1992), 95-114. EI: CW p.325-6.
Mon 3/28	<i>Antony & Cleopatra</i>	Act 1 & 2 Discussion Questions Section I Due
Wed 3/30	<i>Antony & Cleopatra</i>	Acts 3 & 4
Fri 4/1	<i>Antony & Cleopatra</i>	Act 5 Discussion Questions Section II Due
Mon 4/4	Elizabeth I: Movie Star I Film: William K. Howard, <i>Fire Over England</i> , 1937.	

Wed 4/6	Film Cont.	
Fri 4/8	Discussion of Film and Article	<p>ECR: Natalie Zemon Davis, “ ‘Any Resemblance to Persons Living or Dead’: Film and the Challenge of Authenticity,” <i>Yale Review</i> 76 (1987), 457-482.</p> <p>Discussion Questions Due</p>
Mon 4/11	ORAL PRESENTATIONS	PAPER 2 DUE
Wed 4/13	ORAL PRESENTATIONS	
Fri 4/15	ORAL PRESENTATIONS	
Mon 4/18	<p>Elizabeth I: Movie Star II</p> <p>Film: Shekhar Kapur, <i>Elizabeth I</i>, 1999</p>	
Wed 4/20	Film Cont.	
Fri 4/22	Film Cont.	
Mon 4/25	Discussion of Film/Article	<p>ECR: Thomas Betteridge, “A Queen for All Seasons: Elizabeth I on Film,” in <i>The Myth of Elizabeth</i>, eds. Susan Doran and Thomas S. Freeman (New York: Palgrave Macmillian, 2003), 242-259.</p> <p>Discussion Questions Section I Due</p>
Wed 4/27	Final Exam Review	
Fri 4/29	No Class, in my office for help	
MON 5/2	FINAL EXAM 8am-10am	REGULAR CLASSROOM

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Hybrid Course ("S," "W") <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input checked="" type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name <u>History</u> College <u>Arts and Sciences</u> *Course Prefix & Number _____ *Course Title <u>(30 characters)</u> _____ *Program Title <u>BA in History</u> (Major <u>X</u> , Option ____; Minor ____; or Certificate ____) *Provide only the information relevant to the proposal.	
Proposal Approved by:		
	<u>Date</u>	<u>Date</u>
Departmental Committee	2/28/11	Graduate Council* NA
<i>Is this a SACS Substantive Change? Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/></i>		
College Curriculum Committee	3/21/2011	Council on Academic Affairs 4/21/11
General Education Committee*	NA	Approved ____ Disapproved ____ Faculty Senate**
Teacher Education Committee*	NA	Board of Regents** Council on Postsecondary Edu.*** NA
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.		

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) To reflect the addition of new courses HIS 322 and HIS 348 to the major course offerings. A. 2. Effective date: (Example: Fall 2001) Fall 2011 A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)	
B. The justification for this action: Need to reflect changes in courses mentioned above.	
C. The projected cost (or savings) of this proposal is as follows: Personnel Impact: NA Operating Expenses Impact: NA Equipment/Physical Facility Needs: NA Library Resources: NA	

Part III. Recording Data for New, Revised, or Suspended Program

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide the current program requirements using ~~strike through~~ for deletions and underlines for additions.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

New or Revised* Program Text
(*Use ~~strike through~~ for deletions and underlines for additions.)

History (B.A.)

CIP Code: 54.0101

Program Objectives

Upon successful completion of this program, graduates will be able to: 1) demonstrate knowledge of U.S. history, European history, and selected aspects of non-Western history at a high level; 2) demonstrate their ability to write effectively (all students in the program will complete term papers as part of their major requirements); and 3) execute a major research project utilizing both primary and secondary sources. All students in the baccalaureate program will submit prior to graduation a formal research project which includes both primary and secondary sources. In addition to pursuing careers in education, graduates of this degree program have found employment in business, journalism, public history, library work, government and law. A history degree is excellent preparation for law school as well as graduate programs in library science, public history and many other fields. Many employers value the research, writing and analytical skills developed through the study of history.

Major Requirements.....33 hours

HIS 202, 203, 290, 450W, and 21 upper division hours with a minimum of six hours in each of the following distribution areas (including two of the following three courses: 302A, 302B, 302C):

Area I (U.S.): HIS 300A (3 hours), 302A, 303, 304, 305, 309, 312A, 401, 402, 403, 404, 405, 406, 407, 411, 412, 413, 420, 424, 433, 435, or 516.

Area II (Europe): HIS 300B (3 hours), 301, 302B, 310, 312B, 336, 337, 339, 341, 342, 343, 344, 345, 346, 348, 350, 363, or 365.

Area III (Non-Western): HIS 300C (3 hours), 302C, 308, 312C, 320, 322, 330, 347, 374, 375, 378, 380, 383, 384, 385, 386, 388, 434, 474, or 475.

The remaining upper division history course may come from any of the above areas or from other upper division history courses except HIS 302A, B, C.

General Education Requirements.....48 hours

Standard General Education program. Refer to Section Four of this *Catalog* for details on the General Education and University requirements.

University Requirement.....1 hour

A SO 100.

Free Electives.....38 hours

At least three hours of one foreign language is strongly recommended. Students who plan to pursue a graduate degree are strongly encouraged to take at least six hours of a foreign language.

Total Curriculum Requirements.....120 hours

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Hybrid Course ("S," "W") <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input checked="" type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name <u>History</u> College <u>Arts and Sciences</u> *Course Prefix & Number _____ *Course Title (<u>30 characters</u>) _____ *Program Title <u>BA in History (teaching)</u> (Major <u>X</u> , Option ____; Minor ____; or Certificate ____) *Provide only the information relevant to the proposal.	
Proposal Approved by: _____ <u>Date</u> _____ <u>Date</u> _____ Departmental Committee <u>1/31/10</u> Graduate Council* <u>NA</u> Is this a SACS Substantive Change? Yes*** <input type="checkbox"/> No <input checked="" type="checkbox"/> Council on Academic Affairs _____ College Curriculum Committee <u>2/21/2011</u> Approved ____ Disapproved ____ <u>4/21/11</u> General Education Committee* <u>NA</u> Faculty Senate** _____ Teacher Education Committee* <u>3/22/2011</u> Board of Regents** _____ Council on Postsecondary Edu.*** <u>NA</u>		
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.		

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)
 To reflect the reduction of required credit hours for the History Teaching Major from 128 to 120. Also to reflect the previously approved revision of HIS 312 to HIS 312A and the addition of HIS 312B and HIS 312C.

A. 2. Effective date: (Example: Fall 2001)
 Fall 2011

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

B. The justification for this action:
 The reduction in credit hours for the History Teaching major is necessary to facilitate the completion of major requirements within four years. The program revision is also necessary to reflect the course changes mentioned above.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact:
 NA

Operating Expenses Impact:
 NA

Equipment/Physical Facility Needs:
 NA

Library Resources:

Part III. Recording Data for New, Revised, or Suspended Program

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide the current program requirements using ~~strickethrough~~ for deletions and underlines for additions.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

New or Revised* Program Text
 (*Use ~~strickethrough~~ for deletions and underlines for additions.)

History/Teaching (B.A.)

CIP Code: 13.1328

Program Objectives

Upon successful completion of this program, graduates will be able to: 1) demonstrate knowledge of U.S. History, European history, and selected aspects of non-Western history at a high level; 2) demonstrate their ability to write effectively (all students in the program will complete term papers as part of their major requirements); and 3) execute a major research project utilizing both primary and secondary resources. All students in the baccalaureate degree program will submit prior to graduation a formal research project which includes both primary and secondary resources. The History/Teaching B.A. is designed above all for those who wish to pursue careers in social studies at the secondary level. Offered in cooperation with the ECU College of Education, the History/Teaching B.A. program includes secondary teaching certification in social studies. Refer to the College of Education section of this *Catalog* regarding the teacher certification requirements associated with this degree program.

Major Requirements.....~~33~~ 30 hours

HIS 202, 203, 290, 450W, and ~~21~~ 18 upper division hours with a minimum of six hours in each of the following distribution areas (including two of the following three courses: 302A, 302B, 302C):

Area I (U.S.): HIS 300A (3 hours), 302A, 303, 304, 305, 309, 312A, 401, 402, 403, 404, 405, 406, 407, 411, 412, 413, 420, 424, 433, 435 or 516.

Area II (Europe): HIS 300B (3 hours), 301, 302B, 310, 312B, 336, 337, 339, 341, 342, 343, 344, 345, 346, 350, 363 or 365.

Area III (Non-Western): HIS 300C (3 hours), 302C, 308, 312C, 320, 330, 347, 374, 375, 378, 380, 383, 384, 385, 386, 388, 434, 474 or 475.

~~The remaining upper division history course may come from any of the above areas or from other upper division history courses except HIS 302A, B, C.~~

Supporting Course Requirements.....18 hours

ANT 120 or SOC 131; ECO 120; PSY 200; GEO 100; POL 101; POL 212 or 220.

Professional Education Requirements.....31 hours

EDF 103, 203, 319, 413, SED 401; ESE 490, 499, and 549.

General Education Requirements.....36 hours

Standard General Education program, excluding Block VB, Block VC, and Block VIII (6 hours). Refer to Section Four of this *Catalog* for details on the General Education and University Requirements.

University Requirement.....1 hour

ASO 100.

Free Electives.....~~9~~ 4 hours

Total Curriculum Requirements.....~~128~~ 120 hours

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

<input type="checkbox"/> (Check one)	Department Name	Mathematics and Statistics
<input type="checkbox"/> New Course (Parts II, IV)	College	Arts and Sciences
<input checked="" type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	STA 500
<input type="checkbox"/> Hybrid Course ("S," "W")	*Course Title (30 characters)	Applied Statistical Inference
<input type="checkbox"/> Course Dropped (Part II)	*Program Title	
<input type="checkbox"/> New Program (Part III)	(Major ____, Option ____, Minor ____, or Certificate __)	
<input type="checkbox"/> Program Revision (Part III)		
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	<u>Date</u>		<u>Date</u>
Departmental Committee	12/4/2010	Graduate Council*	3/18/2011
<i>Is this a SACS Substantive Change?</i> Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>		Council on Academic Affairs	
College Curriculum Committee	1/24/2011	Approved ____ Disapproved ____	4/21/11
General Education Committee*	NA	Faculty Senate**	NA
Teacher Education Committee*	NA	Board of Regents**	NA
		Council on Postsecondary Edu.***	NA

*If Applicable (Type NA if not applicable.)
 **Approval needed for new, revised, or suspended programs
 ***Approval/Posting needed for new degree program or certificate program
 ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)
 To remove "no credit with" statements.

A. 2. Effective date: (Example: Fall 2001)
 Fall 2011

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

B. The justification for this action:
 Courses have changed over the years so that the overlap no longer justifies the statement.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact:
 none

Operating Expenses Impact:
 none

Equipment/Physical Facility Needs:
 No change

Library Resources:
 No change

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~striethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~striethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

STA 500 Applied Statistical Inference. (3) A. Designed for students in all areas. A general background in statistical methods including normal distribution, point and interval estimation, hypothesis testing, linear correlation and regression, analysis of variance, and use of statistical software. ~~Credit will not be awarded to students who have credit for ECO 848 or EPY 843 or PSY 310 or QMB 300 or QMB 850 or STA 271 or STA 320.~~

Part IV. Recording Data for New or Revised Course (Record only new or changed course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
STA	500	Fall 2011	AS <u>X</u> JS _____ BT <u>EM</u> _____ ED <u>PC</u> _____ HS _____	MTST
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
Lecture	_____ Laboratory _____ Other _____		Cip Code (first two digits only)	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
			FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

Co-Requisites and Prerequisites **See definitions on following page**

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No.	
Course Prefix and No.	

Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D .)

Course Prefix and No.	
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Equivalent Course(s): (credit not allowed with; or formerly:)

Course Prefix and No.	ECO 848 or EPY 843 or PSY 310 or QMB 300 or QMB 850 or STA 271 or STA 320.
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

NOTE: Do not forward validation tables with curriculum form.

(*Use Validation Tables.)

