COURSENAME # - TITLE OF THE COURSE
TERM YEAR, CREDIT HOURS, UNDERGRADUATE/GRADUATE

Class Location
Meeting Days/Times

Instructor:
Office:
Email:
Phone: (if desired)
Office Hours:

Course Overview

Description/Rationale
[State the need and purpose of the course. Indicate how the course relates to the primary goals of the academic unit/College/University.]

Relation to Other Courses
[(1) Describe how the course relates to *other* courses/curricula of *other* academic units in the college and across campus. (2) List courses for which this is a prerequisite, and/or the sequence of courses within the unit of study.]

Prerequisites: [List any courses that must be completed before enrolling]

Prerequisite Knowledge: [What knowledge do students need to have mastered before beginning this course?]

Learning Objectives
1.
2.
3.
4.
5.

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

Field Experience Procedures and Expectations **[This section should only be included for field experience courses.]**
[If applicable, describe the nature of and provisions made for off-campus field experience in terms of the following: (1) Collaboration between OSU and school partners; (2) Evidence of attainment of field experience objectives]

Syllabus Prepared By: <Name>

Background Checks

To engage in this field experience, you will be required to complete a background check. Please see additional information about this process at the following website: https://ehe.osu.edu/educator-preparation/background-checks.

When in your field experience placements, remember that you are representing the university and are expected to act professionally. This includes the way you dress, the language you use, and your behavior. Please review the university's code of student conduct at the following website: https://trustees.osu.edu/rules/code-of-student-conduct/3335-23-04.html.

Course Materials

Required

[Include standard citation information for your texts in the style appropriate for your field: **titles**, **authors**, **publication dates**, and **availability**—if no traditional textbook is needed, say that but include other articles/text with the statement, "All required readings will be available through Carmen." However, a complete list of all of the readings must be provided in bibliography format either here or at the end of the syllabus.]

Supplemental/Optional

[Same as above]

Course Requirements/Evaluation

Grades

Assignment / Category	Points/%
TOTAL	**Points/100%**

See below for assignment descriptions and due dates.

Late Assignments (Optional)

[Fill in late assignment policy here for assignments and exams]

Policies for Missed Exams and Quizzes (Optional)

[Fill in policies regarding missed exams and quizzes, e.g., make-up options, acceptable reasons, notification of absence, etc.]

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

Expectations for Graduate Students
[**If a U/G course**, state differences in expectations for undergraduate and graduate students.]

Assignment Descriptions
[Assignments should be described in detail so that students have a good idea of how they will be assessed. In this section, it should also be clear which learning objectives are being assessed in each assignment. See the following example.]

[Example:

REFLECTION PAPER **(200 points) (CO 2, 4 and 5**) <-here we see alignment with the Course Objectives

For this paper, you are to reflect on how you might apply your learning about X.

Grading Rubric found on page 14 <- here we see assessment information location
Your paper should have several sections:
1. Section 1 Info
2. Section 2 Info
3. Section 2 Info

Course Policies
Student Conduct and Participation (Optional)
[Provide clear information about attendance, class and group participation, and other aspects of conduct that impact on individual student's and class members' learning and professional development.]

Communication (Optional)
The university's official mode of communication is via university email. Students should use their BuckeyeMail when emailing their professor, and faculty will use their OSU email when emailing students. [Adjust the following sample guidelines to your personal preferences]

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.

Response Times: 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** or use 8help@osu.edu 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**.

Netiquette (Optional)

As a member of a community of learners, it is your responsibility to exhibit professional behavior and decorum in all modes of communication. Following the rules of etiquette on the Internet (netiquette) helps improve the readability of your messages, keeps conversations focused, increases trust, and creates a more positive experience for all participants. Netiquette includes, but is not limited to, the following guidelines: [adjust the following sample guidelines to your personal preferences. Multiple netiquette policies exist online for your guidance.]

