Horticulture and Crop Science 2260:

Data Analysis and Interpretation for Decision Making

Spring 2021

Meeting Dates and Location:Synchronous lectures via Zoom will be MWF 12:40-1:35. The Zoom login ID will be emailed to the class list prior to the start of class.

Course Format:

Distance Learning or DL designates courses completed 100% at distance. I will host most lectures live via Carmen zoom but you are not required to attend live. Most lectures will be available both as a recording of the zoom class period and as prerecorded sessions.

## Instructor:

Dr David Gardner

[gardner.254@osu.edu](mailto:gardner.254@osu.edu); 614-292-9002

240B Howlett Hall.

Credit Hours: 3

**Pace of online activities:** This course is divided into **modules**. Students are expected to keep pace with weekly deadlines for assignments and lectures but may schedule their efforts freely within the period stated in the calendar of activities in the syllabus.

**Credit hours and work expectations:** This is a **3-credit-hour 14-week course**. According to [Ohio State policy](http://go.osu.edu/credithours), students should expect around 3 hours per week of time spent on direct instruction (instructor content and Carmen activities, for example) in addition to 5-6 hours of homework (reading and assignment preparation, for example) to receive a grade of (C) average.

Prerequisites:Math 1130 or higher.

**Exclusions:** Not open to students with credit for AEDEcon 2005, AnimSci 2260, ComLdr 3537, or ENR 2000.

**GE data analysis course.**

Textbooks/Readings:McClave and Sincich. Statistics (10th or later edition). Prentice Hall

Optional Readings:None

Additional Required Materials: None

## Other Fees or Requirements: None

Course Description:

Basic concepts of probability and statistics applied to the interpretation of quantitative data.

Goals:

* Differentiate a population from a sample and understand the parameters that describe a population or sample.
* Apply statistics for informed decision-making and for specific areas of study, through understanding of probability, sample methodology and hypothesis testing.
* Distinguish appropriate and inappropriate applications of statistics in daily life.

**GE Data Analysis Goal:**

* Students develop skills in drawing conclusions and critically evaluating results based on data.

Learning Outcomes:

Students meet the GE Data Analysis learning objectives through introductory study of statistical analysis and data interpretation. By the end of this course:

* + - * Students understand basic concepts of statistics and probability.
      * Students comprehend methods needed to analyze and critically evaluate statistical arguments.
      * Students recognize the importance of statistical ideas.

## Course technology

For help with your password, university e-mail, [Carmen](http://carmen.osu.edu), or any other technology issues, questions, or requests, contact the OSU IT Service Desk. Standard support hours are available at [OCIO Help Hours](https://ocio.osu.edu/help/hours), and support for urgent issues is available 24x7.

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

## Baseline technical skills for online courses

* Basic computer and web-browsing skills
* Navigating Carmen: for questions about specific functionality, see the [Canvas Student Guide](https://community.canvaslms.com/docs/DOC-10701).

## Technology skills necessary for this specific course

* Zoom text, audio, and video chat
* Recording a slide presentation with audio narration
* Recording, editing, and uploading video

## Required equipment

* Computer: current Mac (OS X) or PC (Windows 8+) with high-speed internet connection
* Webcam: built-in or external webcam, fully installed and tested
* Microphone: built-in laptop or tablet mic or external microphone

## Required software

* [Microsoft Office 365](https://ocio.osu.edu/blog/community/2015/08/18/free-microsoft-office-for-ohio-state-students): All Ohio State students are now eligible for free Microsoft Office 365 ProPlus through [Microsoft’s Student Advantage program](https://ocio.osu.edu/kb04733). Full instructions for downloading and installation is found https://ocio.osu.edu/kb04733.
* [Approved browsers](https://resourcecenter.odee.osu.edu/mediasite/supported-browsers-and-devices?search_text=To%20test%20your%20browser%20page%20for%20playback%20compatibility%20please%20use&search_terms=approved%20browsers):

