# Syllabus

ABC/1234

Title of Course

Term

# Credit Hours

Asynchronous Online or Synchronous Online

## Course overview

### Instructor

* Name
* Email Address
* Phone Number
* Course Zoom Link
* 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 online course works

### Mode of delivery

This course is [insert percentage, i.e. “100%”] online. 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 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.]

#### Protecting and saving your work

[The section is meant to encourage students to compose their work in documents or word processing tools outside of Carmen where they can ensure their work will be saved. This gives them a backup in case they encounter any issues with browser time-outs, failed submission attempts, or lack of internet connectivity.]

## 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
* 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

[This is a sample grading scale. Adjust as necessary.]

* 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.

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 3335-5-487). For additional information, see the Code of Student Conduct: <http://studentlife.osu.edu/csc/>

If I suspect that a student has committed academic misconduct in this course, I am obligated by university rules to report my suspicions to the Committee on Academic Misconduct. If COAM determines that you have violated the university’s Code of Student Conduct (i.e., committed academic misconduct), the sanctions for the misconduct could include a failing grade in this course and suspension or dismissal from the university.

If you have any questions about the above policy or what constitutes academic misconduct in this course, please contact me.

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

* Committee on Academic Misconduct web page ([go.osu.edu/coam](http://go.osu.edu/coam))
* Ten Suggestions for Preserving Academic Integrity ([go.osu.edu/ten-suggestions](http://go.osu.edu/ten-suggestions))

### Copyright for instructional materials

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.

### Creating an environment free from harassment, discrimination, and sexual misconduct

The Ohio State University is committed to building and maintaining a community to reflect diversity and to improve opportunities for all. 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:

Online reporting form at [http://civilrights.osu.edu/](https://civilrights.osu.edu/),

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

Or Email equity@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.

### 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.

### Your mental health

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 24/7 by dialing 988 to reach the Suicide and Crisis Lifeline.

### Accessibility accommodations for students with disabilities

#### Requesting accommodations

The university strives to maintain a healthy and accessible environment to support student learning in and out of the classroom. 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.

If you are ill and need to miss class, including if you are staying home and away from others while experiencing symptoms of a viral infection or fever, please let me know immediately. In cases where illness interacts with an underlying medical condition, please consult with Student Life Disability Services to request reasonable accommodations. You can connect with them at slds@osu.edu; 614-292-3307; or [slds.osu.edu](https://slds.osu.edu).

### 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 Office of Civil Rights Compliance: <https://civilrights.osu.edu/>

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

## Course Schedule

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

| Week | Date | Topics/Readings/Assignments | Assessments Due |
| --- | --- | --- | --- |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| 7 |  |  |  |
| 8 |  |  |  |
| 9 |  |  |  |
| 10 |  |  |  |
| 11 |  |  |  |
| 12 |  |  |  |
| 13 |  |  |  |
| 14 |  |  |  |
| 15 |  |  |  |
| Finals |  |  |  |