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

<u>(Check one)</u>	Department Name	Mathematics and Statistics
<input type="checkbox"/> New Course (Parts II, IV)	College	Arts and Sciences
<input checked="" type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	STA 700
<input type="checkbox"/> Hybrid Course ("S," "W")	*Course Title (30 characters)	Applied Statistical Inference
<input type="checkbox"/> Course Dropped (Part II)	*Program Title	
<input type="checkbox"/> New Program (Part III)	(Major ____, Option ____, Minor ____, or Certificate ____)	
<input type="checkbox"/> Program Revision (Part III)		
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	<u>Date</u>		<u>Date</u>
Departmental Committee	12/4/2010	Graduate Council*	3/18/2011
<i>Is this a SACS Substantive Change?</i> Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>		Council on Academic Affairs	
College Curriculum Committee	1/24/2011	Approved _____ Disapproved _____	4/21/11
General Education Committee*	NA	Faculty Senate**	NA
Teacher Education Committee*	NA	Board of Regents**	NA
		Council on Postsecondary Edu.***	NA

*If Applicable (Type NA if not applicable.)
 **Approval needed for new, revised, or suspended programs
 ***Approval/Posting needed for new degree program or certificate program
 ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)
 To remove "no credit with" statements.

A. 2. Effective date: (Example: Fall 2001)
 Fall 2011

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

B. The justification for this action:
 Courses have changed over the years so that the overlap no longer justifies the statement.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact:
 none

Operating Expenses Impact:
 none

Equipment/Physical Facility Needs:
 No change

Library Resources:
 No change

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~striethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~striethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

STA 700 Applied Statistical Inference. (3) A. Designed for students in all areas. A general background in statistical methods including normal distribution, point and interval estimation, hypothesis testing, regression, analysis of variance, and software packages. ~~Credit will not be awarded to students who have credit for ECO320 or ECO848 or EPY 843 or PSY 301 or QMB 300 or STA271 or STA320.~~ Credit does not apply toward the M.S. degree requirements.

Part IV. Recording Data for New or Revised Course (Record only new or changed course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
STA	700	Fall 2011	AS <u>X</u> JS _____ BT <u>EM</u> _____ ED <u>PC</u> _____ HS _____	MTST
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
Lecture	_____ Laboratory _____ Other _____		Cip Code (first two digits only)	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
			FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

Co-Requisites and Prerequisites **See definitions on following page**

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No.	
Course Prefix and No.	

Prerequisite(s): (List prerequisites only. List combinations below. Use "and" and "or" literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D .)

Course Prefix and No.	
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Co-Requisite(s) and/or Prerequisite(s) Combination (Use "and" and "or" literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Equivalent Course(s): (credit not allowed with; or formerly:)

Course Prefix and No.	ECO320 or ECO848 or EPY 843 or PSY 301 or QMB 300 or STA271 or STA320.
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

NOTE: Do not forward validation tables with curriculum form.

(*Use Validation Tables.)

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

<input type="checkbox"/> (Check one) New Course (Parts II, IV)	Department Name	Music
<input type="checkbox"/> Course Revision (Parts II, IV)	College	Arts and Sciences
<input checked="" type="checkbox"/> Hybrid Course ("S," "W")	*Course Prefix & Number	MUS 383
<input type="checkbox"/> Course Dropped (Part II)	*Course Title (30 characters)	Orchestration
<input type="checkbox"/> New Program (Part III)	*Program Title	(Major __, Option __; Minor __; or Certificate __)
<input type="checkbox"/> Program Revision (Part III)		
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	<u>Date</u>		<u>Date</u>
Departmental Committee	09/29/2010	Graduate Council*	NA
<i>Is this a SACS Substantive Change?</i> Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>		Council on Academic Affairs	
College Curriculum Committee	2/21/2011	Approved ___ Disapproved ___	4/21/11
General Education Committee*	NA	Faculty Senate**	NA
Teacher Education Committee*	NA	Board of Regents**	NA
		Council on Postsecondary Edu.***	NA

*If Applicable (Type NA if not applicable.)
**Approval needed for new, revised, or suspended programs
***Approval/Posting needed for new degree program or certificate program
****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)
Change course description and add required junior standing.

A. 2. Effective date: (Example: Fall 2001)
Fall 2011

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

B. The justification for this action: The new course description more accurately covers the course content.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: None

Operating Expenses Impact: None

Equipment/Physical Facility Needs: None

Library Resources: Sufficient

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~striethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~striethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

MUS 383 Orchestration. (3) I, II Prerequisite: Music majors only, MUS 182 and junior standing. Survey of ranges, timbres, and characteristics of orchestral and band instruments. Scoring for ~~choirs~~ wind ensemble and full orchestra.

Part IV. Recording Data for New or Revised Course (Record only new or changed course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
MUS 383		Fall 2011	AS <input checked="" type="checkbox"/> JS _____ BT <input type="checkbox"/> EM _____ ED <input type="checkbox"/> PC _____ HS _____	MUSC
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
3 Lecture	_____ Laboratory _____ Other _____		Cip Code (first two digits only)	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
			FR _____ JR <input checked="" type="checkbox"/> _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

Co-Requisites and Prerequisites **See definitions on following page**

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No.	
Course Prefix and No.	

Prerequisite(s): (List prerequisites only. List combinations below. Use "and" and "or" literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	MUS 182, Music Majors only
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Co-Requisite(s) and/or Prerequisite(s) Combination (Use "and" and "or" literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Equivalent Course(s): (credit not allowed with; or formerly:)

Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

NOTE: Do not forward validation tables with curriculum form.

(*Use Validation Tables.)

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input checked="" type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Hybrid Course ("S," "W") <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name <u>Music</u> College <u>Arts and Sciences</u> *Course Prefix & Number <u>MUS 481</u> *Course Title (30 characters) <u>Counterpoint</u> *Program Title _____ (Major __, Option __; Minor __; or Certificate __) *Provide only the information relevant to the proposal.	
Proposal Approved by:		
	<u>Date</u>	<u>Date</u>
Departmental Committee	09/29/2010	Graduate Council* NA
<i>Is this a SACS Substantive Change?</i> Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>		
College Curriculum Committee	2/21/2011	Approved _____ Disapproved _____ 4/21/11
General Education Committee*	NA	Faculty Senate** NA
Teacher Education Committee*	NA	Board of Regents** NA
		Council on Postsecondary Edu.*** NA
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.		

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) Modify course title and description. A. 2. Effective date: (Example: Fall 2001) Fall 2011 A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)	
B. The justification for this action: The new course title and description more accurately covers the course content.	
C. The projected cost (or savings) of this proposal is as follows: Personnel Impact: None Operating Expenses Impact: None Equipment/Physical Facility Needs: None Library Resources: Sufficient	

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~striketrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~striketrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

MUS 481 **Tonal Counterpoint. (3) A.** Prerequisite: MUS 281 or equivalent. ~~analysis and composition in 16th century and A~~
~~study of contrapuntal music from the 18th century, contrapuntal styles including parts of the mass, two and three part inventions,~~
~~and fugues~~ analysis of representative literature and stylistic composition assignments.

Part IV. Recording Data for New or Revised Course (Record only new or changed course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
MUS 481		Fall 2011	AS <u>X</u> JS _____ BT <u>EM</u> _____ ED <u>PC</u> _____ HS _____	MUSC
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
3 Lecture	_____ Laboratory _____ Other _____		Cip Code (first two digits only)	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
			FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

Co-Requisites and Prerequisites **See definitions on following page**

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No.	
Course Prefix and No.	

Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Equivalent Course(s): (credit not allowed with; or formerly:)

Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

NOTE: Do not forward validation tables with curriculum form.

(*Use Validation Tables.)

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Hybrid Course ("S," "W") <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input checked="" type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name <u>Physics and Astronomy</u> College <u>Arts and Sciences</u> *Course Prefix & Number _____ *Course Title <u>(30 characters)</u> _____ *Program Title <u>Physics/Teaching (B.S.)</u> (Major <u>X</u> , Option ____; Minor ____; or Certificate ____) *Provide only the information relevant to the proposal.	
Proposal Approved by:		
	<u>Date</u>	<u>Date</u>
Departmental Committee	1/31/11	Graduate Council* NA
<i>Is this a SACS Substantive Change?</i> Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>		Council on Academic Affairs
College Curriculum Committee	2/21/2011	Approved ____ Disapproved ____ 4/21/11
General Education Committee*	NA	Faculty Senate**
Teacher Education Committee*	3/22/2011	Board of Regents**
		Council on Postsecondary Edu.*** NA
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.		

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) To remove the reference to NAT 101 and to replace ESE 451 with ESE 561. Remove CHE 112HL from supporting course requirements. A. 2. Effective date: (Example: Fall 2001) Fall 2011 A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)	
B. The justification for this action: NAT 101 no longer exists, so it needs to be removed as a course option. ESE 451 was replaced by ESE 561, so the program needs to reflect that change.	
C. The projected cost (or savings) of this proposal is as follows: Personnel Impact: None Operating Expenses Impact: None Equipment/Physical Facility Needs: None Library Resources: None	

Part III. Recording Data for New, Revised, or Suspended Program

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide the current program requirements using ~~strike through~~ for deletions and underlines for additions.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

New or Revised* Program Text
(*Use ~~strike through~~ for deletions and underlines for additions.)

PHYSICS/TEACHING (B.S.)

CIP Code: 13.1329

Program Objectives

Upon completion of this program the graduate will: 1) be able to apply mathematics to analyze problems in Physics; 2) be able to use fundamental physical results, such as conservation laws, to study physical systems; 3) be able to analyze important processes occurring in physical systems. additionally, graduates of this program will: 1) be prepared to take and pass the Praxis exam in Physics; 2) be prepared to teach Physics in a secondary school.

Major Requirements30 hours

AST 135, 330, PHY 201, 202, and fourteen hours of physics courses numbered 300 and above.

Minor Requirements14-21 hours

a teaching minor in mathematics, computer science, chemistry, or earth science is required.

Supporting Course Requirements22 hours

CHE 111, 111L, 112, 112L or ~~112HL~~; MAT 124,* 224; BIO 100 or 102, or ~~NAT 101~~; and CSC 104 or CIS 212.

Teacher Education Requirements31 hours

EDF 103, 203, 319, 413, SED 401 or 401S, ESE ~~454~~ 561, 490, 499.

General Education Requirements30 hours

Standard general Education program, excluding blocks II, IVa, IVB, VII (QS), and VIII (6 hours). refer to Section Four of this *Catalog* for details on the general Education and University requirements.

University Requirement1 hour

ASO 100.

Total Curriculum Requirements128-135 hours

*a preparatory course (MAT 109) in mathematics may be required before admission to MAT 124.

Candidates earning a degree that leads to teacher certification must take the PRAXIS Series (Professional assessments for Beginning teachers) and PLT (Principles of learning and teaching) exams as a requirement for graduation. Candidates are encouraged to review the schedule for PRAXIS and PLT registration deadlines prior to beginning the senior year (<http://www.kyepsb.net/assessment/index.asp> and www.ets.org/praxis). Specialty exams are required for each certification area sought and it may take more than one test date to complete all requirements. Candidates should confer with their education advisor/counselor to determine the most optimal time to take required exams.

Editorial Change - Curriculum Form
(Present only one curriculum editorial change per form)
(Complete only the section(s) applicable.)

Part I

Department Name	Psychology
College	Arts and Sciences
*Course Prefix & Number	PSY 888
*Course Title (30 characters)	_____
*Program Title	_____
	(Major ____, Option ____, Minor ____, or Certificate ____)
*Provide only the information relevant to the proposal.	
Original Proposal Approved by the Council on Academic Affairs on	Date: 3.12.1990
	CAA 4/21/11

Completion of A is required: (Please be specific, but concise.)

<p>A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)</p> <p>To put course back into Graduate Catalog. The course was left out of recent catalogs (Registrar's error).</p>	
<p>A. 2. Effective date: (Example: Fall 2001)</p> <p>Fall 2011</p>	

Part II. Recording Data for Revised Course

<p>1. For a revised course, provide (a) the current catalog text and (b) the proposed text, reflecting the exact changes being proposed.</p>	
<p>New or Revised* Catalog Text</p> <p>(*Use strikeout for deletions and <u>underlines</u> for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)</p>	

Part III. Recording Data for Revised Program

<p>1. For a revised program, provide (a) the current program requirements and (b) the revised program, reflecting the exact changes being proposed.</p>	
<p>New or Revised* Program</p> <p>(*Use strikeout for deletions and <u>underlines</u> for additions.)</p>	

Editorial Change - Curriculum Form
(Present only one curriculum editorial change per form)
(Complete only the section(s) applicable.)

Part I

Department Name	Psychology		
College	Arts and Sciences		
*Course Prefix & Number	N/A		
*Course Title (30 characters)	N/A		
*Program Title	Master of Science Clinical Psychology Program (Major <u>X</u> , Option ___; Minor ___; or Certificate ___)		
*Provide only the information relevant to the proposal.			
Original Proposal Approved by the Council on Academic Affairs on	Date: 2/18/10		
			CAA 4/21/11

Completion of A is required: (Please be specific, but concise.)