## Carmen Access

You will need to use [BuckeyePass](https://buckeyepass.osu.edu/) multi-factor authentication to access your courses in Carmen. To ensure that you are able to connect to Carmen at all times, it is recommended that you take the following steps:

* Register multiple devices in case something happens to your primary device. Visit the [BuckeyePass - Adding a Device](https://osuitsm.service-now.com/selfservice/kb_view.do?sysparm_article=kb05025) help article for step-by-step instructions.
* Request passcodes to keep as a backup authentication option. When you see the Duo login screen on your computer, click “Enter a Passcode” and then click the “Text me new codes” button that appears. This will text you ten passcodes good for 365 days that can each be used once.
* Download the [Duo Mobile application](https://osuitsm.service-now.com/selfservice/kb_view.do?sysparm_article=kb05026) to all of your registered devices for the ability to generate one-time codes in the event that you lose cell, data, or Wi-Fi service.

If none of these options will meet the needs of your situation, you can contact the IT Service Desk at 614-688-4357 (HELP) and the IT support staff will work out a solution with you.

**LockDown Browser Requirement**  
This course requires the use of LockDown Browser for online exams. Watch this video to get a basic understanding of LockDown Browser:

<https://www.respondus.com/products/lockdown-browser/student-movie.shtml>

**Download Instructions**  
Download and install LockDown Browser from this link:

<https://download.respondus.com/lockdown/download.php?id=462913331>

**Once Installed**

* Start LockDown Browser
* Log into to Canvas
* Navigate to the quiz (exam)

Note: You won't be able to access a quiz that requires LockDown Browser with a standard web browser. If this is tried, an error message will indicate that the test requires the use of LockDown Browser. Simply start LockDown Browser and navigate back to the exam to continue.

**Guidelines**  
When taking an online quiz, follow these guidelines:

* Select a location where you won't be interrupted
* Before starting the test, know how much time is available for it, and also that you've allotted sufficient time to complete it
* Turn off all mobile devices, phones, etc. and don't have them within reach
* Clear your area of all external materials - books, papers, other computers, or devices
* Remain at your desk or workstation for the duration of the test
* LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted

**Getting Help**  
Several resources are available if you encounter problems with LockDown Browser:

* The Windows and Mac versions of LockDown Browser have a "Help Center" button located on the toolbar. Use the "System & Network Check" to troubleshoot issues. If an exam requires you to use a webcam, also run the "Webcam Check" from this area
* Respondus has a Knowledge Base available from support.respondus.com. Select the "Knowledge Base" link and then select "Respondus LockDown Browser" as the product. If your problem is with a webcam, select "Respondus Monitor" as your product
* If you're still unable to resolve a technical issue with LockDown Browser, go to support.respondus.com and select "Submit a Ticket". Provide detailed information about your problem and what steps you took to resolve it

## Course Schedule:

The schedule below is a general outline of course activities; changes can (and are) made to the specific topics covered in lecture based on the progress in covering the material.

