

Course: ICT 320-201

Title: Information Architecture

Term: Fall 2022

Credit hours: 3

Meeting days/time/location: This is an asynchronous online course. Please visit <https://uk.instructure.com> (Canvas) for course homepage.

Instructor Information

Name: Yu Chi

Email: yu.chi@uky.edu

Office building and room number: #351 Lucille Little Library

Virtual office hours: Tue/Thu 4 pm – 6 pm (Zoom - Meeting ID: 981 920 8656)
or by appointment

Preferred method of communication: Email/Canvas

Response time: within 24 hours. (You can expect a delay during weekends and holidays).

Course Description

This course is an introduction to Information Architecture (IA), an area concerned with designing, evaluating, and implementing interactive Web systems in terms of organization, labeling, navigation, and search. It aims to acquaint students with the principles and process of information architecture for the user-centered design of Web systems such as websites and mobile applications. It also provides students the opportunity to develop practical skills related to the design of information organization and navigation systems. The course prepares students for the companion technical course of “content management systems,” where they will apply the theories and techniques studied in this course to implementing a fully functional website.

Required Materials

- Required textbook:
Rosenfeld, L., Morville, P., and Arango, J. (2016). Information Architecture: For the Web and Beyond. 4th edition. O’Reilly. (ISBN: 1491911689)
- Additional readings:
There will be additional readings to the textbook, and they will be made available on Canvas.

Course Conduct

- **This is an asynchronous online course.** No onsite meetings are required. For this class, **we will treat Monday as the first day of class each week**, but you are free to work on the weekly-course materials at your own pace.
- **This course uses Canvas as a required and primary platform. Thus, students are required to check Canvas regularly.** Failure to receive such announcements cannot be used as an excuse for not being informed. Teaching materials (syllabus, course notes, discussions, assignments, resources, etc.) will be available on Canvas. **Students should make all submissions to Canvas.** Due dates are available on Canvas, and you can check grading status and progress on Canvas as well. Please visit the Canvas Information Pages at <http://www.uky.edu/canvas/> to learn about the Canvas. For technical support, call the UKIT Service Desk at (859) 218-HELP (4357) or email helpdesk@uky.edu.
- This course applies reading and discussion-based learning approaches. Various course materials and activities will be released on Canvas every week to facilitate your learning, such as online lectures

(PPT slides), discussions, assignments, project, and exam. The readings, activities, and discussions presented in the modules provide opportunities to apply abstract theories and concepts to real-world information architecture challenges. Each week you will be asked to reflect on the course readings/lectures for that week through online activities. I will provide clear expectations for each weekly activity on Canvas. Please plan to reflect using course materials, your own experiences, and practical outside resources when completing activities.

Student Learning Outcomes

After completing this course, students will be able to:

- Identify principles of Information Architecture for Web systems.
- Use research methods to understand user needs and behaviors better.
- Develop organization, labeling, navigation, and search systems for websites.
- Create personas and scenarios describing the key aspects of a website and the interactions between the user and the functional modules in the solution.
- Create design details (i.e., sitemaps and wireframes) depicting elements on the main page and other Web pages.
- Evaluate a website's design from an Information Architecture perspective.
- Create a report describing or making recommendations for a website design.

Due Dates and Weekly Activities

All the course materials and activities will be released on Canvas on a weekly basis as the semester progresses. All the new readings, lectures and assignments will unlock on Monday mornings, 12:01 AM. Assignments for that week will be due the upcoming Sunday at midnight. Be sure to complete readings prior to the completing assignments and participation activities. **You are expected to complete the readings/lectures by Wednesday of that week so that you can have time to participate in the weekly discussions and complete the assignments. Unless otherwise noted on Canvas, all weekly assignments, exams, and activities are due on Sunday evenings, no later than 11:59 PM.**