- Honor people's rights to their opinions; respect the right for people to disagree.
- Be professional; use language that is not considered foul or abusive.
- Respond to peers honestly but thoughtfully, respectfully, and constructively.
- Avoid writing in all caps – it conveys shouting and anger.
- Avoid colors like red and green for accessibility reasons; avoid font styles, colors, and sizes that are difficult to read.
- Address the ideas, not the person, when responding to messages or discussions.
- Be careful when using sarcasm or humor – without social cues like facial expressions or body language, a remark meant to be humorous could come across as offensive or hurtful.
- Don't distribute copyrighted materials, such as articles and images (most things online are not licensed as "fair use"). Share links to those materials instead and be sure to properly cite all sources to avoid unintentional plagiarism.

Technology (Optional)

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
- **TYY**: 614-688-8743

Baseline technical skills necessary for online/hybrid courses: [adjust the following to align with your course expectations]
- Basic computer and web-browsing skills
- Navigating Carmen (Canvas)

Technology necessary for this course:
- [insert tech skills required for this course, such as recording and uploading a video, using discussion board, using CarmenConnect or video chat, creating a slide presentation, etc. and any software/hardware necessary]

Institutional Policies

Academic Integrity

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 (COAM) expect that all students have read and understand the University's *Code of Student Conduct*, 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 I recommend that you review the *Code of Student Conduct* and, specifically, the sections dealing with academic misconduct.

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:
- The Committee on Academic Misconduct web pages (COAM Home)
- *Ten Suggestions for Preserving Academic Integrity (Ten Suggestions)*
- *Eight Cardinal Rules of Academic Integrity* (www.northwestern.edu/uacc/8cards.htm)

Accessibility Accommodations

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; 614-292-3307; slds.osu.edu; 098 Baker Hall, 113 W. 12th Avenue.

Accessibility of course technology: This 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 documentation.

Grievances

According to University Policies, available from the Division of Student Affairs, if you have a problem with this class, "You should seek to resolve a grievance concerning a grade or academic practice by *speaking first with the instructor or professor*. Then, if necessary, with the department chairperson, college dean, and provost, in that order. Specific procedures are outlines in Faculty Rule 3335-7-23, which is available from the Office of Student Life, 208 Ohio Union."

Copyright Disclaimer (Optional)

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.

- **Course Audio and Video Recording**: Video or audio recording of classes without the explicit written permission of the instructor/professor is a violation of the Code of Student Conduct or Students who wish to record their classes must first obtain written permission of the instructor/professor. Otherwise, such recording constitutes a violation of the Code of Student Conduct.
- **Student Generated materials**: Any materials generated by a student(s) is copyrighted. Permission must be obtained to use these materials other than the intended purpose inside the course.
- **Course materials**: These materials are copyrighted and are owned by the author. Copyrights have been secured or they are considered fair use inside/for the course but this does not apply to uses outside of the course.

Mental Health Statement (Optional)

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 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.

Trigger Warning: Some contents of this course may involve media that may be triggering to 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 Sexual Violence Support Coordinator at 614-292-1111, 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.

Diversity Statement

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.

Course Schedule

WEEK/ UNIT	DATE(S)	TOPIC(S)	LEARNING OBJECTIVE(S)	READING(S) & ACTIVITIES	ASSIGNMENTS & ASSESSMENTS
1			[List LO #(s) from p.1]		
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					

The schedule above is subject to change based on course and participant needs. Any changes in schedule will be posted in Carmen (or in class).

Appendix (Optional)—This content can be included as an optional appendix or can be included in the body of the syllabus.

Learning Objectives and Program Goals

Objective	Program Goal or Standard	Course Assessment
Following successful completion of this course, the student will be able to….	Program Standard or Goal 1	Lesson plan assignment
Following successful completion of this course, the student will be able to….	Program Standard or Goal 5	Midterm and final examination

Other Applicable Standards

[Any applicable standards specific to the course/program go here, such as NCATE, ISLLC, or other]

Role of Technology

[Required **for Teacher Licensure and/or Council for the Accreditation of Educator Preparation (CAEP)—** Describe the role of technology in the proposed course. For educator licensure courses, promote the possible use of products from the course in students' electronic portfolios.]