

Term Information

Effective Term Spring 2019

General Information

Course Bulletin Listing/Subject Area Somali
Fiscal Unit/Academic Org Foreign Language Center - D0543
College/Academic Group Arts and Sciences
Level/Career Undergraduate
Course Number/Catalog 1102.02
Course Title Elementary Somali II
Transcript Abbreviation Elem Somali 2
Course Description Further develop oral, listening, reading, and written proficiencies in elementary conversational Somali using a competency-based approach. Lexicon control will be developed to a further range of nominal, verbal, and attributive and miscellaneous items. Students are encouraged to practice what they have learned from the course materials, to do and complete all activities and exercises.
Semester Credit Hours/Units Fixed: 4

Offering Information

Length Of Course 14 Week, 12 Week, 8 Week, 7 Week, 6 Week, 4 Week
Flexibly Scheduled Course Never
Does any section of this course have a distance education component? Yes
Is any section of the course offered 100% at a distance
Greater or equal to 50% at a distance
Grading Basis Letter Grade
Repeatable No
Course Components Lecture
Grade Roster Component Lecture
Credit Available by Exam Yes
Exam Type Departmental Exams
Admission Condition Course No
Off Campus Never
Campus of Offering Columbus, Lima, Mansfield, Marion, Newark

Prerequisites and Exclusions

Prerequisites/Corequisites Somali 1101 or instructor permission
Exclusions Not open to students with credit for 1102 or 1102.01
Electronically Enforced Yes

Cross-Listings

Cross-Listings

Subject/CIP Code

Subject/CIP Code	16.0201
Subsidy Level	General Studies Course
Intended Rank	Freshman, Sophomore, Junior, Senior

Requirement/Elective Designation

General Education course:
Foreign Language

Course Details

Course goals or learning objectives/outcomes

- By the end of the course the learner will be expected to be able to satisfy immediate survival needs.
- The learner should be able to differentiate most phonemes when produces in isolation.
- The learner should be able to have attained an ACTFL speaking proficiency score of NOVICE-HIGH or above.

Content Topic List

- University Life, Courses and academic programs, class activities
- Routine activities: daily, monthly and weekly routines
- Definite Articles & Personal Pronouns
- Likes and dislikes
- Verb - To be and verb tenses
- Seasons of the year
- Weather: describing weather and climate
- Daily activities
- Food and eating out
- The Hospital
- African countries and languages
- Directions: Asking and giving
- US & Somali Holidays
- Faith and Worship

Sought Concurrence

No

Attachments

- Somali 1102- Technology Approval- Final.pdf: ASC Technology Approval
(Other Supporting Documentation. Owner: Jones, Tia M)
- GE Assessment Plan- SOM 102.2 Online.docx: Assessment Plan for Somali 1102.02 on-line course
(GEC Course Assessment Plan. Owner: Jones, Tia M)
- SOMALI 1102 Classroom Syllabus.docx: Somali 1102 in-class syllabus
(Syllabus. Owner: Jones, Tia M)
- SOMALI 1102- Online Syllabus- APP 2-2018.docx: Somali 1102 on-line syllabus
(Syllabus. Owner: Jones, Tia M)

Comments

COURSE REQUEST
1102.02 - Status: PENDING

Last Updated: Vankeerbergen, Bernadette
Chantal
03/20/2018

Workflow Information

Status	User(s)	Date/Time	Step
Submitted	Jones, Tia M	03/19/2018 03:12 PM	Submitted for Approval
Approved	Jones, Tia M	03/19/2018 04:24 PM	Unit Approval
Approved	Heysel, Garrett Robert	03/19/2018 07:45 PM	College Approval
Pending Approval	Nolen, Dawn Vankeerbergen, Bernadette Chantal Oldroyd, Shelby Quinn Hanlin, Deborah Kay Jenkins, Mary Ellen Bigler	03/19/2018 07:45 PM	ASCCAO Approval



SYLLABUS: SOMALI 1102

ELEMENTARY SOMALI II

AUTUMN 2018

Course overview

Instructor

Instructor: Jibril Ali Mohamed

Email address: Mohamed.196@osu.edu

Phone number: (614)439-3034

Classroom: Online via Carmen

Office hours: Mondays 11:30am-12:30pm at 100 Hagerty Hall or by appointment

Course description

Further develop oral, listening, reading, and written proficiencies in elementary conversational Somali using a competency-based approach. Lexicon control will be developed to a further range of nominal, verbal, and attributive and miscellaneous items. Students are encouraged to practice in class what they have learned from the course materials, to do all activities recommended, and to complete all required exercises and assignments in class and after class during the course.

