

**From:** [Vankeerbergen, Bernadette](#)  
**To:** [Seagraves, Tanina](#)  
**Cc:** [Heysel, Garrett](#); [Fletcher, Richard](#); [Fink, Steven](#)  
**Subject:** AAAS 5798.03  
**Date:** Friday, October 18, 2013 3:17:52 PM

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Tanina,

This past week, AAAS 5798.03 was reviewed by 2 separate Panels: the Arts and Humanities Panel (on 10-15-13) and the Ad Hoc GE Education Abroad Panel (on 10-17-13).

This e-mail contains the combined feedback of both panels concerning the course.

The course was approved with 3 contingencies and 4 recommendations:

Contingencies:

1. Clarify assignments:
  - In the schedule, on May 21, what are the student presentations? Do these correspond to the 3 hours of research presentation mentioned in the credit hours rationale? None of this is mentioned in the description of assignments on p. 2—though there is a line about graduate students being responsible for facilitating two class discussions while abroad, but it is not clear that this is the same as “student presentations.” Are the “presentations” graded? If different from the “presentations,” are the class discussion facilitations by graduate students graded?
  - Provide further clarification about diary requirement.
  - Weight of the different assignments might need to be reconsidered. For instance, 30% for attendance and participation is a high percentage.
2. Syllabus: See p. 15 of the ASC Curriculum and Assessment Operations Manual for ASC syllabus template:  
[http://asccas.osu.edu/sites/asccas.osu.edu/files/ASC\\_CurrAssess\\_Operations\\_Manual.pdf](http://asccas.osu.edu/sites/asccas.osu.edu/files/ASC_CurrAssess_Operations_Manual.pdf)  
Point 5 specifies that under the GE expected learning outcomes on the syllabus, there should be a statement explaining how the course will satisfy those ELOs. Please add such a statement to your syllabus.
3. Form in curriculum.osu.edu needs to specify that the prerequisite for this course is AAAS 5485.03.

Recommendations:

1. There are potentially 3 types of student populations targeted by this course: graduate students, undergraduate majors, and GE students. Advisors should make sure to clarify to their students that undergraduate majors taking the course in their major cannot double-count it for GE.
2. Concerning late assignments, the syllabus says, “Take note of the due dates on the syllabus and plan ahead.” There are no due dates on the syllabus. The diary entries are subject to being checked by the professors at any time and there is no due date for the experiential reflection paper.
3. Student conduct policy: “The instructor ... reserves the right to withdraw students from

the course for inappropriate classroom behavior.” This should be replaced with language indicating that inappropriate classroom behavior will be reported to student conduct.

4. Rethink necessity for “submission of assignment” policy.

I will return the course in a minute via curriculum.osu.edu to enable the department to make the necessary changes.

Should you have any questions about this feedback, please do not hesitate to contact Richard Fletcher (Chair of the Arts and Humanities Panel) or Steve Fink (Chair of the Ad Hoc GE Education Abroad Panel), or me.

Best,  
Bernadette

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