# Syllabus

ABC/1234

Title of Course

Term

# Credit Hours

Asynchronous Online or Synchronous Online or In-person, Time A - Time B

## Course overview

### Instructor

* Name
* Email Address
* Phone Number
* Course Zoom Link/Course Room number
* Office Hours
* Zoom Link

**Note**: My preferred method of contact is [indicate this information here].

### Course description

[Insert detailed course description here. Readers of this description should have a clear picture of what the basic course design will be.]

### Course expected learning outcomes

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

1. [Insert course outcome #1]
2. [Insert course outcome #2]
3. [Insert course outcome #3]
4. [Etc., as appropriate]

### General education goals and expected learning outcomes

As part of the [insert appropriate GE category name] category of the General Education curriculum, this course is designed to prepare students to be able to do the following:

1. Goal #1
   1. GE learning outcome #1
   2. GE learning outcome #2
   3. GE learning outcome #3
   4. Etc., as appropriate
2. Goal #2
   1. Etc., as appropriate

[Add a statement here connecting the GE goals and outcomes to your course description, goals, and outcomes, and discussing how this course fulfills GE goals and outcomes. Delete this section if not applicable to your course.]

## How this course works

### Mode of delivery

This course is [insert percentage, i.e. “100%”] online/in-person. There are [insert value, i.e. “no”] required sessions when you must be logged in to Carmen at a scheduled time. [Add detail as necessary.]

### Pace of online activities

[Insert detailed information about how you intend for students to experience the course, as well as information about how they should plan their weekly schedules in order to be successful in your course.]

### Credit hours and work expectations

This is a **3-credit-hour course**. According to Ohio State policy ([go.osu.edu/credithours](http://go.osu.edu/credithours)), students should expect around 9 hours of engagement with the class each week to receive a grade of (C) average. Actual hours spent will vary by student learning habits and the assignments each week.

### Participation requirements

Because this is an online course, your attendance is based on your online activity and participation. The following is a summary of students’ expected participation:

#### Participating in online and/or in-person activities

[Insert your policy for participation, including how you will be investigating this activity and what means you’ll be using to determine student interaction.]

#### Office hours and live sessions (optional)

All live, scheduled events for the course, including my office hours, are optional.

### Course communication guidelines

[The following section should list expectations for how your students can expect to communicate with you and their peers, both in formal and informal communications. Lay out your expectations for respect, thoughtfulness, and style preferences in detail. The following suggestive sub-sections are included for your consideration, but should be altered, enhanced, or omitted as necessary.]

#### Writing style

[Insert your policy for writing style with respect to grammar usage and expected syntactic considerations. Consider adding a brief example of how you expect communication to appear.]

#### Tone and civility

[Insert your expectations for peer-to-peer and/or student-to-instructor communication. Consider including information about how students should expect to navigate disagreement or disruption, and how you might respond.]

#### Citing your sources

[Insert your policy for citation and reference of primary, secondary, etc. source material in course assessments. Include your expectations for what students will provide in their references, including but not limited to title, page numbers and/or link, author information, and publisher.]

## Course materials and technologies

### Textbooks

#### Required

1. Text #1
2. Text #2
3. Etc., as appropriate

#### Recommended (optional)

* Text #1
* Etc., as appropriate

### Other fees or requirements

[List all other fees, out-of-class attendance requirements, etc., including proctoring. Delete if not applicable.]

1. Requirement
2. Fee
3. Etc., as appropriate

### Course technology

#### Technology support

For help with your password, university email, Carmen, or any other technology issues, questions, or requests, contact the Ohio State IT Service Desk. Standard support hours are available at [it.osu.edu/help](http://it.osu.edu/help), and support for urgent issues is available 24/7.

* Self-Service and Chat support: [it.osu.edu/help](http://it.osu.edu/help)
* Phone: 614-688-4357(HELP)
* Email: [8help@osu.edu](mailto:8help@osu.edu)
* TDD: 614-688-8743

#### Technology skills needed for this course

* Basic computer and web-browsing skills
* Navigating Carmen ([go.osu.edu/canvasstudent](http://go.osu.edu/canvasstudent))
* CarmenZoom virtual meetings ([go.osu.edu/zoom-meetings](http://go.osu.edu/zoom-meetings))

#### Required Equipment

* Computer: current Mac (MacOs) or PC (Windows 10) with high-speed internet connection
* Webcam: built-in or external webcam, fully installed and tested
* Microphone: built-in laptop or tablet mic or external microphone
* Other: a mobile device (smartphone or tablet) to use for BuckeyePass authentication

#### Required software

* Microsoft Office 365: All Ohio State students are now eligible for free Microsoft Office 365. Full instructions for downloading and installation can be found at [go.osu.edu/office365help](http://go.osu.edu/office365help).