Course Pre-requisites

Somali 1101 or instructor permission

Course learning outcomes

By the end of the course the learner will be expected to be able to satisfy immediate survival needs. The learner should also be able to differentiate most phonemes when produces in isolation, and to have attained an ACTFL speaking proficiency score of NOVICE-HIGH or above. They will be required to sit for both and oral and written tests.

Somali 1102 satisfies the GEC requirement for foreign language by developing student skills in communication across culture, cultural ideologies and national boundaries and by helping students understand other cultures and patterns of thought.

GE Foreign Language Goals:

GE Foreign Language Goals:

Foreign Language coursework develops students' skills in communication across ethnic, cultural, ideological, and national boundaries, and helps student develop an understanding of other cultures and patterns of thought.

Expected Learning Outcomes:

1. Students demonstrate communicative skills (e.g. speaking, listening, reading, and/or writing) in a language other than their native language
2. Students learn about the cultural contexts and manifestations of the peoples who speak the language that they are studying.
3. Students recognize and understand differences and similarities between the cultures and communities of the language that they are studying and their own.

Course materials

Required

Decoding Somali: A Beginner's Guide to Somali Language & Culture (electronic, on Carmen)

Optional materials

Martin Orwin (1995). Colloquial Somali. New York: Routledge (print)

Abdullahi Abdinoor (2007). Af Soomaali aan ku hadalno (hadallo): NALRC (print)

Other fees or requirements

In order to help students experience authentic Somali food, interact with native Somali speakers and practice their language skills, there will be a visit to a Somali restaurant. A meal will cost \$10 - \$15. Students facing financial or ride issues should discuss this with me.

Course technology

For help with your password, university e-mail, Carmen, or any other technology issues, questions, or requests, contact the OSU IT Service Desk. Standard support hours are available at <https://ocio.osu.edu/help/hours>, and support for urgent issues is available 24x7.

- **Self-Service and Chat support:** <http://ocio.osu.edu/selfservice>
- **Phone:** 614-688-HELP (4357)
- **Email:** 8help@osu.edu
- **TDD:** 614-688-8743

Baseline technical skills necessary for online courses

- Basic computer and web-browsing skills, Navigating Carmen, Word (typing and editing)

Technology skills necessary for this specific course

- CarmenConnect text, audio, and video chat
- Collaborating in CarmenWiki
- Recording a slide presentation with audio narration
- Recording, editing, and uploading video
- Video link conversation via (appear.in/jibrilmo)

Necessary equipment

- Computer: current Mac (OS X) or PC (Windows 7+) with high-speed internet connection
- Webcam: built-in or external webcam, fully installed
- Microphone: built-in laptop or tablet mic or external microphone

Necessary software

- [Microsoft Office 365 ProPlus](#) All Ohio State students are now eligible for free Microsoft Office 365 ProPlus through Microsoft's Student Advantage program. Each student can install Office on five PCs or Macs, five tablets (Windows, iPad® and Android™) and five phones.
 - Students are able to access Word, Excel, PowerPoint, Outlook and other programs, depending on platform. Users will also receive 1 TB of OneDrive for Business storage.
 - Office 365 is installed within your BuckeyeMail account. Full instructions for downloading and installation can be found <https://ocio.osu.edu/kb04733>.

Grading: *See course schedule, below, for due dates*

Assignment or category	Points
Midterm (Oral)	15
Midterm (Written)	15
Final (Oral)	15
Final (Written)	20
Discussion Posts	20

Language Outside the Classroom (LOC) Activities	15
Total	100

Assignment Descriptions

1. Discussion Board Posts, Attendance and Participation:

Language learning is an interactive process and students are required to attend sessions and participate in discussions. Therefore, completion of all online assignments is mandatory for all students in this course.

Student participation requirements:

Because this is a distance-education course, your attendance is based on your online activity and participation. The instructor has access to course activity data for each student. The data will be used to determine if student class attendance and participation requirements have been met. The following is a summary of everyone's expected participation:

Accessing contents:

There will be a video presentation each week. Every student is expected to watch the video, take notes, practice concepts and do assignments included in the lesson.

