Term Information

Effective Term   Spring 2022
Previous Value   *Summer 2016*

Course Change Information

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

We are seeking permanent DL status for ARTSSCI 1100.01, .02, .03, .04, .05, .06, .07, .09, .10, .11, .14, & .15.

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

During the pandemic, we had success offering the course 100% at a distance and would like the permanent option to offer the course fully online, distance-enhanced, hybrid, or in-person moving forward.

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	Arts and Sciences
Fiscal Unit/Academic Org	ASC Administration - D4350
College/Academic Group	Arts and Sciences
Level/Career	Undergraduate
Course Number/Catalog	1100.04
Course Title	Arts and Sciences Survey: Transfer
Transcript Abbreviation	ASC College Survey
Course Description	Academic requirements; University procedures, grading system, resources; student rights and responsibilities; overview of Arts and Sciences academic areas of study and services.
Semester Credit Hours/Units	Fixed: 1

Offering Information

Length Of Course	14 Week, 12 Week, 8 Week, 7 Week, 6 Week
Flexibly Scheduled Course	Never
Does any section of this course have a distance education component?	Yes
Is any section of the course offered	100% at a distance
	Greater or equal to 50% at a distance
	Less than 50% at a distance
Previous Value	*Yes, Greater or equal to 50% at a distance*
Grading Basis	Satisfactory/Unsatisfactory
Repeatable	No
Course Components	Lecture
Grade Roster Component	Lecture
Credit Available by Exam	No
Admission Condition Course	No

Off Campus   Never
Campus of Offering   Columbus

Prerequisites and Exclusions

Prerequisites/Corequisites   Prereq: Permission of department or instructor.
Exclusions   Not open to students with credit for any College Survey 100.xx course.
Electronically Enforced   No

Cross-Listings

Cross-Listings

Subject/CIP Code

Subject/CIP Code   24.0101
Subsidy Level   General Studies Course
Intended Rank   Freshman, Sophomore, Junior, Senior

Requirement/Elective Designation

Required for this unit's degrees, majors, and/or minors

Course Details

Course goals or learning objectives/outcomes

- Define General Education (GE) curriculum, major, and overall requirements for your baccalaureate degree.

- Complete a schedule of courses over the next several terms appropriate to your major and other interests (professional school, personal, etc.).

- Describe the value of a liberal arts education and what it means to be an educated person.

- Explain important Arts and Sciences and University policies and important dates/deadlines.

- Identify academic and other support and enrichment services at Ohio State.

- Begin a joint partnership working with your assigned academic advisor.

Previous Value

- *This class serves as an extended orientation for first semester students pursuing majors in Arts and Sciences. Its purpose is to help you make a successful transition to academic life at Ohio State. Completion of this course will enable you to:*

- *Define General Education (GE) curriculum, major, and overall requirements for your baccalaureate degree.*

- *Complete a schedule of courses over the next several terms appropriate to your major and other interests (professional school, personal, etc.).*

- *Explain important Arts and Sciences and University policies and important dates/deadlines.*

- *Identify academic and other support and enrichment services at Ohio State.*

- *Begin a joint partnership working with your assigned academic counselor.*

Content Topic List

- Degree planning

- General Education

- Academic standards

- University & College policies & procedures

- University resources

- Majors, Minors, Special Programs

- Undergraduate Research

- Study Abroad

- Pre-professional programs, Grad. school

- Career Services

Sought Concurrence   No

Attachments

- ASC_1100_Syllabus_Autumn_2021_DL.docx: Current DL Syllabus

  (Syllabus. Owner: Bitters,Todd Aaron)

- ARTSSCI_1100.04_asc_distance_approval_cover_sheet.docx: Approved Cover Sheet

  (Other Supporting Documentation. Owner: Bitters,Todd Aaron)

- ARTSSCI_1100.04_SP22_College_Survey_DL_Syllabus.docx: Proposed DL Syllabus

  (Syllabus. Owner: Bitters,Todd Aaron)