Days followed by a parenthetical number denote when problem sets are issued and due. For example, on Friday, January 15 problem set #1 will be issued. On Wednesday, January 27 problem set #1 is due and problem set #2 will be issued.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Wk |  | Date | Chapter | Topic |
| 1 | M | Jan 11 | 1 | Course Overview; Introduction to Statistics |
|  | W | Jan 13 | 1 | Introduction to Statistics |
|  | F(1) | Jan 15 | 2.1-2.2 | Methods of describing qualitative and quantitative data |
| 2 | M | Jan 18 |  | No Class – Martin Luther King Day |
|  | W | Jan 20 | 2.3 - 2.5 | Summation notation; Measures of central tendency and variability |
|  | F | Jan 22 | 2.6, 2.7 | Standard Deviation; Relative standing |
| 3 | M | Jan 25 | 2.8 - 3.1 | Detecting Outliers; Events, sample spaces, and probability |
|  | W(2) | Jan 27 | 3.2 - 3.4 | Unions and Intersections; Complimentary events; Additive rule |
|  | F | Jan 29 |  | Work on Excel exercises / **1st Excel Exercise Due** |
| 4 | M | Feb 1 | 3.5, 3.6 | Conditional probability; Multiplicative rule |
|  | W | Feb 3 |  | Review for Exam 1 |
|  | ***F*** | ***Feb 5*** |  | ***Exam #1: Chapters 1-3.6*** |
| 5 | M | Feb 8 | 3.7, 3.8 | Exam 1 review; Random sampling; Additional Counting Rules |
|  | W(3) | Feb 10 | 3.8 | Additional Counting Rules |
|  | F | Feb 12 |  | Work on Excel exercises |
| 6 | M | Feb 15 | 4.1, 4.2 | Random variables; Probability distributions |
|  | W | Feb 17 | 4.3, 4.4 | Expected values of random variables; Binomial distribution |
|  | F | Feb 19 | 4.4 | Binomial distribution |
| 7 | M | Feb 22 |  | Work on Excel exercises / **2nd Excel Exercise Due** |
|  | W | Feb 24 | 4.5 - 5.1 | Poisson Distribution, Hypergeometric dist., Continuous probability |
|  | F(4) | Feb 26 |  | Work on Excel exercises / **3rd Excel Exercise Due** |
| 8 | M | Mar 1 | 5.2, 5.3 | Uniform distribution; Normal distribution |
|  | W | Mar 3 | 5.3 | The Normal Distribution |
|  | F | Mar 5 | 5.4, 5.5 | Assessing normality; Approx. binomial w/normal |
| 9 | M(5) | Mar 8 |  | Review for Exam 2 |
|  | ***W*** | ***Mar 10*** |  | ***Exam #2: Chapters 3.8-5*** |
|  | F | Mar 12 | 6.1, 6.2 | Exam 2 review; Sampling distributions |
|  | M | Mar 15 | 6.3, 7.1, 7.2 | Central limit theorem; Large scale CI for a pop. mean |
|  | W | Mar 17 |  | Work on Excel exercises / **4th Excel Exercise Due** |
|  | F(6) | Mar 19 | 7.2, 7.3 | Large and Small scale CI for a pop. Mean |
| 10 | M | Mar 22 | 7.4, 7.5 | Large scale CI for a pop. proportion; Sample Size |
|  | W | Mar 24 | 8.1, 8.2 | Large sample test of a population Mean |
|  | F | Mar 26 | 8.3, 8.4 | p-values; Small sample tests about a pop. mean |
| 11 | M(7) | Mar 29 | 8.5, 9.1 | Large sample test of a proportion; Inferences based on 2 samples |
|  | W | Mar 31 |  | No class - Instructional Day |
|  | F | Apr 2 | 9.2 | Comparing population means: Independent sampling |
| 12 | M | Apr 5 | 9.3, 9.4 | Paired Difference Experiments; Comparing proportions |
|  | W | Apr 7 |  | Review for Exam 3 |
|  | ***F*** | ***Apr 9*** |  | ***Exam #3: Chapters 6-9*** |
| 13 | M(8) | Apr 12 | 10.1-10.3 | Exam 3 review; Analysis of Variance, Mean Comparison |
|  | W | Apr 14 | 11.1-11.3 | Probability models; Least squares; Model assumptions |
|  | F | Apr 16 | 11.4-11.9 | Coefficient of correlation and Determination; Estimating |
| 14 | M | Apr 19 | 13 | Categorical Data Analysis |
|  | W | Apr 21 |  | Review for Final / **Extra Credit Excel Exercise Due** |
| ***Final*** |  | **TBD** | | ***Comprehensive but w/ emphasis on Ch. 10-13*** |

## Instructor’s policy on late or make up work:

The only way a lecture exam or the final exam may be taken at an alternative time (either earlier or later) is under extenuating circumstances after permission has been secured from the instructor at least two calendar days in advance of the scheduled exam date. Make-up exams, if given at all in well-justified cases, will be considerably different from the regularly administered exam.