<p>A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)</p> <p>To clarify exit requirements</p> <p>A. 2. Effective date: (Example: Fall 2001)</p> <p>Fall 2011</p>

Part II. Recording Data for Revised Course

<p>1. For a revised course, provide (a) the current catalog text and (b) the proposed text, reflecting the exact changes being proposed.</p>
<p>New or Revised* Catalog Text</p> <p>(*Use strikeout for deletions and <u>underlines</u> for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)</p>

Part III. Recording Data for Revised Program

<p>1. For a revised program, provide (a) the current program requirements and (b) the revised program, reflecting the exact changes being proposed.</p>
<p>New or Revised* Program</p> <p>(*Use strikeout for deletions and <u>underlines</u> for additions.)</p>

**Master of Science
Clinical Psychology Program**

CIP Code: 42.0201

Requirements for the degree are a minimum of 60 graduate hours including six credit hours for the 16 week internship. Advanced practicum and internship placements should reflect the selected clinical emphasis.

Research Courses.....9 hours

PSY 820, 846, and (888 or 890 or approved elective).

Theory Courses.....16 hours

PSY 826, 837, 840, 841, 847, 853.

Techniques Courses.....19 hours

PSY 824, 825, 827, 850, 857S, 860, 871.

Experiential Course.....16 hours

PSY 843 (10 hours), 899.

Exit Requirements

GRD857j, 858j.....0 hours

Total Requirements.....60 hours

Exit Requirements: Students in the Clinical Psychology Program must complete the following: **Exit Requirements: (1) Comprehensive Examinations:** register for written and oral comprehensive examinations in their area of study (GRD 857j & GRD 858j (0 credit hours)), and must pass both of these examinations **(2) Thesis Defense:** Students who chose to conduct a thesis must register for an oral defense GRD xxx (0 credit hours) and pass the oral defense.

Editorial Change - Curriculum Form
(Present only one curriculum editorial change per form)
(Complete only the section(s) applicable.)

Part I

Department Name	Psychology		
College	Arts and Sciences		
*Course Prefix & Number	N/A		
*Course Title (30 characters)	N/A		
*Program Title	Master of Science Industrial and Organizational Psychology (Major <u>X</u> , Option __; Minor __; or Certificate __)		
*Provide only the information relevant to the proposal.			
Original Proposal Approved by the Council on Academic Affairs on	Date:	2/18/10	
		CAA 4/21/11	

Completion of A is required: (Please be specific, but concise.)

<p>A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)</p> <p>To revise exit requirements</p>	
<p>A. 2. Effective date: (Example: Fall 2001)</p> <p>Fall 2011</p>	

Part II. Recording Data for Revised Course

<p>1. For a revised course, provide (a) the current catalog text and (b) the proposed text, reflecting the exact changes being proposed.</p>	
<p>New or Revised* Catalog Text (*Use strikeout for deletions and <u>underlines</u> for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)</p>	

Part III. Recording Data for Revised Program

<p>1. For a revised program, provide (a) the current program requirements and (b) the revised program, reflecting the exact changes being proposed.</p>	
<p>New or Revised* Program (*Use strikeout for deletions and <u>underlines</u> for additions.)</p>	

**Master of Science
Industrial and Organizational Psychology**

CIP Code: 42.0901

A total of 49 credit hours is required of candidates for the Master of Science in Industrial and Organizational Psychology. In addition to 34 hours of required courses, 3 credit hours of either thesis, master's research project, or an approved elective and 6 credit hours of practica are required. Another 6 credit hours of electives are chosen after consultation with the program coordinator in light of the student's academic and professional goals.

Psychological Foundations19 hours

PSY 790, 820, 826, 837, 862, 868, and 888 or 890 or approved elective.

Industrial and Organizational Psychology Core

.....18 hours

PSY 844, 870, 872, 873, 874, 875.

Practicum6 hours

PSY 843.

Electives6 hours**

Exit Requirements

GRD857j, 858j.....0 hours

Total Requirements49 hours

**Courses from other disciplines such as general business, economics, management, marketing, political science, health education, and loss prevention and safety may be suitable as electives. Electives must be approved by the program coordinator, the student's graduate committee, and the relevant department before the courses are taken.

Exit Requirements: (1) Comprehensive Examinations: Students in the Industrial and Organizational Psychology Program must register for written and oral comprehensive examinations in their area of study (GRD 857j & GRD 858j (0 credit hours)), and must pass both of these examinations **(2) Thesis Defense:** Students in the Industrial and Organizational Psychology Program who chose to conduct a thesis must register for an oral defense GRD xxx (0 credit hours) and pass the oral defense.

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Hybrid Course ("S," "W") <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input checked="" type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name <u>Psychology</u> College <u>Arts & Sciences</u> *Course Prefix & Number _____ *Course Title (<u>30 characters</u>) _____ *Program Title <u>Master of Science</u> <u>General Psychology</u> (Major <u>X</u> , Option ____; Minor ____; or Certificate ____) *Provide only the information relevant to the proposal.	
Proposal Approved by:		
	<u>Date</u>	<u>Date</u>
Departmental Committee	2.2.11	Graduate Council* 3/18/2011
<i>Is this a SACS Substantive Change?</i> Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>		
College Curriculum Committee	3/21/2011	Graduate Council* 3/18/2011
General Education Committee*	NA	Council on Academic Affairs _____
Teacher Education Committee*	NA	Approved _____ Disapproved _____ 4/21/11
		Faculty Senate** _____
		Board of Regents** _____
		Council on Postsecondary Edu.*** NA

*If Applicable (Type NA if not applicable.)
 **Approval needed for new, revised, or suspended programs
 ***Approval/Posting needed for new degree program or certificate program
 ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)
 Revise program description: (1) To revise exit requirement information; (2) To include degree requirements for students who are enrolled in the Master of Science General Psychology Program who are, and are not, also enrolled in the Psy.S. Program in School Psychology.

A. 2. Effective date: (Example: Fall 2001)
 Fall 2011

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)
 N/A

B. The justification for this action:
 (1) Exit requirements: To clarify requirement for registration and passing of comprehensive examinations; (2) To clarify degree requirements for students who are in the MS General Psychology Program only, versus students who are in the MS General Psychology Program and the Psy.S. Program in School Psychology.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact:
 None

Operating Expenses Impact:
 None

Equipment/Physical Facility Needs:
 None

Library Resources:

None

Part III. Recording Data for New, Revised, or Suspended Program

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide the current program requirements using ~~strikethrough~~ for deletions and underlines for additions.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

New or Revised* Program Text
(*Use ~~strikethrough~~ for deletions and underlines for additions.)

**Master of Science
General Psychology**
CIP Code: 42.0101

A total of 33 credit hours is required for candidates for the Master of Science in General Psychology. In addition to 18 credit hours of required courses, 9 credit hours of electives approved by the student's graduate advisor are required. A total of 6 credit hours of master's thesis is required (students enrolled in the Specialist in School Psychology may substitute 6 credit hours of electives approved by the coordinator of the School Psychology program).

Psychological Foundations.....18 hours

PSY 820, 837, 840, 847, 853, 862.

Electives.....9 hours

Thesis (or additional electives for School Psychology students)6 hours

PSY 890

Exit Requirements

GRD857j, 858j.....0 hours

Total Requirements.....33 hours

Exit Requirements: Students in the MS General Psychology Program must complete the following: **(1) Comprehensive Examinations:** register for a written comprehensive examination in their area of study (GRD 857j (0 credit hours)), and must pass this examination; **(2) Thesis Defense:** register for an oral defense of the thesis (GRD xxx (0 credit hours)) and pass the oral defense of the thesis.

The following requirements are for students who are enrolled in the MS General Psychology Program who are also planning to complete the Psy.S. in School Psychology Program.

Psychological Foundations.....18 hours

PSY 820, 837, 840, 847, 848, 862

Approved Electives.....15 hours

(courses approved by the School Psychology Program Coordinator)

Exit Requirements

GRD 857j.....0 hours

Total Requirements.....33 hours

Exit Requirements: Students in the MS General Psychology Program who are also planning to complete the Psy.S. in School Psychology Program must register for a written comprehensive examination in their area of study (GRD 857j (0 credit hours)), and must pass this examination.

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Hybrid Course ("S," "W") <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input checked="" type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name <u>Psychology</u> College <u>Arts & Sciences</u> *Course Prefix & Number _____ *Course Title (<u>30 characters</u>) _____ *Program Title <u>Specialist in Psychology</u> <u>School Psychology Program (Psy.S.)</u> (Major <u>X</u> , Option ____; Minor ____; or Certificate ____) *Provide only the information relevant to the proposal.	
Proposal Approved by:		
	<u>Date</u>	<u>Date</u>
Departmental Committee	2.2.11	Graduate Council* 3/18/2011
<i>Is this a SACS Substantive Change?</i> Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>		
College Curriculum Committee	2/21/2011	Council on Academic Affairs Approved _____ Disapproved _____ 4/21/11
General Education Committee*	NA	Faculty Senate** _____
Teacher Education Committee*	NA	Board of Regents** _____ Council on Postsecondary Edu.*** NA
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.		

Completion of A, B, and C is required: (Please be specific, but concise.)

<p>A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)</p> <p>(1) Revise program description to remove PSY 888 and PSY 890 as options under the Research, Evaluation, and Statistics section of the curriculum; (2) To revise comprehensive exam and exit requirement information; (3) To include information about the MS in General Psychology that is part of the Psy.S. Degree in School Psychology.</p> <p>A. 2. Effective date: (Example: Fall 2001)</p> <p>Fall 2011</p> <p>A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)</p> <p>N/A</p>	
<p>B. The justification for this action:</p> <p>(1) PSY 888 & PSY 890: Based on a recommendation from the National Association of School Psychologists (NASP) Review Board, PSY 888 (Masters Research Project) or 890 (Thesis Research) should not be offered as options to substitute for PSY 868 (Program Evaluation). Students must take PSY 868 to meet NASP standards. NASP is the accrediting body for this graduate program.(2) Comprehensive Exam & Exit Requirements: To provide accurate information to students about exit requirements & clarify that they must register for GRD 857j and 858j; (3) MS General Psychology: To provide accurate information to students about MS in General Psychology.</p>	
<p>C. The projected cost (or savings) of this proposal is as follows:</p> <p>Personnel Impact:</p> <p>None</p> <p>Operating Expenses Impact:</p> <p>None</p>	

Equipment/Physical Facility Needs:

None

Library Resources:

None

Part III. Recording Data for New, Revised, or Suspended Program

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide the current program requirements using ~~striketrough~~ for deletions and underlines for additions.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

New or Revised* Program Text
(*Use ~~striketrough~~ for deletions and underlines for additions.)

School Psychology Program (Psy.S.)

CIP Code: 42.1701

The school psychology program is a three-calendar-year (71 semester hour) program leading to the Specialist in Psychology degree in school psychology. The third year is spent in internship. The Psy.S. degree qualifies the individual to seek Kentucky and National School Psychologist Certification and licensure through the State Board of Psychology.

Students pursuing the Psy. S. in School Psychology Program will also receive a Master of Science Degree in General Psychology. Please refer to the MS General Psychology information for specific course requirements for this degree.

Psychological Foundations..... 12 hours

PSY 837, 840, 847, 853.

Educational Foundations (1 from each group)..... 9 hours

(1) EAD800, 828.

(2) ELE 871, EMG806, EME 873, ESE 774.

(3) SED800 or SED810.

Assessment and Intervention..... 25 hours

PSY 824, 827, 843 (six hours), 846, 850, 857, 865, 881.

Professional Psychology 4 hours

PSY 826, 848.

Research, Evaluation, and Statistics..... 9 hours

PSY 820, 862, and 868 ~~or 888 or 890.~~

Internship..... 12 hours

PSY 898.

Exit Requirements

GRD857j, 858j.....0 hours

Total Requirements..... 71 hours

IV. EXIT REQUIREMENTS

Comprehensive Examination: Candidates for the degree will take written and oral examinations (GRD857j, 858j) in the area of study in which they seek the master's or specialist degree.

Internship: Students in both the clinical psychology and the school psychology programs must perform satisfactorily in PSY 899 or PSY 898 in partial fulfillment of requirements for the degree.

Exit Requirements: Students in the school psychology program must register for written and oral comprehensive examinations in their area of study (GRD 857j & GRD 858j (0 credit hours)), and must pass both of these examinations.




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for Academic Policy and Process
www.eku.edu

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Richmond, Kentucky 40475-3102
Phone: (859) 622-6515
FAX: (859) 622-8136

TO: Council on Academic Affairs

FROM: 
Dr. Sherry Robinson
Executive Assistant to the Provost

DATE: April 21, 2011

SUBJECT: Agenda Item for 04-21-11 Council on Academic Affairs Meeting

The Office of the Provost submits the following agenda item for consideration at the April 21, 2011 meeting of the Council on Academic Affairs.