Comments

- 1100.04 differs slightly from the other decimals in that the intended population is transfer students. We split the first
  course goal in part to help emphasize the degree planning objectives. I don't have a current in person syllabus for
  1100.04, so I've included the current AU21 DL syllabus. *(by Bitters,Todd Aaron on 09/10/2021 03:18 PM)*

- Please make sure that the cover sheet is reviewed by Jeremie Smith and submit everything once Jeremie has
  signed off on the cover sheet. *(by Vankeerbergen,Bernadette Chantal on 09/03/2021 03:12 PM)*

Workflow Information

Status	User(s)	Date/Time	Step
Submitted	Bitters,Todd Aaron	07/01/2021 03:59 PM	Submitted for Approval
Revision Requested	Vankeerbergen,Bernadette Chantal	08/10/2021 05:01 PM	Unit Approval
Submitted	Bitters,Todd Aaron	08/13/2021 02:00 PM	Submitted for Approval
Revision Requested	Vankeerbergen,Bernadette Chantal	08/25/2021 12:00 PM	Unit Approval
Submitted	Bitters,Todd Aaron	08/25/2021 12:27 PM	Submitted for Approval
Revision Requested	Vankeerbergen,Bernadette Chantal	08/25/2021 12:58 PM	Unit Approval
Submitted	Bitters,Todd Aaron	08/25/2021 12:59 PM	Submitted for Approval
Approved	Vankeerbergen,Bernadette Chantal	08/29/2021 11:21 AM	Unit Approval
Approved	Vankeerbergen,Bernadette Chantal	08/29/2021 11:21 AM	College Approval
Revision Requested	Vankeerbergen,Bernadette Chantal	09/03/2021 03:12 PM	ASCCAO Approval
Submitted	Bitters,Todd Aaron	09/10/2021 03:18 PM	Submitted for Approval
Approved	Vankeerbergen,Bernadette Chantal	09/24/2021 01:44 PM	Unit Approval
Approved	Vankeerbergen,Bernadette Chantal	09/24/2021 01:44 PM	College Approval
Pending Approval	Cody,Emily Kathryn Jenkins,Mary Ellen Bigler Hanlin,Deborah Kay Hilty,Michael Vankeerbergen,Bernadette Chantal Steele,Rachel Lea	09/24/2021 01:44 PM	ASCCAO Approval

THE OHIO STATE UNIVERSITY

SYLLABUS
ARTSSCI 1100.04

Arts and Sciences Survey: Transfer
Autumn 2021 (7-week session 1)
1 credit hour
Online

COURSE OVERVIEW

Instructor

Instructors: Todd Bitters, Brenda Dinan, and Tony Valle
Email address (preferred contact method): bitters.4@osu.edu; dinan.9@osu.edu; valle.5@osu.edu
Phone number: (614) 292-6961
Office hours: arranged

Prerequisite

Permission of instructor

Advising in Arts and Sciences

As an Arts and Sciences student, you benefit from having an academic advisor to assist you in curriculum planning and academic success. Your advisor assists you in determining appropriate and required coursework for your major and general education requirements, and may also be helpful if you are investigating internships, study abroad, pre-professional programs, or graduate school. In addition, your advisor can assist you if you need to drop or add a course, complete a financial aid appeal form, or apply for graduation, and s/he can refer you to appropriate university resources for any other academic or personal concerns.

Course description

Academic requirements; University procedures, grading system, resources; student rights and responsibilities; overview of Arts and Sciences academic areas of study and services.

Course learning outcomes

By the end of this course, students should successfully be able to:

- Define General Education (GE) curriculum, major, and overall requirements for your baccalaureate degree.
- Complete a schedule of courses over the next several terms appropriate to your major and other interests (professional school, personal, etc.).
- Describe the value of a liberal arts education and what it means to be an educated person.
- Explain important Arts and Sciences and University policies and important dates/deadlines.
- Identify academic and other support and enrichment services at Ohio State.
- Begin a joint partnership working with your assigned academic advisor.

