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).

Error! Hyperlink reference not valid.

| Course Number and Prefix: MA 123 | Date: November 30, 2009 |
| Instructor Name: David Leep and Alberto Corso | Instructor Email: Leep@email.uky.edu |

Check the method below that best reflects how the majority of course of the course content will be delivered.

- [ ] Internet/Web-based
- [ ] Interactive Video
- [ ] Hybrid

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?
   
   This course will be taught online, with pre-recorded presentations, online exercises and exams. The instructor will offer regular office hours for online chat, or telephone contact if needed, as well as open email access. The syllabus will conform with the University Senate Guidelines.

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.
   
   The course plan is very similar to the in-class experience, which consists mainly of lecture presentations, online homework and in-class exams. The students will work with the textbook in essentially the same way as the in-class student.

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 course will be offered through Blackboard or other similar online classroom management software, ensuring that each student has individual protected access to the course materials. Online assignments are open book. Exams will be taken in a proctored setting, either on campus or at an institution where the student is located.

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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<td>5.</td>
<td>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? As registered students at UK, they will have access to the full range of student services as outlined on the UK Student Affairs website (<a href="http://www.uky.edu/StudentAffairs/">http://www.uky.edu/StudentAffairs/</a>). Students will also be provided an electronic copy of the attached &quot;UK Student Academic Services&quot; document.</td>
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<td>6.</td>
<td>How do course requirements ensure that students make appropriate use of learning resources? Successful completion of course requirements will require that the students make appropriate use of the textbook and required internet sites, and access to library resources are available on the library website for distance learning (<a href="http://www.uky.edu/Libraries/lib.php?lib_id=16">http://www.uky.edu/Libraries/lib.php?lib_id=16</a>).</td>
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<td>7.</td>
<td>Please explain specifically how access is provided to laboratories, facilities, and equipment appropriate to the course or program. This course will not require physical access to any particular facility or equipment.</td>
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<td>8.</td>
<td>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/UKIT/">http://www.uky.edu/UKIT/</a>)? The syllabus lists technical support services available and students will be provided with a list of available University resources.</td>
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<td>9.</td>
<td>Will the course be delivered via services available through the Teaching and Academic Support Center?  Yes ☒  No ☐  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>
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</table>

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### 10. Does the syllabus contain all the required components, below?
- [x] 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/ITITC; 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:
  - “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)
  - Carla Cantagallo, DL Librarian
  - Local phone number: 859 257-0500, ext. 2171; long-distance phone number: (800) 828-0439 (option #6)
  - 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: David Leep and Alberto Corso

Instructor Signature:

David Leep  Dec 1, 2009

Alberto Corso  12/1/2009

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**Abbreviations:** TASC = Teaching and Academic Support Center  DL = distance learning  DLP = Distance Learning Programs
Syllabus and Policies
MA 123 Online Summer 2010

Goals and Learning Outcomes:
This course will cover each of the topics from the first ten chapters of the text, Calculus, by Gootman. All of these topics are covered in the online homework sets. Your main goal should be to learn the material well enough so that you can use calculus in an applied context such as business or social science. It is virtually impossible to learn mathematics without actively taking part in the learning. To understand what this means, consider the impossibility of learning to play tennis by listening to someone describe how to play tennis. You will not learn the material in this course by listening to the lectures, and thinking to yourself - "Yes, I understand that". You must work the problems and make mistakes before you will begin to learn. The instructor's task is that of an assistant to help you learn as much of the material as you desire.

In this course it will not be sufficient to memorize an algorithm for doing specific types of problems. You will be expected to understand the material well enough so that you can work problems similar to, but not identical to the ones we work in class and the ones you encounter in the homework.

Prerequisites:
You should have a strong understanding of college algebra and an ACT score of at least 26 or a score of 70% on the placement exam. If you have a weak algebra background it is essential that you immediately brush up on this prerequisite. Most students who do not do well in calculus, find that the required algebra is the major roadblock.

Grading:
The course grade is based on 500 points, divided as follows:

Three 2-hour exams, 100 points each
Final exam, 100 points
Homework, 100 points

The Homework score will be computed as follows. There are 250 homework problems in the
course, but the homework grade will be based on 225 problems. Thus, if you answer \( x \) homework problems correctly, your homework score will be \( \frac{x}{225} \) times 100. (225 correct homework problems will give you 100 points for the homework.) Note that you if you answer more than 225 homework problems correctly, then you could end up with more than 100 points for the Homework score.

Your final grade for the course will be based on the total points you have earned as follows:

A: 450-500
B: 400-449
C: 350-399
D: 300-349
E: 0-299

The grading scale might be adjusted at the end of the semester on a course-wide basis. You will be guaranteed the above letter grade if your score falls within the given range, but the minimum score for each letter grade might be lowered.

**Attendance:**
All course materials are online and it is your responsibility to access material in a timely manner. To help keep you on track we have provided a lecture schedule that you should follow.

**Disabilities/Medical Conditions:**
If you have a documented disability that requires academic accommodations, please notify the instructor as soon as possible. In order to receive accommodations in this course, you must provide the instructor with a Letter of Accommodation from the Disability Resource Center (Room 2, Alumni Gym, 859.257.2754, email at jkarnes@email.uky.edu) for coordination of campus disability services available to students with disabilities.

**Distance Learning (DL) Library Services:**
1. http://www.uky.edu/Libraries/DLLS
2. Carla Cantagallo, DL Librarian
3. Local phone number: 859.257.0500, ext. 2171
4. Long distance phone number: 800.828.0439 (option #6)
5. Email: dllservice@email.uky.edu

**Academic Honesty:**
Cheating or plagiarism is a serious offense and will not be tolerated. It will be thoroughly investigated, and might lead to failure in the course or even to expulsion from the university. See [http://www.uky.edu/StudentAffairs/Code/part2.html](http://www.uky.edu/StudentAffairs/Code/part2.html) (Sections 6.3.1 and 6.3.2) for information on cheating, plagiarism, and penalties.

A summary of recent changes to rules on cheating can be found at the Academic Ombud website: [http://www.uky.edu/Ombud](http://www.uky.edu/Ombud).

**Unresolved Academic Issues:**
Please consult the UK Student Rights and Responsibilities regarding the steps for addressing unresolved academic issues.