

## Term Information

Effective Term Summer 2016  
*Previous Value* Summer 2012

## Course Change Information

### What change is being proposed? (If more than one, what changes are being proposed?)

The proposed change is to adjust the College Survey 1100 course credit hours from 0.5 to 1.

### What is the rationale for the proposed change(s)?

The rationale for adjusting the online College Survey 1100 course credit hours from 0.5 to 1 is that, by expanding course content and assignments, we hope to better fulfill the stated objectives of the course. By better meeting the stated course objectives, we believe our new transfer students will have a better chance to complete their degree programs without unnecessary delays or hurdles.

### What are the programmatic implications of the proposed change(s)?

(e.g. program requirements to be added or removed, changes to be made in available resources, effect on other programs that use the course?)

none

Is approval of the request contingent upon the approval of other course or curricular program request? No

Is this a request to withdraw the course? No

## General Information

Course Bulletin Listing/Subject Area Arts and Sciences  
Fiscal Unit/Academic Org ASC Administration - D4350  
College/Academic Group Arts and Sciences  
Level/Career Undergraduate  
Course Number/Catalog 1100.04  
Course Title Arts and Sciences Survey: Transfer  
Transcript Abbreviation ASC College Survey  
Course Description Academic requirements; University procedures, grading system, resources; student rights and responsibilities; overview of Arts and Sciences academic areas of study and services.  
Semester Credit Hours/Units Fixed: 1  
*Previous Value* Fixed: 0.5

## Offering Information

Length Of Course 14 Week, 12 Week, 8 Week, 7 Week, 6 Week  
*Previous Value* 14 Week, 12 Week  
Flexibly Scheduled Course Never  
Does any section of this course have a distance education component? Yes  
Is any section of the course offered Greater or equal to 50% at a distance  
Grading Basis Satisfactory/Unsatisfactory  
Repeatable No  
Course Components Lecture  
Grade Roster Component Lecture  
Credit Available by Exam No  
Admission Condition Course No

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Off Campus	Never
Campus of Offering	Columbus

## Prerequisites and Exclusions

Prerequisites/Corequisites	Prereq: Permission of department or instructor.
Exclusions	Not open to students with credit for any College Survey 100.xx course.

## Cross-Listings

Cross-Listings

## Subject/CIP Code

Subject/CIP Code	24.0101
Subsidy Level	General Studies Course
Intended Rank	Freshman, Sophomore, Junior, Senior
<i>Previous Value</i>	<i>Freshman</i>

## Requirement/Elective Designation

Required for this unit's degrees, majors, and/or minors

## Course Details

<b>Course goals or learning objectives/outcomes</b>	<ul style="list-style-type: none"><li>• This class serves as an extended orientation for first semester students pursuing majors in Arts and Sciences. Its purpose is to help you make a successful transition to academic life at Ohio State. Completion of this course will enable you to:</li><li>• Define General Education (GE) curriculum, major, and overall requirements for your baccalaureate degree.</li><li>• Complete a schedule of courses over the next several terms appropriate to your major and other interests (professional school, personal, etc.).</li><li>• Explain important Arts and Sciences and University policies and important dates/deadlines.</li><li>• Identify academic and other support and enrichment services at Ohio State.</li><li>• Begin a joint partnership working with your assigned academic counselor.</li></ul>
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*Previous Value*

**Content Topic List**

- Degree planning
- General Education
- Academic standards
- University & College policies & procedures
- University resources
- Majors, Minors, Special Programs
- Undergraduate Research
- Study Abroad
- Pre-professional programs, Grad. school
- Career Services