Course Details

Tentative Course Schedule

Week	Date	Topic	Reading (4 th Edition)	Assessment Activity (N.B. There are weekly discussions due by the end of every week!)
1	8/22-8/28	Course Overview	Syllabus!!!	
2	8/29-9/4	Introduction to IA	Ch. 1&2	Topical Presentation Sign-up (Due: 9/4)
3	9/5-9/11	Basics of IA	Ch. 3&4	Assignment 2: IA Awareness (Due: 9/11)
4	9/12-9/18	The Anatomy of IA	Ch. 5	
5	9/19-9/25	Organization Systems	Ch. 6	
6	9/26-10/2	Labeling Systems	Ch. 7	Project Installment #1: Project Selection and Analysis

				(Due: 10/2)
7	10/3-10/9	Navigation Systems	Ch. 8	
8	10/10-10/16	Search Systems	Ch. 9	
9	10/17-10/23	Metadata	Ch. 10	Assignment #3: IA Critique (Due: 10/23)
10	10/24-10/30	Research	Ch. 11	
11	10/31-11/6	Strategy	Ch. 12	
12	11/7-11/13	Design and Documentation	Ch. 13	Project Installment #2: Design and Documentation (Due: 11/20)
13	11/14-11/20	IA in Practice	Additional readings	
14	11/21-11/27	Thanksgiving Break		
15	11/28-12/4	Enterprise IA Strategy	Additional readings	
16	12/5-12/11	Prep Days, Reading Days		Project Installment #3: Final Prototype and IA Strategy (Due: 12/11)
17	12/12-12/15			Final Exam

Course Activities and Exams

- Overview:** your final grade is determined by your performance on the items in the table below. Assignments and individual project (with three installments) will be released as the course continues. There will be a final exam at the end of this course. Lastly, we will have a weekly online discussion (more details below).

Category	Item	Points	Percentage
Assignments	Assignment #1: Topical Presentation	5	25
	Assignment #2: IA Awareness	10	
	Assignment #3: IA Critique	10	
Individual Project	Installment #1: Project Selection and Analysis	10	35
	Installment #2: Design and Documentation	10	
	Installment #3: Final Prototype and IA Strategy	15	
Class Participation	Online Discussions (2 points per each week)	30	30
Exam	Final Exam	10	10
			Total: 100

- Assignments (25%) – The detailed instructions on each assignment will be released on Canvas. Assignment 1 is a topical presentation, and Assignment 2 and 3 are two written papers. Written assignments should follow the following rules:
 - The submission should be a WORD or PDF document, single-spaced using a 12-point Times New Roman font.
 - It is expected students will both consult and appropriately cite the academic and primary source literature where needed. Students should employ a variety of scholarly and primary sources on which to build their arguments. As such, you should search bibliographies in the material we are reading, use library databases, and conduct library searches to identify materials on their chosen topic. Please rely on a commonly used style manual for your submissions (e.g., APA, MLA, or Chicago). These are available in the Library database or purchased through online book vendors. If you are uncertain about how to cite electronic sources, consult one of the many electronic guides to cite electronic sources available on the Internet.
 - You may not resubmit work that has already been used in fulfillment of the requirement of this or any other course. Rules of academic conduct require that you not use the work of others without clearly indicating it as such. Academic misconduct may result in a lowered grade, no credit for a given assignment, or removal from the course.
- Individual Project (35%) – This project will operate as a semester-long capstone project where students will be asked to submit three separate installments that build off each other. This is an individual project. Think of this assignment like a project proposal, where the first step would involve describing an idea, the second step would be designing ideas, and the final step would be providing a final prototype. More detailed explanations of each installment will be provided on Canvas as the semester progresses.
- Class Participation/Discussion (30%) – Students are expected to participate in the weekly discussion (or exercise) via Canvas Discussions. I will pose several discussion questions (and/or a few exercises), so you can have the discussions based on the questions (and/or exercises). In addition, there will be a course content discussion thread, where you can talk about each week’s course material.

The discussion will start on Monday morning, and it will end on the following Sunday night. I will leave the discussion forum open, but **I will ONLY evaluate your postings during the week.**

You need to post at least THREE quality postings for discussion every week to get full credit (i.e., 2.0 points). You can earn up to 0.7 points for each valuable, high-quality posting. In terms of the content, you can 1) offer answers/opinions to the questions posted by me, and/or 2) post your own questions based on the class materials, and/or 3) answer the other students’ questions.

