Term Information

Effective Term	Autumn 2021
Previous Value	*Spring 2015*

Course Change Information

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

We wish to add the option to offer this course as an online class offering.

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

The NELC Department has decided to request approval to regularly offer this course in a distance learning format after having learned much about online

foreign language course instruction during the pandemic emergency.

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)?

N/A

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	Arabic
Fiscal Unit/Academic Org	Near Eastern Languages/Culture - D0554
College/Academic Group	Arts and Sciences
Level/Career	Undergraduate
Course Number/Catalog	1101.01
Course Title	Elementary Modern Standard Arabic I
Transcript Abbreviation	Elem MS Arabic 1
Course Description	Developing the ability to use Arabic functionally and communicatively in context; intensive oral interaction with instructor and fellow students; the basics of the writing system. Classroom track. Not open to native speakers of Arabic.
Semester Credit Hours/Units	Fixed: 4

Offering Information

Length Of Course	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	100% at a distance
Previous Value	*No*
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, Marion

Prerequisites and Exclusions

Prerequisites/Corequisites	
Exclusions	Not open to students with 4 cr hrs of 1101.51.
Previous Value	Not open to students credit for 101.02 or 4 cr hrs of 1101.51.
Electronically Enforced	No

Cross-Listings

Cross-Listings

Subject/CIP Code

Subject/CIP Code	16.1101
Subsidy Level	General Studies Course
Intended Rank	Freshman, Sophomore, Junior, Senior

Requirement/Elective Designation

Required for this unit's degrees, majors, and/or minors
General Education course:
    Foreign Language
The course is an elective (for this or other units) or is a service course for other units

Course Details

Course goals or learning objectives/outcomes	• Master the Arabic alphabet and sound system
	• Be able to talk about oneself, one's education, and family with native speakers and other learners
	• Comprehend simple written texts on familiar topics
	• Write simple paragraphs
	• Gain elementary awareness of culture and society in Arab-speaking world
Content Topic List	• Arabic Alphabet
	• Vocalizing in the Arabic Sound System
	• Speaking Basic Arabic
	• Communicating in Basic Arabic
	• Arabic simple written texts
	• Arabic simple video clips
	• Write simple paragraphs
	• formal Arabic vs informal Arabic
Sought Concurrence	No

Attachments

- ARABIC 1101 - In-person Syllabus.pdf: In-Person Syllabus

  (Syllabus. Owner: Smith,Jeremie S)

- ARABIC 1101 - Online Syllabus.pdf: Online Syllabus

  (Syllabus. Owner: Smith,Jeremie S)

- Arabic 1101 Technical Review Checklist.docx: Tech. Review

  (Other Supporting Documentation. Owner: Smith,Jeremie S)

Comments

Workflow Information

Status	User(s)	Date/Time	Step
Submitted	Smith,Jeremie S	11/12/2020 01:25 PM	Submitted for Approval
Approved	Levi,Scott Cameron	11/12/2020 02:45 PM	Unit Approval
Approved	Haddad,Deborah Moore	11/12/2020 05:08 PM	College Approval
Pending Approval	Jenkins,Mary Ellen Bigler Hanlin,Deborah Kay Oldroyd,Shelby Quinn Vankeerbergen,Bernadette Chantal	11/12/2020 05:08 PM	ASCCAO Approval

Elementary Modern Standard Arabic I Online Syllabus

AR 1101 - Autumn 2021

Course Information

- **Course times and location:** Tuesdays, Wednesdays, Thursdays & Fridays in Zoom from ------------------------. EST.

- **Credit hours:** 4 credits

- **Mode of delivery:** Distance Learning

  Zoom Class link:

  will be added here

Instructor

- **Name:**

- **Email:**

- **Office location:**

  All Office hours will be held on the following link:

  will be added here

- **Office hours:** ------------ **& by appointment**

- **Preferred means of communication:**

  o My preferred method of communication for questions is **email.**

  o My class-wide communications will be sent through the Announcements tool in CarmenCanvas. Please check your notification preferences (go.osu.edu/canvas-notifications) to be sure you receive these messages.

Course Description

This online course is designed to provide a solid foundation at the elementary level in Modern Standard Arabic. It focuses on the development of the fundamental skills of listening, speaking, reading and writing in Modern Standard Arabic. The goal of this course is to increase student's knowledge of the Arabic language with a focus on Modern standard Arabic and the culture through a communicative and interactive approach. In other words, although students will be expected to learn grammatical structures, the emphasis will be on functional use of the language.

1- General Education Requirement:

Successful completion of this course will earn you four credits towards the GE Foreign Language Requirements:

A- Goals: Students demonstrate skills in communication across ethnic, cultural, ideological, and national boundaries, and appreciate other cultures and patterns of thought.

B - Expected Learning Outcomes:

1. Students employ communicative skills (e.g. speaking, listening, reading, and/or writing) in a language other than their native language.
2. Students describe and analyze the cultural contexts and manifestations of the peoples who speak Arabic.
3. Students compare and contrast the cultures and communities of Arabic language with their own.

C. Formal Assessment of Learning Outcomes

1) Learning outcome number 1 is assessed through the following measures:
a. Speaking: Participation grade and class presentations.
b. Listening: Assignments and exams.
c. Reading: Assignments and exams.
d. Writing: Class presentations, homework assignments, and exams.
2) Learning outcome number 2 is assessed through the following measures:
a. Quizzes, class presentations, and exams.
3) Learning outcome number 3 is assessed through the following measures:
a. Class presentations, quizzes, and exams.

Learning Outcomes

By the end of this course, students should successfully:

- ✓ Master the Arabic alphabet and sound system and be able to distinguish and pronounce all Arabic sounds and write accurately from dictation.

- ✓ Initiate social interactions, ask for basic information, introduce yourself and others, ask basic directions, and be aware of basic cultural aspects of social interaction in the Arab world.

- ✓ Be able to talk about yourself, your education, and family with native speakers and other learners.

- ✓ Comprehend simple written texts on familiar topics.

- ✓ Comprehend simple audio/video clips on familiar topics.

- ✓ Write simple paragraphs about yourself and others; fill in forms with basic information about yourself.

- ✓ Be familiar with some of the differences between formal and commonly spoken Arabic.

How This Online Course Works

Mode of delivery: This course is 100% online. The course entails four required sessions where you must be logged in to Carmen Zoom at the scheduled time of class. This course meets synchronously (in real-time)on Canvas Zoom weekly on Tuesdays, Wednesdays, Thursdays & Fridays from ------------. EST.

Due to the interactive nature of our classes, all students are required to turn their camera on at all time during the classes. Students and instructors are encouraged to use a 'virtual background,' if they feel that such a background would protect their privacy. Students have the option to appear in an audio-only mode during recording.

Pace of online activities: This course is divided into weekly modules that are released on Sunday for the upcoming week. Students are expected to keep pace with assigned homework and weekly deadlines listed on Canvas in Course Assignments.

Credit hours and work expectations: This is a 4 credit-hour course. According to <u>Ohio State bylaws on instruction</u> (go.osu.edu/credit hours), students should expect around 4 hours per week of time spent on direct instruction (instructor content and Carmen activities, for example) in addition to 8 hours of homework (reading and assignment preparation, for example) to receive a grade of C average.

Attendance and participation requirements:

Because this is an **online course**, your attendance is based on your online activity and participation. The following is a summary of students' expected participation:

- **Participating in live (Synchronous) CarmenZoom class sessions and Canvas for attendance**: **Required four times weekly at the time of class.**

  This is a fully online class, and you are required to attend **synchronous "live" class sessions**, which will be held through Carmen Zoom on the following Zoom link:

  These sessions will be held on Tuesdays, Wednesdays, Thursdays & Fridays from ------. EST., during Autumn 2021. Carmen Zoom class sessions may be recorded for later viewing. If the session is recorded, links for recordings will be made available on the weekly module on Carmen. Additionally, you are also expected to log in to the course on Carmen (Canvas) weekly to complete course assignments.