HOW THIS ONLINE COURSE WORKS

Overview: This class serves as an extended orientation for first semester students who are pursuing majors in the College of Arts and Sciences. Its purpose is to help you make a successful transition to academic life at Ohio State. Please keep in mind that although this course will be online and there are no lectures (in person or online), you will be required to meet once (virtually) with your assigned academic advisor. You will be expected to follow the course schedule in the syllabus and in Carmen to complete assignments, readings, and quizzes. Each assignment has a specific deadline. This course does not require exams. Instead, you will complete a final project, consisting of the Degree Audit Assignment and Schedule Projection. These assignments are due no later than **Wednesday, October 13**, and you will submit them to your advisor in an appointment. Descriptions of all the course assignments are below.

Mode of delivery: This course is 100% online. There are no required sessions when you must be logged in to Carmen at a scheduled time.

Pace of online activities: This course is divided into **weekly modules**. Students are expected to keep pace with weekly deadlines but may schedule their efforts freely within that time frame.

Credit hours and work expectations: This is a **1-credit-hour course**. According to Ohio State policy (go.osu.edu/credithours), students should expect around 1 hour per week of time spent on direct instruction (instructor content and Carmen activities, for example) in addition to 2 hours of homework (reading and assignment preparation, for example) to receive a grade of "S."

Attendance and participation requirements:

Because this is an online course, your attendance is based on your online activity and participation. As with all university courses, class attendance is not optional; it is expected. The following is a summary of students' expected participation:

- **Participating in online activities for attendance**:
  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 a class, discuss it with one of the instructors as soon as possible. Excused absences include illnesses for which you have a doctor's note or other documented extenuating circumstances.

COURSE MATERIALS AND TECHNOLOGIES

Course materials

This course is conducted using Carmen, Ohio State's online learning management system. All required materials are available online through Carmen and the College of Arts and Sciences website. Degree planning materials and readings are available at https://go.osu.edu/ascadvising and https://carmen.osu.edu/.

Course materials:
This course is conducted using Carmen, Ohio State's online learning management system. All required materials are available online through Carmen and the College of Arts and Sciences website.
- Arts and Sciences degree planning materials available online (https://go.osu.edu/ascadvising)
- Carmen readings online (http://carmen.osu.edu)

Required technology skills for this course:
- Basic computer and web-browsing skills
- Navigating Carmen (assistance and trouble-shooting: carmen@osu.edu or 614-688-HELP or 614-688-8743 TDD)

COURSE TECHNOLOGY

Technology support

For help with your password, university email, Carmen, or any other technology issues, questions, or requests, contact the Ohio State IT Service Desk. Standard support hours are available at ocio.osu.edu/help/hours, and support for urgent issues is available 24/7.

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

Technology skills needed for this course

- Basic computer and web-browsing skills
- Navigating Carmen (go.osu.edu/canvasstudent)
- CarmenZoom virtual meetings (go.osu.edu/zoom-meetings)

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. Full instructions for downloading and installation can be found at go.osu.edu/office365help. (Copy and paste this link into your browser).

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 help article for step-by-step instructions (go.osu.edu/add-device).
- 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 (go.osu.edu/install-duo) 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 IT support staff will work out a solution with you.

Web Resources

https://go.osu.edu/ascadvising (College of Arts and Sciences)
https://buckeyelink.osu.edu/ (Buckeye Link)
https://carmen.osu.edu/ (Carmen)
https://fye.osu.edu/ (First Year Experience)

GRADING AND INSTRUCTOR RESPONSE

How your grade is calculated

Grading

Arts and Sciences 1100.04 is graded Satisfactory/Unsatisfactory (S/U). In order to earn a grade of Satisfactory, you must earn a minimum of 80% (148 points out of 185 possible). You are expected to complete all assignments on the published due dates. Points will be deducted for late work unless prior arrangements have been made with the instructor. This is a 7-week Session 1 course, so it is imperative that you pay close attention to assignment deadlines and due dates.

In order to receive full or partial credit for your work, all assignments must be completed and received by Wednesday, October 13, 2021. A breakdown of the points per assignment is below.