A valuable posting or high-quality posting includes a substantive and thoughtful contribution to each week’s discussion during that week. No credit will be given for posts that occur after the week. A quality posting is both substantive (in most instance, this means at least 100 words) and thoughtful (“I agree with the author” only is not a credit-worthy response). Also, please write each discussion posting concisely (100 to 150 words – 1 or 2 paragraphs). I encourage you to complete your discussion posts and other work in Word and then paste it to Canvas. If you compose online and there is a technology-related failure, you will likely lose your work.

- Final Exam (10%) - The final exam will be timed: upon beginning the exam, you will have 120 minutes to complete it.

Grading Scale

Grading scale for this course:

- 90.00–100%=A
- 80.00 – 89.99% = B
- 70.00 – 79.99% = C
- 60.00 – 69.99% = D
- 0.00 – 59.99% = E

Midterm Grades

Midterm grades will be posted in myUK by the deadline established by the University Senate and published in the Academic Calendar. (<http://www.uky.edu/registrar/content/academic-calendar>)

Assignment Policies

Assignment Submissions

Assignments should be submitted online via Canvas.

Late Assignments

An overdue assignment will get a penalty of 20% of total points. **No assignment and project will be accepted after two days.**

The following UK policies are in effect for this course.

Academic Policy Statements

Excused Absences and Acceptable Excuses

Senate Rules 5.2.5.2.1 defines the following as acceptable reasons for excused absences: (a) significant illness, (b) death of a family member, (c) trips for members of student organizations sponsored by an educational unit, trips for University classes, and trips for participation in intercollegiate athletic events, (d) major religious holidays, (e) interviews for graduate/professional school or full-time employment post-graduation, and (f) other circumstances found to fit “reasonable cause for nonattendance” by the instructor of record. Students should notify the professor of absences prior to class when possible.

If a course syllabus requires specific interactions (e.g., with the instructor or other students), in situations where a student’s total EXCUSED absences exceed 1/5 (or 20%) of the required interactions for the course, the student shall have the right to request and receive a "W," or the Instructor of Record may award an “I” for the course if the student declines a “W.” (*Senate Rules 5.2.5.2.3.1*)

Religious Observances

Students anticipating an absence for a major religious holiday are responsible for notifying the instructor in writing of anticipated absences due to their observance of such holidays. *Senate Rules 5.2.5.2.1(4)* requires faculty to include any notification requirements within the syllabus. If no requirement is specified, two weeks prior to the absence is reasonable and should not be given any later. Information regarding major religious holidays may be obtained through [the Ombud’s website](#) or calling 859-257-3737.

Verification of Absences

Students may be asked to verify their absences in order for them to be considered excused. Senate Rule 5.2.5.2.1 states that faculty have the right to request appropriate verification when students claim an excused absence due to: significant illness; death in the household, trips for classes, trips sponsored by an educational unit and trips for participation related to intercollegiate athletic events; and interviews for full-time job opportunities after graduation and interviews for graduate and professional school. (Appropriate notification of absences due to University-related trips is required prior to the absence when feasible and in no case more than one week after the absence.)

Make-Up Work

Students missing any graded work due to an excused absence are responsible: for informing the Instructor of Record about their excused absence within one week following the period of the excused absence (except where prior notification is required); and for making up the missed work. The instructor must give the student an opportunity to make up the work and/or the exams missed due to the excused absence, and shall do so, if feasible, during the semester in which the absence occurred. The instructor shall provide the student with an opportunity to make up the graded work and may not simply calculate the student's grade on the basis of the other course requirements, unless the student agrees in writing. According to SR 5.2.5.2.2, if a student adds a class after the first day of classes and misses graded work, the instructor must provide the student with an opportunity to make up any graded work.

Excused Absences for Military Duties

If a student is required to be absent for one-fifth or less of the required course interactions (e.g., class meetings) due to military duties, the following procedure (per SR 5.2.5.2.3.2) shall apply:

1. Once a student is aware of a call to duty, the student shall provide a copy of the military orders to the Director of the Veterans Resource Center. The student shall also provide the Director with a list of his/her courses and instructors.
2. The Director will verify the orders with the appropriate military authority, and on behalf of the military student, notify each Instructor of Record via Department Letterhead as to the known extent of the absence.
3. The Instructor of Record shall not penalize the student's absence in any way and shall provide accommodations and timeframes so that the student can make up missed assignments, quizzes, and tests in a mutually agreed upon manner.