  Students in **special situations or those requiring specific, long-term or other accommodation** are expected to contact the instructor as soon as possible and should seek support from appropriate university offices including but not limited to: Student Advocacy (https://advocacy.osu.edu/), Student Life Disability Services (https://slds.osu.edu/) and the Office of Institutional Equity (https://equity.osu.edu/).

Arabic Program Policy

Attendance is mandatory and it will be taken daily. Successful language learning requires frequent interaction, diligent preparation and active participation. Just as a basketball team, a violin student, or a serious runner must practice daily in order to excel, so must you in learning a language. For this reason, it is imperative that you attend class faithfully. Each day that you are absent will affect your performance on the tests, quizzes and homework. By missing class or coming to class unprepared, you are less likely to learn the material, will be unable to achieve your own language learning goals, and will deprive your classmates of opportunities to learn as well. Repeated and/or lengthy, unexcused absences will result in the filing of an absence report with your college office.

Absences/Make up Policy/Policy on Attendance and Chronic Tardiness

Daily class attendance is crucial for the development of your language skills and, therefore, for your success in this course. **Regular attendance is required**. Absences will be closely monitored and fall into two categories: *excused* absences and *non-excused* absences.

I. Absences may only be excused for an acceptable, verifiable reason. Excused absences are strictly limited to the following: 1) medical emergencies; 2) family emergencies; 3) officially excused university-related absences for athletes, band members, etc.; 4) military orders; 5) jury duty (and such). Original (i.e. not photocopied or scanned) official documentation (such as a note from an emergency department, a university athletic division, government institution, etc.) must be presented to the instructor for the absence to be excused. Such documentation typically provides a phone number that can be called for verification. Personal notes from friends or relatives will not be accepted as official documentation. Documentation should be presented to your instructor as soon as possible. Repeated and/or lengthy, absences will result in the filing of an absence report with your college office and/or advisor.

Notes:
- The falsification of official documents is a serious offense that will be reported to COAM. See the discussion on Academic Misconduct below.
- Should you be absent the day of a *quiz* or an *exam*, you must present official, documented proof of illness or of some other calamity in order to be able to make it up. Otherwise, you will receive a zero!
- The Explanatory Statement for Absence from Class or Absence Excuse Form available on the "Advice Nurse" page of the Student Health Services is *NOT* an acceptable excuse.

II. Over the course of the semester, you will be allowed four (4) **non-excused absences** of 55 minutes (equivalent to one (1) week of class) without the need for official documentation. These days ***should not*** be interpreted as free days! ***Use them wisely!*** They should be reserved for foreseeable or unforeseeable events, such as non-emergency medical issues, weddings, job interviews, vacations, car trouble, etc.

Note:
- Homework due or assigned on days you choose to use your four non-excused absences will NOT be excused. Homework is still expected to be turned in on time (through email, for example).

· Participation on days you choose to use your four non-excused absences will NOT be excused.

III. Any non-excused absences beyond four (4) (i.e., beginning with the fifth) **will result in a one-percent deduction from the final grade per absence.** For example, if your overall grade is 92% (A-) and you have seven (7) non-excused absences (three beyond the four allowed), your final assigned course grade will be 89% (B+) [i.e., 92% – 3% = 89%].

IV. **Students with more than 16 total absences (excused AND non-excused combined) will not receive a passing grade for the course**, regardless of the reasons for the absences, since in-class communicative activities cannot be made up.

V. Tardiness in excess of 5 min. may be treated as an absence, at the discretion of the instructor. Tardiness to class also robs you of your opportunity to learn the language.

The 80% Rule:

Language study is cumulative**. If you do not know what is in Chapter 1, you really cannot go on to Chapter 2** (whereas, by contrast, you can open up a history text in the middle and start reading with relatively full comprehension). Thus, we consider 80% to be the minimum mastery level you should achieve to enable you to continue. Less than that puts you in the "C" range or below; while passing, it is not a very solid foundation to build on. **So, if on a test or a quiz you achieve less than 80%, you must see your instructor at least once, privately during office hours, to go over the mistakes you made on your test. This must be done** prior **to your taking the next test.**

Preparation and Participation:

Please be fully prepared for class. Learning a language is a process that requires the effort of the student more than anything else. Preparing for class includes knowing the vocabulary of the lesson being studied, reading the explanation of grammar, doing homework, etc. This course revolves around an interactive class environment. Show that you are prepared by participating in pair work and group work and by responding to questions from the teacher and other students, making comments and giving your opinion. All students are expected to participate positively and constructively in all class activities.

You are expected to spend an average of 8 hours or more on out of class assignments per week. Assignments are divided into 2 categories:

    a- Preparation for class

    b- Assignments for submission.

    Both are essential for your success in this class. Homework is posted weekly on Canvas, but it is your responsibility to check after class for any update done to the homework schedule. You should also download the requested handouts as instructed in the schedule for class use. You will also be asked to record homework so please familiarize yourself with the recording software on Canvas.

Students should come to class fully prepared and with all homework assignments completed.

    1- Homework assignments must be completed and turned in on Canvas by the indicated deadline. Do not send the files to my OSU email unless you are instructed to do so.

    2- Please write legibly and upload your file or type your answers in the assignment box.

    3- Write or type (18-point font size- Times New Roman or Simplified Arabic) using alternate
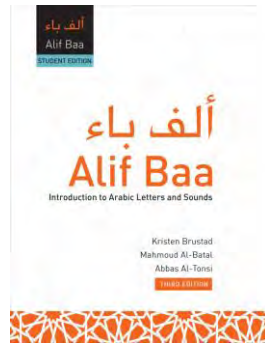
lines/double-spaced.
4- Include the lesson, page and drill number.
5- Submit homework in the relevant assignment on Canvas when instructed to do so. You should type in Arabic when completing the assignments online on Al Kitaab companion website. Repeat drills until you get 85-100% correct answers.
6- Assignments could be either typed (font 18, double space) or handwritten (neatly and clearly)
7- Make sure to skip a line and leave some blank margins for comments on your answers.
8- You will also be asked to record homework (mp3 files or similar files. Familiarize yourself with the recording software on Canvas).
9- You will be graded on the overall quality of your work, not on the number of correct or incorrect answers as long as your homework shows that you are trying your best effort. However, you will lose points on mistakes that you keep making after being corrected in previous homework assignments.
10- Check CANVAS regularly before and after class for updates and for Homework Assignments.
11- It is important to follow up on comments on your homework. I strongly encourage you to ask me if some comments or suggestions on your homework might be unclear to you.
12- Late homework, as well as homework that does not conform to these guidelines, will not be accepted without a valid excuse.

Widespread and recurring homework mistakes will be discussed regularly in class.

- **Office hours**: **optional**
  Office hours are optional, but all students are encouraged to seek help when needed and to meet with the instructor for feedback outside class.

- Extra Resources (**Optional but strongly recommended for all students!**)

  NELC Free Tutoring sessions: Review sessions led by the NELC tutors.
  Pronunciation practice sessions will also be held regularly according to the NELC tutors' schedule.
  Graduate Teaching Assistant office hours: TBD

- **Participating in discussion forums**: **once or more times per week**
  As part of your participation, each week you can expect to post at least once as part of our class discussion on the week's topics.

Course Materials, Fees and Technologies

Required Materials and/or Technologies

Required Textbooks
1. Alif Baa, Third Edition. Brustad, al-Batal, and al-Tonsi, Georgetown University Press.
2. Al-Kitaab Part One, Third Edition. Brustad, al-Batal, and al-Tonsi, Georgetown University Press. Available from the Al-Kitaab Website:

https://alkitaabtextbook.com/

eTextbooks for each of the third edition Al-Kitaab Arabic Language Program books are now available through VitalSource.com

Audio and video materials: Learners using the Al-Kitaab textbooks can continue to use the freely available audio and video materials on alkitaabtextbook.com

Alif Baa, Third Edition (ISBN 978-1-62616-811-4)
- PERPETUAL ACCESS: $59.95
- 365-DAY RENTAL: $44.96
- 180-DAY RENTAL: $32.97
- 120-DAY RENTAL: $29.98

Al-Kitaab Part One, Third Edition (ISBN 978-1-62616-814-5)
- PERPETUAL ACCESS: $79.95
- 365-DAY RENTAL: $59.93
- 180-DAY RENTAL: $43.97
- 120-DAY RENTAL: $39.98

- Please note that the Al Kitaab textbooks are also available from https://ohiostate.bncollege.com/

- *More information will be posted on Canvas regarding the Al Kitaab free Webcompanion.*

Optional textbook:
English Grammar for Students of Arabic*: The Study Guide for Those Learning Arabic by Ernest McCarus*, (ISBN-13: 978-0-934034-35-7)
-       Correlation between "English Grammar for Students of Arabic" and "al-kitaab": http://www.oliviahill.com/pdf/al-kitaabcor.pdf

THE OHIO STATE UNIVERSITY

College of Arts and Sciences
Near Eastern Languages and Cultures

- More online Resources: In this class we will use **Canvas** to distribute course materials, communicate online, post assignments, and post grades. Important course information and updates will be posted regularly on Canvas so be sure to check our course frequently.

