

From: [Vankeerbergen, Bernadette](#)
To: [Kline, Susan](#); [Butte, Kylie](#)
Cc: [Lam, Pok-Sang](#); [Haddad, Deborah](#)
Subject: Communication 3440, 3444, and 3620
Date: Friday, April 07, 2017 1:04:20 PM
Attachments: [image001.png](#)

Dear Susan and Kylie,

On Monday, April 3, the SBS Panel of the ASC Curriculum Committee considered requests to offer Communication 3340, 3444, and 3620 in 100% distance learning format.

Please find below the feedback of the Panel:

Communication 3440: unanimously approved with four contingencies and three recommendations
Contingencies:

- The course goals on the in-class syllabus, online syllabus, and the form on curriculum.osu.edu are all different. Provide consistent course goals.
- Summer session is 12 weeks in addition to finals week. Schedule only includes 11 weeks and a finals week. Add a 12th week to the course schedule.
- There are 125 points overall for Discussion Participation and 9 Discussion Posts throughout the semester. Therefore, each Discussion Post is worth 13.89 points. How are these points assigned?
- Student participation requirements on page 6 may not be completely consistent with discussion requirements on page 4. The language on page 6 seems to be boilerplate language from ODEE that may not be relevant to the course. Clarify how participation in discussion forums is evaluated and whether or not logging in to Carmen is part of the discussion grade.

Recommendations:

- A syllabus and Carmen quiz is part of the grade breakdown, but no description for the quiz is provided. The panel suggests including a description of the quiz on the syllabus.
- Include the date for when the final essay exam will be assigned in addition to the due date.
- Specify if lectures will be posted on Carmen as videos.

Communication 3444: unanimously approved with five contingencies and one recommendation
Contingencies:

- The course goals on the in-class syllabus, online syllabus, and the form on curriculum.osu.edu are all different. Provide consistent course goals.
- Summer session is 12 weeks in addition to finals week. Schedule only includes 11 weeks and a finals week. Add a 12th week to the course schedule.
- Grade breakdown on page 4 does not add up to 100%. Provide the correct grade breakdown.
- Clarify why C-REP is included in the syllabus. Is it a requirement for the course or an option for extra credit?
- Clarify contradictory guidelines for Ad Analysis Paper. Page 5 of the syllabus gives a description of a 300 to 400 word essay. The Advertisement Analysis Guidelines provided in addition to the syllabus say that the papers should be approximately 500 words.

Recommendation:

- Include the date for when the final essay exam will be assigned in addition to the due date.

Communication 3620: unanimously approved with two contingencies and three recommendations
Contingencies:

- The course goals on the in-class syllabus, online syllabus, and the form on curriculum.osu.edu are all different. Provide consistent course goals.

- Summer session is 12 weeks in addition to finals week. Schedule only includes 11 weeks and a finals week. Add a 12th week to the course schedule.

Recommendations:

- Include the date for when the final essay exam will be assigned in addition to the due date.
- Page 5 of the syllabus mentions a Canvas Dropbox in the section on the Reflective Writing Assignment. Canvas does not have a Dropbox feature. The panel recommends simply changing this to "Canvas."
- Correct typo on bottom of page 9 that says "Carment" instead of Carmen.

I will return all three courses via curriculum.osu.edu in a minute to enable the School of Communication to address the feedback above.

Should you have any questions about this feedback, do not hesitate to contact Pok-sang Lam, or me.

Best,
Bernadette



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