AGENDA

Policy 4.2.11P, Non-EKU Academic Credit

Protocol for Independent Studies Courses (and form)



Eastern Kentucky University is an Equal Opportunity/Affirmative Action Employer and Educational Institution



Eastern Kentucky University Policy and Regulation Library

4.2.11

Volume 4, Academic Affairs

Chapter 2, Academic Credit

Section 4, Awarding Credit for Non-EKU Work

Approval Authority: Board of Regents

Responsible Executive: Provost/Vice President for Academic Affairs

Responsible Office(s): Office of the Registrar, Student Outreach
and Transition

Effective:

Issued:

Last Revised:

Next Review Date:

Non-EKU Academic Credit

Policy Statement

Eastern Kentucky University recognizes that students may have achieved through a variety of non-EKU sources the knowledge, skills, or experiences comparable to that attained by students who have completed the course work offered at the University. Sources of this non-EKU academic credit may include coursework from other institutions, national standardized examinations, or other credit-worthy experiences. All such credit is subject to evaluation by the receiving institution before credit can be awarded.

Degree-seeking students may apply up to seventy-five percent (75%) of non-EKU academic credits to an EKU undergraduate degree or twelve credit hours of non-institutional credit to an EKU graduate degree.

Credits will only be applied to program and degree requirements following a review by the appropriate academic department. For non-degree students, only credits earned at EKU will be recorded into their academic history.

Entities Affected by the Policy

- Students
- Academic Departments
- Colleges
- Advisors
- Office of the Registrar
- Student Outreach and Transition Office

Procedures

Specific procedures for each type of non-EKU academic credit are available in the corresponding regulation or protocol.

Interpreting Authority

Provost and Vice President of Academic Affairs

Policy Review and Approval



University Policy/Regulation Impact Statement

Date Mar 4, 2011 Check One: Revision of Existing Policy/Regulation New Policy/Regulation

Policy/Regulation Number (If known) 4.2.11 Policy/Regulation Name Non-EKU Academic Credit

Originator(s) Provost Office

University Affiliation Council on Academic Affairs Email for primary contact sherry.robinson@eku.edu

Justification for Proposed Changes or for New Policy/Regulation (Attach additional sheet if necessary)

The University needs an overarching policy to regulate the awarding of non-EKU credit. Separate regulations or protocols will be established for specific types of credit.

Consistency with EKU's Mission and Strategic Plan, Other Policies/Regulations, and Related External Documents
Cite relevant official statements from EKU or external sources.

This policy will assist the University with SACS standards 3.5.2 and 3.6.3 and with statewide (CPE) initiatives involving transfer of credit and prior learning assessment.

Impact on the University

(1) Identify resources (human, financial, physical, operational, technological, other) needed to implement and maintain compliance; (2) Identify changes to EKU's culture and/or behaviors that may be involved.

This specific policy will require minimal resources and culture change. The corresponding regulations and protocols may result in some additional resource needs.

List stakeholders who have been or will be consulted. Indicate action taken and the date it was taken. Attach additional page if necessary. To begin the policy process, at least one university-recognized group must have indicated support.

Stakeholder	Action Taken	Date

Stakeholder Actions continued on Page 2

Additional Pages Attached # of additional pages

Print Form



Independent Studies Proposal

I. TO BE COMPLETED BY STUDENT:

Name: _____ EKU ID # _____

Address: _____ City: _____ State: _____

Zip Code: _____ Phone #: _____ EKU Email: _____

Course Prefix: _____ Course#: _____ Project Title: _____

Term: _____ Year: _____ Credit Hours: _____ Major: _____

1. Justification for Independent Study:

2. Faculty Supervisor: _____

3. Attach a project plan. The project plan must include a description of the project and learning objectives.

Student Signature: _____ Date _____

Special Note to Student: Your signature indicates a request for the Registrar's Office to register you for the approved course and credit hours.

II. TO BE COMPLETED BY FACULTY SUPERVISOR:

Proposed method(s) for student evaluation:

Dates of Progress Reports _____

Special Equipment/Supplies Needed: _____

Faculty Supervisor Signature: _____ Date _____

III. TO BE COMPLETED BY THE DEPARTMENT CHAIR (WHERE COURSE IS OFFERED):

I have confirmed that this project meets the criteria of an independent study as defined by the Protocol for Independent Studies

Department Chair _____ Date

Type/Print Name Signature

Original to Registrar's Office. Copies from Registrar's Office, once registration is complete, to: 1. Student 2. Faculty Supervisor 3. Student Advisor (Students 1st major, only), 4. Dean of Graduate School (graduate students only). 5. Dean, if so requested

For Registrar Office Use Only	<input type="checkbox"/> Additional Pages Attached
Registration Complete _____ CRN _____ Date _____	# of additional pages <input type="text"/>

Print Form

Independent Study Course (sometimes referred to as directed studies)—Independent study courses, which are distinct from course by arrangement and special topics courses, are designed to provide an opportunity for a student to pursue a research/study interest not available through any of the courses offered in a program at EKU.

Independent Study Courses:

- Must be under the supervision/direction of a faculty member with appropriate qualifications for the course content and must be guided by an approved course plan.
- Must follow the proscribed procedure below and be approved in advance of enrollment in an independent study course appropriately designated as such in the Catalog.
- Should not be used as a mechanism to teach a course not offered in a given semester or as a substitution for program requirements, though they may, with appropriate approval, fulfill such requirements.
- Are not intended to be a mechanism for enrolling in a course for which a student would otherwise be ineligible.

Course by Special Arrangement—A course that is part of the approved curriculum program but is being offered to a student during a term or at a time when it is not scheduled. See Policy 4.3.17P.

Special Topics Courses—Designated courses designed to cover specialized areas within a discipline. These courses are created with normal class enrollment expectations.

Procedure

1. Students interested in an independent study will complete the Independent Study Proposal form (available at www.forms.eku.edu). This form requires a description of the scope of the work covered in the independent study and an attached project plan, including learning objectives, devised in consultation with the supervising faculty member.

2. A student interested in an independent study will complete the Independent Study Proposal (available at www.forms.eku.edu). This form requires a description of the scope of the work covered in the independent study and an attached project plan, including learning objectives, devised in consultation with the supervising faculty member.

3. Faculty supervisors are responsible for assisting the student in developing the proposal, including the method(s) to be used for evaluating student learning and the planned and periodic evaluation of the student's progress. The faculty supervisor will also complete the appropriate section of the Independent Study Proposal form and grant initial approval.

4. Faculty may supervise a maximum of three independent studies per semester. Before agreeing to supervise an Independent Study, faculty will seek approval of their department chairs to determine the impact on workload.

5. Department chairs are responsible for ensuring independent study proposals adhere to the definition stated above and for approval of the proposal.

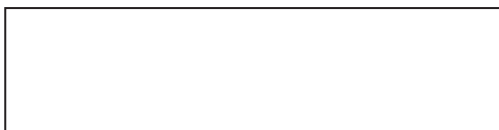
6. Individual departments may establish additional procedures for independent study courses.

7. The Independent Study Form with original signatures will be sent to the Registrar's Office. Upon seeing the department approval, the Registrar's Office will register the student for the independent study.

8. Students must be registered in the course and the number of credit hours determined prior to students beginning the independent study.

Limitations

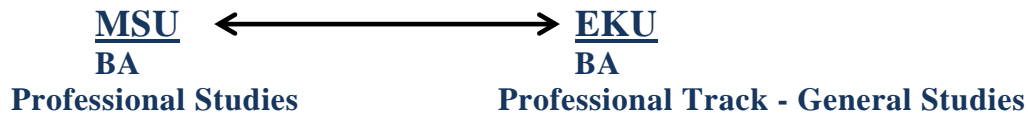
- Students may be approved for a maximum of 6 hours of independent study per degree earned.
- A student must be in good academic standing and have a cumulative undergraduate GPA of at least 2.5 to take an ISC. Graduate students must be in good academic standing and have a cumulative GPA of at least 3.0 to take an ISC.



Morehead State University - Eastern Kentucky University
Hazard Community & Technical College

Associate to Baccalaureate Degree Pathway
A Collaborative Regional Educational Program

All classes will be offered to the Hazard/Jackson/Manchester educational facilities in rotating formats of: blended online/in-person, ITV, or traditional.



Courses guaranteed to be delivered to Hazard/Jackson/Manchester

*Cross-listed at each offering as part of both the
EKU & MSU class offerings*

MSU listing – EKU listing

Offered FALL Semesters

MSU: COMM 350	EKU: CMS 375
MSU: COMM 383	EKU: CMS 310
MSU: MNGT 311	EKU: MGT 320
<i>(every two years)</i>	
MSU: SOC 354	EKU: SOC 320
MSU: ??	EKU: COR 321
MSU: ??	EKU: COR 350
MSU: ??	EKU: CRJ 388W
MSU: ??	EKU: FIN 310
MSU: ??	EKU: HEA 320
MSU: ??	EKU: HEA 345
MSU: ??	EKU: HEA 375
MSU: ??	EKU: HEA 380

Offered SPRING Semesters

MSU: COMM 401	EKU: CMS 495
MSU: MNGT 310	EKU: MGT 330
MSU: MNGT 409	EKU: ?????
MSU: PSY 353	EKU: PSY 319
MSU: SOC 300	EKU: SOC 463
MSU: SOC 315	EKU: CRJ 325
MSU: ??	EKU: HEA 315
MSU: ??	EKU: HEA 320
MSU: ??	EKU: FIN 311
MSU: ??	EKU: POL370
MSU: ??	EKU: POL 374
MSU: ??	EKU: PUB 375
MSU: ??	EKU: SOC 383

Offered SUMMER Semesters

MSU: ??	EKU: MGT 301
MSU: ??	EKU: MKT 301
MSU: ??	EKU: POL 332
MSU: PSY 354	EKU: ????
<i>(may not be offered every summer)</i>	
MSU: SOC 300	EKU: SOC 463
MSU: SOC 354	EKU: SOC 320

Offered as needed

MSU: MNGT 409	EKU: MGT 430
MSU: MNGT 399	EKU: MGT 450
MSU: SOC 315	EKU: CRJ 325

EKU General Degree Guide

Bachelor of Arts: Professional Track - General Studies

EKU/MSU/ Hazard CTC

Collaborative Regional Educational Program

Effective fall 2011

Student Curriculum Guide

Student	Level	Undergraduate
ID	Degree	Bachelor of Arts
Classification/ Earned hrs.	College	University Programs
Advisor	Major	Professional Track - General Studies
Transfer Degree	Associate Degree	

Graduation Requirements

Note: No courses 8 years or older will apply to any area except General Education, Free Electives, and the University Upper Division Requirement without dean's approval. No more than 25% of all coursework can be earned in courses commonly taught in a school of business (ACC, CCT, BUS, CIS, FIN, GBU, INS, MGT, MKT, RST.)

- 2.0 Overall GPA** (minimum for graduation)
- 2.0 ECU GPA** (minimum for graduation)
- 120 minimum degree applicable credit hours**
- 32 hours must be taken directly through ECU**
- One Writing Intensive course.**
 - Each student must successfully complete a course designated as Writing Intensive with the 'W' suffix.
- Upper division courses**
 - 42 credits of Upper Division coursework (300, 400, 500 Level) is required. These may be ECU or MSU courses.
- Academic Orientation Class Requirement 1 Hour in GSO 100**
 - Not required by student transferring in with at least 30 cr. hrs.
- College Readiness Courses – if required**
 - As needed per ACT scores, none required for any students transferring in an Associate degree.
- General Education Requirements - as needed**
 - No additional general education classes are required for any student transferring into ECU with an associate degree earned from a regionally accredited institution.
- Major Course Requirements**
 - At least 18 cr. hr. earned from the MSU-ECU cross-listed course offerings
- Free Electives as required to meet 120 hours**

Professional Track - General Studies

At least 18 Hours from the cross-listed MSU/ECU professional track courses.

Specified courses from the content areas listed below have been selected and make up the major core of this Professional Track – General Studies degree.

