

**From:** [Chamberlain, Lindsey](#)  
**To:** [Hamilton, Ian](#)  
**Cc:** [Vankeerbergen, Bernadette](#); [Fink, Steven](#); [Jenkins, Mary Ellen](#); [Haddad, Deborah](#)  
**Subject:** RE: Honors Committee Questions regarding EEOB 3420E  
**Date:** Wednesday, February 14, 2018 12:40:43 PM  
**Attachments:** [image001.png](#)

---

Hi Ian,

I have made the below changes to EEOB 3420E (and saw that you have made the request to change EEOB 3420 to four credit hours). The Curriculum and Assessment Subcommittee of the College of Arts and Sciences Honors Committee has approved EEOB 3420E. I will refer 3420E to University Honors & Scholars. Honors & Scholars has up to two weeks to review the course. Assuming approval by all of the appropriate curricular bodies, you may offer the courses at your discretion.

Please let me know if you have any questions.

The subcommittee members believe your courses will be a welcome addition to the honors curriculum, and they wish you the very best with what they are certain will be a rewarding experience for you and your students.

Thank you,  
Lindsey



**THE OHIO STATE UNIVERSITY**

**Lindsey Joyce Chamberlain, PhD**

Assistant Dean and Director

College of Arts and Sciences Honors Program

3180 Smith Laboratory, 174 West 18th Avenue, Columbus, OH 43210

614-292-5104 Office / 614-688-8791 Fax

[chamberlain.55@osu.edu](mailto:chamberlain.55@osu.edu) [aschonors.osu.edu](http://aschonors.osu.edu)

---

**From:** Chamberlain, Lindsey  
**Sent:** Tuesday, February 13, 2018 12:38 PM  
**To:** Hamilton, Ian <[hamilton.598@osu.edu](mailto:hamilton.598@osu.edu)>  
**Cc:** Vankeerbergen, Bernadette <[vankeerbergen.1@osu.edu](mailto:vankeerbergen.1@osu.edu)>; Fink, Steven <[fink.5@osu.edu](mailto:fink.5@osu.edu)>; Jenkins, Mary Ellen <[jenkins.196@osu.edu](mailto:jenkins.196@osu.edu)>  
**Subject:** RE: Honors Committee Questions regarding EEOB 3420E

Hi Ian,

Thank you for your fast response. I will make the following changes to EEOB 3420E:

- 1) I will change EEOB 3420E to four credit hours;
- 2) I add electronic enforcement of prerequisites and exclusions.

In addition, would you be willing make the non-honors offering of EEOB 3420 a fixed four credit hours since it has only been offered as such in the past? The committee believes that there should not be a credit discrepancy between an embedded Honors course (E) and the non-Honors course in which it is embedded (and has not seen this in the past). If there is not a reason to keep EEOB 3420 as 3-4 variable hours, and you would like to change the course to a fixed four credit hours, please contact Bernadette Vankeerbergen (cc'd on this email) to make this change.

Thank you again,  
Lindsey



**Lindsey Joyce Chamberlain, PhD**

Assistant Dean and Director

College of Arts and Sciences Honors Program

3180 Smith Laboratory, 174 West 18th Avenue, Columbus, OH 43210

614-292-5104 Office / 614-688-8791 Fax

[chamberlain.55@osu.edu](mailto:chamberlain.55@osu.edu) [aschonors.osu.edu](http://aschonors.osu.edu)

---

**From:** Hamilton, Ian

**Sent:** Thursday, February 8, 2018 12:41 PM

**To:** Chamberlain, Lindsey <[chamberlain.55@osu.edu](mailto:chamberlain.55@osu.edu)>

**Subject:** RE: Honors Committee Questions regarding EEOB 2420E

Dear Lindsey,

Please see our responses below. Please let me know if you have any additional questions or concerns.

Thank you,

Ian M Hamilton

Vice Chair of Undergraduate Studies, Evolution, Ecology and Organismal Biology

Associate Professor

Department of Evolution, Ecology and Organismal Biology

Department of Mathematics

The Ohio State University

---

**From:** Chamberlain, Lindsey

**Sent:** Tuesday, February 06, 2018 3:44 PM

**To:** Hamilton, Ian <[hamilton.598@osu.edu](mailto:hamilton.598@osu.edu)>

**Subject:** Honors Committee Questions regarding EEOB 2420E

Dear Professor Hamilton:

The Curriculum and Assessment Subcommittee of the College of Arts and Sciences Honors Committee has reviewed your proposal for a new honors embedded course for the Lima campus, EEOB 3420E (Behavioral Ecology). The committee had the following questions, and so I wanted to contact you before forwarding the course:

- Should the course be offered as 5 fixed credit hours when the non-embedded version is offered as 3-4 variable hours? It is somewhat unusual for the honors-embedded and non-embedded versions to have differing credit hours.

Although EEOB 3420 is listed as 3-4 variable hours, all students have been enrolled for 4 credit hours in past offerings. The additional credit hour for the embedded sections was included because of the honors-only recitation section, and did not include the field trip. However, upon consultation with the instructor, we do not think that the additional recitation section will add 2250 minutes, and so we would like to change the request to 4 credit hours.

- The Ohio Department of Higher Education guidelines state, “One semester credit hour will be awarded for a minimum of 750 minutes [i.e., 12.5 hours] of formalized instruction that typically requires students to work at out-of-class assignments an average of two hours for every hour of formalized instruction [i.e., 1500 minutes or 25 hours]. The instructor bears the primary responsibility for formalized instruction, which may be delivered in a variety of modes.” Further, the Department of Higher Education notes that “credit hours may be awarded on a different basis for other types of instructional activities,” but in all cases the foundational assumption is that one semester credit is the equivalent of approximately 2,250 minutes [i.e., 37.5 hours] of coursework, combining formalized instruction with out-of-class work.
- Is the time on the Spring Break trip being calculated into the 5 credit hours? The committee wanted clarification on why the hours were higher.
- Is the course also going to be offered on the Columbus campus (both Columbus and Lima Campuses were indicated on the course request form)?

We do not have plans to offer it on the Columbus campus at this time, although we would like to have the option to offer it at Columbus in the future.

- Would you consider enforcing the prerequisites and exclusions electronically (sometimes this is a technical oversight on the course request form)?

Yes, this was an oversight

- Can you please clarify whether students in the honors embedded section are required to do two or all of the additional listed honors activities (the memo stated two, but the syllabus had a grading scheme that included all)?

We expect that each offering of the embedded honors course will include at least two, and possibly more, of the activities stated on the memo, but that instructors will have some flexibility to choose among these five activities. The embedded syllabus includes four of the five activities: (b), (c), (d) and (e).

- Students will be required to do at least two of the additional honors activities. The embedded syllabus presented does not include option A. It does include options B, C, and E. Option D is partially included – students will pick a paper and lead the discussion, but all students (both embedded and non-embedded) will read the paper and discuss it during class (graded as activities/assignments under ‘Lecture’ heading).

Thank you very much for your time in reviewing these questions. If you would like to discuss any of these questions further, please feel free to contact me via email or phone.

Thank you,  
Lindsey



**Lindsey Joyce Chamberlain, PhD**

Assistant Dean and Director

College of Arts and Sciences Honors Program

3180 Smith Laboratory, 174 West 18th Avenue, Columbus, OH 43210

614-292-5104 Office / 614-688-8791 Fax

[chamberlain.55@osu.edu](mailto:chamberlain.55@osu.edu) [aschonors.osu.edu](http://aschonors.osu.edu)