Unexcused Absences

If an attendance/interaction policy is not stated in the course syllabus or the policy does not include a penalty to the student, the instructor cannot penalize a student for any unexcused absences. (SR 5.2.5.2.3.3)

Prep Week and Reading Days

Per Senate Rules 5.2.5.6, the last week of instruction of a regular semester is termed "Prep Week." This phrase also refers to the last three days of instruction of the summer session and winter intersession. The Prep Week rule applies to ALL courses taught in the fall semester, spring semester, and summer session, including those taught by distance learning or in a format that has been compressed into less than one semester or session. This rule does not apply to courses in professional programs in colleges that have University Senate approval to have their own calendar.

Make-up exams and quizzes are allowed during Prep Week. In cases of "Take Home" final examinations, students shall not be required to return the completed examination before the regularly scheduled examination period for that course. No written examinations, including final examinations, may be scheduled during the Prep Week. No quizzes may be given during Prep Week. No project/lab practicals/paper/presentation deadlines or oral/listening examinations may fall during the Prep Week unless it was scheduled in the syllabus AND the course has no final examination (or assignment that acts as a final examination) scheduled during finals week. (A course with a lab component may schedule the lab practical of the course during Prep Week if the lab portion does not also require a Final Examination during finals week.) Class participation and attendance grades are permitted during Prep Week. The Senate Rules permit continuing into Prep Week regularly assigned graded homework that was announced in the class syllabus.

For fall and spring semester, the Thursday and Friday of Prep Week are study days (i.e. "Reading Days"). There cannot be any required "interactions" on a Reading Day. "Interactions" include participation in an in-class or online discussion, attendance at a guest lecture, or uploading an assignment. See Senate Rules 9.1 for a more complete description of required interactions.

Accommodations Due to Disability

In accordance with federal law, if you have a documented disability that requires academic accommodations, please inform your instructor as soon as possible during scheduled office hours. In order to receive accommodations in a course, you must provide your instructor with a Letter of Accommodation from the Disability Resource Center (DRC). The DRC coordinates campus disability services available to students with disabilities. It is located on the corner of Rose Street and Huguelet Drive in the Multidisciplinary Science Building, Suite 407. You can reach them via phone at (859) 257-2754, via email (drc@uky.edu) or visit their [website](http://www.uky.edu/DisabilityResourceCenter) ([uky.edu/DisabilityResourceCenter](http://www.uky.edu/DisabilityResourceCenter)). DRC accommodations are not retroactive and should therefore be established with the DRC as early in the semester as is feasible.

Non-Discrimination Statement and Title IX Information

In accordance with federal law, UK is committed to providing a safe learning, living, and working environment for all members of the University community. The University maintains a comprehensive program which protects all members from discrimination, harassment, and sexual misconduct. For complete information about UK's prohibition on discrimination and harassment on aspects such as race, color, ethnic origin, national origin, creed, religion, political belief, sex, and sexual orientation, please see the electronic version of UK's Administrative Regulation 6:1 ("Policy on Discrimination and Harassment") (<https://www.uky.edu/regs/ar6-1>). In accordance with Title IX of the Education Amendments of 1972, the University prohibits discrimination and harassment on the basis of sex in academics, employment, and all of its programs and activities. Sexual misconduct is a form of sexual harassment in which one act is severe enough to create a hostile environment based on sex and is prohibited between members of the University community and shall not be tolerated. For more details, please see the electronic version of Administrative Regulations 6:2 ("Policy and Procedures for

Addressing and Resolving Allegations of Sexual Assault, Stalking, Dating Violence, Domestic Violence, and Sexual Exploitation”) (<https://www.uky.edu/regs/ar6-2>). Complaints regarding violations of University policies on discrimination, harassment, and sexual misconduct are handled by the Office of Institutional Equity and Equal Opportunity (Institutional Equity), which is located in 13 Main Building and can be reached by phone at (859) 257-8927. You can also visit Institutional Equity’s website (<https://www.uky.edu/eeo>).