BEM (Broadcasting and Electronic Media)
CMS (Communication Studies)
COM (Communication)
COR (Corrections)
CRJ (Criminal Justice)
FIN (Finance)
HEA (Health Education)
MGT (Management)
MKT (Marketing)
SOC (Sociology)
POL (Political Science)
PUB (Public Relations)
PSY (Psychology)
SOC (Sociology)



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University Programs
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TO: Council on Academic Affairs

FROM: Dr. Sara Zeigler
Interim Dean, University Programs

DATE: April 7, 2011

RE: Agenda Item for 4/21/2011 Council on Academic Affairs Meeting

The following items are being submitted to the Council on Academic Affairs for the April 21, 2011 meeting:

Action Item

Writing Intensive Courses, General Education Requirements

Discussion Item

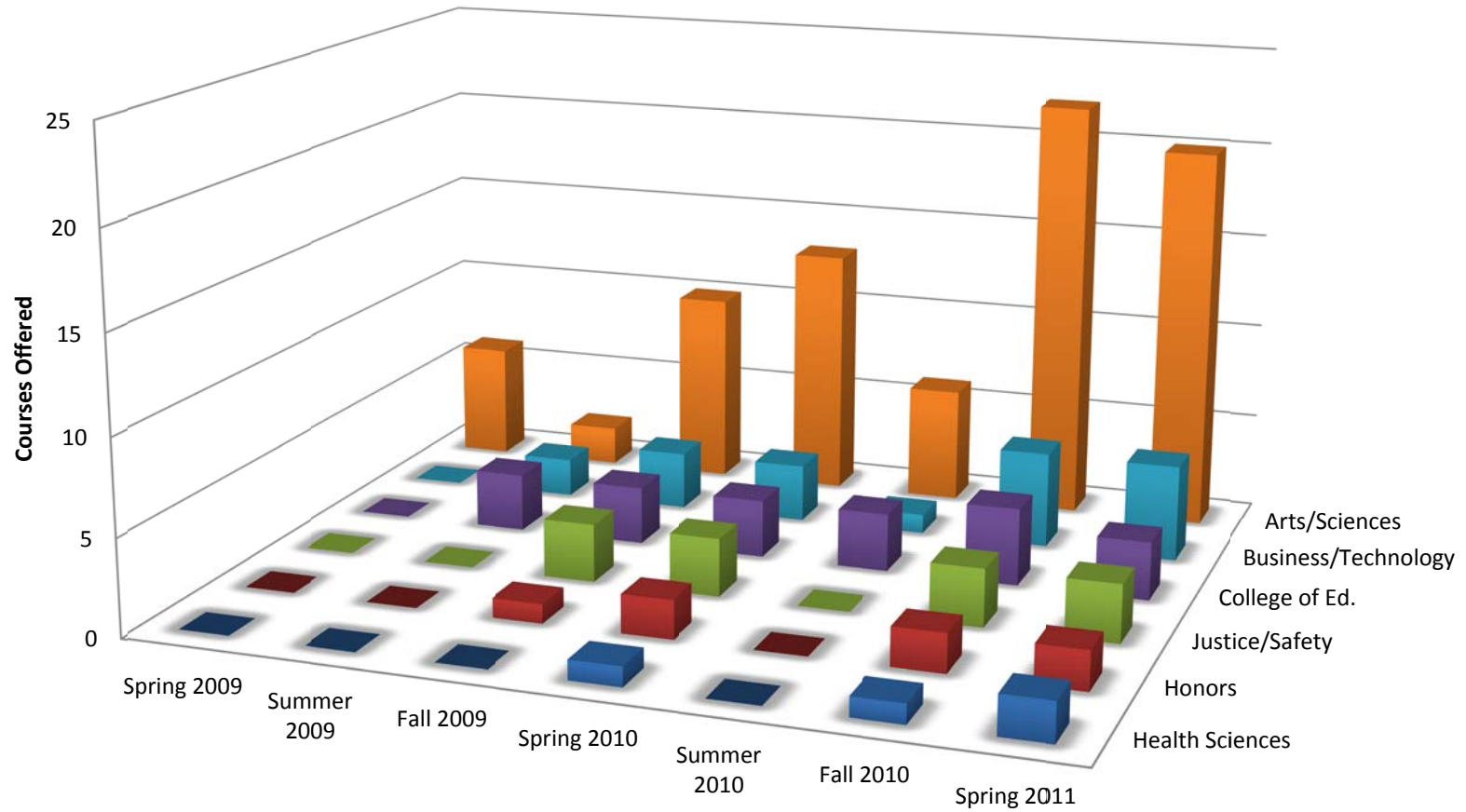
Draft Revision to the General Education Program



Eastern Kentucky University's Writing Intensive Requirements in Comparison to Various Regional Institutions:

University	Students must take 1 Writing Intensive course	Students must take 2 Writing Intensive Courses	Students must take 3 Writing Intensive Courses	Honors Students meet writing requirement	Students must take at least one writing course <u>within</u> the first year	At least one writing intensive course must be taken <u>after</u> a student's first year	Writing is assessed in writing competence and critical thinking	Writing/ critical thinking addressed as part of the goals/outcomes in university's strategic plan	Courses offered for writing intensive requirements
Centre College		X			X			(✓) – critical thinking	HUM 110, HUM 120
Duke University			X		X	X		(✓) – critical thinking	Writing 20 Two W courses in the disciplines
Eastern Kentucky University	X-in gen ed. or major	(✓)			(✓)	X	X	X – communication and critical thinking	20 A/S 5 B/T 4 COE 2 H/S 4 J/S 3 HON
Northern Kentucky University		X		X- Honors freshman composition				(✓) – creative thinking	ENG 101 ENG 291
Vanderbilt University			X		X				Eng., A/S Music
University of Kentucky		X		X	X				A/S, Agr., Soc. Work, Business, Engineering, Edu., Nursing, Forestry, Nutrition, Eng.
University of Virginia		X						?	ENG
Western Kentucky University		X				X		X – writing across the curriculum	ENG 100 and ENG 300 (writing in disciplines)

EKU's Course Offerings, 2009-2011



	Spring 2009	Summer 2009	Fall 2009	Spring 2010	Summer 2010	Fall 2010	Spring 2011
Health Sciences	0	0	0	1	0	1	2
Honors	0	0	1	2	0	2	2
Justice/Safety	0	0	3	3	0	3	3
College of Ed.	0	3	3	3	3	4	3
Business/Technology	0	2	3	3	1	5	5
Arts/Sciences	6	2	10	13	6	22	20

GENERAL EDUCATION REQUIREMENTS (pg. 43)

Writing Intensive General Education Courses

All baccalaureate degree seeking students who enter the University ~~in fall 2007 or later~~ are required to successfully complete one writing intensive ~~general education~~ course following completion of ENG 102, ENG 105 or HON 102. ~~Students are strongly encouraged to complete their writing intensive general education course before the conclusion of their second year of study.~~ Writing intensive general education Courses may be general education courses as well as major or supporting courses. Writing intensive courses are designated with the suffix "W" following the course prefix and number (e.g., HUM 300W). W and non-W versions of the same course (e.g., HUM 300W and HUM 300) are considered equivalent for the purposes of satisfying course requirements for prerequisites, major courses, minor courses, and supporting courses. Credit will not be awarded for W and non-W versions of the same course. A previously-taken non-W version of a course will not be used to satisfy the writing intensive baccalaureate degree requirement.

Transfer students who are (full) general education certified and/or transfer students who have earned an associate degree (including AAS) and baccalaureate degrees are not required to complete a writing intensive ~~general education~~ course. The waiver of the writing requirement applies only to institutions where the language of instruction is English. Any ECU associate-degree earner who then pursues a baccalaureate degree at ECU must successfully complete one writing intensive course.

Draft Revision to the General Education Program

The University General Education Committee (UGEC) was charged by Provost Vice to revise the General Education Program to make sure that ECU has a program that is consistent with ECU's values and state requirements, as well as being competitive with other General Education Programs in the state, while keeping the program strong and valuable to students. The UGEC formed a subcommittee and charged the subcommittee to research GE Programs at other state institutions and develop options for revision that would address the Provost's issues as well as address other issues about the program such as the lack of attention to diversity (a core value of ECU) and its fairly complicated nature. The UGEC developed a set of criteria to apply to the options from the subcommittee.

The subcommittee first looked at other state universities across the commonwealth. Each university has a unique system, which makes it difficult to compare, but overall we found that ECU's current system, while on the high end in terms of required hours, was not much more restrictive than other state universities. A *drastic* reduction in requirements was not needed.

The subcommittee then developed seven different options, which were measured against the criteria that the UGEC had provided. The committee looked at the different options and decided quickly that they could agree on many points shared between the options. This resulted in a smaller, simpler set of program revision options to be presented to the broader University community for more feedback.

The document below first lists four items (#1-#4) that the UGEC supports for revision of General Education. After that there are five additional options (A-E) that could be used to further revise the program. Added as appendices are the criteria questions and a table outlining how the different items would change the required hours.

Draft Revision to the General Education Program

Changes that would be made to the current program:

1. Block VI: Wellness would be moved from the GE Program to a University Requirement
2. Current Blocks VII and VIII would be removed. (-12 hrs)
3. A new Block VI of the GE program (+6hrs) would be created as described below:

Block VI: Culture & Diversity (6hrs)

Option 1: Two courses in a single foreign language.

Option 2: Two approved courses that address non-native Culture, Global Perspectives or Under-represented groups.

Option 3: Study Abroad (Can be approved location in U.S.)*

4. A new University Requirement (+3hrs) would be created as described below:

The Eastern Experience: College Capstone (3 hrs)

Option 1: Discipline Capstone Course

Option 2: Co-op or Internship

Option 3: A Service-Learning Course.

Option 4: Undergraduate Research Experience

Option 5: Leadership Experience

Option 6: Study Abroad (Can be approved location in U.S.)*

College Capstone can only be satisfied after student has earned 75 or more hours of college credit.

*Study Abroad could be used to satisfy *either* the Culture and Diversity Block *or* the Capstone Requirement.

Additional Options for Revision:

- A. Block VC would be removed. (-3hrs) Mix Block VA&VB: Historical and Social Sciences. Students would choose two courses with different prefixes from a single set of history courses and social and behavioral science courses. (Reduces GE program to 36 hrs, total requirements to 40 hrs.)
- B. Reduce Block III to 3 hrs. Students will choose one course out from a set of Arts courses and Humanities courses. (with 1 above, Reduces GE program to 33 hrs, total requirements to 40 hrs)
- C. Mix Block IV: Natural Sciences. Students would choose two courses with different prefixes from a single set of biology courses and physical science courses.
- D. Use of supporting courses to satisfy GE requirements:
 - i) Use two supporting or major courses (six hours total) to satisfy GE requirements.
 - ii) Remove all restrictions on using supporting courses to satisfy GE requirements.
- E. Sequencing curriculum:
 - i) Require Block I and II to be satisfied before student has completed 45 hrs.
 - ii) Require Wellness requirement to be completed before the student has completed 60 hrs.
 - iii) Add completion of Block I and II to be an implicit prerequisite for all upper-level undergraduate courses (300-level and above) and reduce upper-level course requirement to 36 hrs.

Appendix A: Criteria for Revisions to the General Education Program

1. Is it a strong program? Does it meet and exceed SACS criteria? Does it provide a sound foundation for ECU students to succeed in college and graduate as critical and creative thinkers who can communicate effectively?
2. Is it comparable/competitive to other GE programs in rigor and efficiency? Is the program strong, but also flexible and efficient?
3. Is the program friendly to transfer students, especially from our principal feeder schools, allowing students to progress smoothly toward graduation, without lowering standards for transfer students compared to native students?
4. Does the GE program support and give more flexibility to the major programs to ensure that students are well-prepared for a career in their discipline?
5. Does the program utilize the resources of the GE program that is currently in place? Will it require substantial new resources or large shifts in current resources across campus?
6. Does the program address diversity issues, citizenship and global viewpoints?
7. Is the program simple and straight forward about requirements for students and advisors? Is the program represented well by DegreeWorks?
8. Can the new program be comfortably administered with present resources?
9. Can all aspects of the new program be assessed appropriately and efficiently?
10. Are requirements consistent with the Goals of General Education?
11. Is it consistent with state laws and guidelines?
12. Does it encourage and/or require students to engage in a unique experience here at ECU (*The Eastern Experience*), which would include at least one of the following for every student:
 - a) Undergraduate or Graduate Research
 - b) International Experience
 - c) Internship/Co-op Experience
 - d) Service Learning Project
 - e) Leadership Opportunity
 - f) Integrated Capstone Course
13. Does the program identify and address needs specific to students of our service region and maintain ECU's image of a campus of opportunity?

