Distance Learning Form

This form must accompany every submission of a new/change course form that requests distance learning delivery. This form may be required when changing a course already approved for DL delivery. All fields are required!

Introduction/Definition: For the purposes of the Commission on Colleges Southern Association of Colleges and Schools accreditation review, distance learning is defined as a formal educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same place. Instruction may be synchronous or asynchronous. A distance learning (DL) course may employ correspondence study, or audio, video, or computer technologies.

A number of specific requirements are listed for DL courses. The department proposing the change in delivery method is responsible for ensuring that the requirements below are satisfied at the individual course level. It is the responsibility of the instructor to have read and understood the university-level assurances regarding an equivalent experience for students utilizing DL (available at http://www.uky.edu/USC/New/forms.htm).

<table>
<thead>
<tr>
<th>Course Number and Prefix: CLA 135</th>
<th>Date: 26 October 2009</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor Name: Higgs</td>
<td>Instructor Email: <a href="mailto:ted.higgs@uky.edu">ted.higgs@uky.edu</a></td>
</tr>
<tr>
<td>Check the method below that best reflects how the majority of course of the course content will be delivered.</td>
<td></td>
</tr>
<tr>
<td>Internet/Web-based [x]</td>
<td>Interactive Video [ ]</td>
</tr>
<tr>
<td>Hybrid [ ]</td>
<td></td>
</tr>
</tbody>
</table>

Curriculum and Instruction

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

   Students are encouraged to contact the instructor by phone or email if there are questions. Special sessions can be arranged if students are in the Lexington area. This course conforms to the University Senate Syllabus Guidelines, specifically the Distance Learning Considerations.

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

   Students are provided assistance in the form of study helps on Blackboard. The syllabus and Blackboard both refer the student to the Classics Division list of Internet links, consisting of hundreds of helpful sites for the study of mythology and ancient history and cultures.

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

   The student’s access to the material on Blackboard is governed by a password. The four exams required by the course are not given on-line but administered on campus at locations scheduled prior to the term and listed in the syllabus. Exams are proctored by instructors in the MCL Classics division. Academic offence policies are referenced in the syllabus.

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

   No.

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

   *As a general rule, if approval of a course for DL delivery results in 50% or more of a program being delivered through DL, the effective date of the course's DL delivery will be six months from the date of approval.

Abbreviations: TASC = Teaching and Academic Support Center  DL = distance learning  DLP = Distance Learning Programs
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<table>
<thead>
<tr>
<th>5.</th>
<th>How are students taking the course via DL assured of equivalent access to student services, similar to that of a student taking the class in a traditional classroom setting? The syllabus includes a link to student resources available at UK: <a href="http://www.ms.uky.edu/~lee/ma111fa09/ResourcesForStudents.doc">www.ms.uky.edu/~lee/ma111fa09/ResourcesForStudents.doc</a>.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Library and Learning Resources</strong></td>
<td><strong>6.</strong> How do course requirements ensure that students make appropriate use of learning resources? The syllabus includes a link to student resources available at UK, as mentioned in #5. Students are also encouraged to make use of the library link for DL: <a href="http://www.uky.edu/Library/lib.php?lib_id=16">http://www.uky.edu/Library/lib.php?lib_id=16</a>.</td>
</tr>
<tr>
<td><strong>7.</strong> Please explain specifically how access is provided to laboratories, facilities, and equipment appropriate to the course or program. No special equipment is required for this course; however, special study helps (e.g., flash cards and interactive practice quizzes) are available from sites listed in the Classics web list, mentioned in #2, above.</td>
<td></td>
</tr>
<tr>
<td><strong>Student Services</strong></td>
<td><strong>8.</strong> How are students informed of procedures for resolving technical complaints? Does the syllabus list the entities available to offer technical help with the delivery and/or receipt of the course, such as the Teaching and Academic Support Center <a href="http://www.uky.edu/TASC/index.php">http://www.uky.edu/TASC/index.php</a> and the Information Technology Customer Service Center [<a href="http://www.uky.edu/ITCIT/">http://www.uky.edu/ITCIT/</a>]? Besides the on-line help listed above, both of the sites mentioned in this question are provided in the course syllabus.</td>
</tr>
<tr>
<td><strong>9.</strong> Will the course be delivered via services available through the Teaching and Academic Support Center? Yes ☒ No ☐</td>
<td></td>
</tr>
<tr>
<td></td>
<td>If no, explain how students enrolled in DL courses are able to use the technology employed, as well as how students will be provided with assistance in using said technology.</td>
</tr>
</tbody>
</table>

