Syllabus: WGSST/1100  
Title of the Course  
term 2020

# Course overview

***To instructor: this is a sample syllabus for a fully online course. Please be sure to delete all italicized, red text throughout as these are helpful tips for preparing your syllabus and should not remain on the final version. Please also note that this template is already formatted to be accessible. Should you choose to create new headings, please be sure to continue format.***

## Class Information

Format of instruction: (Lecture, Recitation)

Synchronous Meeting Days/Times: (Monday/Wednesday, 9:35AM - 10:55AM)

## Instructor

Instructor:

Email address:

Phone number:

Office hours:

## Course description

[Course description]

## Course learning outcomes

By the end of this course, students should successfully be able to:

* [Learning outcome]
* [Learning outcome]
* [Learning outcome]
* [Learning outcome]
* [Learning outcome]
* [Learning outcome]

## General Education

***To instructor: this section is required if the course is a GE and must include each of these for EACH GE it fulfills.*** [***Please see GE objectives online***](https://wgss.osu.edu/syllabus-elements)***.***

GE Category: (Ex. Cultures and Ideas)

GE Expected Learning Outcomes: ([boilerplate language online](https://asccas.osu.edu/curriculum/ge-goals-and-learning-outcomes))

The course will satisfy these outcomes by (insert your explanation).

## Course materials

***To instructor: List course textbooks and supplemental materials. Include citations, when appropriate, and indicate whether materials are print or electronic and where they are available.***

### Required

[Text Title] (print, OSU Bookstore)

[Text Title] (electronic, on Carmen)

### Required supplemental materials

[Text Title] (print)

[Text Title] (print)

### Optional materials

[Text Title] (print)

[Text Title] (print)

## Course technology

***To instructor: Amend this list according to your course technology requirements***

### Baseline technical skills necessary for online courses

* Basic computer and web-browsing skills
* Navigating CarmenCanvas

### Technology skills necessary for this specific course

* [CarmenZoom](https://osu.zoom.us/) text, audio, and video chat
* Collaborating in [CarmenCanvas](https://carmen.osu.edu/)
* Recording a slide presentation with audio narration
* Recording, editing, and uploading video

### Necessary equipment

* Computer: current Mac (OS X) or PC (Windows 7+) with high-speed internet connection
* Webcam: built-in or external webcam, fully installed
* Microphone: built-in laptop or tablet mic or external microphone

### Necessary software

* [Microsoft Office 365](https://ocio.osu.edu/blog/community/2015/08/18/free-microsoft-office-for-ohio-state-students)  All Ohio State students are now eligible for free Microsoft Office 365 through Microsoft’s Student Advantage program. Each student can install Office on five PCs or Macs, five tablets (Windows, iPad® and Android™) and five phones.
  + Students are able to access Word, Excel, PowerPoint, Outlook and other programs, depending on platform. Users will also receive 1 TB of OneDrive for Business storage.
  + Office 365 is installed within your BuckeyeMail account. Full instructions for downloading and installation can be found <https://ocio.osu.edu/kb04733>.

# Grading and instructor response

## Grades

***To instructor: It is helpful to include an explicit breakdown of your grading policies please including grading criteria and types of grading you will assign. Be sure to include length and format of all papers, homework, and examinations. Please review policy regarding grades (marks).***

| Assignment or category | Points |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| Total | 100 |

*See course schedule, below, for due dates*

## Late assignments

[Fill in late assignment policy]]

## Grading scale

93–100: A   
90–92.9: A-   
87–89.9: B+  
83–86.9: B  
80–82.9: B-   
77–79.9: C+   
73–76.9: C  
70 –72.9: C-   
67 –69.9: D+   
60 –66.9: D  
Below 60: E

## Instructor feedback and response time

***To instructor: The following template provided as a suggestion; fill in your own policies***

I am providing the following list to give you an idea of my intended availability throughout the course. (Remember that you can call **614-688-HELP** at any time if you have a technical problem.)

### Grading and feedback

For large weekly assignments, you can generally expect feedback within **7 days**.

### E-mail

I will reply to e-mails within **24 hours on school days**.

### Discussion board

I will check and reply to messages in the discussion boards every **24 hours on school days**.