All assignments are due by 11:59 pm on the designated due date. You can find the actual due dates in Carmen website under the syllabus/assignment sections. There are no extensions of due dates without documented, extenuating circumstances subject to the approval of the instructor. All requests for extensions must be received by the instructor no less than 1 week prior to the due date; in the case of a documented emergency, you must contact the instructor within 24 hours to request an extension. Make-up exams are permitted with permission of instructor. Students must communicate with instructor to establish a day/time for make-up exam.

Evaluation

## How your grade is calculated

|  |  |
| --- | --- |
| Assignment category | PERCENTAGE |
| Lecture Exams (3 hour exams) | 39 |
| Final Exam | 13 |
| Discussion Forum participation | 8 |
| Problem sets (8 sets) | 20 |
| Excel exercises (4) | 20 |
| Extra credit excel exercise | (+5) |
| Total | **100 (+5)** |

*See course schedule below for due dates.*

Description of Evaluation Activities:

***Lecture exams* – 39% of the total grade.**

There will be three midterm exams (13% each). The midterms will not be comprehensive.

***Final Exam –* 13% of the total grade.**

The final will be comprehensive, but emphasize material after the third midterm

This course requires the use of LockDown Browser for online exams. See page 3 for more information.

**Participating in discussion forums**: **1+ TIMES PER WEEK – 8% of the total grade**  
As part of your participation, each week you can expect to post at least once on the class discussion forum as part of our substantive class discussion on the week's topics.

***Problem Sets*- 20% of the total grade.**

There will be 8 **required** problem sets, starting the 1st week and continuing through the 13th week. The due date will be stated on the problem set. You will typically have 5-7 days to complete the problem set. The next problem set will be issued on the previous problem set’s due date. See the calendar for more information.

***Excel Exercises* – 20% of the total grade required + up to 5% extra credit**

There are 5 exercises on Carmen that will help you to learn how to use the basic statistical analysis tools that are available in Microsoft Excel. This is the “lab” portion of the class. You are free to work on these at any time but on designated days I will set aside lecture time for you to work on them (see course schedule). The first 4 of these exercises are required for 20% of your grade. You may complete the other for an additional 5% extra credit. Below is a guide of exercise content:

|  |  |  |
| --- | --- | --- |
| **Exercise** | **Chapter** | **Topic** |
| 1 | 1,2 | Basic statistical analysis tools in Excel |
| 2 | 2,3,4 | Mean and Variance of a Random Variable |
| 3 | 4 | Probabilities and Sampling a Binomial Distribution |
| 4 | 5,6 | Central Limit Theorem, Probabilities of Normal Random Variables |
| 5 | 11 | Linear Correlation and Regression |

Grading Scale:The standard grading scale is below.

Percentage Grade Percentage Grade

93-100 A 73-76.9 C

90-92.9 A- 70-72.9 C-

87-89.9 B+ 67-69.9 D+

83-86.9 B 60-66.9 D

80-82.9 B- <60 E

77-79.9 C+

## COURSE POLICIES

### 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:** Email sent to [gardner.254@osu.edu](mailto:gardner.254@osu.edu) will receive a reply within 24 hours on school days.
* **Discussion board:** I will check and reply to messages in the discussion boards every **24 hours on school days**.

Attendance Policy:

**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 online activities for attendance**: ***AT LEAST TWICE PER WEEK***  
  You are expected to log in to the course in Carmen every week. (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.*
* Participating in discussion forums: ***1+ TIMES PER WEEK***
  + Class Discussion**:** As participation, each week you can expect to post at least one time as part of our substantive class discussion on the week's topics.
  + **Posting to discussion board:** I will check and reply to your messages in the discussion boards every **24 hours on school days**.

### Discussion and communication guidelines

The following are my expectations for how we should communicate as a class. Above all, please remember to be respectful and thoughtful.