- Arabic typing practice: All students will be required to learn typing in Arabic after they finish learning the Arabic alphabet when completing the Al Kitaab Companion Website assignments. Arabic typing practice:
http://www.studyarabic.com/#/typing_tutor
http://www.yamli.com/arabic-keyboard/

Required Equipment

- **Computer:** current Mac (MacOS) or PC (Windows 10) 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

- **Other:** a mobile device (smartphone or tablet) to use for BuckeyePass authentication

Required Software

Microsoft Office 365: All Ohio State students are now eligible for free Microsoft Office 365. Visit the installing Office 365 (go.osu.edu/office365help) help article for full instructions.

Carmen Canvas Access

You will need to use BuckeyePass (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 do each of the following:

- Register multiple devices in case something happens to your primary device. Visit the BuckeyePass - Adding a Device (go.osu.edu/add-device) 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.

- Install the Duo Mobile application (go.osu.edu/install-duo) on 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 IT support staff will work out a solution with you.

Technology Skills Needed for This Course

- Basic computer and web-browsing skills
- Navigating CarmenCanvas (go.osu.edu/canvasstudent)
- CarmenZoom virtual meetings (go.osu.edu/zoom-meetings)
- Recording a slide presentation with audio narration and recording, editing and uploading video (go.osu.edu/video-assignment-guide)

Technology Support

For help with your password, university email, CarmenCanvas, or any other technology issues, questions or requests, contact the IT Service Desk, which offers 24-hour support, seven days a week.

- **Self Service and Chat**: go.osu.edu/it
- **Phone:** 614-688-4357 (HELP)
- **Email:** servicedesk@osu.edu

Digital Flagship

Digital Flagship is a student success initiative aimed at helping you build digital skills for both college and career. This includes offering an engaging collection of digital tools and supportive learning experiences, university-wide opportunities to learn to code, and a Design Lab to explore digital design and app development. Digital Flagship resources available to help Ohio State students include on-demand tutorials, The Digital Flagship Handbook (your guide for all things tech-related), workshops and events, one-on-one tech consultations with a peer or Digital Flagship staff member, and more. To learn more about how Digital Flagship can help you use technology in your courses and grow your digital skills, visit go.osu.edu/dfresources.

Grading and Faculty Response

How your grade is calculated

Assignment category	Points
Attendance\Active Participation	20%
Homework	20%
4 Online Quizzes	20%
Midterm Exam (online)	15%
1 Oral Presentation	5%
Final Exam (online)	20%
Total	100%

See Course Schedule for due dates.

Descriptions of Major Course Assignments

- One Oral Presentation:

Students will have one major oral presentation. The oral presentation is a key component of your final grade. The evaluation of the oral presentation will be based on the creativity of the topic chosen, the vocabulary and grammatical usage in addition to both fluency and accuracy. I will look for structures and expressions presented in class:

You are encouraged to use note cards and visual aids. However, I strongly discourage reading your presentation. Students are expected to choose the topic. The instructor may provide you with suggestions that might help you with your topic. Detailed information will be posted on Carmen in due time.

- 4 Online Quizzes: These quizzes will test the Arabic alphabet and vocabulary and grammar related to the lessons. Detailed information will be posted on Carmen before each quiz.

- Midterm Exam (online): The midterm exam will test the following: The Arabic alphabet, Vocabulary, grammar, and the listening, reading and writing skills. Detailed information will be posted on Carmen before the midterm exam.

- Final Exam (online): The Final exam will test the following: Vocabulary, grammar, and the listening, reading and writing skills. Detailed information will be posted on Carmen before the Final exam.

Academic integrity and collaboration:

•	Course assignments: Your oral presentations, written assignments, discussion posts and recordings should be your own original work.
•	Quizzes: You must complete all quizzes yourself, without any external help or communication.
•	Group activities and assignments: This course includes group work and pair work. The guidelines for individual and group work will be made available on Carmen for each activity and assignment, but please let me know if you have any questions.
•	Presentations: You must complete the oral presentations yourself and\or with your group, without any additional, external help or communication. The guidelines will be posted on Carmen for each presentation, but please let me know if you have any questions.
•	Collaboration and informal peer-review: The course includes many opportunities for formal collaboration with your classmates. Listen to your classmates and give them feedback on their comprehensibility.

Late Assignments

Late submissions will not be accepted without a valid excuse (check course syllabus page 5). Please refer to Carmen for due dates.

Instructor 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 614-688-4357 (HELP) at any time if you have a technical problem.

- **Preferred contact method:** If you have a question, please contact me first through my Ohio State email address. I will reply to emails within **24-48 hours on days when class is in session at the university**.

- **Class announcements:** I will send all important class-wide messages through the Announcements tool in CarmenCanvas. Please check your notification preferences (go.osu.edu/canvas-notifications) to ensure you receive these messages.

- **Discussion board:** I will check and reply to messages in the discussion boards once mid-week and once at the end of the week.

- **Grading and feedback:** For large weekly assignments such as recordings, you can generally expect feedback within **seven days**.

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

Other Course Policies

Health and safety requirements:

All students, faculty and staff are required to comply with and stay up to date on all university safety and health guidance (https://safeandhealthy.osu.edu), which includes **wearing a face mask in any indoor space and maintaining a safe physical distance at all times.** Non-compliance will result in a warning first, and disciplinary actions will be taken for repeated offenses."

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.

- **Arabic is the language of our classroom;** you are expected to speak in Arabic from the time you enter the classroom. Maintaining our Arabic speaking learning environment is beneficial to everyone. Students are required to use Arabic as much as possible in class. Unwillingness to use Arabic in class will reflect negatively on your grade.

- **Synchronous sessions**: During our Zoom sessions I ask you to use your real name and a clear photo of your face in your Carmen profile. During our full-group lecture time, your camera should be on. When in breakout rooms or small-group discussions, you should have cameras and mics on as it will help you get the most out of activities. You are always welcome to use the free, Ohio State-themed virtual backgrounds (go.osu.edu/zoom-backgrounds). Remember that Zoom and the Zoom chat are our classroom space where respectful interactions are expected.

- **Writing and\or recording style\s**: While there is no need to participate in class discussions as if you were writing a research paper, you should remember to write or record using good grammar, spelling, and punctuation.

- **Tone and civility**: Let us maintain a supportive learning community where everyone feels safe and where people can disagree amicably. Remember that sarcasm does not 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.

- **Help with Arabic:** Please feel free to contact me or the NELC tutors if you need to work more on your language skills outside the classroom. We are ready and willing to help you in overcoming any difficulties that you might encounter as you learn Modern Standard Arabic.

Academic Integrity Policy

See Descriptions of Major Course Assignments for specific guidelines about collaboration and academic integrity in the context of this online class.

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 (studentconduct.osu.edu), 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:

- Committee on Academic Misconduct (go.osu.edu/coam)

- Ten Suggestions for Preserving Academic Integrity (go.osu.edu/ten-suggestions)

- Eight Cardinal Rules of Academic Integrity (go.osu.edu/cardinal-rules)

Copyright for Instructional Materials

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.

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

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.