Logging in: AT LEAST ONCE PER WEEK

Be sure you are logging in to the course on Carmen each week, including weeks with holidays or weeks with minimal online course activity. If you have a situation that might cause you to miss an entire week of class, discuss it with the course instructor, via email, *as soon as possible*.

Discussion Board Posts: You are required to (i) make at least one original post in response to the online discussion instructions each week (ii) read comments from at least 5 students and, (iii) reply to at least 3 comments. The discussion is intended to be used by the students in the class to ask questions and practice their skills.

2. LOC Assignment:

Language Outside the Classroom is a requirement whereby you have to participate in a Somali activity where there is an opportunity to practice your new language skills and get firsthand experience of the culture. The instructor will arrange a trip to a Somali restaurant to practice the language of food in Somali. Every effort will be made to select a date that works for all.

3. Midterm Exam:

There will be a written and oral exam mid-way through the semester. The midterm written exam will be a review of your progress and ability to write basic expressions in Somali. The oral section will assess your ability to comprehend and respond to simple Somali expressions.

4. Final Exam:

The exam will be a comprehensive review of the course material. A written exam will be given at the end of the semester during exam week. The oral final exam will be in the form of class presentation in Somali using concepts learned throughout the semester. Every student is expected to demonstrate communicative skills in spoken Somali.

Late assignments

Learners are expected to submit all assignments on or before the due dates. **It should be noted that late assignments and make-up assignments are only accepted and/or penalized at the discretion of the instructor.**

Grading scale

93–100: A
90–92.9: A-
87–89.9: B+
83–86.9: B
80–82.9: B-
77–79.9: C+
73–76.9: C
70–72.9: C-
67–69.9: D+
60–66.9: D
Below 60: E

Faculty feedback and response time

I am providing the following list to give you an idea of my intended availability throughout the course. (Remember that you can call **614-688-HELP** at any time if you have a technical problem.)

Grading and feedback

For large weekly assignments, you can generally expect feedback within **7 days**.

E-mail

I will reply to e-mails within **24 hours on school days**.

Discussion board

I will check and reply to messages in the discussion boards every **48 hours on school days**.

Attendance, participation, and discussions

Student participation requirements

Because this is a distance-education course, your attendance is based on your online activity and participation. The following is a summary of everyone's expected participation:

- **Logging in: AT LEAST ONCE PER WEEK**
Be sure you are logging in to the course in Carmen each week, including weeks with holidays or weeks with minimal online course activity. (During most weeks you will probably log in many times.) If you have a situation that might cause you to miss an entire week of class, discuss it with me *as soon as possible*.
- **Office hours and live sessions: OPTIONAL OR FLEXIBLE**
All live, scheduled events for the course, including my office hours, are optional. For live presentations, I will provide a recording that you can watch later. If you are required to discuss an assignment with me, please contact me at the beginning of the week if you need a time outside my scheduled office hours.
- **Participating in discussion forums: 4+ TIMES PER WEEK**
You are required to (i) make at least one original post in response to the online discussion instructions each week (ii) reply to at least 3 comments and, (iii) read comments from at least 5 students. The discussion is intended to be used by the students in the class to ask questions and practice their skills.

Other course policies

Academic integrity policy

It is the responsibility of the Committee of the 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 examination. Instructors shall report all instances of alleged academic misconduct to the committee. For additional information, see the Code of Student Conduct (http://www.ods.ohio-state.edu/info_for_students/csc.asp). Other sources of information on academic misconduct (integrity) to which you can refer include:

- The Committee on Academic Misconduct web pages ([COAM Home](#))
- *Ten Suggestions for Preserving Academic Integrity* ([Ten Suggestions](#))
- *Eight Cardinal Rules of Academic Integrity* (www.northwestern.edu/uacc/8cards.htm)

Copyright disclaimer

The materials used in connection with this course may be subject to copyright protection and are only for the use of students officially enrolled in the course for the educational purposes associated with the course. Copyright law must be considered before copying, retaining, or disseminating materials outside of the course.

Trigger warning

Some contents of this course may involve media that may be triggering to some students due to descriptions of and/or scenes depicting acts of violence, acts of war, or sexual violence and its aftermath. If needed, please take care of yourself while watching/reading this material (leaving classroom to take a water/bathroom break, debriefing with a friend, contacting a Sexual Violence Support Coordinator at 614-292-1111, or Counseling and Consultation Services at 614-292-5766, and contacting the instructor if needed). Expectations are that we all will be respectful of our classmates while consuming this media and that we will create a safe space for each other. Failure to show respect to each other may result in dismissal from the class.