# Attendance, participation, and discussions

## Student participation requirements

***To instructor: The following template provided as a suggestion; fill in your own policies***

Because this is a distance-education course, your attendance is based on your online activity and participation. The following is a summary of everyone's expected participation:

* **Logging in**: **AT LEAST ONCE PER WEEK**Be sure you are logging in to the course in Carmen each week, including weeks with holidays or weeks with minimal online course activity. (During most weeks you will probably log in many times.) If you have a situation that might cause you to miss an entire week of class, discuss it with me as soon as possible.
* **Office hours and live sessions**: **OPTIONAL OR FLEXIBLE**All live, scheduled events for the course, including my office hours, are optional. For live presentations, I will provide a recording that you can watch later. If you are required to discuss an assignment with me, please contact me at the beginning of the week if you need a time outside my scheduled office hours.
* **Participating in discussion forums**: **4+ TIMES PER WEEK**As participation, each week you can expect to post at least four times as part of our substantive class discussion on the week's topics.

## Discussion and communication guidelines

***To instructor: The following template provided as a suggestion; fill in your own policies***

The following are my expectations for how we should communicate as a class. Above all, please remember to be respectful and thoughtful.

* **Writing style**: While there is no need to participate in class discussions as if you were writing a research paper, you should remember to write using good grammar, spelling, and punctuation. Informality (including an occasional emoticon) is fine for non-academic topics.
* **Tone and civility**: Let's maintain a supportive learning community where everyone feels safe and where people can disagree amicably. Remember that sarcasm doesn't always come across online.
* **Citing your sources**: When we have academic discussions, please cite your sources to back up what you say. (For the textbook or other course materials, list at least the title and page numbers. For online sources, include a link.)
* **Backing up your work**: Consider composing your academic posts in a word processor, where you can save your work, and then copying into the Carmen discussion.

# Course schedule (tentative)

***To instructor: include a weekly topical outline of course meetings, topics to be covered, readings, film screenings and homework.***

| Week | Dates | Topics, Readings, Assignments, Deadlines |
| --- | --- | --- |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
| 7 |  |  |
| 8 |  |  |
| 9 |  |  |
| 10 |  |  |
| 11 |  |  |
| 12 |  |  |
| 13 |  |  |
| 14 |  |  |

# Other course policies

## Academic integrity policy

***To instructor: the following paragraph is required to appear on all syllabi. This sentence can be deleted.***

It is the responsibility of the Committee on Academic Misconduct to investigate or establish procedures for the investigation of all reported cases of student academic misconduct. The term “academic misconduct” includes all forms of student academic misconduct wherever committed; illustrated by, but not limited to, cases of plagiarism and dishonest practices in connection with examinations. Instructors shall report all instances of alleged academic misconduct to the committee (Faculty Rule 33355487). For additional information, see the [Code of Student Conduct](https://trustees.osu.edu/assets/files/RuleBook/CodeStudentConduct.pdf).

As defined in University Rule 3335-31-02, plagiarism is “the representation of another’s works or ideas as one’s own; it includes the unacknowledged word for word use and/or paraphrasing of another person’s work, and/or the inappropriate unacknowledged use of another person’s ideas.” It is the obligation of this department and its instructors to report **all** cases of suspected plagiarism to the Committee on Academic Misconduct. After the report is filed, a hearing takes place and if the student is found guilty, the possible sanctions range from failing the class to suspension or expulsion from the university. Although the existence of the Internet makes it relatively easy to plagiarize, it also makes it even easier for instructors to find evidence of plagiarism. It is obvious to most teachers when a student turns in work that is not his or her own and plagiarism search engines make documenting the offense very simple. Always cite your sources’ always ask questions **before** you turn in an assignment if you are uncertain about what constitutes plagiarism. To preserve the integrity of OSU as an institution of higher learning, to maintain your own integrity, and to avoid jeopardizing your future, **DO NOT PLAGIARIZE!**

Other sources of information on academic misconduct (integrity) to which you can refer include:

* The Committee on Academic Misconduct web pages ([COAM Home](http://oaa.osu.edu/coam.html))
* Ten Suggestions for Preserving Academic Integrity ([*Ten Suggestions*](http://oaa.osu.edu/coamtensuggestions.html))
* Eight Cardinal Rules of Academic Integrity ([www.northwestern.edu/uacc/8cards.htm](http://www.northwestern.edu/uacc/8cards.html)

## Accommodations for accessibility

***To instructor: the following is required to appear on all syllabi. This sentence can be deleted.***

The University strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including mental health, chronic or temporary medical conditions), please let me know immediately so that we can privately discuss options.  To establish reasonable accommodations, I may request that you register with Student Life Disability Services.  After registration, make arrangements with me as soon as possible to discuss your accommodations so that they may be implemented in a timely fashion. SLDS contact information: [slds@osu.edu](mailto:slds@osu.edu); 614-292-3307; [slds.osu.edu](http://www.ods.ohio-state.edu/); 098 Baker Hall, 113 W. 12th Avenue.