- Five Carmen quizzes (25 points)
- Completed Degree Audit Report (30 points)
- Completed Coursework Projection (30 points)
- Handshake profile (5 points)
- Meeting with your advisor – Degree-planning assignments will be turned in at this meeting (5 points)
- Discussion board posts and comments (3 @ 15 points each: 45 points)
- Academic integrity activity (15 points)
- Connect to Campus (2 @ 15 points each: 30 points)

Descriptions of major course assignments

Note: this course does not involve "group work." All assignments must be your own.

Successful completion of this course requires that you:

- **Complete the 5 Carmen Quizzes**
  - You are required to complete a reading and the corresponding 5-point quiz on the following topics: 1) Adding & Dropping Classes: Deadlines & Procedures; 2) The General Education Curriculum; 3) Scheduling; 4) Grades & Academic Standing; and 5) Academic Misconduct & Plagiarism.
  - Each has a specific due date and will be completed in Carmen.
  - The quizzes are set up so that you can take each quiz unlimited times to increase your score. Your highest score for each quiz will be used in final grade calculation.

- **Complete the Degree Audit Report Assignment**
  - Print off a Degree Audit Report from Buckeye Link: click on the Academics and Records icon and then click on the Degree Audit icon.
  - Write in the missing courses on the degree audit report with your choices for the GE and major requirements.
  - Whenever you see a red 'X' mark, use the GE sheets (links available Carmen) and information about your major on the department website, and write in the course(s) on your Degree Audit so that your advisor is aware of the specific course(s) you plan to take to fulfill any unmet requirements. If you have areas with green check marks, no additional course work is required for that category.
  - Be sure to calculate your upper division and total hours to make certain you plan for elective courses, if needed.
  - You may have classes appearing in the section labeled "course work counted towards graduation but not used toward a specific GE or major requirement" that you think might fit into a GE or major course requirement. If so, bring copies of the course syllabi to the meeting with your assigned advisor.
  - You will submit this assignment to your assigned academic advisor in a scheduled meeting.
  - A sample of this assignment, completed, is available in Carmen.

- **Complete the Schedule Projection**
  - The Schedule Projection worksheet can be found in Carmen.
  - Fill in the courses you plan on taking for each semester for the next four terms (minimum) or until you will have completed your degree (whichever comes first).
  - You will submit this assignment to your assigned academic advisor in a scheduled meeting.

- **Create a Handshake profile**
  - Handshake is used to explore job and internship opportunities, post your resume for employers to review, sign-up for on-campus interviews, and learn about career events on campus. You can access it here: https://handshake.osu.edu/.
  - Log in (using your OSU username and password) and create your personal profile.
  - You will submit this assignment to your assigned academic advisor in a scheduled meeting.

- **Submit degree-planning assignments in a meeting with your advisor**
  - Schedule an appointment with your assigned advisor.
  - It will be in your best interest to schedule this appointment as soon as possible in the term.
  - Make sure this appointment is scheduled for no later than the final assignment deadline.
  - Bring your completed degree audit report, schedule projection, and Handshake profile with you to this meeting.
  - Come prepared to ask questions and discuss your degree plans.

- **Post and comment in the Discussion Board**
  - Post 3 reflections to the discussion board in Carmen, in response to an assigned reading and/or prompt.
  - Students are required to comment on at least 2 classmates' reflections for each assigned discussion.

- **Complete the Academic Integrity Activity**
  - Read the Code of Student Conduct and information about plagiarism on the Center for the Study and Teaching of Writing website (links to this information is in Carmen).
  - Complete the Academic Integrity activity in Carmen.