Statement on title IX

Title IX makes it clear that violence and harassment based on sex and gender are Civil Rights offenses subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories (e.g., race). If you or someone you know has been sexually harassed or assaulted, you may find the appropriate resources at <http://titleix.osu.edu> or by contacting the Ohio State Title IX Coordinator, Kellie Brennan, at titleix@osu.edu

Accessibility accommodations for students with disabilities

Students with disabilities (including mental health, chronic or temporary medical conditions) that have been certified by the Office of Student Life Disability Services will be appropriately accommodated and should inform the instructor as soon as possible of their needs. The Office of Student Life Disability Services is located in 098 Baker Hall, 113 W. 12th Avenue; telephone 614- 292-3307, slds@osu.edu; slds.osu.edu.

Requesting accommodations

If you would like to request academic accommodations based on the impact of a disability qualified under the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, contact your instructor privately as soon as possible to discuss your specific needs. Discussions are confidential.

In addition to contacting the instructor, please contact the Student Life Disability Services at [614-292-3307](tel:614-292-3307) or ods@osu.edu to register for services and/or to coordinate any accommodations you might need in your courses at The Ohio State University.

Go to <http://ods.osu.edu> for more information.

Accessibility of course technology

This online course requires use of Carmen (Ohio State's learning management system) and other online communication and multimedia tools. If you need additional services to use these technologies, please request accommodations with your instructor.

- [Carmen \(Desire2Learn\) accessibility](#)
- [Carmen \(Canvas\) accessibility](#)
- Streaming audio and video
- Synchronous course tools

Your mental health!

A recent American College Health Survey found stress, sleep problems, anxiety, depression, interpersonal concerns, death of a significant other and alcohol use among the top ten health impediments to academic performance. Students experiencing personal problems or situational crises during the quarter are encouraged to contact the College of Pharmacy Office of Student Services in room 150 Parks Hall (614-292-5001) OR OSU Counseling and Consultation Services (614-292-5766) for assistance, support and advocacy. This service is free and confidential.

Student Academic Services:

Students can find information on student academic services offered at the OSU Main Campus by visiting: <http://advising.osu.edu/welcome.shtml>.

Other Course Policies:

For assistance with financial aid matters, tuition and fee payments, registration challenges, managing your Student Center or other issues, contact the Student Service Center:
Email: ssc@osu.edu Phone: 614-292-0300 or visit <http://ssc.osu.edu>.

Semester Holidays:

9/3 Labor Day; 10/11 & 12 Autumn Break; 11/12 Veterans Day; 11/21 & 22 Thanksgiving; 11/23 Columbus Day.

Course schedule (tentative)

Week	Dates	Topics, Readings, Assignments, Deadlines
1	8/21 – 8/25	Introductions
2	8/26 – 9/1	Review of 1101 contents
3	9/2 – 9/8	University Life, Courses and academic programs, class activities
4	9/9 – 9/15	Routine activities: daily, monthly and weekly routines <ul style="list-style-type: none"> • Definite Articles & Personal Pronouns
5	9/16 – 9/22	Likes and dislikes <ul style="list-style-type: none"> • Verb To Be • Negative formation
6	9/23 – 9/29	Seasons: The seasons of the year
7	9/30 – 10/6	Weather: Describing weather and climate
8	10/7 – 10/13	Daily activities: Discussing daily activities
9	10/14 – 10/20	Food and eating out: food names, ordering food in Somali
10	10/21 – 10/27	Describing routines <ul style="list-style-type: none"> • Possessives
11	10/28 – 11/3	The Hospital: <ul style="list-style-type: none"> • Verb tense
12	11/4 – 11/10	African countries and languages: Describing a country
13	11/11 – 11/17	Directions: Asking and giving directions
14	11/18 – 11/24	US & Somali Holidays
15	11/25 – 12/1	Faith and Worship: describing acts of worship, religion in Somalia
16	12/2 – 12/5	Revision of Content
17	12/7 – 12/13	Final Exam



THE OHIO STATE
UNIVERSITY

Department of African-American and African Studies
Somali 1102: Elementary Somali II
SYLLABUS: Autumn 2018

Instructor: Jibril A. Mohamed Email: mohamed.196@osu.edu
Phone: (614)439-3034 (M)
Office Hours: By appointment
Classroom: University Hall #386 (Conference Room)
Class Days/Time: Monday through Thursday 10:20AM – 11:15AM
Prerequisite: Somali 1101 or instructor permission