### **Writing style**:

While there is no need to participate in class discussions as if you were writing a research paper, you should remember to write using good grammar, spelling, and punctuation. Informality (including an occasional emoticon) is fine for non-academic topics.

Tone and civility:

Let's maintain a supportive learning community where everyone feels safe and where people can disagree amicably. Remember that sarcasm doesn't always come across online.

Citing your sources:

When we have academic discussions, please cite your sources to back up what you say. (For the textbook or other course materials, list at least the title and page numbers. For online sources, include a link.)

Backing up your work:

Consider composing your academic posts in a word processor, where you can save your work, and then copying into the Carmen discussion.

E-Mail Etiquette:

For example, Professional relationships should be maintained when using e-mail for a class. Below I have included guidelines from Bloomsbury’s guide on email etiquette that you should follow when drafting your e-mail. I will not respond to e-mails that I consider inappropriate. I will respond to appropriate emails in a timely manner, do not expect an immediate reply. If you require an immediate response consider visiting with me in person.

DO

* Include a descriptive statement in the subject line.
* Use proper salutations when beginning an e-mail.
* Be concise in the body of the e-mail, use complete sentences and proper grammar.
* Use an appropriate closure at the end of each e-mail followed by your first and last name.
* If replying to an e-mail, reference the original e-mail and its content.
* Be selective of your choice of words. Emotions are difficult to convey in text and without the benefit of facial expressions your sentiment can be lost in the words you choose to write.

DON’T

* Use all capital letters; this conveys a tone of ANGER.
* Use e-mail as a format to criticize other individuals.
* Ask for your grade via e-mail. Grades will not be discussed by e-mail. If you need to discuss a graded item make an appointment to do so in my office.
* E-mail to inquire when grades will be posted. We will work toward submitting grades promptly, however, recognize that grading assignments and exams requires considerable time to ensure uniformity and fairness.
* Send an e-mail out of frustration or anger. Learn to save the e-mail as a draft and review at a later time when emotions are not directing the content.

Quizzes and exams:

You must complete the midterm and final exams yourself, without any external help or communication. Weekly quizzes are included as self-checks without points attached.

Written assignments:

Your written assignments, including discussion posts, should be your own original work. In formal assignments, you should follow **[**[**MLA**](http://www.citationmachine.net/mla/cite-a-website)**/**[**APA**](https://www.apastyle.org/)**]** style to cite the ideas and words of your research sources. You are encouraged to ask a trusted person to proofread your assignments before you turn them in--but no one else should revise or rewrite your work.

Reusing past work:

In general, you are prohibited in university courses from turning in work from a past class to your current class, even if you modify it. If you want to build on past research or revisit a topic you've explored in previous courses, please discuss the situation with me.

Falsifying research or results:

All research you will conduct in this course is intended to be a learning experience; you should never feel tempted to make your results or your library research look more successful than it was.

Collaboration and informal peer-review:

The course includes many opportunities for formal collaboration with your classmates. While study groups and peer-review of major written projects is encouraged, remember that comparing answers on a quiz or assignment is not permitted. If you're unsure about a particular situation, please feel free just to ask ahead of time.

Group projects

This course includes group projects, which can be stressful for students when it comes to dividing work, taking credit, and receiving grades and feedback. I have attempted to make the guidelines for group work as clear as possible for each activity and assignment, but please let me know if you have any questions.

## UNIVERSITY POLICIES see: <https://ugeducation.osu.edu/faculty-and-staff-resources> for current versions

Academic Misconduct: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 at [Student Life](http://studentlife.osu.edu/csc/) http://studentconduct.osu.edu.

### Ohio State’s academic integrity policy

Academic integrity is essential to maintaining an environment that fosters excellence in teaching, research, and other educational and scholarly activities. Thus, The Ohio State University and the Committee on Academic Misconduct (COAM) expect that all students have read and understand the University’s *Code of Student Conduct*, and that all students will complete all academic and scholarly assignments with fairness and honesty. Students must recognize that failure to follow the rules and guidelines established in the University’s *Code of Student Conduct* and this syllabus may constitute “Academic Misconduct.”