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10. Does the syllabus contain all the required components, below? ☑ Yes

☐ Instructor’s virtual office hours, if any.
☐ The technological requirements for the course.
☐ Contact information for TASC (http://www.uky.edu/TASC/; 859-257-8272) and Information Technology Customer Service Center (http://www.uky.edu/UKIT/; 859-257-1300).
☐ Procedure for resolving technical complaints.
☐ Preferred method for reaching instructor, e.g. email, phone, text message.
☐ Maximum timeframe for responding to student communications.

☐ Language pertaining academic accommodations:
  o “If you have a documented disability that requires academic accommodations in this course, please make your request to the University Disability Resource Center. The Center will require current disability documentation. When accommodations are approved, the Center will provide me with a Letter of Accommodation which details the recommended accommodations. Contact the Disability Resource Center, Jake Karnes, Director at 859-257-2754 or jkarnes@email.uky.edu.”

☐ Information on Distance Learning Library Services (http://www.uky.edu/Libraries/DLLS)
  o Carla Cantagallo, DL Librarian
  o Local phone number: 859 257-0500, ext. 2171; long-distance phone number: (800) 828-0439 (option #6)
  o Email: dllservice@email.uky.edu

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

Instructor Name: Calvin T. Higgs, Jr. Instructor Signature: ☑

Abbreviations: TASC = Teaching and Academic Support Center  DL = distance learning  DLP = Distance Learning Programs
University of Kentucky

CLA 135: Greek and Roman Mythology

Summer 2010  Section 229
Department of Modern and Classical Languages
College of Arts and Sciences

Instructor:  Ted Higgs, email, ted.higgs@uky.edu; phone, 257-7014
Office:  POT 1022

COURSE SUMMARY: Classics 135, Greek and Roman Mythology, is designed to offer the student a chance to improve his or her cultural literacy through a close examination of the content and nature of myth. Students will become familiar with the characters, themes, and patterns of the mythologies of the Greeks and Romans. As the course progresses, the students will develop an in-depth understanding of the nature and function of myth in human society and, by the completion of the course, have developed the ability to work with mythology in an analytical and critical fashion. To that end the course will examine the cultural context from which classical myth arose, its appearance in the literature and art of its time, and the effect it has had on Western culture in areas such as literature, art, religion, and philosophy.

OBJECTIVES: The specific objectives for the students include the following:
1. To study Greek and Roman mythology in its anthropological, historical, religious, sociological, and economic context;
2. To examine the various approaches to the interpretation of myth;
3. To investigate the use of classical myth in the literature and art of the ancient world;
4. To trace the influence of classical myth through the Middle Ages and Renaissance to modern times.

COURSE OUTCOMES: At the completion of the course the student should be able to
1. Demonstrate an understanding of Greek and Roman mythology in its anthropological, historical, religious, sociological, and economic context;
2. Demonstrate an understanding of the various approaches to the interpretation of myth;
3. Demonstrate an understanding of the use of classical myth in the literature and art of the ancient world;
4. Demonstrate an understanding of the influence of classical myth through the Middle Ages and Renaissance to modern times.

The on-line course content is provided on Blackboard with links to the publisher’s web page, which contains study guides, PowerPoint presentations, sample quizzes, memory aids, and much more; their web address is this: www.pearsonhighered.com/powell6e.