**Attachments**

- AU15\_ARTSSCI\_1100.04.docx: Current Syllabus  
*(Syllabus. Owner: Bitters,Todd Aaron)*
- SU16\_ARTSSCI\_1100.04.docx: Proposed Syllabus  
*(Syllabus. Owner: Bitters,Todd Aaron)*
- Out\_of\_Class\_Work\_ASC\_1100.04\_(current).docx: Current out-of-class work  
*(Other Supporting Documentation. Owner: Bitters,Todd Aaron)*
- Out\_of\_Class\_Work\_ASC\_1100.04\_(proposed).docx: Proposed out-of-class-work  
*(Other Supporting Documentation. Owner: Bitters,Todd Aaron)*
- ARTSSCI 1100.04--appeal for SU2016.pdf: Appeal SU2016  
*(Appeal. Owner: Vankeerbergen,Bernadette Chantal)*

**Comments**

- The course will be offered during the first 7 week session of spring and autumn and the second 8 week session of summer. *(by Bitters,Todd Aaron on 02/19/2016 04:07 PM)*

**Workflow Information**

Status	User(s)	Date/Time	Step
Submitted	Bitters,Todd Aaron	02/19/2016 04:08 PM	Submitted for Approval
Approved	Vankeerbergen,Bernadette Chantal	02/19/2016 04:17 PM	Unit Approval
Approved	Heyssel,Garett Robert	02/22/2016 02:20 PM	College Approval
Pending Approval	Nolen,Dawn Vankeerbergen,Bernadette Chantal Hanlin,Deborah Kay Jenkins,Mary Ellen Bigler Hogle,Danielle Nicole	02/22/2016 02:20 PM	ASCCAO Approval



**Class time and location:** Term I On-line course -- Carmen (<http://carmen.osu.edu>)

**Course coordinators:** Tony Valle, Brenda Dinan

**Office hours:** by appointment with your assigned academic counselor (between 8:00 am and 5:00 pm). **If you do not know the name of this person, ask when making an appointment.** In the event you have not been assigned to someone, ask for the first available advisor. As course coordinators, we can assist you with questions specifically about this course (how to log on to Carmen, take a quiz, etc.).

**Course coordinator office location:** 100 Denney Hall; 164 W 17<sup>th</sup> Avenue

**Phone:** 614-292-6961

**Course materials:**

Arts and Sciences degree planning materials available online  
Carmen readings online

**Web resources:**

<http://artsandsciences.osu.edu/current-students/advising> (Advising and Academic Services homepage)  
<http://carmen.osu.edu> (Carmen log-on page)

**Carmen Log-in:** <http://carmen.osu.edu>

This course is conducted using Carmen, Ohio State's online course system.

**Advising in Arts and Sciences**

As an Arts and Sciences student, you benefit from having an academic advisor to assist you in curriculum planning and academic success. Your advisor assists you in determining appropriate and required coursework for your major and general education requirements, and may also be helpful if you are investigating internships, study abroad, pre-professional programs, or graduate school. In addition, your advisor can assist you if you need to drop or add a course, complete a financial aid appeal form, apply for graduation, or refer you to appropriate university resources for any other academic or personal concerns.

**Course description and objectives:**

This class serves as an extended orientation for first semester students who are pursuing majors in the College of Arts and Sciences. Its purpose is to help you make a successful transition to academic life at Ohio State. Completion of this course will enable you to:

- Define General Education (GE) curriculum, major, and overall requirements for your baccalaureate degree.
- Complete a schedule of courses over the next several terms appropriate to your major and other interests (professional school, personal, etc.).
- Explain important Arts and Sciences and University policies and important dates/deadlines.
- Identify academic and other support and enrichment services at Ohio State.
- Begin a joint partnership working with your assigned academic counselor.

## Course requirements:

Successful completion of this course requires that you:

- **Complete the 5 Carmen Quizzes**
  - There are five Carmen readings: 1) Adding & Dropping Classes: Deadlines & Procedures; 2) The General Education Curriculum; 3) Scheduling; 4) Grades & Academic Standing; and 5) Academic Misconduct & Plagiarism.
  - Each reading includes a five-point quiz. You will be asked to complete a reading and the corresponding quiz throughout the term. Each has a specific due date.
  - The quizzes are set up so that you can take each quiz unlimited times to increase your score. Your highest score for each quiz will be used in final grade calculation.
  