Faculty members are obligated to forward any report made by a student related to discrimination, harassment, and sexual misconduct to the Office of Institutional Equity. Students can confidentially report alleged incidences through the Violence Intervention and Prevention Center (<https://www.uky.edu/vipcenter>), Counseling Center (<https://www.uky.edu/counselingcenter>), or University Health Service (<https://ukhealthcare.uky.edu/university-health-service/student-health>). Reports of discrimination, harassment, or sexual misconduct may be made to Institutional Equity here.

Academic Offenses Rules

Senate Rules 6.3.1 ("Plagiarism")

Per University policy, students shall not plagiarize, cheat, or falsify or misuse academic records. The minimum penalty for a first offense is a zero on the assignment on which the offense occurred. If the offense is considered severe or the student has other academic offenses on their record, more serious penalties, up to suspension from the University may be imposed. A plea of ignorance is not acceptable as a defense against the charge of academic dishonesty.

Senate Rule 6.3.1 states that all academic work, written or otherwise, submitted by students to their instructors or other academic supervisors, is expected to be the result of their own thought, research, or self-expression. In cases where students feel unsure about a question of plagiarism involving their work, they are obliged to consult their instructors on the matter before submission.

When students submit work purporting to be their own, but which in any way borrows ideas, organization, wording, or content from another source without appropriate acknowledgment of the fact, the students are guilty of plagiarism.

Plagiarism includes reproducing someone else's work (including, but not limited to a published article, a book, a website, computer code, or a paper from a friend) without clear attribution. Plagiarism also includes the practice of employing or allowing another person to alter or revise the work which a student submits as his/her own, whoever that other person may be, except under specific circumstances (e.g. Writing Center review, peer review) allowed by the Instructor of Record or that person’s designee. Plagiarism may also include double submission, self-plagiarism, or unauthorized resubmission of one’s own work, as defined by the instructor.

Students may discuss assignments among themselves or with an instructor or tutor, except where prohibited by the Instructor of Record (e.g. individual take-home exams). However, the actual work must be done by the student, and the student alone, unless collaboration is allowed by the Instructor of Record (e.g. group projects).

When a student's assignment involves research in outside sources or information, the student must carefully acknowledge exactly what, where and how he/she has employed them. If the words of someone else are used, the student must put quotation marks around the passage in question and add an appropriate indication of its origin. Making simple changes while leaving the organization, content and phraseology intact is plagiaristic. However, nothing in these Rules shall apply to those ideas which are so generally and freely circulated as to be a part of the public domain.

Please note: Any assignment you turn in may be submitted to an electronic database to check for plagiarism.

Senate Rules 6.3.2 ("Cheating")

Cheating is defined by its general usage. It includes, but is not limited to, the wrongfully giving, taking, or presenting any information or material by a student with the intent of aiding himself/herself or another on any academic work which is considered in any way in the determination of the final grade. The fact that a student could not have benefited from an action is not by itself proof that the action does not constitute cheating. Any question of definition shall be referred to the University Appeals Board.

Senate Rules 6.3.3 ("Misuse of Academic Records")

Maintaining the integrity, accuracy, and appropriate privacy of student academic records is an essential administrative function of the University and a basic protection of all students. Accordingly, the actual or attempted falsification, theft, misrepresentation or other alteration or misuse of any official academic record of the University, specifically including knowingly having unauthorized access to such records or the unauthorized disclosure of information contained in such records, is a serious academic offense. As used in this context, "academic record" includes all paper and electronic versions of the partial or complete permanent academic record, all official and unofficial academic transcripts, application documents and admission credentials, and all academic record transaction documents. The minimum sanction for falsification, including the omission of information, or attempted falsification or other misuse of academic records as described in this section is suspension for one semester.