- **Complete two Connect to Campus assignments**
  - These assignments are to be submitted in Carmen. One is academic in nature and the other has a wellness theme. Instructions for each are below.
  - Attend an academic-related event and post a reflection statement OR using your major department's website and other resources as desired, answer the following questions:
    1. Is there a student organization for students in your major?
    2. If so, what is the name of the organization and when do they meet?
    3. Does your major department provide opportunities for undergraduate research?
    4. If so, describe one step you can take toward getting involved in undergraduate research?
    5. What is one step you can take toward finding an internship related to your major area of study?
    6. If you answered 'no' to any of the above questions, who in your major department might you ask for assistance?
  - Attend a campus event with a wellness theme and post a reflection statement in Carmen OR Complete the Wellness Assessment on the Student Wellness Center website: http://go.osu.edu/wa
    1. Based on the results of the assessment, identify one area to which you will pay close attention during your first two semesters at Ohio State.
    2. Submit a reflection (300 words minimum) about the area on which you will focus and the campus resources you plan to utilize.
    3. Hint: To get started with identifying campus resources or events in each of the wellness areas, click on the area of interest in the "9 Dimensions of Wellness" box on the Student Wellness Center homepage: http://swc.osu.edu

At any time during this semester or subsequent semesters, you should schedule a personal appointment immediately if you are having difficulty in this or any other class. Your academic advisor is here to help you--and s/he can make a referral elsewhere as appropriate.

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.)

- **Grading and feedback:** For large weekly assignments, you can generally expect feedback within **7 days**.

- **Email:** I will reply to emails within **24 hours on days when class is in session at the university**.

- **Discussion board:** I will check and reply to messages in the discussion boards every **24 hours on school days**.

OTHER COURSE POLICIES

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. A more conversational tone 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.

Academic integrity policy

See **Descriptions of major course assignments**, above, for my specific guidelines about collaboration and academic integrity in the context of this online class.

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 **http://studentlife.osu.edu/csc/**.

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

Statement on Plagiarism

Plagiarism is the act of stealing the ideas and/or the expression of another and representing them as your own. It is a form of cheating and a kind of academic misconduct, which can incur severe penalties. It is important, therefore, that you understand what it consists of, so that you will not unwittingly jeopardize your college career. Plagiarism includes, but is not limited to: word-for-word copying of someone else's work, in whole or in part, without acknowledgment, whether that work be a magazine article, a portion of a book, a newspaper piece, another student's essay, or any other composition not your own without proper citation. Changing a few words of another's composition, omitting a few sentences, or changing their order does not constitute original composition. If you have any doubts about the originality of a paper/assignment you have written, see your instructor before you turn it in (*Colleges of the Arts and Sciences Degree Planning Manual 2006-7*, pp. 34-35).

Student Services and Advising

University Student Services can be accessed through BuckeyeLink. More information is available here: https://contactbuckeyelink.osu.edu/

Advising resources for students are available here: http://advising.osu.edu

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.

Statement on Title IX

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

Commitment to a diverse and inclusive learning environment

The Ohio State University affirms the importance and value of diversity in the student body. Our programs and curricula reflect our multicultural society and global economy and seek to provide opportunities for students to learn more about persons who are different from them. We are committed to maintaining a community that recognizes and values the inherent worth and dignity of every person; fosters sensitivity, understanding, and mutual respect among each member of our community; and encourages each individual to strive to reach his or her own potential. Discrimination against any individual based upon protected status, which is defined as age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status, is prohibited.

Your mental health

As a student you may experience a range of issues that can cause barriers to learn, 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 resources are available at go.osu.edu/ccsondemand. You can reach an on-call counselor when CCS is closed at 614-292-5766, and 24-hour emergency help is also available through the 24/7 National Prevention Hotline at 1-800-273-TALK or at suicidepreventionlifeline.org. The Ohio State Wellness app is also a great resource available at go.osu.edu/wellnessapp.

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. 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; 614-292-3307; 098 Baker Hall, 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.

