Syllabus: ASC/1100  
Title of the Course  
TERM 2018

***To instructor: This syllabus template has been created to provide distance-education-related course information and to be screen-reader accessible. Edit according to your own course policies and content. Then remove the red notes.***

# Course overview

## Instructor

Instructor:

Email address:

Phone number:

Office hours:

Office Location:

## Course Coordinator

## 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]

## GE Course Information

* [GE Category]
* [GE Goals and Expected Learning Outcomes]
* [Information on how the above satisfies the state GE Expected Learning Outcomes]

## Course materials

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

### Required

[Text Title] (print)

[Text Title] (electronic, on Carmen)

### Required supplemental materials

[Text Title] (print)

[Text Title] (print)

### Optional materials

[Text Title] (print)

[Text Title] (print)

## Other fees or requirements

***To instructor: List any other fees, out-of-class attendance requirements, etc., including proctoring. Delete if not applicable.***

## Course technology

For help with your password, university e-mail, Carmen, or any other technology issues, questions, or requests, contact the OSU IT Service Desk. Standard support hours are available at <https://ocio.osu.edu/help/hours>, and support for urgent issues is available 24x7.

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

***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 Carmen

### Technology skills necessary for this specific course

* CarmenConnect text, audio, and video chat
* Collaborating in CarmenWiki
* 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 ProPlus](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 ProPlus 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 faculty response

## Grades

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

*See course schedule, below, for due dates*

**Assignment information**

***To instructor: Descriptions and information about the length and format of all papers, homework, laboratory assignments, and examinations are required in this area.***

## 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

## Faculty 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.

# Other course policies

## Academic integrity policy

***To instructor: The following template provided as a suggestion; fill in with your own policies and the types of assignments in your course***

### Policies for this online course

* **Quizzes and exams**: You must complete the midterm and final exams yourself, without any external help or communication. Weekly quizzes are included as self-checks without points attached.
* **Written assignments**: Your written assignments, including discussion posts, should be your own original work. In formal assignments, you should follow **[MLA/APA/?]** style to cite the ideas and words of your research sources. You are encouraged to ask a trusted person to proofread your assignments before you turn them in--but no one else should revise or rewrite your work.
* **Reusing past work**: In general, you are prohibited in university courses from turning in work from a past class to your current class, even if you modify it. If you want to build on past research or revisit a topic you've explored in previous courses, please discuss the situation with me.
* **Falsifying research or results**: All research you will conduct in this course is intended to be a learning experience; you should never feel tempted to make your results or your library research look more successful than it was.
* **Collaboration and informal peer-review**: The course includes many opportunities for formal collaboration with your classmates. While study groups and peer-review of major written projects is encouraged, remember that comparing answers on a quiz or assignment is not permitted. If you're unsure about a particular situation, please feel free just to ask ahead of time.
* **Group projects**: This course includes group projects, which can be stressful for students when it comes to dividing work, taking credit, and receiving grades and feedback. I have attempted to make the guidelines for group work as clear as possible for each activity and assignment, but please let me know if you have any questions.

### Ohio State’s academic integrity policy

### 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/>.

## Copyright disclaimer

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.

## Statement on title IX (Recommended)

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> or by contacting the Ohio State Title IX Coordinator, Kellie Brennan, at [titleix@osu.edu](mailto:titleix@osu.edu)

## Accessibility accommodations for students with disabilities

### 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](http://slds@osu.edu); 614-292-3307; [slds.osu.edu](http://slds.osu.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 (Canvas) accessibility](https://community.canvaslms.com/docs/DOC-2061)
* Streaming audio and video
* Synchronous course tools

## Your mental health! (Recommended)

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 National Suicide Prevention Hotline at 1-800-273- TALK or at [suicidepreventionlifeline.org](http://suicidepreventionlifeline.org/)

# Course schedule (tentative)

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