Statement on Diversity, Equity, and Inclusion (DEI)

The University of Kentucky is committed to our core values of diversity and inclusion, mutual respect and human dignity, and a sense of community ([Governing Regulations XIV](#)). We acknowledge and respect the seen and unseen diverse identities and experiences of all members of the university community (<https://www.uky.edu/regs/gr14>). These identities include but are not limited to those based on race, ethnicity, gender identity and expressions, ideas and perspectives, religious and cultural beliefs, sexual orientation, national origin, age, ability, and socioeconomic status. We are committed to equity and justice and providing a learning and engaging community in which every member is engaged, heard, and valued.

We strive to rectify and change behavior that is inconsistent with our principles and commitment to diversity, equity, and inclusion. If students encounter such behavior in a course, they are encouraged to speak with the instructor of record and/or the [Office of Institutional Equity and Equal Opportunity](#). Students may also contact a faculty member within the department, program director, the director of undergraduate or graduate studies, the department chair, any college administrator, or the dean. All of these individuals are mandatory reporters under University policies.

Technology Information and Resources

Distance Learning Students are expected to have a minimum level of technological acumen and the availability of technological resources. Students must have regular access a computer with a reliable Internet connection and audio capabilities. Internet Explorer 7 (IE) or Firefox 2.x are the recommended browsers for those using a Windows-based PC. Those using Firefox 3.x may encounter problems with assignment uploads. Those using an Apple computer with MAC OS X (10.5.x) may use Firefox 3.x or Safari 3.x.

Please be certain that your computer and/or browser allow you to view Adobe Reader documents (.pdf). Microsoft Office and other software products are free for students: <http://download.uky.edu/>.

Minimum technical requirements for UK courses and suggested hardware, software, and internet connections are available at ITS Student Hardware & Software Guidelines.

For more resources about online classes and student resources, visit <http://www.uky.edu/ukonline/> Information Technology Customer Service Center (UKIT)

For account help, contact UK's Information Technology Customer Services online, by email, or by phone at 859-218-HELP (4357).

Library Services & Distance Learning Services <http://www.uky.edu/Libraries/DLLS>

- Carla Cantagallo, DL Librarian
- Local phone number: (859) 257-0500, ext. 2171; long-distance phone #: (800) 828-0439 (option #6)
- Email: dllservice@email.uky.edu
- DL Interlibrary Loan Service: http://www.uky.edu/Libraries/libpage.php?lweb_id=253&llib_id=16

The School of Information Science has a page with a comprehensive list of technology resources on their website at <http://ci.uky.edu/sis/students/techtips>

Resources Available to Students

Computer Labs

Students can find a list of available campus [computer labs](#) from Information Technology Services' website on Computer Labs. This site offers a list of lab locations, as well as the software provided at the respective sites.

Bias Incident Support Services

Bias Incident Support Services (BISS) provides confidential support and advocacy for any student, staff, or faculty member impacted by bias, hatred, and/or an act of identity-based violence. BISS staff aid impacted parties in accessing campus and community resources, including the Bias Incident Response Team, the University's official reporting system for acts that negatively impact a sense of belonging. Campus and community consultation and educational opportunities centered on inclusion, diversity, equity and belonging is a resource also provided by BISS. For more detailed information please visit the BISS website (uky.edu/biss) or contact them via email (biss@uky.edu).

Counseling Center

The UK Counseling Center (UKCC) provides a range of confidential psychological services to students enrolled in 6 credit hours or more, psychoeducational outreach programming (including QPR suicide prevention), and consultation to members of the UK community (students, faculty, staff, administrators, parents, concerned others). Please visit the UKCC's website (uky.edu/counselingcenter) for more detailed information or call (859) 257-8701.

Disability Resource Center

If you have a documented disability that requires academic accommodations, please inform your instructor as soon as possible during scheduled office hours. In order to receive accommodations in this course, you must provide your instructor with a Letter of Accommodation from the Disability Resource Center (DRC). The DRC coordinates campus disability services available to students with disabilities. It is located on the corner of Rose Street and Huguelet Drive in the Multidisciplinary Science Building, Suite 407. You can reach them via phone at (859) 257-2754, via email (drc@uky.edu) or visit their website (uky.edu/DisabilityResourceCenter).