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

COURSE SCHEDULE

ARTSSCI 1100.04 Course Schedule

Week 1   ***August 24 – 27***
- Review syllabus
- Review course content and assignment schedule Carmen website
- Complete "Who is my advisor?" assignment by Friday, August 27

Week 2   ***August 30 – September 3***
- Discussion Board Post #1 Due Wednesday, September 1
- Discussion Board Comments Due Friday, September 3

Week 3   ***September 6 – 10***
- Read *Advising Support* and *Adding & Dropping Courses* on Arts and Sciences website
- Read "Adding and Dropping Classes" on Carmen website
- Complete Quiz 1 by Friday, September 10
- Complete Handshake Profile assignment

Week 4   ***September 13 – 17***
- Discussion Board Post #2 Due Wednesday, September 15
- Discussion Board Comments Due Friday, September 17
- Read *General Education Requirements* on Arts and Sciences website
- Read "The General Education Requirements" on Carmen website
- Complete Quiz 2 by Friday, September 17
- Complete Degree Audit assignment

Week 5   ***September 20 – 24***
- Read *Course Scheduling* and *Degree Planning* on Arts and Sciences website
- Read "Scheduling" on Carmen website
- Complete Quiz 3 by Friday, September 24
- Complete Schedule Projection assignment
- Complete Connect to Campus assignments

Week 6   ***September 27 – October 1***
- Discussion Board Post #3 Due Wednesday, September 29
- Discussion Board Comments Due Friday, October 1
- Read *Policies* and *Academic Programs: Majors and Minors* on Arts and Sciences website
- Read "Grades and Academic Standing" on Carmen website
- Complete Quiz 4 by Friday, October 1
- Set up your advisor meeting. You will submit your Degree Audit, Schedule Projection, and Handshake assignments in the advisor meeting.

Week 7   ***October 4 – October 8***
- Read *Graduation, Major Information,* and *Honors and Scholars* on Arts and Sciences website
- Read "Academic Integrity" on Carmen website
- Complete Academic Integrity activity by Friday, October 8
- Complete Quiz 5 by Wednesday, October 13

Week 8   ***October 11 – 13***

Advisor meeting to submit degree plan and schedule projection is due Wednesday, October 13

ASC 1100.XX Arts and Sciences Survey: XXXXX   **Autumn 2021**

Instructor: Phone:
Day/Time: E-Mail:
Location: ONLINE   Office:
Class Number: Office Hours:
Credit Hours: 1   Zoom meeting information
Contact time per week: 55 minutes   **Meeting ID**:
Format of Instruction: ONLINE   **Password**:

If you are unable to get an appointment with your instructor in a timely manner to discuss issues related to the course, you may call (614) 292-6961 or email askascadvising@osu.edu, to schedule an appointment with another academic advisor.

Course Objectives

- Design a personal degree plan, including major and General Education requirements, using a variety of degree planning resources.
- Describe the value of a liberal arts education and what it means to be an educated person.
- Locate published college and university dates, deadlines, policies, and procedures.
- Investigate Ohio State's academic resources and support services.
- Establish a relationship with one or more academic advisors.

Course materials

This course is conducted using Carmen, Ohio State's online learning management system. All required materials are available online through Carmen and the College of Arts and Sciences website. Degree planning materials and readings are available at https://go.osu.edu/ascadvising and https://carmen.osu.edu/.

Technology support

For help with your password, university email, Carmen, or any other technology issues, questions, or requests, contact the Ohio State IT Service Desk. Standard support hours are available at https://ocio.osu.edu/help, and support for urgent issues is available 24/7.

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

Technology skills needed for this course

- Basic computer and web-browsing skills
- Navigating Carmen (go.osu.edu/canvasstudent)
- CarmenZoom virtual meetings (go.osu.edu/zoom-meetings)

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. Full instructions for downloading and installation can be found at go.osu.edu/office365help. (Copy and paste this link into your browser).

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 help article for step-by-step instructions (go.osu.edu/add-device).
- 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 (go.osu.edu/install-duo) 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 IT support staff will work out a solution with you.