Your Mental Health

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. No matter where you are engaged in distance learning, The Ohio State University's Student Life Counseling and Consultation Service (CCS) is here to support you. If you find yourself feeling isolated, anxious or overwhelmed, on-demand mental health resources (go.osu.edu/ccsondemand) are available. You can reach an on-call counselor when CCS is closed at 614- 292-5766. **24-hour emergency help** is available through the National Suicide Prevention Lifeline website (suicidepreventionlifeline.org) or by calling 1-800-273-8255(TALK). The Ohio State Wellness app (go.osu.edu/wellnessapp) is also a great resource.

Student Academic Services

A full overview and contact information for the student academic services offered on the OSU main campus can be found here: http://advising.osu.edu/welcome.shtml

Student Services

An overview and contact information for student services offered on the OSU main campus can be found here: http://ssc.osu.edu

Accessibility Accommodations for Students with Disabilities

Requesting Accommodations

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 (SLDS). After registration, make arrangements with me as soon as possible to discuss your accommodations so that they may be implemented in a timely fashion. In light of the current pandemic, students seeking to request COVID-related accommodations may do so through the university's request process, managed by Student Life Disability Services.

Disability Services Contact Information

- Phone: 614-292-3307
- Website: slds.osu.edu
- Email: slds@osu.edu
- In person: Baker Hall 098, 113 W. 12th Avenue

Accessibility of Course Technology

This online course requires use of CarmenCanvas (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.

- CarmenCanvas accessibility (go.osu.edu/canvas-accessibility)
- Streaming audio and video
- CarmenZoom accessibility (go.osu.edu/zoom-accessibility)
- Collaborative course tools

Course Schedule (Subject to modifications)

Refer to the Carmen Canvas course for up-to-date due dates and more details.

Week	Dates	Lessons	Quizzes/ Exams/Presentations
1	Aug.24-27	Introduction - Alif Baa Units 1 & 2 Units 1 & 2 in Alif Baa' • Introduction to the Arabic Language • Introduction to the Arab culture • Arabic Alphabet (ب، ت، ث) • Short & Long Vowels • Culture: Formal vs. Informal greetings in Arabic	
2	Aug.31-Sep.3	*Alif Baa* Units 2 & 3 • Arabic Alphabet (ج ح خ) • The consonant (ي و) • Introduce self in Arabic • Culture: Cultural Diversity in the Arab World	
3	Sep.7-10	*Alif Baa* Units 4 & 5 • The Arabic Alphabet, continued (د، ذ، ر، ز.) • Connectors and Non-Connectors • The Hamza (and its various spellings) • Arabic numbers 0-10 • The Arabic Alphabet, continued (س، ش، ص، ض.) • Culture: Forms of Address	Quiz 1 (online)
4	Sep.14-17	*Alif Baa* Units 5 & 6 • The Shadda (and its function) • Key features of Arab house structure • The Arabic Alphabet, continued (ط، ظ، ع، غ) • Positions of Letters in the Alphabet • Masculine and Feminine Nouns • Culture: At the Coffeehouse	
5	Sep.21-24	*Alif Baa* Units 6 & 7 • Forms of Address, Taking Leave • The Arabic Alphabet, continued (ف ، ق ، ك ، ل) • Nominal and verbal sentences • Culture: Guests' and Hosts' Roles: Arab hospitality and generosity	
6	Sep.28-Oct.1	*Alif Baa* Units 8 & 9 &10 • The Arabic Alphabet, continued (م، ن ، ـه.) • Reading strategies in Arabic • Types of Definite Articles • Sun and Moon Letters • The Arabic Family Structure • Dagger Alif • Culture: Arabic writing system and calligraphy	Quiz 2 (online)
7	Oct.5-8	*Al-Kitaab* 1 Lesson 1 أنا ساكن في مدينة نيويورك المفردات الاستماع والقصّة	

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College of Arts and Sciences
Near Eastern Languages and Cultures

Week	Dates	Lessons	Quizzes/ Exams/Presentations
8	Oct. 12-13 *Fall break: OCT. 14-15*	Review & Midterm	Review & Midterm (online) (Oct 13)
9	Oct.19-22	*Al-Kitaab* 1 Lesson 1 **القواعد:** المؤنث والمذكر gender السؤال interrogatives النسبة nisba adjectives الـ- definite article	
10	Oct.26-29	*Al-Kitaab* 1 Lesson 2 **الفعل وحيدة!** المفردات الاستماع والقصّة	
11	Nov.2-5	Al-Kitaab 1 Lesson 2 **القواعد:** الضمائر Subject Pronouns جمع الفعل Plural Verb Conjugation الجمع plurals	Quiz 3 (online)
12	Nov.9-12 *Veterans Day: NOV. 11*	*Al-Kitaab* 1 Lesson 3 **عائلة وليد كبيرة** المفردات الاستماع والقصّة **القواعد:** جمع المؤنّث feminine plurals	
13	Nov.16-19	*Al-Kitaab* 1 Lesson 3 **القواعد:** الإضافة construct state Al-Kitaab 1 Lesson 4 **كيف أحفظ كل الأسماء؟!** المفردات الاستماع والقصّة	Quiz 4 (online)
14	Nov.23 *No classes on Nov 24-25 Thanksgiving Day - and on Nov 26 (F) Indigenous Peoples' Day /Columbus Day*	*Al-Kitaab* 1 Lesson 4 **القواعد:** الفعل المضارع present tense نفي الفعل المضارع negation of present tense	

Week	Dates	Lessons	Quizzes/ Exams/Presentations
15	Dec.7-8 *(last day of classes)*	*Al-Kitaab* 1 Lesson 4 القواعد: verbal sentences الجمل الفعلية object Pronouns ضمائر النّصب general review مراجعة عامّة	Oral Exam: Skits/ Projects/ Presentations (videos)
Exam Week	<mark>Will be added</mark>	Time: <mark>--------------------</mark>	Final Exam

بالتّوفيق إن شاء الله

Example: WEEK 1 In-Class & Homework Schedule

In-Class on Zoom	Assignments & Student Workload - hours	
Tuesday August 24 • Introductions & Introduction to the course. • Discussion of syllabus, course objectives & requirements. • Unit 1: Alphabet Chart sounds	**Homework due on Wednesday August 25** • Get your books and register for the online website companion to Alif Baa' (read instructions posted in Modules\course guidelines on Canvas). • Carefully read the syllabus for the course posted in Modules\course guidelines on Canvas). • Alif Baa': Read "Preface to the Student" pp. vii-ix. • <u>Unit 1:</u> Read unit One pp. 1- 17. 1) Do Listening Exercise 1 online and listen to the pronunciation of the sounds many times while you study the chart on p. 2 and do Listening Exercise 2 p. 9 <u>Preparation for class- No submission</u> 2) Listen to the new vocabulary p. 15 in formal and shaami, study the new words, and come to class prepared to use them. *Practice on quizlet (Module week 1)* <u>Preparation for class- No submission</u> 3) Do Drills 1 (online) and 2 (just read), 3 online (listen and repeat). <u>Preparation for class- No submission</u>	1-2
Wednesday August 25 Unit One • Practice recognizing Arabic sounds and letters. • Read instructions on P. 16 and discuss how to approach the videos while preparing at home. • Drill 4: Practice greetings and introductions "Ahlan wa Sahlan" • Mini-skits	**Homework due on Thursday August 26** <u>Unit 2:</u> 1) Study pages 20-29, and do Listening Exercises 1-5 online: Listen and repeat: (Listening Exercise 1 p. 20, Exercise 2 p.23, Exercise 3 p.26, Exercises 4 and 5 p. 28) 2) Watch the videos on writing the letters ا، ب ، ت، ث and practice writing the letters in your book. 3) Do Drills 1 p.21 and 3 p. 29 online (on the Alif Baa' webcompanion website). *4) Hand in Drill 2 p. 27. Homework submission on this link:* [Submit Homework 1 here (upload week 1 assignments):](#) 5) Listen to New Vocabulary online, study the new words pp. 41-42, and come to class prepared to use them and repeat formal and shaami (make flashcards) 6) Watch the video in Drill 17. Scene 2 shaami	1-2
Thursday August 26 Unit One • Drill 2: practice greetings and introductions- mini-skits Unit Two • Letter writing and recognition • Listening activity: Watch the video in Drill 17.	**Homework for Friday August 27** 1) Study pages 29-39 and do Listening Exercises 6 -11 online. 2) Watch the videos on writing the letters و ،ي and the short vowels, and practice writing the letters in your book. 3) Do Drills 6 and 7 p. 35 online. (on the Alif Baa' webcompanion website). *4) Hand in Drill 8 p.36, and Drill 10 p.38. Homework submission on this link:* [Submit Homework 1 here (upload week 1 assignments):](#) 5) Prepare Drill 12 page 39 and Drill 14 p. 43 for class. No submission. *Practice on quizlet (Canvas Module week 1)*	1-2