- **Complete the Degree Audit Report Assignment**
  - Print off a Degree Audit Report from Buckeyelink; scroll down to Enrollment and Academic History and click on Degree Audit
  - Fill in the missing courses on the degree audit report with your choices for the GE and major requirements.
  - Whenever you see a red 'X' mark, use the GE sheets (available on CARMEN in Content) and information about your major on the department website, and write in the course(s) on your Degree Audit so that your advisor is aware of the specific course you plan to take to fulfill any unmet requirements. If you have areas with green check marks, no additional course work is required for that category.
  - Be sure to calculate your upper division and total hours to be sure you plan for elective courses, if needed.
  - You may have classes appearing in the section labeled "course work counted towards graduation but not used toward a specific GE or major requirement" that you think might fit into a GE or major course requirement. Bring copies of the course syllabi to the meeting with your assigned advisor.
  - Bring this filled out report with you to a meeting with your assigned advisor.
  - A sample of this assignment, completed, is available in Carmen.
  
- **Complete the Schedule Projection**
  - The Schedule Projection worksheet can be found in the Content area of the Carmen site for the survey course.
  - Fill in the courses you plan on taking for each semester for the next four terms (minimum) or until you will have completed your degree (whichever comes first).
  - Bring this filled out projection with you to a meeting with your assigned advisor.
  
- **Create a FutureLink profile**
  - FutureLink is used to explore job and internship opportunities, post your resume for employers to review, sign-up for on-campus interviews, and learn about career events on campus. You can access it here: <http://asccareerservices.osu.edu/futurelink/student>
  - Log in (using your OSU username and password) and create your personal profile.
  - Print a screen shot of your profile to submit to your advisor.
  - A Quick Start Guide is available in Carmen.
  
- **Submit assignments in a meeting with your advisor**
  - Schedule an appointment with your assigned advisor.
  - It will be in your best interest to schedule this appointment as soon as possible in the term.
  - Make sure this appointment is scheduled for no later than the 7<sup>th</sup> week of the term.
  - Bring your completed degree audit report, schedule projection, and Futurelink profile with you to this meeting.
  - Come prepared to ask questions and discuss your degree plans.

***(At any time during this semester or subsequent semesters, you should schedule a personal appointment immediately if you are having difficulty in this or any other class. Your academic advisor is here to help you--and s/he can make a referral elsewhere as appropriate.)***

### **Grading:**

Arts and Sciences 1100.04 is graded Satisfactory/Unsatisfactory (S/U). In order to earn a grade of Satisfactory, you must earn a minimum of 85 points. You are expected to complete all assignments on the published due dates. Points will be deducted for late work unless prior arrangements have been made with the instructor. This is a Term 1 course, so it is imperative that you pay close attention to assignment deadlines and due dates.

**In order to receive full or partial credit for your work, all assignments must be completed and received by Monday, October 12<sup>th</sup>, 2015.** The breakdown of the assignments is below.

- Five Carmen quizzes (25 points)
- Completed Degree Audit Report (30 points)
- Completed Coursework Projection (30 points)
- Futurelink profile (10 points)
- Meeting with your advisor – All assignments (except quizzes) will be turned in at this meeting. (5 points)

### **Extra Credit Options**

- **Campus Event** *10 extra credit points*
  - By attending an event on campus, you will get extra credit when you post a short two or three sentence reaction statement on CARMEN using the drop box feature. Please include the date, location, and title of the event in your posting.  
**The Ohio Union:** <http://ohiounion.osu.edu/>
- **Scheduling Tutorial** *10 extra credit points*
  - A tutorial which goes over how to schedule classes will be available on CARMEN. If you select to complete this optional tutorial, you can receive 10 extra credit points by turning in a print out of the last page of the tutorial when you have your degree plan and schedule projection reviewed. The tutorial is currently not on CARMEN; watch the news section on our class home page for more information!

