

From: [Okpalaoka, Chinwe](mailto:Okpalaoka.Chinwe)
To: [Susan Cole](mailto:Susan.Cole)
Cc: [Vankeerbergen, Bernadette](mailto:Vankeerbergen.Bernadette)
Subject: RE: Freshman Seminar Proposal
Date: Thursday, February 24, 2011 2:23:30 PM

Dear Susan,

The Arts and Humanities 1 CCI Subcommittee reviewed your seminar today and would like you to submit a revised syllabus addressing the points below.

- Remove track changes.
- In title, replace 13* with 138. You can leave Day/Time and Room as TBD
- Give more detailed course description. (Questions are OK but should be supplemented with more detailed factual information.)
- Add course goals.
- How many times a week will course meet? How many hours?
- Give more information on written essays: How long do essays need to be? How detailed?
- Also explain more clearly the response paper assignment.
- There is a terminology issue. Under the heading "Written essays," the following paragraph appears: "No student will receive a passing grade unless both essays are submitted, regardless of their final point total. You will pick two of the three modules to write response papers." Yet, the term "response paper" is used elsewhere to refer to short paragraphs written in class and used to calculate participation grades on certain days. Also, "response paper" is used in the weekly topical outline where it would seem that the instructor is actually referring to the more formal essays. Please clarify terminology.
- Grading: If grading is based on points, why do we need percentages?
- Disability statement needs to be written in large print (16-pts).

Please let me know if you have any questions.

Best,
Chinwe

-----Original Message-----

From: Susan Cole [<mailto:cole.354@osu.edu>]
Sent: Tuesday, November 23, 2010 3:18 PM
To: Okpalaoka, Chinwe
Subject: Freshman Seminar Proposal

Dear Chinwe,

I have attached a proposal and draft syllabus for a freshman seminar I would like to offer in Autumn, 2011. Please let me know how we proceed from here.

Best,

Susan

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