Friday August 27	**Homework for Tuesday August 31**	1-2
Unit Two - Dictation practice. Drills 9, 11, 12, and 13. - Vocabulary activation: Drill 14.	Unit 2: *1) Hand in drill 13 page 39-40. Homework submission on this link:* Submit Homework 1 here (upload week 1 assignments): 2} Drill 16: Choose one city you have not heard of in either Syria or Egypt, research it on the Internet and come prepared to present (in 2 min.) what you've learned to your classmates Unit 3: 1) Study pages 46 - 55 (till و waaw). 2) Do Listening Exercises 1- 4 and Drill 3 p. 52 online, watch the videos on writing the letters, practice writing the letters in your book. (on the Alif Baa' webcompanion website). *3) Hand in Drills 1 p.48 and 2 p. 51. Homework submission on this link:* Submit Homework 1 here (upload week 1 assignments): 5) Prepare for class Drill 6 p. 53 (Reading)	

THE OHIO STATE UNIVERSITY

Elementary Modern Standard Arabic I Classroom\In-Person Syllabus
AR 1101 - Autumn 2021

Course Information
- **Course times:** Tuesdays, Wednesdays, Thursdays & Fridays
- **Credit hours:** 4 credits
- **Mode of delivery: In-person**
- **Classroom:** will be added here

Instructor
- **Name:**
- **Email:**

- **Office location:**
  Office hours will be held on the following link:
  will be added here
- **Office hours: ------------- & by appointment**

- **Preferred means of communication:**
  - My preferred method of communication for questions is **email.**
  - My class-wide communications will be sent through the Announcements tool in CarmenCanvas. Please check your notification preferences (go.osu.edu/canvas-notifications) to be sure you receive these messages.

Course Description
This course is designed to provide a solid foundation at the elementary level in Modern Standard Arabic. It focuses on the development of the fundamental skills of listening, speaking, reading and writing in Modern Standard Arabic. The goal of this course is to increase student's knowledge of the Arabic language with a focus on Modern standard Arabic and the culture through a communicative and interactive approach. In other words, although students will be expected to learn grammatical structures, the emphasis will be on functional use of the language.

1- **General Education Requirement:**

Successful completion of this course will earn you four credits towards the GE Foreign Language Requirements:

A- Goals: Students demonstrate skills in communication across ethnic, cultural, ideological, and national boundaries, and appreciate other cultures and patterns of thought.

B - Expected Learning Outcomes:

1. Students employ communicative skills (e.g. speaking, listening, reading, and/or writing) in a language other than their native language.
2. Students describe and analyze the cultural contexts and manifestations of the peoples who speak Arabic.
3. Students compare and contrast the cultures and communities of Arabic language with their own.

C. Formal Assessment of Learning Outcomes

1) Learning outcome number 1 is assessed through the following measures:
a. Speaking: Participation grade and class presentations.
b. Listening: Assignments and exams.
c. Reading: Assignments and exams.
d. Writing: Class presentations, homework assignments, and exams.
2) Learning outcome number 2 is assessed through the following measures:
a. Quizzes, class presentations, and exams.
3) Learning outcome number 3 is assessed through the following measures:
a. Class presentations, quizzes, and exams.

Learning Outcomes

By the end of this course, students should successfully:

1)   Master the Arabic alphabet and sound system and be able to distinguish and pronounce all Arabic sounds and write accurately from dictation.
2)   Initiate social interactions, ask for basic information, introduce yourself and others, ask basic directions, and be aware of basic cultural aspects of social interaction in the Arab world.
3)   Be able to talk about yourself, your education, and family with native speakers and other learners.
4)   Comprehend simple written texts on familiar topics.
5)   Comprehend simple audio/video clips on familiar topics.
6)   Write simple paragraphs about yourself and others; fill in forms with basic information about yourself.
7)   Be familiar with some of the differences between formal and commonly spoken Arabic.

How This In-Person Course Works

Mode of delivery:
This course will be conducted in person: (Campus 75-100% - Online 0-24%). A limited amount of direct online instruction and interaction will be delivered online if deemed necessary. Students will be notified well in advance about any direct online instruction. The course entails four required sessions where you must attend class in-person at the scheduled time of class. This course meets weekly on **Tuesdays, Wednesdays, Thursdays & Fridays from ---------EST**. in -----------Hall.
When this course will be delivered online, due to the interactive nature of our classes, all students are required to turn their camera on at all time during the classes. Students and instructors are encouraged to use a 'virtual background,' if they feel that such a background would protect their privacy. Students have the option to appear in an audio-only mode during recording.

Pace of online activities: This course is divided into **weekly modules on Carmen Canvas** that are released on Sunday for the upcoming week. Students are expected to keep pace with assigned homework and weekly deadlines listed on Canvas in Course Assignments.

Credit hours and work expectations: This is a 4 credit-hour course. According to Ohio State bylaws on instruction (go.osu.edu/credit hours), students should expect around 4 hours per week of time spent on direct instruction (instructor content and Carmen activities, for example) in addition to 8 hours of homework (reading and assignment preparation, for example) to receive a grade of C average.

Attendance and participation requirements:

Because this is an in-person course, your attendance is based on your attendance in-person in the classroom and on your online activity and participation online. Additionally, you are also expected to log in to the course on Carmen (Canvas) weekly to complete course assignments.

Students in **special situations or those requiring specific, long-term or other accommodation** are expected to contact the instructor as soon as possible and should seek support from appropriate university offices including but not limited to: Student Advocacy (https://advocacy.osu.edu/), Student Life Disability Services (https://slds.osu.edu/) and the Office of Institutional Equity (https://equity.osu.edu/).

The following is a summary of students' expected participation:
Arabic Program Policy

Attendance is mandatory and it will be taken daily. Successful language learning requires frequent interaction, diligent preparation and active participation. Just as a basketball team, a violin student, or a serious runner must practice daily in order to excel, so must you in learning a language. For this reason, it is imperative that you attend class faithfully. Each day that you are absent will affect your performance on the tests, quizzes and homework. By missing class or coming to class unprepared, you are less likely to learn the material, will be unable to achieve your own language learning goals, and will deprive your classmates of opportunities to learn as well. Repeated and/or lengthy, unexcused absences will result in the filing of an absence report with your college office.

Absences/Make up Policy/Policy on Attendance and Chronic Tardiness
Daily class attendance is crucial for the development of your language skills and, therefore, for your success in this course. **Regular attendance is required**. Absences will be closely monitored and fall into two categories: *excused* absences and *non-excused* absences.
I. Absences may only be excused for an acceptable, verifiable reason. Excused absences are strictly limited to the following: 1) medical emergencies; 2) family emergencies; 3) officially excused university-related absences for athletes, band members, etc.; 4) military orders; 5) jury duty (and such). Original (i.e. not photocopied or scanned) official documentation (such as a note from an emergency department, a university athletic division, government institution, etc.) must be presented to the instructor for the absence to be excused. Such documentation typically provides a phone number that can be called for verification. Personal notes from friends or relatives will not be accepted as official documentation. Documentation should be presented to your instructor as soon as possible. Repeated and/or lengthy, absences will result in the filing of an absence report with your college office and/or advisor.
Notes:
- The falsification of official documents is a serious offense that will be reported to COAM. See the discussion on Academic Misconduct below.
- Should you be absent the day of a *quiz* or an *exam*, you must present official, documented proof of illness or of some other calamity in order to be able to make it up. Otherwise, you will receive a zero!
- The Explanatory Statement for Absence from Class or Absence Excuse Form available on the "Advice Nurse" page of the Student Health Services is *NOT* an acceptable excuse.