Office Hours:
Generally the fastest way to contact me is through e-mail. I check my e-mail regularly during the day (M-F). E-mails received before 5pm on a weekday will be responded to on that day. E-mails received after 5pm will be responded to by 9am the following morning. E-mails received after 5pm on Friday will be responded to within 24 hours. For face-to-face, telephone or e-mail me to set up a meeting time.

Class Time and Location:
This is an on-line course. Please go to MyUK and log into Blackboard using your LINK BLUE username and password. Although much of your study time will be involved with the text itself, you should plan on one or two hours daily working with the material on Blackboard.

Minimum Technology Requirements:
In order to participate in this course, you will need access to a computer with the minimum hardware, software and internet configuration described at this site: http://wiki.uky.edu/blackboard/Wiki%20Pages/FAQs.aspx.

Note: the use of Internet Explorer is NOT recommended for use with Blackboard. Firefox is the recommended Internet browser for the course.

If you experience technical difficulties with accessing course materials, the Customer Service Center may be able to assist you. Their hours are 7am – 6pm Monday through Friday. You may reach them at 859-257-1300 or by e-mail at helpdesk@uky.edu. Please also let me know that you are having problems.

The Teaching and Academic Support Center (TASC) website (http://www.uky.edu/TASC/) offers additional information and resources that can promote a successful distance learning experience. They may also be reached at 859-257-8272.

Books may be purchased from the following stores.

Kennedy Bookstore, 405 S. Limestone, (606) 252-0331 or 1-800-892-5165, or go to the website: http://www.kennedys.com
Wildcat Text Books, 563 S. Limestone, (606) 225-7771, or go to the website: http://www.wildcattext.com
UK Bookstore 106 Student Center Annex, phone (606) 257-6304 or 1-800-327-6141, or go to the website: http://www.ukbookstore.com
Distance Learning Library Services
As a Distance Learning student you have access to the Distance Learning Library services at http://www.uky.edu/Libraries/DLLS.
This service can provide you access to UK’s circulating collections and can deliver to you manuscripts or books from UKs library or other libraries. The DL Librarian, Carla Cantagallo, may be reached at 859-257-0500, ext 2171, or 1-800-828-0439 (option #6) or by email at dlservice@email.uky.edu. For an interlibrary loan visit: http://www.uky.edu/Libraries/linpage.php?lib_id=16.

Disabilities/ Medical Conditions:
If you have a documented disability that requires academic accommodations, please see me as soon as possible. In order to receive accommodations in this course, you must provide me with a Letter of Accommodation from the Disability Resource Center (Room 2, Alumni Gym, 257-2754, email address jkarnes@email.uky.edu) for coordination of campus disability services available to students with disabilities.

BLACKBOARD:

Getting Started on Blackboard:

1. Log into your Blackboard account, and select the mythology course;
2. In Course Documents look for the syllabus and folders representing the study modules for the course;
3. Each module will deal with a separate chapter and have links to the appropriate web pages on the publisher’s web site.

You should check that the e-mail address listed for you is your current e-mail address (it does not have to be a UK address just the e-mail that you regularly use). If it is not your regular e-mail address, then change it to your current address (except for HOTMAIL accounts which sometimes aren’t compatible with Bb) and click submit. This is the address that I will use to communicate with you. (Go to TOOLS to change your e-mail address.)

COURSE REQUIREMENTS: The requirements for the course include four exams, all weighted equally. The exams will be multiple-choice tests of 50 questions covering the chapters studied since the last exam. The course grade will be determined on the basis of the average grade of these four exams. All four exams are mandatory, and students must score 40% or higher for the exam to count. Students who score below 40% on a particular exam will be required to retest.

The chapters to be covered on each exam are these:

Exam 1, chapters 1 - 5
Exam 2, chapters 6 - 11
Exam 3, chapters 12 - 17
Exam 4, chapters 18 - 24
Examination Schedule: All exams are scheduled on Wednesday and Thursday mornings between 9:00 and 12:00 EST, on the dates indicated below:

Exam 1: June 23/24    Exam 3: July 21/22
Exam 2: July 7/8      Exam 4: August 4/5

Different versions of each exam will be administered on each of the two days listed. Students may take the exam on either day, but only once. All examination scores will be posted in the Blackboard grade book: You can review your scores by going to MY GRADES in Blackboard.