### **Academic accommodations:**

The Office for Disability Services coordinates accommodations and academic support services for students with documented disabilities. These disabilities include, but are not limited to, mobility, hearing, visual, speech, and learning disabilities. If you require this syllabus, other course materials in an alternate format or require special classroom/testing arrangements please notify your instructor and contact the Office for Disability Services at 150 Pomerene Hall, 1760 Neil Avenue, (614) 292-3307 (voice), (614) 292-0901 (TDD). Web site: <http://www.ods.ohio-state.edu/>

### **Academic integrity:**

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/>.

**Plagiarism** is the act of stealing the ideas and/or the expression of another and representing them as your own. It is a form of cheating and a kind of academic misconduct, which can incur severe penalties. It is important, therefore, that you understand what it consists of, so that you will not unwittingly jeopardize your college career. Plagiarism includes, but is not limited to: word-for-word copying of someone else's work, in whole or in part, without acknowledgment, whether that work be a magazine article, a portion of a book, a newspaper piece, another student's essay, or any other composition not your own without proper citation. Changing a few words of another's composition, omitting a few sentences, or changing their order does not constitute original composition. If you have any doubts about the originality of a paper/assignment you have written, see your instructor before you turn it in.

## Schedule of Assignments:

### **Week 1**      *August 25 – 28*

- Review syllabus
- Review course content on Carmen website

### **Week 2**      *August 31 – September 4*

- Read *Advising Support and Adding & Dropping Courses* on Arts and Sciences website
- Read “Adding and Dropping Classes” on Carmen website
- Complete Quiz 1 by Friday, September 4<sup>th</sup>

### **Week 3**      *September 8 – 11*

- Read *General Education Requirements* on Arts and Sciences website
- Read “The General Education Requirements” on Carmen website
- Complete Quiz 2 by Friday, September 11<sup>th</sup>

### **Week 4**      *September 14 – 18*

- Read *Course Scheduling* and *Degree Planning* on Arts and Sciences website
- Read “Scheduling” on Carmen website
- Complete Quiz 3 by Friday, September 18<sup>th</sup>
- Set up your advisor meeting

### **Week 5**      *September 21 – 25*

- Read *Policies and Academic Programs: Majors and Minors* on Arts and Sciences website
- Read “Grades and Academic Standing” on Carmen website
- Complete Quiz 4 by Friday, September 25<sup>th</sup>

### **Week 6**      *September 28 – October 2*

- Read *Graduation* on Arts and Sciences website
- Read “Academic Integrity” on Carmen website
- Complete Quiz 5 by Friday, October 2<sup>nd</sup>

### **Week 7**      *October 5 – 9*

- Schedule your advisor meeting if you haven’t already done so
- Advisor meeting to submit degree plan and schedule projection due Monday, October 12<sup>th</sup>

**Class time and location:** Session 1 On-line course -- Carmen (<http://carmen.osu.edu>)

**Course coordinators:** Tony Valle, Brenda Dinan

**Office hours:** by appointment with your assigned academic counselor (between 8:00 am and 5:00 pm). **If you do not know the name of this person, ask when making an appointment.** In the event you have not been assigned to someone, ask for the first available advisor. As course coordinators, we can assist you with questions specifically about this course (how to log on to Carmen, take a quiz, etc.).

**Course coordinator office location:** 100 Denney Hall; 164 Annie & John Glenn Avenue **Phone:** 614-292-6961

**Course materials:**

This course is conducted using Carmen, Ohio State's online learning management system. All required materials are available online through Carmen and the College of Arts and Sciences website.