II. Over the course of the semester, you will be allowed four (4) **non-excused absences** of 55 minutes (equivalent to one (1) week of class) without the need for official documentation. These days ***should not*** be interpreted as free days! ***Use them wisely!*** They should be reserved for foreseeable or unforeseeable events, such as non-emergency medical issues, weddings, job interviews, vacations, car trouble, etc.
Note:
- Homework due or assigned on days you choose to use your four non-excused absences will NOT be excused. Homework is still expected to be turned in on time (through email, for example).
- Participation on days you choose to use your four non-excused absences will NOT be excused.

III. Any non-excused absences beyond four (4) (i.e., beginning with the fifth) **will result in a one-percent deduction from the final grade per absence.** For example, if your overall grade is 92% (A-) and you have seven (7) non-excused absences (three beyond the four allowed), your final assigned course grade will be 89% (B+) [i.e., 92% – 3% = 89%].

IV. **Students with more than 16 total absences (excused AND non-excused combined) will not receive a passing grade for the course**, regardless of the reasons for the absences, since in-class communicative activities cannot be made up.

V. Tardiness in excess of 5 min. may be treated as an absence, at the discretion of the instructor. Tardiness to class also robs you of your opportunity to learn the language.

The 80% Rule:
Language study is cumulative**. If you do not know what is in Chapter 1, you really cannot go on to Chapter 2** (whereas, by contrast, you can open up a history text in the middle and start reading with relatively full comprehension). Thus, we consider 80% to be the minimum mastery level you should achieve to enable you to continue. Less than that puts you in the "C" range or below; while passing, it is not a very solid foundation to build on. **So, if on a test or a quiz you achieve less than 80%, you must see your instructor at least once, privately during office hours, to go over the mistakes you made on your test. This must be done <u>prior</u> to your taking the next test.**

Preparation and Participation:
Please be fully prepared for class. Learning a language is a process that requires the effort of the student more than anything else. Preparing for class includes knowing the vocabulary of the lesson being studied, reading the explanation of grammar, doing homework, etc. This course revolves around an interactive class environment. Show that you are prepared by participating in pair work and group work and by responding to questions from the teacher and other students, making comments and giving your opinion. All students are expected to participate positively and constructively in all class activities.

You are expected to spend **an average of 8 hours** on out of class assignments per week. Assignments are divided into 2 categories:
- a- Preparation for class
- b- Assignments for submission.

Both are essential for your success in this class. Homework is posted weekly on Canvas, but it is your responsibility to check after class for any update done to the homework schedule. You should also download the requested handouts as instructed in the schedule for class use. You will also be asked to record homework so please familiarize yourself with the recording software on Canvas.

Students should come to class fully prepared and with all homework assignments completed.
1- Homework assignments must be completed and turned in on Canvas by the indicated deadline. Do not send the files to my OSU email unless you are instructed to do so.
2- Please write legibly and upload your file or type your answers in the assignment box.
3- Write or type (18 point font size- Times New Roman or Simplified Arabic) using alternate lines/double-spaced.
4- Include the lesson, page and drill number.
5- Submit homework in the relevant assignment on Canvas when instructed to do so. You should type in Arabic when completing the assignments online on Al Kitaab companion website. Repeat drills until you get 85-100% correct answers.
6- Assignments could be either typed (font 18, double space) or handwritten (neatly and clearly)
7- Make sure to skip a line and leave some blank margins for comments on your answers.
8- You will also be asked to record homework (mp3 files or similar files. Familiarize yourself with the recording software on Canvas).
9- You will be graded on the overall quality of your work, not on the number of correct or incorrect answers as long as your homework shows that you are trying your best effort. However, you will lose points on mistakes that you keep making after being corrected in

previous homework assignments.

10- Check CANVAS regularly before and after class for updates and for Homework Assignments.

11- It is important to follow up on comments on your homework. I strongly encourage you to ask me if some comments or suggestions on your homework might be unclear to you.

12- Late homework, as well as homework that does not conform to these guidelines, will not be accepted without a valid excuse.

Widespread and recurring homework mistakes will be discussed regularly in class.

- **Office hours**: **optional**
  Office hours are optional, but all students are encouraged to seek help when needed and to meet with the instructor for feedback outside class.

- Extra Resources (**Optional but strongly recommended for all students!**)

  NELC Free Tutoring sessions: Review sessions led by the NELC tutors. Pronunciation practice sessions will also be held regularly according to the NELC tutors' schedule. All information will be posted on Carmen Canvas.
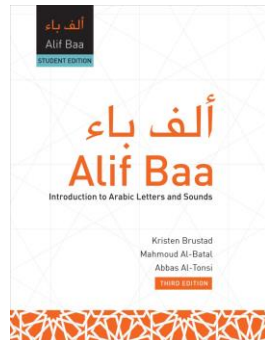 **Graduate Teaching Assistant office hours:** TBD

- **Participating in discussion forums**: **once or more times per week**
  As part of your participation, each week you can expect to post at least once as part of our class discussion on the week's topics.

Course Materials, Fees and Technologies

Required Materials and/or Technologies

Required Textbooks

1. Alif Baa, Third Edition. Brustad, al-Batal, and al-Tonsi, Georgetown University Press.
2. Al-Kitaab Part One, Third Edition. Brustad, al-Batal, and al-Tonsi, Georgetown University Press.
Available from the Al-Kitaab Website:

https://alkitaabtextbook.com/

eTextbooks for each of the third edition Al-Kitaab Arabic Language Program books are now available through VitalSource.com

<u>**Audio and video materials:**</u> Learners using the Al-Kitaab textbooks can continue to use the freely available audio and video materials on alkitaabtextbook.com

Alif Baa, Third Edition (ISBN 978-1-62616-811-4)
- PERPETUAL ACCESS: $59.95
- 365-DAY RENTAL: $44.96
- 180-DAY RENTAL: $32.97
- 120-DAY RENTAL: $29.98

Al-Kitaab Part One, Third Edition (ISBN 978-1-62616-814-5)
- PERPETUAL ACCESS: $79.95
- 365-DAY RENTAL: $59.93
- 180-DAY RENTAL: $43.97
- 120-DAY RENTAL: $39.98

- Please note that the Al Kitaab textbooks are also available from https://ohiostate.bncollege.com/
- *More information will be posted on Canvas regarding the Al Kitaab free Webcompanion.*

Optional textbook:
English Grammar for Students of Arabic*: The Study Guide for Those Learning Arabic by Ernest McCarus*, (ISBN-13: 978-0-934034-35-7)
- Correlation between "English Grammar for Students of Arabic" and "al-kitaab":
http://www.oliviahill.com/pdf/al-kitaabcor.pdf
- More online Resources: In this class we will use **Canvas** to distribute course materials, communicate online, post assignments, and post grades. Important course information and updates will be posted regularly on Canvas so be sure to check our course frequently.
- Arabic typing practice: All students will be required to learn typing in Arabic after they finish learning the Arabic alphabet when completing the Al Kitaab Companion Website assignments. Arabic typing practice:
http://www.studyarabic.com/#/typing_tutor
http://www.yamli.com/arabic-keyboard/

Required Equipment
- **Computer:** current Mac (MacOS) or PC (Windows 10) 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
- **Other:** a mobile device (smartphone or tablet) to use for BuckeyePass authentication

Required Software
Microsoft Office 365: All Ohio State students are now eligible for free Microsoft Office 365. Visit the installing Office 365 (go.osu.edu/office365help) help article for full instructions.

Carmen Canvas Access
You will need to use BuckeyePass (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 do each of the following:
- Register multiple devices in case something happens to your primary device. Visit the BuckeyePass - Adding a Device (go.osu.edu/add-device) 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.

- Install the Duo Mobile application (go.osu.edu/install-duo) on 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 IT support staff will work out a solution with you.