Web Resources

https://go.osu.edu/ascadvising (College of Arts and Sciences)
https://buckeyelink.osu.edu/ (Buckeye Link)
https://carmen.osu.edu/ (Carmen)
https://fye.osu.edu/ (First Year Experience)

Attendance and participation requirements:

Because this is an online course, your attendance is based on your online activity and participation. As with all university courses, class attendance is not optional; it is expected. The following is a summary of students' expected participation:

- **Participating in online activities for attendance**:
  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 a class, discuss it with me as soon as possible. Excused absences include illnesses for which you have a doctor's note or other documented extenuating circumstances.
- **Live weekly class sessions**:
  Participation in all live weekly class sessions is required.

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. A more conversational tone 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.

Counseling and Consultation Service (Office of Student Life)

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 or calling 614-292-5766. 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 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.

Disability Services (Office of Student Life)
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; 614-292-3307; https://slds.osu.edu/; 098 Baker Hall, 113 W. 12th Avenue.

Statement on Sexual Misconduct/Relationship Violence

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

Statement on Diversity

The Ohio State University affirms the importance and value of diversity in the student body. Our programs and curricula reflect our multicultural society and global economy and seek to provide opportunities for students to learn more about persons who are different from them. We are committed to maintaining a community that recognizes and values the inherent worth and dignity of every person; fosters sensitivity, understanding, and mutual respect among each member of our community; and encourages each individual to strive to reach his or her own potential. Discrimination against any individual based upon protected status, which is defined as age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status, is prohibited.

Code of Student Conduct/Policies

The Code of Student Conduct is established to foster and protect the core missions of the university, to foster the scholarly and civic development of the university's students in a safe and secure learning environment, and to protect the people, properties and processes that support the university and its missions. Preservation of academic freedom and free and open exchange of ideas and opinions for all members of the university are central to these missions.

- The Code of Student Conduct can be accessed at: https://studentconduct.osu.edu/for-students/understanding-the-student-conduct-process/code-of-student-conduct-versions

- For information regarding IT/computer policies: https://ocio.osu.edu/sites/default/files/assets/Policies/Responsible-Use-of-University-Computing-and-Network-Resources-Policy.pdf

- For Residence Hall policies: http://housing.osu.edu/living-on-campus/fees-contracts-policies/residential-living-handbook-code-student-conduct

- For Parking policies: http://osu.campusparc.com/home

Academic Integrity

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: https://studentconduct.osu.edu/for-students/understanding-the-student-conduct-process/code-of-student-conduct-versions.

Statement on Plagiarism

Plagiarism is the act of stealing the ideas and/or the expression of another and representing them as your own. It is a form of cheating and a kind of academic misconduct, which can incur severe penalties. It is important, therefore, that you understand what it consists of, so that you will not unwittingly jeopardize your college career. Plagiarism includes, but is not limited to: word-for-word copying of someone else's work, in whole or in part, without acknowledgment, whether that work be a magazine article, a portion of a book, a newspaper piece, another student's essay, or any other composition not your own without proper citation. Changing a few words of another's composition, omitting a few sentences, or changing their order does not constitute original composition. If you have any doubts about the originality of a paper/assignment you have written, see your instructor before you turn it in (*Colleges of the Arts and Sciences Degree Planning Manual 2006-7*, pp. 34-35).

Grading

ASC 1100.XX is graded Satisfactory/Unsatisfactory (S/U). Students are expected to complete all assignments. **In order to earn a satisfactory grade, you must earn a minimum of 119 points out of a possible 140 points (85%)**. You are expected to hand in all assignments on the day they are due. Points will be deducted for late work unless prior arrangements have been made with the instructor.

Item	Points	Due
FYSS 1, Reflection Paper	10	Arranged*
FYSS 2, Reflection Paper	10	Arranged*
Approved Campus Event (or FYSS), Reflection Paper	10	Arranged*
CARMEN Quizzes (5)	25	Weeks 1 - 9
Degree Audit Report (DARS) and Advising Report	5	Week 10
Curriculum Plan	45	Arranged
Schedule Projection	15	Arranged
Advisor meeting(s)	10	Arranged
Career Assignment	5	Week 11
Library Assignment	5	Week 15
Total	**140**	

* The First Year Success Series Sessions are typically offered during weeks 2-13 of autumn and spring semesters. Please check during those times to register for sessions. Contact askFYE@osu.edu with questions.