Description:

Objective: Further develop oral, listening, reading, and written proficiencies in elementary conversational Somali using a competency-based approach. Lexicon control will be developed to a further range of nominal, verbal, and attributive and miscellaneous items. Students are encouraged to practice in class what they have learned from the course materials, to do all activities recommended, and to complete all required exercises and assignments in class and after class during the course. By the end of the course the learner will be expected to be able to satisfy immediate survival needs. The learner should also be able to differentiate most phonemes when produces in isolation, and to have attained an ACTFL speaking proficiency score of NOVICE-HIGH or above. They will be required to sit for both and oral and written tests.

Somali 1102 satisfies the GEC requirement for foreign language by developing student skills in communication across culture, cultural ideologies and national boundaries and by helping students understand other cultures and patterns of thought.

Academic Misconduct:

It is the responsibility of the Committee of the 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 examination. Instructors shall report all instances of alleged academic misconduct to the committee. For additional information, see the Code of Student Conduct (http://www.ods.ohio-state.edu/info_for_students/csc.asp)

Disability Services:

Students with disability that have been certified by the Office of Disability Services will be appropriately accommodated, and should inform the instructor as soon as possible of their needs. The Office of Disability Services is located in 150 Pomerene Hall, 1760 Neil Avenue, telephone 292-3307, TDD 292-0901; <http://www.ods.ohio-state.edu/>

Text:

Martin Orwin (1995). *Colloquial Somali*. New York: Routledge

Abdullahi Abdinoor (2007). Af Soomaali aan ku hadalno (hadallo): NALRC

Other Somali materials on the web.

Semester Holidays: 9/25 Labor Day, 10/15 Autumn Break; 11/11 Veterans Day; 11/25 Thanksgiving

Course Outline

Week	Topics
Week 1	Introductions: <ul style="list-style-type: none"> • Setting course expectations • Review of 1101 contents
Week 2	University Life <ul style="list-style-type: none"> • Courses and academic programs • Class activities
Week 3	Routine activities: <ul style="list-style-type: none"> • Daily, monthly and weekly routines • Definite articles • Personal pronouns
Week 4	Likes and dislikes <ul style="list-style-type: none"> • Verbs to be • Negative formation
Week 5	Seasons: <ul style="list-style-type: none"> • The seasons of the year
Week 6	Weather: <ul style="list-style-type: none"> • Describing weather and climate
Week 7	Daily activities: <ul style="list-style-type: none"> • Discussing daily activities
Week 8	Food and eating out: <ul style="list-style-type: none"> • Food names • Ordering food in Somali
Week 9	Describing routines <ul style="list-style-type: none"> • Possessives
Week 10	The Hospital: <ul style="list-style-type: none"> • Verb tense
Week 11	African countries and languages: <ul style="list-style-type: none"> • Describing a country
Week 12	Directions: <ul style="list-style-type: none"> • Asking directions • Giving directions
Week 13	Faith and Worship: <ul style="list-style-type: none"> • Describing acts of worship • The nature of religion in Somalia
Week 14	Culture and social interactions
	FINAL EXAMINATION

Evaluation:

Midterm	Oral	15%	Written	15%
Final	Oral	15%	Written	20%
Attendance & Participation		20%	Assignments & Quizzes	15%

GE ASSESSMENT PLAN
Somali 1102.02: Elementary Somali II

Submitted by Jibril Mohamed, Instructor
Center for Languages, Literatures and Cultures
College of Arts and Sciences
The Ohio State University

March 5, 2018

I. SUMMARY OF THE ASSESSMENT PLAN

General Education assessment of Somali 1102.2 Online will follow the assessment plan outlined in the Somali 1102 classroom section as previously approved by the curriculum and assessment panel of the College of Arts and Sciences.

These assessments include direct measures to evaluate the degree to which students achieve learning outcomes in two GE areas of developing student skills in communication across culture and national boundaries and by helping students understand other cultures and patterns of thought. The following are the expected learning outcomes by the end of this level II course:

1. Students demonstrate communicative skills (e.g. speaking, listening, reading, and/or writing) in a language other than their native language at level II.
2. Students learn about the cultural contexts and manifestations of the peoples who speak the Somali language.
3. Students recognize and understand differences and similarities between the cultures and communities of the language that they are studying and their own.