#### Carmen Access

You will need to use BuckeyePass ([buckeyepass.osu.edu](http://buckeyepass.osu.edu/)) multi-factor authentication to access your courses in Carmen. To ensure that you are able to connect to Carmen at all times, it is recommended that you take the following steps:

* Register multiple devices in case something happens to your primary device. Visit the BuckeyePass website for more information: <https://buckeyepass.osu.edu/>
* Request passcodes to keep as a backup authentication option. When you see the Duo login screen on your computer, click **Enter a Passcode** and then click the **Text me new codes** button that appears. This will text you ten passcodes good for 365 days that can each be used once.
* Download the Duo Mobile application to all of your registered devices for the ability to generate one-time codes in the event that you lose cell, data, or Wi-Fi service

If none of these options will meet the needs of your situation, you can contact the IT Service Desk at 614-688-4357(HELP) and IT support staff will work out a solution with you.

## Grading and instructor response

### How your grade is calculated

| **Assignment Category** | **Points and/or Percentage** |
| --- | --- |
| Assignment #1 | 20% |
| Assignment #2 | 30% |
| Assignment #3 | 15% |
| Etc., as necessary | XX% |
| **Total** | **100%** |

### Description of major course assignments

#### Assignment #1 name and/or category

##### Description

[Insert a detailed description of the assignment here. This should be detailed enough to give a clear picture of your expectations for what students produce, and connections to course goals and objectives where appropriate.]

##### Academic integrity and collaboration guidelines

[Insert a detailed description regarding how students are meant to complete the assignment and what your part of the academic integrity policy will be monitored.]

#### Assignment #2 name and/or category

##### Description

[Insert a detailed description of the assignment here. This should be detailed enough to give a clear picture of your expectations for what students produce, and connections to course goals and objectives where appropriate.]

##### Academic integrity and collaboration guidelines

[Insert a detailed description regarding how students are meant to complete the assignment and what your part of the academic integrity policy will be monitored.]

#### Etc., as appropriate

### Late assignments

[Insert your policy for late or missing assignments.]

### Grading Scale

* 93-100: A
* 90-92: A
* 87-89: B+
* 83-86: B
* 80-82: B
* 77-79: C+
* 73-76: C
* 70-72: C
* 67-69: D+
* 60-66: D
* Under 60: E

### Instructor feedback and response time

[Insert your policy for grading and providing formative feedback on key assignments, as well as what students can expect should they reach out using your preferred method of communication, as listed above.]

#### Grading and feedback

[Insert your policy for how much time it will take you to grade assignments. This can be broken up by assignment category or individual assignments as listed above.]

#### Preferred contact method

[Insert a time frame within which students can expect to receive a response from you if they reach out with questions or concerns.]

## Academic policies

### Academic integrity policy

See **Descriptions of major course assignments**, above, for my specific guidelines about collaboration and academic integrity in the context of this online class.

Academic integrity is essential to maintaining an environment that fosters excellence in teaching, research, and other educational and scholarly activities. Thus, The Ohio State University and the [Committee on Academic Misconduct](https://oaa.osu.edu/resources/policies-and-procedures/committee-academic-misconduct) (COAM) expect that all students have read and understand the University's [Code of Student Conduct](https://trustees.osu.edu/bylaws-and-rules/code), and that all students will complete all academic and scholarly assignments with fairness and honesty. Students must recognize that failure to follow the rules and guidelines established in the University's Code of Student Conduct and this syllabus may constitute Academic Misconduct.

The Ohio State University’s Code of Student Conduct (Section 3335-23-04) defines academic misconduct as: Any activity that tends to compromise the academic integrity of the University or subvert the educational process. Examples of academic misconduct include (but are not limited to) plagiarism, collusion (unauthorized collaboration), copying the work of another student, and possession of unauthorized materials during an examination. Ignorance of the University’s Code of Student Conduct is never considered an excuse for academic misconduct, so please review the Code of Student Conduct and, specifically, the sections dealing with academic misconduct.