Appendix B: Requirements

<u>Current System</u>	
<i>GE Program:</i>	
Block I: W&O Comm	9 hrs
Block II: Math	3 hrs
Block III: A&H	6 hrs
Block IV: NS	6 hrs
Block V: SBS	9 hrs
Block VI: Wellness	3 hrs
Block VII: Breadth	hrs
Block VIII: Depth	6 hrs
Total GE:	48 hrs
<i>Other Univ. Requirements:</i>	
Orientation	1 hr
Total Other Reqs:	1 hr
Total Requirements:	<u>49 hrs</u>

<u>With Changes 1-4:</u>	
<i>GE Program:</i>	
Block I: W&O Comm	9 hrs
Block II: Math	3 hrs
Block III: A&H	6 hrs
Block IV: NS	6 hrs
Block V: SBS	9 hrs
Block VI: Diversity	6 hrs
Total GE:	39 hrs
<i>Other Univ. Requirements:</i>	
Orientation	1 hr
Wellness	3 hrs
College Capstone	3 hrs
Total Other Reqs:	7 hrs
Total Requirements:	<u>46 hrs</u>

<u>With Changes 1-4 and Option A:</u>	
<i>GE Program:</i>	
Block I: W&O Comm	9 hrs
Block II: Math	3 hrs
Block III: A&H	6 hrs
Block IV: NS	6 hrs
Block V: SBS	6 hrs
Block VI: Diversity	6 hrs
Total GE:	36 hrs
<i>Other Univ. Requirements:</i>	
Orientation	1 hr
Wellness	3 hrs
College Capstone	3 hrs
Total Other Reqs:	7 hrs
Total Requirements:	<u>43 hrs</u>

<u>With Changes 1-4 and Options A&B:</u>	
<i>GE Program:</i>	
Block I: W&O Comm	9 hrs
Block II: Math	3 hrs
Block III: A&H	3 hrs
Block IV: NS	6 hrs
Block V: SBS	6 hrs
Block VI: Diversity	6 hrs
Total GE:	33 hrs
<i>Other Univ. Requirements:</i>	
Orientation	1 hr
Wellness	3 hrs
College Capstone	3 hrs
Total Other Reqs:	7 hrs
Total Requirements:	<u>40 hrs</u>



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Richmond, Kentucky 40475-3102
(859) 622-1744
FAX: (859) 622-2975

March 21, 2011

To: Janna Vice, Provost

From: Jerry Pogatshnik, Associate Vice President for Research and Dean of the Graduate School

Re: Item for CAA Consideration: Additional Employment for Graduate Assistants

The Graduate School seeks to modify its policy on Additional Employment for Graduate Assistants. (The current policy occurs only in the Handbook for Graduate Assistants and is not published in the catalog). The current policy states, "Graduate assistants are not normally eligible for additional on-campus or outside employment." Because of historically low levels of support for graduate assistants, some departments and programs have provided additional employment as a means to supplement GA stipends. This practice, however, may adversely affect a student's academic performance and also may lead to questions about the academic rigor of our graduate programs.

With the increased stipends for graduate assistants and the implementation of the partial tuition waiver for all graduate assistants, the arguments used in the past for supplementing graduate assistant stipends are far less compelling. The revised policy places restrictions on the current practice and takes into consideration a graduate student's academic and institutional workload before additional assignments may be considered. By tying additional employment for full-time GA's to the last semester of study, the revised policy will assist in our retention efforts by permitting additional assignments only in cases where students are highly likely to graduate.

The revised policy was reviewed by the Graduate Council and recommended for implementation by the deans. I am requesting approval by the Council on Academic Affairs for inclusion in the 2011-2012 Graduate Catalog.

I would be happy to answer any questions with regard to the adoption of this revised policy.

Thank you for your consideration.

cc. Rick McGee
Jaleh Rezaie
Jan Colbert



Additional Employment for Graduate Assistants:

Graduate Assistants on full-time (20 hr/week) appointments are normally not eligible for additional on campus employment. Exceptions may be made for graduate students in their final academic term who are registered for fewer than 9 graduate hours and have a graduate GPA of 3.2 or higher according to the criteria listed below.

Full time Graduate Assistants in their last term of study who have applied for graduation and are enrolled in fewer than 9 graduate hours may be approved for additional on-campus employment using the current approval process.

Students registered for 6 hrs may be employed up to an additional 7.5 hrs/week (equivalent of teaching one 3-semester hour course as part-time faculty)

Students registered for 3 hrs may be employed up to an additional 15 hrs/week (equivalent of teaching two 3-semester hour courses as part-time faculty)

Graduate Assistants on half-time (10 hr/week) appointments will be eligible for additional on campus employment up to a maximum of 10 hours/week through the current approval process.

Half time Graduate Assistants in their last term of study who have applied for graduation and are enrolled in fewer than 9 graduate hours may be approved for additional on-campus employment using the current approval process.

Students registered for 6 hrs may be employed up to an additional 15 hrs/week (equivalent of teaching two 3-semester hour courses as part-time faculty)

Students registered for 3 hrs may be employed up to an additional 22.5 hrs/week (equivalent of teaching three 3-semester hour courses as part-time faculty)

Approval forms are posted on the Graduate School's website at gradshool.eku.edu/forms.

Undergraduate Catalog p. 38

ACADEMIC READINESS

The Developmental Education and College Readiness courses (previously referred to as Developmental Education) at Eastern Kentucky University helps students achieve academic success by developing or enhancing college readiness skills skill level proficiencies in the areas of reading, writing, and mathematics, needed for success in college level courses. Proficiencies in these areas are measured by student performance Test scores earned on the ACT, SAT, COMPASS, Kentucky Online Testing, and ECU placement tests, or other state approved assessment instruments are used to determine if a student must enroll in college readiness courses. College readiness courses are required for student earning. Students needing additional preparation, identified through testing, are required to enroll in college readiness or developmental education coursework. College readiness is defined by minimum ACT subscores of less than 18 in English, 19 in mathematics, and/or 20 in reading.

College Readiness Courses

At ECU, each college readiness course, with the exception of ENR 116, is a three-hour college credit course. Credit hours for zero-level courses, such as 090, 095, or 098, serve only as needed prerequisites to college level courses. ENR 116 may be used as a free elective and applied toward graduation.

Developmental Education and College readiness courses offered at Eastern Kentucky University include:

<u>Course</u>	<u>Course Title & Credit Hours Earned</u>	<u>Type of Credit Earned</u>
Eng 090	(Basic Writing – 3 hrs)	<u>College readiness requirement only</u>
Eng 095	(Developmental Composition – 3 hrs)	<u>College readiness requirement only</u>
Enr 090	(Developmental Reading I – 3 hrs)	<u>College readiness requirement only</u>
Enr 095	(Developmental Reading II – 3 hrs)	<u>College readiness requirement only</u>
Enr 116	(Strategies for College Reading – 3 hrs)	<u>May apply toward graduation</u>
Mat 090	(Prealgebra – 3 hrs)	<u>College readiness requirement only</u>
Mat 095	(Developmental Algebra I – 3 hrs)	<u>College readiness requirement only</u>

Math 098

MAT 098 is not required of students with entry-level college readiness mathematics requirements; it is considered a preparatory course for students pursuing degree programs requiring MAT 107. MAT 098 cannot be applied toward specific degree requirements. Students who achieved an ACT mathematics score of 22 or above scoring an ACT MAT 22 or above are not required to complete MAT 098 and may instead enroll directly into Math 107.

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Each developmental course is a three-hour institutional credit course. The credit hours for courses beginning with a zero course number, like 090, 095, or 098, do not apply toward graduation but

Note: MAT 098 is not required of students needing to meet developmental mathematics requirements. Students take MAT 098 to prepare for MAT 107. Count toward enrollment status for purposes of financial aid eligibility, and full-time student status.

College Readiness and/or Preparatory Courses - Grades, Enrollment Status, and Degree Progression

- Hours earned in any zero-level college readiness or preparatory course -- 090, 095, or 098 -- are NOT used to calculate the cumulative student GPA.
- Hours earned in any zero-level college readiness or preparatory course -- 090, 095, or 098 -- ARE used to determine enrollment status for purposes of financial aid eligibility and enrollment verification.
- Grades in zero-level college readiness courses -- 090, 095 -- include the grades "A," "B," "C," and "F." There are no course grades of "D" in zero-level college readiness courses.

Transfer Students and College Readiness

Students transferring to Eastern Kentucky University with an Associate of Arts, Associate of Science, Associate of Applied Sciences, and Associate of Science in Nursing degree, or equivalent, will be considered proficient in the three basic skill areas of English (writing), mathematics, and reading. Please see Section Six of this Catalog for descriptions of these courses.

Developmental and College Readiness Course Enrollment and Completion Requirements

Following are the policies concerning developmental enrollment and completion requirements for degree seeking students:

1) All full- or part-time students with developmental requirements in two or more areas

1) During the first semester of enrollment at EKU, all full-time, part-time, or online degree-seeking students required to take two or more college readiness courses must also take GSO 102: Transition to College in the first semester of enrollment.

2) All full- time, part-time, or online degree seeking students must enroll in and complete all required 090- and 095-level college readiness courses beginning their first semester and continuing each semester (except summer) until all college readiness requirements have been met.

2) All full- or part-time students with developmental requirements, identified by the ACT, SAT and local placement testing, are required to enroll in the specified developmental course(s) during their first and each subsequent semester of enrollment at EKU, excluding summer, until all developmental requirements are completed.

3) GSO 102 or other required orientation courses are the only academic credit courses that may be taken by part-time and online degree seeking students until all required college readiness courses have been completed.

4) Students must successfully complete any 090- or 095-level college readiness requirements within the first two semesters of enrollment (excluding summer). Students not meeting this requirement will not be allowed to register for subsequent semesters.

3) Part-time students must enroll in any required developmental course(s) before attempting course work which carries academic credit, other than GSO 102 or other required orientation courses.

4) Students with developmental requirements are allowed a maximum of two consecutive terms of University enrollment, excluding summer, to successfully complete each required course. Students not completing developmental requirements in the specified time frame will have developmental holds placed on their course registration.

5) Students with developmental requirements must complete all required developmental courses by the end of the term in which they attempt their 45th credit hour, including developmental hours. Withdrawal from a developmental course counts as one semester of University enrollment toward the attempted completion of developmental requirements. Students not completing all developmental requirements within 45 hours will be developmentally dismissed.

5) Students with 090- or 095-level college readiness requirements must complete all required courses by the end of the term in which they attempt their 30th credit hour... Withdrawal from a required college readiness course counts as one semester of University enrollment toward the attempted completion of the course. Students not completing all college readiness requirements within 30 hours will have their enrollment status converted to "College Readiness Deferred." Students receiving a college readiness deferral must complete equivalent courses at another accredited college or university, and must be in good academic standing in order to return to EKU.

Grades in Developmental Courses

- Developmental course grades are not included in the calculation of GPAs.
- Developmental course grades include the grades "A," "B," "C," and "F." There are no course grades of "D" in developmental courses.

EKU catalog p. 39**Minimum Academic Standards**

Good academic standing: Students are expected to maintain at least a 2.0 cumulative grade point average (GPA) while enrolled at EKU. The actions described below pertain to students whose cumulative GPA falls below 2.0. Once a student's cumulative GPA returns to 2.0 or above, they are once again in good academic standing.

Satisfactory Progress: Degree-seeking students shall be considered as making satisfactory progress so long as they remain in good academic standing (2.0 cumulative GPA) and enroll in courses required by or allowed for in their chosen academic program.

Students having difficulty meeting the academic standards are strongly advised to reduce or eliminate part-time jobs and other extracurricular activities which may detract from their studies, or to reduce the number of hours for which they are enrolled.