The Ohio State University’s Code of Student Conduct (Section 3335-23-04) defines academic misconduct as: “Any activity that tends to compromise the academic integrity of the University, or subvert the educational process.” Examples of academic misconduct include (but are not limited to) plagiarism, collusion (unauthorized collaboration), copying the work of another student, and possession of unauthorized materials during an examination. Ignorance of the University’s Code of Student Conduct is never considered an “excuse” for academic misconduct, so I recommend that you review the Code of Student Conduct and, specifically, the sections dealing with academic misconduct.

**If I suspect that a student has committed academic misconduct in this course, I am obligated by University Rules to report my suspicions to the Committee on Academic Misconduct.** If COAM determines that you have violated the University’s Code of Student Conduct (i.e., committed academic misconduct), the sanctions for the misconduct could include a failing grade in this course and suspension or dismissal from the University.

If you have any questions about the above policy or what constitutes academic misconduct in this course, please contact me.

Other sources of information on academic misconduct (integrity) to which you can refer include:

* The Committee on Academic Misconduct web pages ([COAM Home](http://oaa.osu.edu/coam.html))
* Ten Suggestions for Preserving Academic Integrity ([*Ten Suggestions*](http://oaa.osu.edu/coamtensuggestions.html))
* Eight Cardinal Rules of Academic Integrity ([www.northwestern.edu/uacc/8cards.htm](http://www.northwestern.edu/uacc/8cards.html))

### 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.

**Intellectual Property** (covered by copyright) includes Course materials (Text, Audio, Video, Multimedia, Sims, Apps, etc.), and Student Generated materials

Disability Services

**The University strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including mental health, chronic or temporary medical conditions), please let me know immediately so that we can privately discuss options.  To establish reasonable accommodations, I may request that you register with Student Life Disability Services.  After registration, make arrangements with me as soon as possible to discuss your accommodations so that they may be implemented in a timely fashion. SLDS contact information:**[**slds@osu.edu**](mailto:slds@osu.edu)**; 614-292-3307;**[**slds.osu.edu**](http://www.ods.ohio-state.edu/)**; 098 Baker Hall, 113 W. 12th Avenue**.

### 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 or [ods@osu.edu](mailto: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 [Office of Student Life - Disability Services](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 (Canvas) accessibility](https://community.canvaslms.com/docs/DOC-2061)
* Streaming audio and video
* Synchronous course tools
* [Definition OSU](https://resourcecenter.odee.osu.edu/accessibility?search_text=Accessibility%20in%20the%20context%20we%20use%20it%20refers%20to%20the%20practice&search_terms=accessibility)
* [Overview of Accessibility at OSU](https://resourcecenter.odee.osu.edu/accessibility/overview-accessibility-osu?search_text=Accessibility%20at%20OSU%20Definitions%20Disability%20Functional%20limitations&search_terms=accessibility)
* If you require specific software for the course list or provide a link to the software’s accessibility privacy statements
  + - [Adobe Connect (Carmen Connect) Accessibility](https://www.adobe.com/accessibility/products/adobeconnect.html) Required: Automatic - View this topic to complete the activity[Adobe Privacy Policy](https://www.adobe.com/privacy/policy.html)
    - [MediaSite Accessibility Statement](http://www.sonicfoundry.com/resource/accessibility-strategy/)
    - [Microsoft Office Accessibility](https://www.microsoft.com/en-us/accessibility/) Required: Automatic - View this topic to complete the activity[Microsoft Office 365 Privacy](https://products.office.com/en-us/business/office-365-trust-center-privacy)
    - [LockDown Browser Student Resources](https://web.respondus.com/student-help/)