If an instructor suspects that a student has committed academic misconduct in this course, the instructor is obligated by University Rules to report those suspicions to the Committee on Academic Misconduct. If COAM determines that a student violated the University’s Code of Student Conduct (i.e., committed academic misconduct), the sanctions for the misconduct could include a failing grade in the course and suspension or dismissal from the University.

If students have questions about the above policy or what constitutes academic misconduct in this course, they should contact the instructor.

## Artificial Intelligence and Academic Integrity

There has been a significant increase in the popularity and availability of a variety of generative artificial intelligence (AI) tools, including ChatGPT, Sudowrite, and others. These tools will help shape the future of work, research and technology, but when used in the wrong way, they can stand in conflict with academic integrity at Ohio State.

All students have important obligations under the Code of Student Conduct to complete all academic and scholarly activities with fairness and honesty. Our professional students also have the responsibility to uphold the professional and ethical standards found in their respective academic honor codes. Specifically, students are not to use unauthorized assistance in the laboratory, on field work, in scholarship, or on a course assignment unless such assistance has been authorized specifically by the course instructor. In addition, students are not to submit their work without acknowledging any word-for-word use and/or paraphrasing of writing, ideas or other work that is not your own. These requirements apply to all students undergraduate, graduate, and professional.

To maintain a culture of integrity and respect, these generative AI tools should not be used in the completion of course assignments unless an instructor for a given course specifically authorizes their use. Some instructors may approve of using generative AI tools in the academic setting for specific goals. However, these tools should be used only with the explicit and clear permission of each individual instructor, and then only in the ways allowed by the instructor.

## Religious Accommodations

Ohio State has had a longstanding practice of making reasonable academic accommodations for students’ religious beliefs and practices in accordance with applicable law. In 2023, Ohio State updated its practice to align with new state legislation. Under this new provision, students must be in early communication with their instructors regarding any known accommodation requests for religious beliefs and practices, providing notice of specific dates for which they request alternative accommodations within 14 days after the first instructional day of the course. Instructors in turn shall not question the sincerity of a student’s religious or spiritual belief system in reviewing such requests and shall keep requests for accommodations confidential.

With sufficient notice, instructors will provide students with reasonable alternative accommodations with regard to examinations and other academic requirements with respect to students’ sincerely held religious beliefs and practices by allowing up to three absences each semester for the student to attend or participate in religious activities. Examples of religious accommodations can include, but are not limited to, rescheduling an exam, altering the time of a student’s presentation, allowing make-up assignments to substitute for missed class work, or flexibility in due dates or research responsibilities. If concerns arise about a requested accommodation, instructors are to consult their tenure initiating unit head for assistance.

A student’s request for time off shall be provided if the student’s sincerely held religious belief or practice severely affects the student’s ability to take an exam or meet an academic requirement **and** the student has notified their instructor, in writing during the first 14 days after the course begins, of the date of each absence. Although students are required to provide notice within the first 14 days after a course begins, instructors are strongly encouraged to work with the student to provide a reasonable accommodation if a request is made outside the notice period. A student may not be penalized for an absence approved under this policy.

If students have questions or disputes related to academic accommodations, they should contact their course instructor, and then their department or college office. For questions or to report discrimination or harassment based on religion, individuals should contact the [Civil Rights Compliance Office](mailto:equity@osu.edu).

Policy: [Religious Holidays, Holy Days and Observances](https://oaa.osu.edu/religious-holidays-holy-days-and-observances)

## Disability Statement (with Accommodations for Illness)

The university strives to maintain a healthy and accessible environment to support student learning in and out of the classroom. If students anticipate or experience academic barriers based on a disability (including mental health and medical conditions, whether chronic or temporary), they should let their instructor know immediately so that they can privately discuss options. Students do not need to disclose specific information about a disability to faculty. To establish reasonable accommodations, students may be asked to register with Student Life Disability Services (see below for campus-specific contact information). After registration, students should make arrangements with their instructors as soon as possible to discuss your accommodations so that accommodations may be implemented in a timely fashion.

If students are ill and need to miss class, including if they are staying home and away from others while experiencing symptoms of viral infection or fever, they should let their instructor know immediately. In cases where illness interacts with an underlying medical condition, please consult with Student Life Disability Services to request reasonable accommodations.