### Accessibility of course technology

This online course requires use of Carmen (Ohio State's learning management system) and other online communication and multimedia tools. If you need additional services to use these technologies, please request accommodations with your instructor.

* [Carmen accessibility](https://resourcecenter.odee.osu.edu/accessibility)
* Streaming audio and video
* Synchronous course tools

***To instructor: the following policies are all optional but do contain approved-ASC language should you wish to include them. Review*** [***additional policies***](https://ugeducation.osu.edu/faculty-and-staff-resources) ***at Office of Undergraduate Education.***

## Student Support Policies and Resources

**Diversity.** The Ohio State University affirms the importance and value of diversity in the student body. Our programs and curricula reflect our multicultural society and global economy and seek to provide opportunities for students to learn more about persons who are different from them. We are committed to maintaining a community that recognizes and values the inherent worth and dignity of every person; fosters sensitivity, understanding, and mutual respect among each member of our community; and encourages each individual to strive to reach his or her own potential. Discrimination against any individual based upon protected status, which is defined as age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status, is prohibited.

**Mental Health Services.** As a student you may experience a range of issues that can cause barriers to learning, such as strained relationships, increased anxiety, alcohol/drug problems, feeling down, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance or reduce a student’s ability to participate in daily activities. The Ohio State University offers services to assist you with addressing these and other concerns you may be experiencing. If you or someone you know are suffering from any of the aforementioned conditions, you can learn more about the broad range of confidential mental health services available on campus via the Office of Student Life’s Counseling and Consultation Service (CCS) by visiting [ccs.osu.edu](http://ccs.osu.edu/) or calling [614­-292-­5766](tel:%28614%29%20292-5766). CCS is located on the 4th Floor of the Younkin Success Center and 10th Floor of Lincoln Tower. You can reach an on call counselor when CCS is closed at [614­-292-­5766](tel:%28614%29%20292-5766) and 24 hour emergency help is also available through the 24/7 National Suicide Prevention Hotline at 1-­800­-273-TALK or at [suicidepreventionlifeline.org](http://suicidepreventionlifeline.org/).

**Title IX.** Title IX makes it clear that violence and harassment based on sex and gender are Civil Rights offenses subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories (e.g., race). If you or someone you know has been sexually harassed or assaulted, you may find the appropriate resources at [http://titleix.osu.edu](http://titleix.osu.edu/) or by contacting the Ohio State Title IX Coordinator, Mollie Peirano, at [titleix@osu.edu](mailto:titleix@osu.edu).

As an instructor, one of my responsibilities is to help create a safe learning environment on our campus. I also have a mandatory reporting responsibility related to my role as an instructor. It is my goal that you feel able to share information related to your life experiences in classroom discussions, in your written work, and in our one-on-one meetings. I will seek to keep information you share private to the greatest extent possible. However, I am required to share information regarding sexual misconduct or information about a crime that may have occurred on Ohio State’s campus with the University. Students may speak to someone confidentially through the [Ohio State Anonymous Reporting Line](http://www.ohio-state.ethicspoint.com/).

**Recovery Support.** The Collegiate Recovery Community (CRC) is a supportive peer community on campus for students in recovery from a substance use disorder or who may be currently struggling with substance use.  The CRC is located in room 1230 of Lincoln Tower and meets regularly on Wednesdays at 5pm. Stop by or visit [go.osu.edu/recovery](http://go.osu.edu/recovery) or email [recovery@osu.edu](https://email.osu.edu/owa/redir.aspx?SURL=vDpMgLEDYgenszJNzTEC9x_MIbVa4wFE5yl-foogkndPJWf5pKbSCG0AYQBpAGwAdABvADoAcgBlAGMAbwB2AGUAcgB5AEAAbwBzAHUALgBlAGQAdQA.&URL=mailto%3arecovery%40osu.edu) for more information.

**Student Advocacy.** The Student Advocacy Center can assist students with appeals, petitions and other needs when experiencing hardship during a semester. Learn more at <http://advocacy.osu.edu/>.