On-line Examinations: Each examination will be available for three hours only. It is your responsibility to make sure that you access the material during that time period. You can access the examination any time during the 3 hour window but you can only access it once. Once you access an examination you have 30 minutes in which to complete and submit it. If you go over the time, you will not be able to submit it and will receive an automatic score of zero for that examination. It is your responsibility to watch the time and submit the examination in time.

Online examinations will be automatically graded, and your score will be available immediately.

STANDARDS OF GRADING: Scores will be assigned based on the following standards:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100%</td>
</tr>
<tr>
<td>B</td>
<td>80-89%</td>
</tr>
<tr>
<td>C</td>
<td>70-79%</td>
</tr>
<tr>
<td>D</td>
<td>60-69%</td>
</tr>
<tr>
<td>E</td>
<td>below 60%</td>
</tr>
</tbody>
</table>

A midterm evaluation will be submitted for all undergraduates.

Missed Exams: Make-up exams (for missed examinations) will only be given for documented excused absences as defined by the University (Senate Rule V.2.4.2) and are scheduled as needed. A missed exam will result in a score of zero for that exam, unless an acceptable written excuse is presented within 48 hours of the missed examination.

If you encounter problems when taking an exam, please call me at 859-257-7014. I will be in my office during each examination period. If you are unable to contact me by phone: send me an e-mail and include a phone number where you can be reached. I will contact you ASAP.

Student Conduct:
Students are expected to maintain decorum that includes respect for other students and the professor, to log in regularly to the course, and to display an attitude that seeks to take full advantage of the educational opportunity. All students are expected to be prepared to work and participate actively in class activities.
Unresolved Academic Issues:
Consult the University of Kentucky *Student Rights and Responsibilities* regarding the steps for addressing unresolved academic issues.

**Honor Reminder:**
All work completed by students for this class should be the product of the personal efforts of the individual registered for the course. Misrepresenting others’ work as one’s own in the form of cheating or plagiarism is unethical and will lead to those penalties outlined in the *University Senate Rules* (6.3.1 & 6.3.2). Students are also referred to the UK *Student Rights & Responsibilities* handbook. Students found in violation of this university policy risk receiving a zero for a specific requirement or a grade of E for the course, if the infraction warrants. Online examinations are CLOSED BOOK examinations. You cannot use your textbook, dictionary, or notes.

Academic Resources: Students should become aware of available academic resources. A convenient list is provided through the UK Central Advising Service and Transfer Center at this site: [http://www.uky.edu/UGS/centadv/academic_resources.html](http://www.uky.edu/UGS/centadv/academic_resources.html).

**INSTRUCTOR BACKGROUND:**
Ted Higgs holds Master of Arts degrees in Latin, Human Relations, and English (ABD) from the University of Oklahoma. He holds a CAGS degree (Certificate of Advanced Graduate Studies, a 32 graduate hour, post-MA degree certification) in Human Services from the College of Education, Boston University. He also holds diplomas, with honors and awards, in Modern Greek and Italian from the Defense Language Institute in Monterey, California, and is a graduate of the US Army Command and General Staff College.

He taught English and philosophy for seven years at the United States Military Academy at West Point, where he directed the creative writing program. Following his retirement from the Army in 1991 he taught English, humanities, philosophy, and Italian studies for the University of Maryland and City Colleges of Chicago in northern Italy for seven years until his return to the United States. He taught Latin and English at Elizabethtown Community College before coming to the University of Kentucky. Since coming to UK he has taught elementary and intermediate Latin, Classics 135 (Greek and Roman Mythology), Classics 210 (Greek and Roman Art), Classics 261 (Literary Masterpieces of Greece and Rome), Classics 301 (Latin Prose Literature), Classics 450G (Studies in the Vulgate), Classics 450G (Ancient Warfare), and Classics 511 (Readings in the Classics).