[slds@osu.edu](mailto:slds@osu.edu)

<https://slds.osu.edu/>

098 Baker Hall, 113 W. 12th Ave

614-292-3307 phone

## Intellectual Diversity

Ohio State is committed to fostering a culture of open inquiry and intellectual diversity within the classroom. This course will cover a range of information and may include discussions or debates about controversial issues, beliefs, or policies. Any such discussions and debates are intended to support understanding of the approved curriculum and relevant course objectives rather than promote any specific point of view. Students will be assessed on principles applicable to the field of study and the content covered in the course. Preparing students for citizenship includes helping them develop critical thinking skills that will allow them to reach their own conclusions regarding complex or controversial matters.

## Grievances and Solving Problems

According to University Policies, if you have a problem with this class, you should seek to resolve the grievance concerning a grade or academic practice by speaking first with the instructor or professor. Then, if necessary, take your case to the department chairperson, college dean or associate dean, and to the provost, in that order. Specific procedures are outlined in Faculty Rule 3335-8-23. Grievances against graduate, research, and teaching assistants should be submitted first to the supervising instructor, then to the chairperson of the assistant’s department.

## Creating an Environment Free from Harassment, Discrimination, and Sexual Misconduct

The Ohio State University is committed to building and maintaining a welcoming community. All Buckeyes have the right to be free from harassment, discrimination, and sexual misconduct. Ohio State does not discriminate on the basis of age, ancestry, color, disability, ethnicity, gender, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, pregnancy (childbirth, false pregnancy, termination of pregnancy, or recovery therefrom), race, religion, sex, sexual orientation, or protected veteran status, or any other bases under the law, in its activities, academic programs, admission, and employment. Members of the university community also have the right to be free from all forms of sexual misconduct: sexual harassment, sexual assault, relationship violence, stalking, and sexual exploitation.

To report harassment, discrimination, sexual misconduct, or retaliation and/or seek confidential and non-confidential resources and supportive measures, contact the Civil Rights Compliance Office (CRCO):

Online reporting form: <http://civilrights.osu.edu/>

Call 614-247-5838 or TTY 614-688-8605

[civilrights@osu.edu](mailto:civilrights@osu.edu)

The university is committed to stopping sexual misconduct, preventing its recurrence, eliminating any hostile environment, and remedying its discriminatory effects. All university employees have reporting responsibilities to the Civil Rights Compliance Office to ensure the university can take appropriate action:

* All university employees, except those exempted by legal privilege of confidentiality or expressly identified as a confidential reporter, have an obligation to report incidents of sexual assault immediately.
* The following employees have an obligation to report all other forms of sexual misconduct as soon as practicable but at most within five workdays of becoming aware of such information: 1. Any human resource professional (HRP); 2. Anyone who supervises faculty, staff, students, or volunteers; 3. Chair/director; and 4. Faculty member.

## Copyright

The materials used in connection with this course may be subject to copyright protection and are only for the use of students officially enrolled in the course for the educational purposes associated with the course. Copyright law must be considered before copying, retaining, or disseminating materials outside of the course.

## Counseling and Consultation Services / Mental Health Statement

### Columbus:

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. 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 and 24-hour emergency help is also available through the 24/7 by dialing 988 to reach the Suicide and Crisis Lifeline.

## Content Warning Language

Some content in this course may involve media that may elicit a traumatic response in some students due to descriptions of and/or scenes depicting acts of violence, acts of war, or sexual violence and its aftermath. If needed, please take care of yourself while watching/reading this material (leaving classroom to take a water/bathroom break, debriefing with a friend, contacting a confidential Sexual Violence Advocate 614-267-7020, or Counseling and Consultation Services at 614-292-5766 and contacting the instructor if needed). Expectations are that we all will be respectful of our classmates while consuming this media and that we will create a safe space for each other. Failure to show respect to each other may result in dismissal from the class.

## Course Schedule

Refer to our Carmen course page for up-to-date assignment due dates.

| Week | Date | Topics/Readings/Assignments | Assignments Due |
| --- | --- | --- | --- |
| 1 |  | Learning Goals/Concepts/Discussion Questions:    Readings/Viewings: | Assignments Due: |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| 7 |  |  |  |
| 8 |  |  |  |
| 9 |  |  |  |
| 10 |  |  |  |
| 11 |  |  |  |
| 12 |  |  |  |
| 13 |  |  |  |
| 14 |  |  |  |
| 15 |  |  |  |
| Finals |  |  |  |