Academic Warning (~~pertains to first-year students only~~): ~~First semester new freshmen will be placed on academic warning if they receive a GPA less than 2.0 at the end of their first semester at the University. During the second semester of study, freshmen on academic warning may not enroll in more than 16 hours (during either fall or spring terms). Freshmen on academic warning may not enroll in more than six hours during a full summer term.~~

Academic Probation: Students who earn a cumulative GPA of less than 2.0 will be placed on Academic Probation beginning the next semester they are enrolled. ~~Beginning with the second semester of study at EKU, students will be placed on academic probation if their cumulative GPA at the end of the semester is less than 2.0. While on academic probation, students may not enroll in more than 13 credit hours (in either fall or spring terms or more than six hours during a full (12 week) summer term). Students on academic probation may not enroll in more than six hours during a full summer term.~~

Academic Suspension: At the end of a semester on academic probation, students must have earned a semester GPA of at least 2.0 or raised their cumulative GPA to 2.0. Students not meeting the semester or cumulative GPA requirement will be placed on academic suspension. ~~At the end of a semester on academic probation, students who do not earn a 2.0 term GPA and whose cumulative GPA remains less than 2.0 will be placed on academic suspension. Students may be placed on academic suspension a total of three times. Students may not enroll in classes at EKU while academically suspended. Students who are academically suspended for the first time may not enroll in classes at EKU for one full semester (summer is counted with the next fall semester if a student is academically suspended at the end of the spring term). Students may be academically suspended up to three times during their academic career at EKU. The second academic suspension is for one calendar year and a third academic suspension is for two calendar years. An academically suspended student will return to EKU on academic probation if their cumulative GPA is less than 2.0 at the time of their return. Students on academic suspension may not enroll in courses at EKU during the period of suspension. The suspension period for a first academic suspension following a fall semester is the spring semester; following a spring semester it is the summer and fall semester. The suspension period for a second academic suspension is one calendar year, and a third academic suspension is for two calendar years. Previously suspended students will be placed on academic Probation upon return to EKU if they have a cumulative GPA of less than 2.0~~

Academic Dismissal: Students who have been academically suspended three times must maintain a semester GPA of 2.0 or better each semester after they return. Students who have been academically suspended three times, and after returning are unable to maintain a semester GPA of 2.0, will be academically dismissed from EKU for a period of five calendar years. ~~Students returning to the~~

~~University at the end of a third academic suspension must earn and maintain a term GPA of 2.0 or better each semester. Students returning after a third academic suspension will be academically dismissed from the University if they have a term GPA of less than 2.0 at the end of any semester. Students who are academically dismissed may not enroll in courses at EKU for five calendar years.~~

Attending another school while suspended or dismissed: : During the time a student is academically suspended or dismissed from EKU, c Course work earned at another regionally-accredited college or university, ~~while suspended or academically dismissed,~~ will be considered for transfer credit when the student returns to EKU. Students are responsible for requesting that an official transcript of any transfer course work be sent to the EKU office of admissions when they apply for readmission to EKU. Students should consult with their advisor or college for the applicability of course work taken at another institution to their degree program at EKU.

Appealing academic standing: Students may appeal an academic suspension if they ~~If students~~ believe their academic suspension was the result of catastrophic circumstances beyond their control, they may appeal the academic suspension to the University readmission appeals Committee. Students must provide a written appeal with appropriate supporting documentation to the University Readmission Committee. Students may not appeal an academic dismissal. ~~The appeal must be in writing and students must provide appropriate documentation supporting the appeal. Students may not appeal an academic dismissal.~~

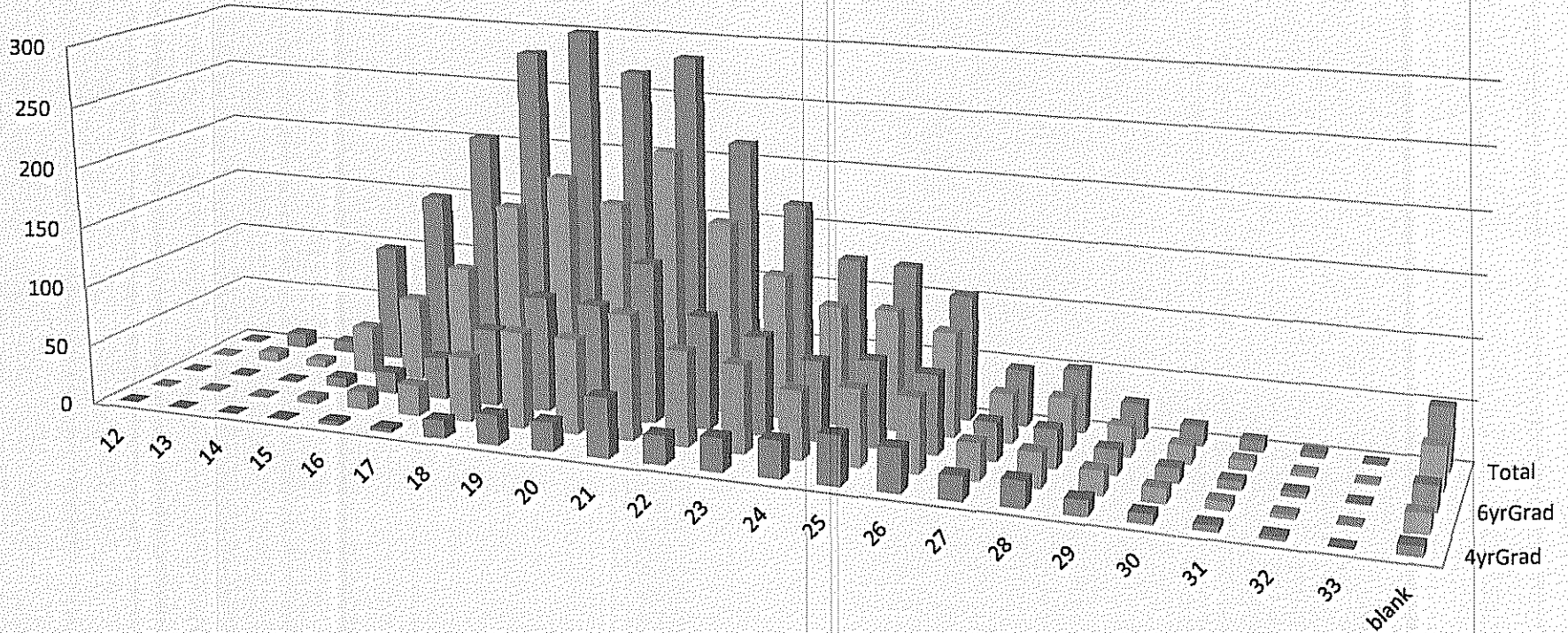
First Time Freshman Mid-Term Grade Review Process

The first semester for first-time freshmen is pivotal to academic success and graduation. All first-time freshmen will have their mid-term grades reviewed by the Office of University Advising and the Registrar during their first semester at EKU. If all reported mid-term grades are F, FN, U, or UN (indicating non-attendance and/or failure to meet course requirements) then the student will be required to participate in an intervention program that includes the following:

- a study skills workshop
- a student success contract
- a registration hold
- students will be moved from a baccalaureate program into the AGS major until they have earned a 2.0 term GPA

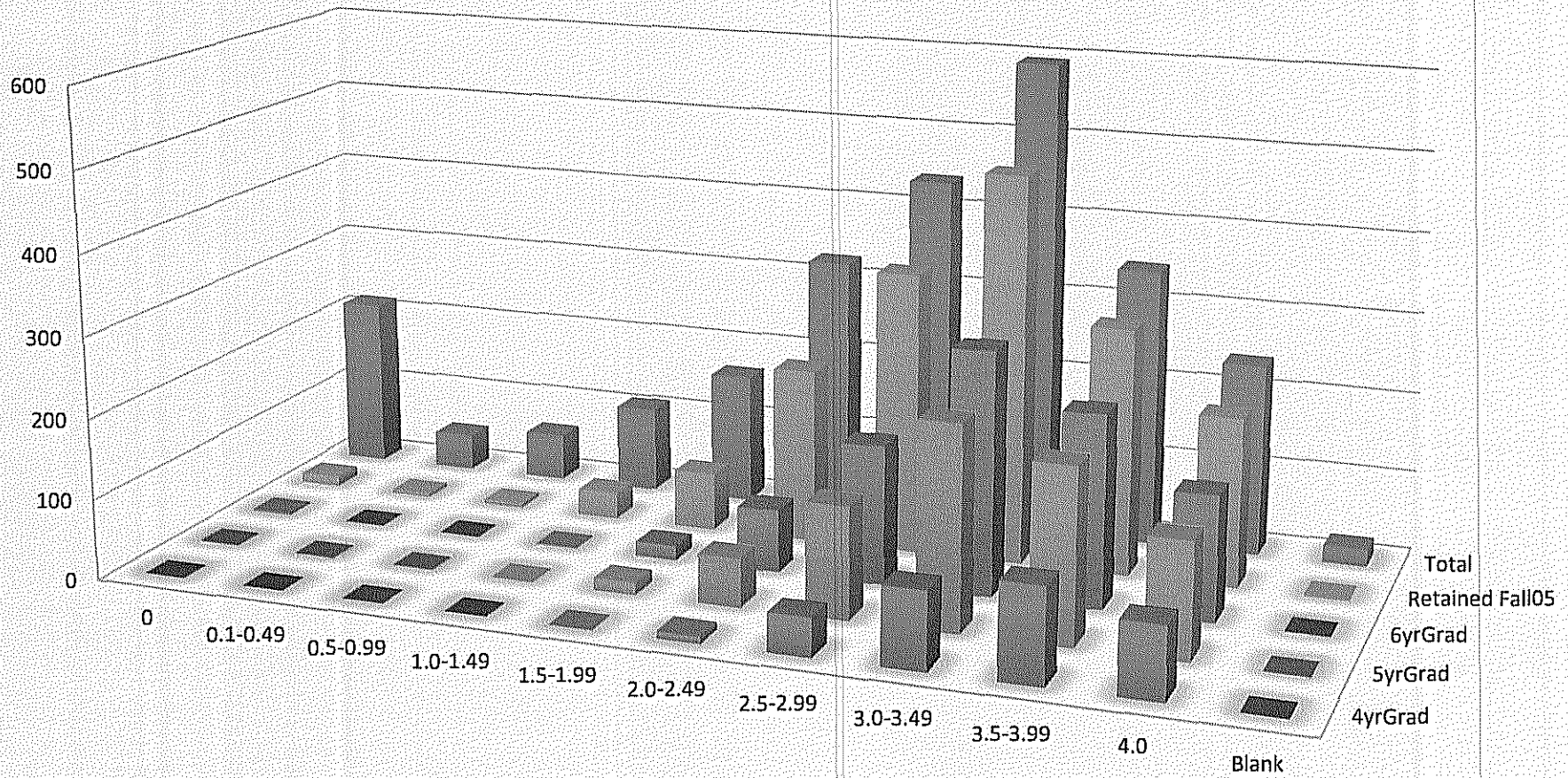
Students who fail to attend the workshop, respond to any communication, or comply with a success contract may be academically suspended at the end of the semester.

Fall 2004 Cohort Number of Students Retained/Graduated by ACT Composite



	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	blank
■ 4yrGrad	0	0	0	1	3	3	15	25	24	50	24	28	31	41	36	20	22	13	8	5	3	0	8
■ 5yrGrad	0	1	1	5	15	26	54	80	79	104	79	73	57	64	62	31	29	20	12	7	3	1	16
■ 6yrGrad	0	1	1	8	18	35	64	96	94	133	94	82	67	72	66	32	32	21	12	7	4	1	21
■ Retained	1	8	6	40	69	100	158	186	168	215	160	120	99	100	87	41	43	25	15	8	3	1	36
■ Total	1	12	9	98	148	204	280	300	269	284	216	168	126	124	104	47	52	29	16	9	4	1	52

Fall 2004 Cohort Number of Retention/Graduation by First Semester GPA



	0	0.1-0.49	0.5-0.99	1.0-1.49	1.5-1.99	2.0-2.49	2.5-2.99	3.0-3.49	3.5-3.99	4.0	Blank
4yrGrad	0	0	0	0	1	9	48	96	117	89	0
5yrGrad	0	0	0	1	15	60	138	250	214	142	0
6yrGrad	2	0	0	1	18	78	172	300	237	154	0
Retained Fall05	12	4	5	33	72	217	350	481	305	209	2
Total	214	46	59	108	164	325	438	594	346	239	21

Non-EKU Institutional Credit

Credit given through documentation and evaluation of learning, knowledge, or skills-based experience.

Credit-by-Examination

Students who have educational experiences other than university instruction may attempt to earn academic credit by examination. Following are the criteria which apply to receiving credit-by-examination:

1. Only admitted and active degree seeking EKU students may have credit-by- examination recorded onto an EKU transcript.
2. Academic credit earned by external examinations and challenge tests (such as AP, IB, CLEP®) shall not be considered residency credit for purposes of meeting SACS-stipulated associate or baccalaureate degree requirements.
3. Only tests taken within the past five years are considered for credit review.
4. Non-course specific credit, awarded through credit-by-examination, has no inherent guarantee of meeting specific EKU degree requirements; such being program and college specific decisions.
5. Credit earned by examination is recorded as “CR”, without a letter grade; it has no effect upon the overall grade point average (GPA).
6. Proficiency examination credit is eligible for transfer to EKU if it is from a nationally recognized standardized test, earned at a college or university from which EKU accepts transfer credit, or at an EKU recognized testing site, and is recorded on an official transcript.
7. Departmental or institution specific challenge tests, presented on the official transcript of an institution from which EKU accepts transfer credit, may be accepted in transfer - upon the review and approval of the academic department most closely related to the subject matter.
8. A student may attempt to earn credit-by-examination in a course only once in a six month period.
9. A student may not take a course-specific College Level Examination Program (CLEP®) or departmental examination for credit for a course in an area in which advanced course work has already been completed, as determined by the department responsible for the discipline under consideration.
10. EKU students attempting a foreign language CLEP® exam at the 100-299 level in their native tongue will not have academic credit awarded by EKU.
11. Special fees are assessed for credit-by-examination and must be paid prior to taking an examination. Refer to the Testing Office website for fee information (www.testing.eku.edu).
12. Students seeking AP or IB credit must have information sent to the EKU Office of Academic Testing for recording of test information before they have earned their first 30 credit hours at EKU.