- Arts and Sciences degree planning materials available online (<http://artsandsciences.osu.edu/current-students/advising>)
- Carmen readings online (<http://carmen.osu.edu>)

**Required technology skills for this course:**

- Basic computer and web-browsing skills
- Navigating Carmen (assistance and trouble-shooting: [carmen@osu.edu](mailto:carmen@osu.edu) or 614-688-HELP or 614-688-8743 TDD)

**Advising in Arts and Sciences**

As an Arts and Sciences student, you benefit from having an academic advisor to assist you in curriculum planning and academic success. Your advisor assists you in determining appropriate and required coursework for your major and general education requirements, and may also be helpful if you are investigating internships, study abroad, pre-professional programs, or graduate school. In addition, your advisor can assist you if you need to drop or add a course, complete a financial aid appeal form, or apply for graduation, and can refer you to appropriate university resources for any other academic or personal concerns.

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  - There are five Carmen readings: 1) Adding & Dropping Classes: Deadlines & Procedures; 2) The General Education Curriculum; 3) Scheduling; 4) Grades & Academic Standing; and 5) Academic Misconduct & Plagiarism.
  - Each reading includes a five-point quiz. You will be asked to complete a reading and the corresponding quiz throughout the term. Each has a specific due date.
  - The quizzes are set up so that you can take each quiz unlimited times to increase your score. Your highest score for each quiz will be used in final grade calculation.
  
- **Complete the Degree Audit Report Assignment**
  - Print off a Degree Audit Report from Buckeyelink; scroll down to Enrollment and Academic History and click on Degree Audit.
  - Fill in the missing courses on the degree audit report with your choices for the GE and major requirements.
  - Whenever you see a red 'X' mark, use the GE sheets (available on CARMEN in Content) and information about your major on the department website, and write in the course(s) on your Degree Audit so that your advisor is aware of the specific course(s) you plan to take to fulfill any unmet requirements. If you have areas with green check marks, no additional course work is required for that category.
  - Be sure to calculate your upper division and total hours to make certain you plan for elective courses, if needed.
  - You may have classes appearing in the section labeled "course work counted towards graduation but not used toward a specific GE or major requirement" that you think might fit into a GE or major course requirement. If so, bring copies of the course syllabi to the meeting with your assigned advisor.
  - Bring this filled out report with you to a meeting with your assigned advisor.
  - A sample of this assignment, completed, is available in Carmen.
  
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  - The Schedule Projection worksheet can be found in the Content area of the Carmen site for the survey course.
  - Fill in the courses you plan on taking for each semester for the next four terms (minimum) or until you will have completed your degree (whichever comes first).
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- **Create a FutureLink profile**
  - FutureLink is used to explore job and internship opportunities, post your resume for employers to review, sign-up for on-campus interviews, and learn about career events on campus. You can access it here: <http://asccareerservices.osu.edu/futurelink/student>.
  - Log in (using your OSU username and password) and create your personal profile.
  - Print a screen shot of your profile to submit to your advisor.
  - A Quick Start Guide is available in Carmen.
  
- **Submit degree-planning assignments in a meeting with your advisor**
  - Schedule an appointment with your assigned advisor.
  - It will be in your best interest to schedule this appointment as soon as possible in the term.
  - Make sure this appointment is scheduled for no later than the 7<sup>th</sup> week of the term.
  - Bring your completed degree audit report, schedule projection, and FutureLink profile with you to this meeting.
  - Come prepared to ask questions and discuss your degree plans.
  