Libraries

UK Libraries provides access to the resources you will need for this class and many other classes you will take as a UK student. If the UK Library does not have the book, article, report, etc. that you need, you can request a copy from another library through Interlibrary loan (https://libraries.uky.edu/page.php?lweb_id=8). For a quick and easy way for you to get help at point of need and find a librarian who has expertise in your subject area, visit the "Ask Us" service.

(<https://libraries.uky.edu/#uklibAskUs>) These services and many others are provided free to you as a student. Bookmark the UK Libraries homepage. (<http://libraries.uky.edu>)

Martin Luther King Center

The Martin Luther King Center (MLKC) supports an inclusive learning environment where diversity and individual differences are understood, respected, and appreciated as a source of strength. The MLKC's year-round programs and activities that focus on the importance of cultural awareness and cross-cultural understanding support its three primary goals: 1) sponsoring cultural and educational programming; 2) offering opportunities for student support and development; and 3) through programmatic linkages with a wide variety of civic and community agencies, promoting community outreach, engagement, and collaboration. Students can reach the MLKC via phone at (859) 257-4130, by visiting them in Gatton Student Center Suite A230, via email (mlkc@uky.edu), and by visiting the MLKC website (uky.edu/mlkc).

If there are aspects within your experience here at UK that result in barriers to your inclusion or accurate assessment of achievement, please notify the instructor as soon as possible and/or email the Office for Institutional Diversity via email (vpid@uky.edu).

Non-Discrimination / Title IX

In accordance with federal law, UK is committed to providing a safe learning, living, and working environment for all members of the University community. The University maintains a comprehensive program which protects all members from discrimination, harassment, and sexual misconduct. For complete information about UK's prohibition on discrimination and harassment on aspects such as race, color, ethnic origin, national origin, creed, religion, political belief, sex, and sexual orientation, please see the electronic version of UK's Administrative Regulation 6:1 ("Policy on Discrimination and Harassment") (<https://www.uky.edu/regs/ar6-1>). In accordance with Title IX of the Education Amendments of 1972, the University prohibits discrimination and harassment on the basis of sex in academics, employment, and all of its programs and activities. Sexual misconduct is a form of sexual harassment in which one act is severe enough to create a hostile environment based on sex and is prohibited between members of the University community and shall not be tolerated. For more details, please see the electronic version of Administrative Regulations 6:2 ("Policy and Procedures for Addressing and Resolving Allegations of Sexual Assault, Stalking, Dating Violence, Domestic Violence, and Sexual Exploitation") (<https://www.uky.edu/regs/ar6-2>). Complaints regarding violations of University policies on discrimination, harassment, and sexual misconduct are handled by the Office of Institutional Equity and Equal Opportunity (Institutional Equity), which is located in 13 Main Building and can be reached by phone at (859) 257-8927. You can also visit Institutional Equity's website (<https://www.uky.edu/eoo>).

Faculty members are obligated to forward any report made by a student related to discrimination, harassment, and sexual misconduct to the Office of Institutional Equity. Students can confidentially report alleged incidences through the Violence Intervention and Prevention Center (<https://www.uky.edu/vipcenter>), Counseling Center (<https://www.uky.edu/counselingcenter>), or University Health Service (<https://ukhealthcare.uky.edu/university-health-service/student-health>). Reports of discrimination, harassment, or sexual misconduct may be made to Institutional Equity [here](#).

Office of LGBTQ* Resources

UK is committed to supporting students and upholding the University's efforts to promote inclusion among our community. UK faculty and staff employees support inclusion and diversity throughout the University, including the ways in which faculty structure classroom conversations and manage those dynamics. To assist in these efforts, students are welcome to provide the names and pronouns they

prefer. One easy way to do this is by using the pronoun feature of UK's Name Change Form. (More information about the form can be found on the Office of LGBTQ*'s website (uky.edu/lgbtq/forms-and-resources.) Otherwise, students can provide this information to instructors directly. Discrimination based on sexual orientation, gender expression, and gender identity is prohibited at UK. If you have questions about support, advocacy, and community-building services related to sexual orientation, gender expression, or gender identity, students are encouraged to visit the website of the Office of LGBTQ* Resources (uky.edu/lgbtq/forms-and-resources).