Technology Skills Needed for This Course
- Basic computer and web-browsing skills
- Navigating CarmenCanvas (go.osu.edu/canvasstudent)
- CarmenZoom virtual meetings (go.osu.edu/zoom-meetings)
- Recording a slide presentation with audio narration and recording, editing and uploading video (go.osu.edu/video-assignment-guide)

Technology Support
For help with your password, university email, CarmenCanvas, or any other technology issues, questions or requests, contact the IT Service Desk, which offers 24-hour support, seven days a week.
- **Self Service and Chat**: go.osu.edu/it

- **Phone:** 614-688-4357 (HELP)

- **Email:** servicedesk@osu.edu

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Digital Flagship

Digital Flagship is a student success initiative aimed at helping you build digital skills for both college and career. This includes offering an engaging collection of digital tools and supportive learning experiences, university-wide opportunities to learn to code, and a Design Lab to explore digital design and app development. Digital Flagship resources available to help Ohio State students include on-demand tutorials, The Digital Flagship Handbook (your guide for all things tech-related), workshops and events, one-on-one tech consultations with a peer or Digital Flagship staff member, and more. To learn more about how Digital Flagship can help you use technology in your courses and grow your digital skills, visit go.osu.edu/dfresources.

Grading and Faculty Response

How your grade is calculated

Assignment category	Points
Attendance\Active Participation	20%
Homework	20%
4 Online Quizzes	20%
Midterm Exam (online)	15%
1 Oral Presentation	5%
Final Exam (online)	20%
Total	100%

See Course Schedule for due dates.

Descriptions of Major Course Assignments

- One Oral Presentation:

Students will have one major oral presentation. The oral presentation is a key component of your final grade. The evaluation of the oral presentation will be based on the creativity of the topic chosen, the vocabulary and grammatical usage in addition to both fluency and accuracy. I will look for structures and expressions presented in class: You are encouraged to use note cards and visual aids. However, I strongly discourage reading your presentation. Students are expected to choose the topic. The instructor may provide you with suggestions that might help you with your topic. Detailed information will be posted on Carmen in due time.

- 4 Quizzes: These quizzes will test the Arabic alphabet and vocabulary and grammar related to the lessons. Detailed information will be posted on Carmen before each quiz.

- Midterm Exam: The midterm exam will test the following: The Arabic alphabet, Vocabulary, grammar, and the listening, reading and writing skills. Detailed information will be posted on Carmen before the midterm exam.

- Final Exam: The Final exam will test the following: Vocabulary, grammar, and the listening, reading and writing skills. Detailed information will be posted on Carmen before the Final exam.

Academic integrity and collaboration:

• Course assignments: Your oral presentations, written assignments, discussion posts and recordings should be your own original work.

• Quizzes: You must complete all quizzes yourself, without any external help or communication.

• Group activities and assignments: This course includes group work and pair work. The guidelines for individual and group work will be made available on Carmen for each activity and assignment, but please let me know if you have any questions.

• Presentations: You must complete the oral presentations yourself and\or with your group, without any additional, external help or communication. The guidelines will be posted on Carmen for each presentation, but please let me know if you have any questions.

• Collaboration and informal peer-review: The course includes many opportunities for formal collaboration with your classmates. Listen to your classmates and give them feedback on their comprehensibility.

Late Assignments

Late submissions will not be accepted without a valid excuse (check course syllabus page 5). Please refer to Carmen for due dates.

Instructor 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 614-688-4357 (HELP) at any time if you have a technical problem.

- **Preferred contact method:** If you have a question, please contact me first through my Ohio State email address. I will reply to emails within **24-48 hours on days when class is in session at the university**.
- **Class announcements:** I will send all important class-wide messages through the Announcements tool in CarmenCanvas. Please check your notification preferences (go.osu.edu/canvas-notifications) to ensure you receive these messages.
- **Discussion board:** I will check and reply to messages in the discussion boards once mid-week and once at the end of the week.
- **Grading and feedback:** For large weekly assignments such as recordings, you can generally expect feedback within **seven days**.

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

Other Course Policies

Health and safety requirements:

All students, faculty and staff are required to comply with and stay up to date on all university safety and health guidance (https://safeandhealthy.osu.edu), which includes wearing a face mask in any indoor space and maintaining a safe physical distance at all times. Non-compliance will result in a warning first, and disciplinary actions will be taken for repeated offenses."

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.

- **Arabic is the language of our classroom;** you are expected to speak in Arabic from the time you enter the classroom. Maintaining our Arabic speaking learning environment is beneficial to everyone. Students are required to use Arabic as much as possible in class. Unwillingness to use Arabic in class will reflect negatively on your grade.

- **Writing and\or recording style\s**: While there is no need to participate in class discussions as if you were writing a research paper, you should remember to write or record using good grammar, spelling, and punctuation.

- **Tone and civility**: Let us maintain a supportive learning community where everyone feels safe and where people can disagree amicably. Remember that sarcasm does not 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.

- **Help with Arabic:** Please feel free to contact me or the NELC tutor if you need to work more on your language skills outside the classroom. We are ready and willing to help you in overcoming any difficulties that you might encounter as you learn Modern Standard Arabic.

Academic Integrity Policy

See Descriptions of Major Course Assignments for specific guidelines about collaboration and academic integrity in the context of this in-person class.

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 (studentconduct.osu.edu), 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:

- Committee on Academic Misconduct (go.osu.edu/coam)

- Ten Suggestions for Preserving Academic Integrity (go.osu.edu/ten-suggestions)

- Eight Cardinal Rules of Academic Integrity (go.osu.edu/cardinal-rules)

Copyright for Instructional Materials

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.

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

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.

Your Mental Health

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. No matter where you are engaged in distance learning, The Ohio State University's Student Life Counseling and Consultation Service (CCS) is here to support you. If you find yourself feeling isolated, anxious or overwhelmed, on-demand mental health resources (go.osu.edu/ccsondemand) are available. You can reach an on-call counselor when CCS is closed at 614- 292-5766**. 24-hour emergency help** is available through the National Suicide Prevention Lifeline website (suicidepreventionlifeline.org) or by calling 1-800-273-8255(TALK). The Ohio State Wellness app (go.osu.edu/wellnessapp) is also a great resource.

Accessibility Accommodations for Students with Disabilities

Requesting Accommodations

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 (SLDS). After registration, make arrangements with me as soon as possible to discuss your accommodations so that they may be implemented in a timely fashion. In light of the current pandemic, students seeking to request COVID-related accommodations may do so through the university's request process, managed by Student Life Disability Services.

Disability Services Contact Information
- Phone: 614-292-3307
- Website: slds.osu.edu
- Email: slds@osu.edu
- In person: Baker Hall 098, 113 W. 12th Avenue

Accessibility of Course Technology
This online course requires use of CarmenCanvas (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.
- CarmenCanvas accessibility (go.osu.edu/canvas-accessibility)
- Streaming audio and video
- CarmenZoom accessibility (go.osu.edu/zoom-accessibility)
- Collaborative course tools

Course Schedule (Subject to modifications)

Refer to the Carmen Canvas course for up-to-date due dates and more details.