## UNIVERSITY RESOURCES - see: <https://ugeducation.osu.edu/faculty-and-staff-resources> for current versions

### Counseling and Consultation Services:

As a student you may experience a range of issues that can cause barriers to learning, such as strained relationships, increased anxiety, alcohol/drug problems, feeling down, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance or reduce a student’s ability to participate in daily activities. The Ohio State University offers services to assist you with addressing these and other concerns you may be experiencing. If you or someone you know are suffering from any of the aforementioned conditions, you can learn more about the broad range of confidential mental health services available on campus via the Office of Student Life’s Counseling and Consultation Service (CCS) by visiting [ccs.osu.edu](http://ccs.osu.edu/) or calling [614-292-5766](tel:%28614%29%20292-5766). CCS is located on the 4th Floor of the Younkin Success Center and 10th Floor of Lincoln Tower. You can reach an on call counselor when CCS is closed at [614-292-5766](tel:%28614%29%20292-5766) and 24 hour emergency help is also available through the 24/7 National Suicide Prevention Hotline at 1-800-273-TALK or at [suicidepreventionlifeline.org](http://suicidepreventionlifeline.org/).

David Wirt, [wirt.9@osu.edu](mailto:wirt.9@osu.edu), is the CFAES embedded mental health counselor. He is available for new consultations and to establish routine care. To schedule with David, please call 614-292-5766. Students should mention their affiliation with CFAES when setting up a phone screening.

**Creating an environment free from harassment, discrimination, and sexual misconduct**

The Ohio State University is committed to building and maintaining a community to reflect diversity and to improve opportunities for all. All Buckeyes have the right to be free from harassment, discrimination, and sexual misconduct. Ohio State does not discriminate on the basis of age, ancestry, color, disability, ethnicity, gender, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, pregnancy (childbirth, false pregnancy, termination of pregnancy, or recovery therefrom), race, religion, sex, sexual orientation, or protected veteran status, or any other bases under the law, in its activities, academic programs, admission, and employment. Members of the university community also have the right to be free from all forms of sexual misconduct: sexual harassment, sexual assault, relationship violence, stalking, and sexual exploitation.

To report harassment, discrimination, sexual misconduct, or retaliation and/or seek confidential and non-confidential resources and supportive measures, contact the Office of Institutional Equity:

1. Online reporting form at equity.osu.edu,
2. Call 614-247-5838 or TTY 614-688-8605,
3. Or Email [equity@osu.edu](mailto:equity@osu.edu)

The university is committed to stopping sexual misconduct, preventing its recurrence, eliminating any hostile environment, and remedying its discriminatory effects. All university employees have reporting responsibilities to the Office of Institutional Equity to ensure the university can take appropriate action:

* All university employees, except those exempted by legal privilege of confidentiality or expressly identified as a confidential reporter, have an obligation to report incidents of sexual assault immediately.
* The following employees have an obligation to report all other forms of sexual misconduct as soon as practicable but at most within five workdays of becoming aware of such information: 1. Any human resource professional (HRP); 2. Anyone who supervises faculty, staff, students, or volunteers; 3. Chair/director; and 4. Faculty member.

This course adheres to The Principles of Community adopted by the College of Food, Agricultural, and Environmental Sciences. These principles are located on the Carmen site for this course; and can also be found at <https://go.osu.edu/principlesofcommunity>. For additional information on Diversity, Equity, and Inclusion in CFAES, contact the CFAES Office for Diversity, Equity, and Inclusion (<https://equityandinclusion.cfaes.ohio-state.edu/>). If you have been a victim of or a witness to a bias incident, you can report it online and anonymously (if you choose) at <https://studentlife.osu.edu/bias/report-a-bias-incident.aspx>.

### Grievances

**According to University Policies, if you have a problem with this class, you should seek to resolve the grievance concerning a grade or academic practice by speaking first with the instructor or professor. Then, if necessary, take your case to the department chairperson, college dean or associate dean, and to the provost, in that order. Specific procedures are outlined in Faculty Rule 3335-7-23. Grievances against graduate, research, and teaching assistants should be submitted first to the supervising instructor, then to the chairperson of the assistant's department.**