To assess Communicative Skills GE, both direct and indirect measures will be employed. A pre-survey will be administered to students in Somali 102.02 Online during the first week of classes each term the course is taught. The same survey will be re-administered as a post-survey during the final two weeks of the term to students in this course. Indirect assessment instruments include student discursive evaluations and SEIs.

Assessment of the Social Diversity GE (Level II) will include direct (holistic evaluation of student responses and social interactions in a Somali context) and indirect (student discursive course evaluations and SEIs) measures.

II. SUMMARY OF DATA TO BE COLLECTED

The following data will be collected each term from all sections of Somali 1102.02:

- Communicative skills survey data (one pre- and one post-survey); from this data set, pre- and post-surveys will randomly be selected for assessment
- Class assignment results will be collected and assessed; all assignments will be used for assessment
- Discursive course evaluations will be collected, reviewed, and summarized
- Summary results for SEIs will be collected, reviewed, and summarized.

Arts and Sciences Distance Learning Course Component Technical Review Checklist

Course: Somali 1102

Instructor: Jibril Mohamed

Summary: Distance Learning Course

Standard - Course Technology	Yes	Yes with Revisions	No	Feedback/ Recomm.
6.1 The tools used in the course support the learning objectives and competencies.	X			Carmen is the means for distribution for all online course materials.
6.2 Course tools promote learner engagement and active learning.	X			Carmen wiki and discussion board requirements fulfill this.
6.3 Technologies required in the course are readily obtainable.	X			Office 365 and all other software is available either free of by university site license.
6.4 The course technologies are current.	X			-Carmen -Office 365
6.5 Links are provided to privacy policies for all external tools required in the course.	X			No external tools require an individual account
Standard - Learner Support				
7.1 The course instructions articulate or link to a clear description of the technical support offered and how to access it.	X			Links to 8Help are present and clearly displayed
7.2 Course instructions articulate or link to the institution's accessibility policies and services.	X			Please add boilerplate statement a (available below)
7.3 Course instructions articulate or link to an explanation of how the institution's academic support services and resources can help learners succeed in the course and how learners can obtain them.	X			Please add boilerplate statement b (available below)
7.4 Course instructions articulate or link to an explanation of how the institution's student services and resources can help learners succeed and how learners can obtain them.	X			c
Standard – Accessibility and Usability				
8.1 Course navigation facilitates ease of use.	X			Recommend using the Carmen Distance Learning "Master Course" template developed by ODEE and available in the Canvas Commons to provide student-users with a consistent user experience in terms of navigation and access to course content.
8.2 Information is provided about the accessibility of all technologies required in the course.	X			1 st party information is present and no 3 rd party utilities require their unique statements.
8.3 The course provides alternative means of access to course materials in formats that meet the needs of diverse learners.	x			Recommend that resources be developed to address any requests for alternative means of access to course materials.
8.4 The course design facilitates readability	X			Recommend using the Carmen Distance Learning "Master Course" template developed by ODEE and available in the Canvas Commons to provide student-users with a consistent user experience in terms of navigation and

				access to course content.
8.5 Course multimedia facilitate ease of use.	X			All assignments and activities that use the Carmen LMS with embedded multimedia facilitates ease of use. All other multimedia resources facilitate ease of use by being available through a standard web browser

Reviewer Information

- Date reviewed: 2/22/18
- Reviewed by: Ian Anderson

Notes:

- Add medium of office hours (carmen, appear.in, etc) to office hours.
- If video chat is required then you will need to add a computer with and/or standalone webcam and microphone to the Necessary Equipment header.
- Please add dates to the weekly breakdown of assignments.
- Consider using the ASC Distance Learning education syllabus template (available upon request).

^aThe following statement about disability services (recommended 16 point font): Students with disabilities (including mental health, chronic or temporary medical conditions) that have been certified by the Office of Student Life Disability Services will be appropriately accommodated and should inform the instructor as soon as possible of their needs. The Office of Student Life Disability Services is located in 098 Baker Hall, 113 W. 12th Avenue; telephone 614- 292-3307, slds@osu.edu; slds.osu.edu.

^bAdd to the syllabus this link with an overview and contact information for the student academic services offered on the OSU main campus. <http://advising.osu.edu/welcome.shtml>

^cAdd to the syllabus this link with an overview and contact information for student services offered on the OSU main campus. <http://ssc.osu.edu>. Also, consider including this link in the “Other Course Policies” section of the syllabus.