- **Post and comment in the Discussion Board**

- Post 3 reflections in response to an assigned reading to the discussion board in Carmen. In addition, students are required to comment on at least 2 classmates' reflections for each assigned discussion.
- Reflections must be minimum 350 words.
- **Complete Out Loud: The Library Assignment**
  - This assignment consists of three modules and is delivered through Carmen. Students will identify their own expectations, advise other students through three research process scenarios, and reflect at the end. In line with transitions and student success literature, this assignment focuses on habits of mind and the affective parts of the research process.
- **Complete the Academic Integrity Activity**
  - Watch the Academic Integrity video (available in Carmen) and read the "How Not to Plagiarize" article.
  - Complete the Identifying Plagiarism activity in Carmen.
- **Attend two campus events**
  - Attend two campus events and post a reflection statement in Carmen using the drop box feature. Please include the date, location, and title of the event in your posting.
  - One event must be academic in nature. Examples include department lectures, research forums, study abroad fair or information session, and undergraduate research information session. Suggestions will be posted in the News section of the Carmen site throughout the term.
  - One event must have a wellness theme. Visit the Student Wellness Center website (<https://swc.osu.edu/>) for information on areas of wellness and to view a calendar of upcoming events. Other possible events include attending a First Year Success Series session in the Health and Wellness theme area (<http://fye.osu.edu/Themessuccessseries.html>), an appointment with an Academic Coach in the Dennis Learning Center (<https://dennislearningcenter.osu.edu/free-appointments/>), or a workshop offered through Counseling and Consultation Services (<http://ccs.osu.edu/drop-in-workshops/>).

***At any time during this semester or subsequent semesters, you should schedule a personal appointment immediately if you are having difficulty in this or any other class. Your academic advisor is here to help you--and s/he can make a referral elsewhere as appropriate.***

#### **Grading:**

Arts and Sciences 1100.04 is graded Satisfactory/Unsatisfactory (S/U). In order to earn a grade of Satisfactory, you must earn a minimum of 85% (158 points out of 185 possible). You are expected to complete all assignments on the published due dates. Points will be deducted for late work unless prior arrangements have been made with the instructor. This is a Session 1 course, so it is imperative that you pay close attention to assignment deadlines and due dates.

**In order to receive full or partial credit for your work, all assignments must be completed and received by Monday, August 1<sup>st</sup>, 2016.** A breakdown of the points per assignment is below.

- Five Carmen quizzes (25 points)
- Completed Degree Audit Report (30 points)
- Completed Coursework Projection (30 points)
- FutureLink profile (10 points)
- Meeting with your advisor – Degree-planning assignments will be turned in at this meeting (5 points)
- Discussion board posts and comments (3 @ 15 points each: 45 points)
- Library assignment (10 points)
- Academic integrity activity (10 points)
- Campus events (2 @ 10 points each: 20 points)

#### **Academic accommodations:**

**The Office for Disability Services coordinates accommodations and academic support services for students with documented disabilities. These disabilities include, but are not limited to, mobility, hearing, visual, speech, and learning disabilities. If you require this syllabus, other course materials in an alternate format or require special classroom/testing arrangements please notify your instructor and contact the Office for Disability Services at 150 Pomerene Hall, 1760 Neil Avenue, (614) 292-3307 (voice), (614) 292-0901 (TDD). Web site: <http://www.ods.ohio-state.edu/>**

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**Plagiarism** is the act of stealing the ideas and/or the expression of another and representing them as your own. It is a form of cheating and a kind of academic misconduct, which can incur severe penalties. It is important, therefore, that you understand what it consists of, so that you will not unwittingly jeopardize your college career. Plagiarism includes, but is not limited to: word-for-word copying of someone else's work, in whole or in part, without acknowledgment, whether that work be a magazine article, a portion of a book, a newspaper piece, another student's essay, or any other composition not your own without proper citation. Changing a few words of another's composition, omitting a few sentences, or changing their order does not constitute original composition. If you have any doubts about the originality of a paper/assignment you have written, see your instructor before you turn it in.