Week	Dates	Lessons	Quizzes/Exams/Presentations
1	Aug.24-27	Introduction - Alif Baa Units 1 & 2 Units 1 & 2 in Alif Baa' • Introduction to the Arabic Language • Introduction to the Arab culture • Arabic Alphabet (ب، ت، ث) • Short & Long Vowels • Culture: Greetings in Arabic	
2	Aug.31-Sep.3	*Alif Baa* Units 2 & 3 • Arabic Alphabet (ج ح خ) • The consonant (و ي) • Introduce self in Arabic • Culture: Cultural Diversity in the Arab World	
3	Sep.7-10	*Alif Baa* Units 4 & 5 • The Arabic Alphabet, continued (د، ذ، ر، ز.) • Connectors and Non-Connectors • The Hamza (and its various spellings) • Arabic numbers 0-10 • The Arabic Alphabet, continued (س، ش، ص، ض.) • Culture: Forms of Address	Quiz 1
4	Sep.14-17	*Alif Baa* Units 5 & 6 • The Shadda (and its function) • Key features of Arab house structure • The Arabic Alphabet, continued (ط، ظ، ع، غ) • Positions of Letters in the Alphabet • Masculine and Feminine Nouns • Culture: At the Coffeehouse	
5	Sep.21-24	*Alif Baa* Units 6 & 7 • Forms of Address, Taking Leave • The Arabic Alphabet, continued (ف، ق ، ك ، ل) • Nominal and verbal sentences • Culture: Guests' and Hosts' Roles: Arab hospitality and generosity	
6	Sep.28-Oct.1	*Alif Baa* Units 8 & 9 &10 • The Arabic Alphabet, continued (م، ن ، هـ.) • Reading strategies in Arabic • Types of Definite Articles • Sun and Moon Letters • The Arabic Family Structure • Dagger Alif • Culture: Arabic writing system and calligraphy	Quiz 2
7	Oct.5-8	*Al-Kitaab* 1 Lesson 1 أنا ساكنة في مدينة نيويورك المفردات	

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Week	Dates	Lessons	Quizzes/ Exams/Presentations
		الاستماع والقصّة	
8	Oct. 12-13 *Fall break: OCT. 14-15*	Review & Midterm	Review & Midterm (Oct 13)
9	Oct.19-22	*Al-Kitaab* 1 Lesson 1 **القواعد:** المؤنث والمذكر gender السؤال interrogatives nisba adjectives النسبة definite article -ال	
10	Oct.26-29	*Al-Kitaab* 1 Lesson 2 **أنـا فـعـلًا وحـيـدة!** المفردات الاستماع والقصّة	
11	Nov.2-5	Al-Kitaab 1 Lesson 2 **القواعد:** الضمائر Subject Pronouns جمع الفعل Plural Verb Conjugation الجمع plurals	Quiz 3
12	*Nov.9-12 Veterans Day: NOV. 11*	*Al-Kitaab* 1 Lesson 3 **عـائـلـة والـدي كبيرة** المفردات الاستماع والقصّة **القواعد:** feminine plurals جمع المؤنّث	
13	Nov.16-19	*Al-Kitaab* 1 Lesson 3 **القواعد:** الإضافة construct state *Al-Kitaab* 1 Lesson 4 **كيف أحفظ كل الأسماء؟!** المفردات الاستماع والقصّة	Quiz 4
14	Nov.23 *No classes on Nov 24-25 Thanksgiving Day - and on Nov 26 (F) Indigenous Peoples' Day /Columbus Day*	*Al-Kitaab* 1 Lesson 4 **القواعد:** present tense الفعل المضارع negation of present tense ونفي الفعل المضارع	

Week	Dates	Lessons	Quizzes/ Exams/Presentations
15	Dec.7-8 *(last day of classes)*	*Al-Kitaab* 1 Lesson 4 **القواعد:** الجملة الفعلية verbal sentences object Pronouns ضمائر النّصب general review مراجعة عامّة	Oral Exam: Skits/ Projects/ Presentations (videos)
Exam Week	Will be added in due time	Time: --------------------	Final Exam

بالتّوفيق إن شاء الله

Example: WEEK 1 In-Class & Homework Schedule

In-Class	Assignments & Student Workload - hours	

Tuesday August 24
 	
• *Introductions & Introduction to the course.*
• *Discussion of syllabus, course objectives & requirements.*
• *Unit 1: Alphabet Chart sounds*
	Homework due on Wednesday August 25
	    • Get your books and register for the online website companion to Alif Baa' (read instructions posted in Modules\course guidelines on Canvas).
	    • Carefully read the syllabus for the course posted in Modules\course guidelines on Canvas).
	    • Alif Baa': Read "Preface to the Student" pp. vii-ix.
	    • <u>Unit 1:</u> Read unit One pp. 1- 17.
	1) Do Listening Exercise 1 online and listen to the pronunciation of the sounds many times while you study the chart on p. 2 and do Listening Exercise 2 p. 9
	<u>Preparation for class- No submission</u>
	2) Listen to the new vocabulary p. 15 in formal and shaami, study the new words, and come to class prepared to use them.
	Practice on quizlet (Module week 1)
	<u>Preparation for class- No submission</u>
	3) Do Drills 1 (online) and 2 (just read), 3 online (listen and repeat).
	<u>Preparation for class- No submission</u>
		1-2

Wednesday August 25 Unit One • *Practice recognizing Arabic sounds and letters.* • *Read instructions on P. 16 and discuss how to approach the videos while preparing at home.* • *Drill 4: Practice greetings and introductions "Ahlan wa Sahlan"* • *Mini-skits*	**Homework due on Thursday August 26** <u>Unit 2:</u> 1) Study pages 20-29, and do Listening Exercises 1-5 online: Listen and repeat: (Listening Exercise 1 p. 20, Exercise 2 p.23, Exercise 3 p.26, Exercises 4 and 5 p. 28) 2) Watch the videos on writing the letters ث ،ت ، ب ،ا and practice writing the letters in your book. 3) Do Drills 1 p.21 and 3 p. 29 online (on the Alif Baa' webcompanion website). *4) Hand in Drill 2 p. 27. Homework submission on this link:* <u>Submit Homework 1 here (upload week 1 assignments):</u> 5) Listen to New Vocabulary online, study the new words pp. 41-42, and come to class prepared to use them and repeat formal and shaami (make flashcards) 6) Watch the video in Drill 17. Scene 2 shaami	1-2
Thursday August 26 Unit One • Drill 2: practice greetings and introductions- mini-skits Unit Two • Letter writing and recognition • *Listening activity: Watch the video in Drill 17.*	**Homework for Friday August 27** 1) Study pages 29-39 and do Listening Exercises 6 -11 online. 2) Watch the videos on writing the letters ي، و and the short vowels, and practice writing the letters in your book. 3) Do Drills 6 and 7 p. 35 online. (on the Alif Baa' webcompanion website). *4) Hand in Drill 8 p.36, and Drill 10 p.38. Homework submission on this link:* <u>Submit Homework 1 here (upload week 1 assignments):</u> 5) Prepare Drill 12 page 39 and Drill 14 p. 43 for class. No submission. *Practice on quizlet (Canvas Module week 1)*	1-2

Friday August 27	**Homework for Tuesday August 31**	1-2
Unit Two • *Dictation practice. Drills 9, 11, 12, and 13.* • *Vocabulary activation: Drill 14.*	Unit 2: *1) Hand in drill 13 page 39-40. Homework submission on this link:* Submit Homework 1 here (upload week 1 assignments): 2} Drill 16: Choose one city you have not heard of in either Syria or Egypt, research it on the Internet and come prepared to present (in 2 min.) what you've learned to your classmates Unit 3: 1) Study pages 46 - 55 (till و waaw). 2) Do Listening Exercises 1- 4 and Drill 3 p. 52 online, watch the videos on writing the letters, practice writing the letters in your book. (on the Alif Baa' webcompanion website). *3) Hand in Drills 1 p.48 and 2 p. 51. Homework submission on this link:* Submit Homework 1 here (upload week 1 assignments): 5) Prepare for class Drill 6 p. 53 (Reading)	

Arts and Sciences Distance Learning Course Component Technical Review Checklist

Course: Arabic 1101
Instructor: TBD
Summary: Elementary Modern Standard Arabic I Online

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			• Office 365 • Carmen • Studyarabic.com Typing Tutor
6.2 Course tools promote learner engagement and active learning.	X			• CarmenZoom • Synchronous lectures • Carmen Discusstion Board posts.
6.3 Technologies required in the course are readily obtainable.	X			All tools are available via OSU site license free of charge.
6.4 The course technologies are current.	X			All are updated regularly.
6.5 Links are provided to privacy policies for all external tools required in the course.	X			No external tools are used.
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 provided
7.2 Course instructions articulate or link to the institution's accessibility policies and services.	X			a
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		Add statement b
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		Add statement 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			No 3rd party tools are used.
8.3 The course provides alternative means of access to course materials in formats that meet the needs of diverse learners.	X			Instructions are provided to obtain materials in another format.
8.4 The course design facilitates readability	X			
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:11/6/20
- Reviewed by: Ian Anderson

Notes: Remove the word syllabus after the class title.

[a]The 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.

[b]Add 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

[c]Add 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.