Veterans Resource Center (VRC)

Veterans Resource Center: Being both a member of the military community and a student can bring some complexities. If you are a member of the military or a military veteran or dependent, please let instructors know when these challenges arise. Drill schedules, calls to active duty, mandatory training exercises, issues with GI Bill disbursement, etc. can complicate your academic life. Let your instructor know if you experience complications.

The VRC is a great resource for members of our military family. If you have questions regarding your VA benefits or other related issues, the VRC has a full complement of staff to assist you. The VRC also provides study and lounge space, as well as free printing. Please visit the VRC website (uky.edu/veterans), email the VRC (vetcenter@uky.edu), visit them in the basement of Erikson Hall, or call the director, Colonel Tony Dotson, at (859) 257-1148.

If you are a military student serving in the National Guard or Reserve, it is in your best interest to let all of your instructors know that immediately. You might also consider sharing a copy of your training schedule.

If you are a military student who is a member of the National Guard or Military Reserve and are called to duty for one-fifth or less of this semester, provide a copy of your military orders to the Director of the Veterans Resource Center (contact information above) once you become aware of the call to duty. (Please also provide the Director with a list of all your current courses and instructors.) The Director will verify the orders with the appropriate military authority and will, on the military student's behalf, notify their instructors as to the known extent of the absence.

Your absences will not be penalized and instructors will work with military students to create reasonable accommodations for making up missed assignments, quizzes, and tests.

Violence Intervention and Prevention (VIP) Center

If you experience an incident of sex- or gender-based discrimination or interpersonal violence, we encourage you to report it. While you may talk to a faculty member or TA/RA/GA, understand that as a "Responsible Employee" of the University these individuals MUST report any acts of violence (including verbal bullying and sexual harassment) to the University's Title IX Coordinator in the Institutional Equity Office. If you would like to speak with someone who may be able to afford you confidentiality, you can visit the Violence Intervention and Prevention (VIP) Center's website (uky.edu/vipcenter/content/faq) (offices located in Bosworth Hall, 1st Floor; (859) 257-3574), the Counseling Center's (CC) website (uky.edu/counselingcenter/student-resources), and the University Health Services (UHS) website (uky.edu/university-health-service/student-health/our-student-services). The VIP Center, CC, and UHS are confidential resources on campus. The VIP Center accepts Zoom, phone, and walk-in appointments.

Course Recordings

The University of Kentucky [Code of Student Conduct](#) defines Invasion of Privacy as using electronic or other devices to make a photographic, audio, or video record of any person without their prior knowledge or consent when such a recording is likely to cause injury or distress.

Meetings of this course may be recorded. All video and audio recordings of lecturers and class meetings, provided by the instructors, are for educational use by students in this class only. They are available only through the Canvas shell for this course and are not to be copied, shared, or redistributed.

As addressed in the Code of Student Conduct, students are expected to follow appropriate university policies and maintain the security of linkblue accounts used to access recorded class materials.

Recordings may not be reproduced, shared with those not enrolled in the class, or uploaded to other online environments.

If the instructor or a University of Kentucky office plans any other uses for the recordings, beyond this class, students identifiable in the recordings will be notified to request consent prior to such use. In anticipation of such cases, students may be asked to complete an “authorization of use” form by a faculty member.

Video and audio recordings by students are not permitted during the class unless the student has received prior permission from the instructor. Any sharing, distribution, and or uploading of these recordings outside of the parameters of the class is prohibited. Students with specific recording accommodations approved by the Disability Resource Center should present their official documentation to the instructor.

Course Copyright

All original instructor-provided content for this course, which may include handouts, assignments, and lectures, is the intellectual property of the instructor(s). Students enrolled in the course this academic term may use the original instructor-provided content for their learning and completion of course requirements this term, but such content must not be reproduced or sold. Students enrolled in the course this academic term are hereby granted permission to use original instructor-provided content for reasonable educational and professional purposes extending beyond this course and term, such as studying for a comprehensive or qualifying examination in a degree program, preparing for a professional or certification examination, or to assist in fulfilling responsibilities at a job or internship; other uses of original instructor-provided content require written permission from the instructor(s) in advance.