**Schedule of Assignments:**

**Week 1**      *June 7 – 11*

- Review syllabus
- Review course content and introduction video on Carmen website

**Week 2**            *June 13 – 17*

- Discussion Board Post #1 Due Wednesday, June 15
- Discussion Board Comments Due Friday, June 17

**Week 3**            *June 20 – 24*

- Read *Advising Support* and *Adding & Dropping Courses* on Arts and Sciences website
- Read “Adding and Dropping Classes” on Carmen website
- Complete Quiz 1 by Friday, June 24

**Week 4**            *June 27 – July 1*

- Discussion Board Post #2 Due Wednesday, June 29
- Discussion Board Comments Due Friday, July 1
- Watch GE & Degree Requirements videos on Carmen website
- Read *General Education Requirements* on Arts and Sciences website
- Read “The General Education Requirements” on Carmen website
- Complete Quiz 2 by Friday, July 1

**Week 5**            *July 5 – 8*

- Read *Course Scheduling* and *Degree Planning* on Arts and Sciences website
- Read “Scheduling” on Carmen website
- Complete Quiz 3 by Friday, July 8
- Complete Out Loud: The Library Assignment by Friday, July 8
- Campus Event #1 Due by Friday, July 8
- Set up your advisor meeting

**Week 6**            *July 11 – 15*

- Discussion Board Post #3 Due Wednesday, July 13
- Discussion Board Comments Due Friday, July 15
- Read *Policies and Academic Programs: Majors and Minors* on Arts and Sciences website
- Read “Grades and Academic Standing” on Carmen website
- Complete Quiz 4 by Friday, July 15

**Week 7**            *July 18 – 22*

- Read *Graduation* on Arts and Sciences website
- Read “Academic Integrity” on Carmen website
- Complete Plagiarism Identification activity by Wednesday, July 20
- Complete Quiz 5 by Friday, July 22

**Week 8**            *July 25 – July 29*

- Campus Event #2 Due by Friday, July 29
- Schedule your advisor meeting if you haven’t already done so
- Advisor meeting to submit degree plan and schedule projection due Monday, August 1

ASC 1100.04 (Online) 0.5 cr.

<u>Assignment</u>	<u>Out-of-class time (mins.)</u>
Quiz One/reading	30
Quiz Two/reading	30
Quiz Three/reading	30
Quiz Four/reading	30
Quiz Five/reading	30
Campus Event 1	60
Campus Event 2	60
Career Assignment	60
ASC Advisor meeting	30
Departmental Advisor meeting	30
Degree Plan/Projection	180
Online readings	420 (30 mins./wk.)
	<hr/>
	990 mins.

ASC 1100.04 (Online) 1 cr.

<u>Assignment</u>	<u>Out-of-class time (mins.)</u>
Quiz One/reading	30
Quiz Two/reading	30
Quiz Three/reading	30
Quiz Four/reading	30
Quiz Five/reading	30
Reading/Posting/Discussion x 3	270
Campus Event 1 (Academic) & written reflection	90
Campus Event 2 (Wellness) & written reflection	90
Career Assignment	60
Library Assignment	120
Academic Integrity/Plagiarism Module/Activity	60
GE & Degree Requirement Video Lectures (x3)	30
ASC Advisor meeting	30
Degree Plan/Projection	180
Online readings	420 (30 mins./wk.)
	<hr/>
	1500 mins.

**From:** [Bitters, Todd](#)  
**To:** [Vankeerbergen, Bernadette](#)  
**Subject:** ARTSSCI 1100.04  
**Date:** Friday, February 26, 2016 2:02:39 PM  
**Attachments:** [image001.png](#)

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Dear Bernadette,

I'm writing to request that the proposal to change ARTSSCI 1100.04 from 0.5 to 1 credit hour be considered for summer 2016. While we understand that the deadline for summer course changes has past, the course change would not need to be implemented until April 28, when we begin to register transfer students for the online College Survey course. That is, students will not register for at least another two months.

Thanks,

Todd



**Todd Bitters, Ph.D.**

Administrative Director, Advising Services

**College of Arts and Sciences Advising**

129 Denney Hall | 164 Annie & John Glenn Ave.

Columbus, OH 43210

(614) 292-6961

[bitters.4@osu.edu](mailto:bitters.4@osu.edu)