College Level Examination Program (CLEP®): College-Level Examination Program (CLEP®) tests are available in various subject areas. These tests recognize a student’s comprehensive subject knowledge acquired through independent or prior study. Eastern Kentucky University accepts credit for these examinations according to the guidelines on the website www.testing.eku.edu. In order to receive credit, an EKU active degree-seeking student must complete the appropriate Credit-by-Examination form available from the Office of Academic Testing, Student Services Building Room 340. Additional information about the College-level Examination Program (CLEP®) may be found at www.collegeboard.com/clep.

EKU may award credit to active, degree-seeking students for CLEP® examinations according to the following guidelines. No credit is given for exams without equivalent courses at EKU.

<u>CLEP® Test</u>	<u>Min. Score</u>	<u>Credit Hrs.</u>	<u>Equivalent EKU Course(s)</u>
<u>American Government</u>	<u>50</u>	<u>3</u>	<u>POL 101</u>
<u>American Literature</u>	<u>50</u>	<u>3</u>	<u>ENG 350 or ENG 351</u>
<u>Analyzing and Interpreting Literature</u>	<u>-</u>	<u>-</u>	<u>No course credit given.</u>
<u>Biology</u>	<u>50</u>	<u>4</u>	<u>BIO 121</u>
<u>Calculus</u>	<u>50</u>	<u>4</u>	<u>MAT 124</u>
<u>Chemistry</u>	<u>50</u>	<u>4</u>	<u>CHE 111 /115</u>
<u>College Algebra</u>	<u>55</u>	<u>3</u>	<u>MAT 107</u>
<u>Precalculus</u>	<u>50</u>	<u>5</u>	<u>MAT 109</u>
<u>College Mathematics</u>	<u>50</u>	<u>3</u>	<u>MAT 105</u>

DISCUSSION ITEM

Office of Academic Testing and Readiness *and*
Department of English and Theatre

<u>College Composition (with essay)</u>	<u>50</u>	<u>3</u>	<u>ENG 101</u>
<u>College Composition Modular (without essay)</u>	-	-	<u>No course credit given.</u>
<u>English Literature</u>	<u>50</u>	<u>3</u>	<u>ENG 352 or ENG 353</u>
<u>Financial Accounting</u>	<u>53</u>	<u>3</u>	<u>ACC 201</u>
<u>French Language</u>	<u>50</u>	<u>6</u>	<u>FRE 101 and FRE 102</u>
<u>German Language</u>	<u>50</u>	<u>6</u>	<u>GER 101 and GER 102</u>
<u>History of the United States I</u>	<u>60</u>	<u>3</u>	<u>HIS 202</u>
<u>History of the United States II</u>	<u>60</u>	<u>3</u>	<u>HIS 203</u>
<u>Human Growth and Development</u>	-	-	<u>No course credit given.</u>
<u>Humanities</u>	<u>50</u>	<u>3</u>	<u>HUM 124</u>
<u>Information Systems and Computer Applications</u>	<u>50</u>	<u>3</u>	<u>CIS 212</u>
<u>Introduction to Educational Psychology</u>	-	-	<u>No course credit given.</u>
<u>Introductory Business Law</u>	-	-	<u>No course credit given.</u>
<u>Introductory Psychology</u>	<u>50</u>	<u>3</u>	<u>PSY 200</u>
<u>Introductory Sociology</u>	<u>50</u>	<u>3</u>	<u>SOC 131</u>
<u>Principles of Macroeconomics</u>	<u>50</u>	<u>3</u>	<u>ECO 231</u>
<u>Principles of Management</u>	<u>56</u>	<u>3</u>	<u>MGT 300</u>
<u>Principles of Marketing</u>	<u>56</u>	<u>3</u>	<u>MKT 300</u>
<u>Principles of Microeconomics</u>	<u>50</u>	<u>3</u>	<u>ECO 230</u>
<u>Social Sciences and History</u>	-	-	<u>No course credit given.</u>
<u>Spanish Language</u>	<u>50</u>	<u>6</u>	<u>SPA 101 and SPA 102</u>
<u>Trigonometry</u>	<u>50</u>	<u>3</u>	<u>MAT 108</u>
<u>Western Civilization I</u>	<u>60</u>	<u>3</u>	<u>HIS 231</u>
<u>Western Civilization II</u>	<u>60</u>	<u>3</u>	<u>HIS 232</u>



EASTERN KENTUCKY UNIVERSITY

Serving Kentuckians Since 1906

African/African-American Studies
Program
Dr. Salome Nnoromele, Director

Mattox 229
521 Lancaster Avenue
Richmond, Kentucky 40475-3163
(859) 622-8676 Fax (859) 622-5915

MEMORANDUM

To: Dean Sara Zeigler

From: Dr. Salome Nnoromele, Director of AFA

Date: April 6, 2011

Re: AFA Stoles

A handwritten signature in cursive script that reads "Salome Nnoromele".

The EKU African/African-American Studies Program (AFA) provides stoles for those students who will graduate with a Minor or Certificate in AFA to wear with their regalia during the graduation ceremony.

Our students consider it an honor to wear this stole, and embrace what it represents: a dedication to their scholarly work in AFA studies. Our graduates have a personal and intellectual commitment to AFA and we recognize not only this commitment, but also their effort to earn an additional Minor or Certificate above and beyond their major.

For most, AFA is not just a degree, it is an integral part of who they are – we educate them to be active participants in society and to impact others positively. Thus, AFA is not simply a course of study, it is a thoughtful engagement with the world around them and a proactive application of their education.

Our AFA students have a vested personal interest in their classes, and we believe it is essential we recognize and honor their commitment by providing them a stole to wear proudly at their graduation.

Please see our attached picture of the stoles we provide.







EASTERN KENTUCKY UNIVERSITY

Serving Kentuckians Since 1906

EKU Women and Gender
Studies Program

521 Lancaster Ave.
120 Keith Building
Richmond, KY 40475
859-622-2913
859-622-4373 (Fax)

MEMORANDUM

To: Dean Sara Zeigler
From: Meg McLean, WGS Faculty
Date: April 6, 2011
Re: WGS Stoles

A handwritten signature in cursive script that reads "Meg McLean".

The ECU Women and Gender Studies Program (WGS) provides stoles for those students who will graduate with a Minor or Certificate in WGS to wear with their regalia during the graduation ceremony.

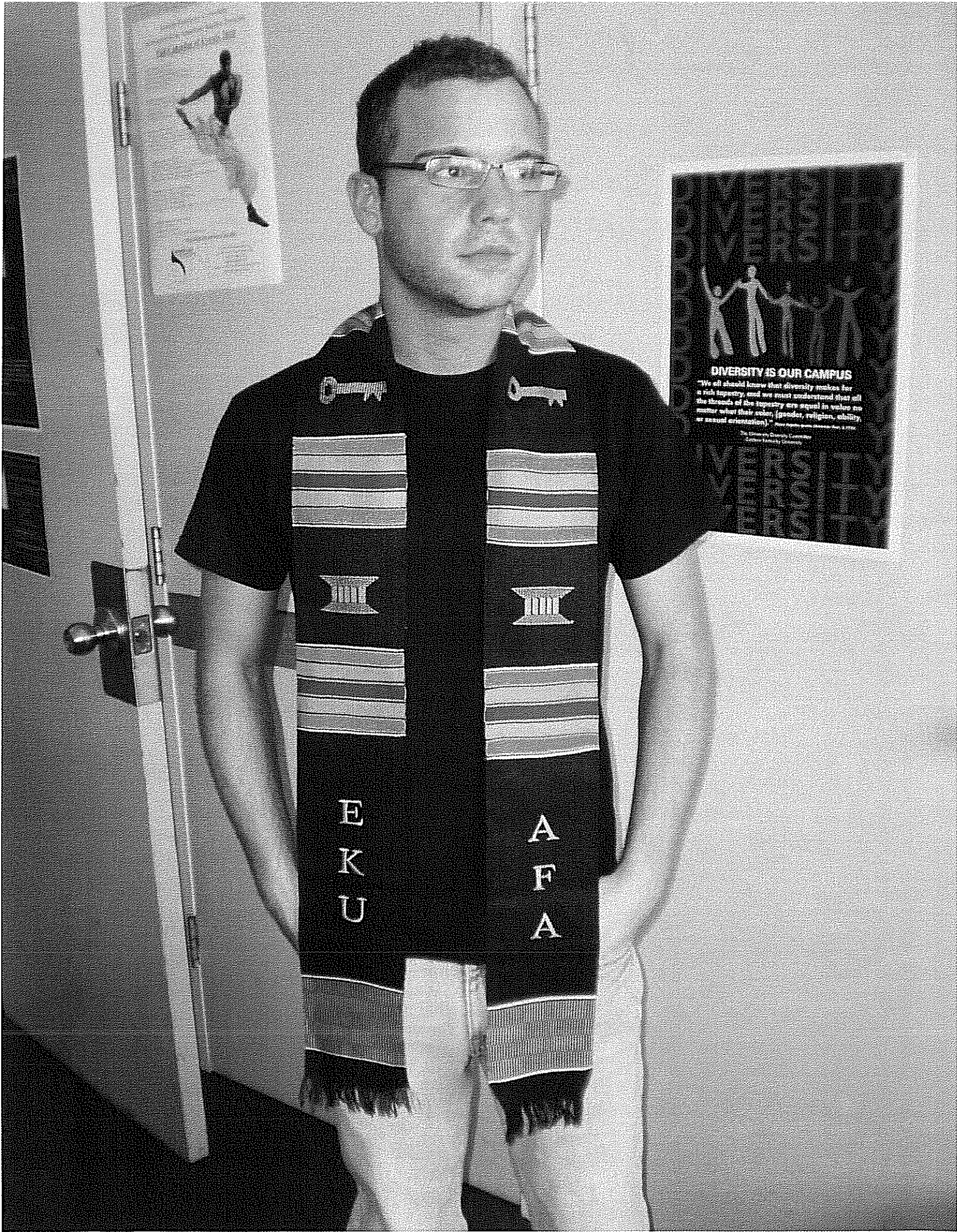
Our students consider it an honor to wear this stole, and embrace what it represents: a dedication to their scholarly work in gender studies. Our graduates have a personal and intellectual commitment to WGS and we recognize not only this commitment, but also their effort to earn an additional Minor or Certificate above and beyond their major.

For most, WGS is not just a degree, it is an integral part of who they are – we educate them to be active participants in society and to impact others positively. Thus, WGS is not simply a course of study, it is a thoughtful engagement with the world around them and a proactive application of their education.

Our WGS students have a vested personal interest in their classes, and we believe it is essential we recognize and honor their commitment by providing them a stole to wear proudly at their graduation.

Please see our attached pictures of the stole we provide.





DIVERSITY IS OUR CAMPUS

"We all should know that diversity makes for a rich tapestry, and we must understand that all the threads of the tapestry are equal in value and matter what their color, [gender, religion, ability, or sexual orientation]." — President Barack Obama

VERSITY

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EASTERN KENTUCKY UNIVERSITY
Serving Kentuckians Since 1906

College of Health Sciences
Department of Baccalaureate &
Graduate Nursing
www.eku.edu

223 Rowlett Building
521 Lancaster Avenue
Richmond, KY 40475-3102
(859) 622-1827 & (859) 622-1956
FAX: (859) 622-1972

The Council of Academic Affairs,

The Eastern Kentucky University chapter of the National Student Nurses Association is an academic organization. The students that participate in the association dedicate a lot of their time with fund raising, national conferences, professional meetings and community services. To recognize the commitment that the officers have in bettering themselves and the nursing program, I believe it would be a distinguished honor for the National Student Nurses Association cord to be worn by the officers on graduation day. The cord symbolizes the extra effort these select students have put in to enhance the nursing program at Eastern Kentucky University. It is a thin, blue and white cord with blue and white tassels and a small charm that says NSNA.

Respectfully,

A handwritten signature in cursive script that reads "Tiffany Ann Ogradzinski".

Tiffany Ann Ogradzinski
EKU-BSN Nursing Student
NSNA President