Brief Description of Assignments

First Year Success Series Events

You will attend two events of your choice on issues important to student success. For each Success Series event, you will write a one-page reflection paper. Plan on completing the assignment early in the semester so that you will have plenty of time to take advantage of what you learn and because popular sessions fill up quickly. The First Year Experience (FYE) Web Address to sign up for the sessions is: http://fye.osu.edu/. Note that in order to earn credit for your participation in an FYE event, you must stay for the duration of the session.

Additional Event

For your third event, you will have the option of attending another Success Series event or selecting an approved alternative. Your instructor will provide you with a list of examples. For the third event, you will write a one-page reflection paper.

Carmen Readings/Quizzes

There are five Carmen readings: Academic Misconduct & Plagiarism; The General Education (GE) Requirements; Scheduling; Grades & Academic Standing; and Adding & Dropping Classes: Deadlines & Procedures. Each reading includes a five-point quiz. For each topic, you will be asked to read the assigned information and take the quiz. The assigned weekly Carmen readings correspond with the assigned readings on https://go.osu.edu/ascadvising.

Degree Audit Report (DARS) and Advising Report

For this assignment, print off a copy of your Degree Audit Report (DARS) and your Advising Report—important degree-planning tools—and submit them to the dropbox in Carmen. Go to buckeyelink.osu.edu, select the "Grades and Advising" tab, and click on "Degree Audit Report" and "Advising Report." Follow the prompts.

Curriculum Plan

Using the Bachelor's degree requirement worksheets, available on Carmen, you will map out the courses you plan to take to complete the GE, your major(s), and other degree requirements. As part of the assignment, you will meet with your advisor(s) to review GE, major, and degree requirements, and you will meet with your instructor/academic advisor to review your plan. Your instructor will provide you with instructions on setting up an appointment to meet with your instructor/academic advisor.

Schedule Projection

Using your curriculum plan as a guide, you will project your schedule for upcoming semesters. You will be required to complete at least the first four semesters of the plan. You will review your plan with your instructor/academic advisor. The Schedule Projection can be found on Carmen.

Career Assignment

You will complete an assignment to be determined.

Library Assignment

You will complete an assignment to be determined.

ASC 1100.XX Course Schedule

Week One	8/24	(T)	Welcome: review syllabus and important dates Read "The Educated Person"
Week Two	8/31	(T)	Discuss "The Educated Person" Read "Academic Misconduct & Plagiarism," take Quiz One
Week Three	9/7	(T)	Introduce the General Education (GE) requirements Read "The General Education (GE) Requirements," take Quiz Two
Week Four	9/14	(T)	GE (continued) Read "Scheduling," take Quiz Three
Week Five	9/21	(T)	GE (continued)
Week Six	9/28	(T)	Introduce degree plan and schedule projection Read "Grades & Academic Standing," take Quiz Four
Week Seven	10/5	(T)	Discuss/demo course registration process
Week Eight	10/12	(T)	Discuss academic standards and university and college policies/procedures
Week Nine	10/19	(T)	Introduce university resources Read "Adding & Dropping Classes: Deadlines & Procedures," take Quiz Five
Week Ten	10/26	(T)	DARS/Advising Report/online tools/University resources Print Degree Audit
Week Eleven	11/2	(T)	Career Services Complete Career Assignment
Week Twelve	11/9	(T)	Study Abroad/Undergraduate Research/Pre-Health and Pre-professional/Thesis
Week Thirteen	11/16	(T)	Degree requirements, Majors, Minors, and Electives
Week Fourteen	11/23	(T)	Workshop Degree Plans
Week Fifteen	11/30	(T)	Library/Academic Integrity Complete Library Assignment
Week Sixteen	12/7	(T)	Review degree plans and schedule projections Complete Degree Plan and Schedule Projection

Distance Approval Cover Sheet

For Permanent DL/DH Approval | College of Arts and Sciences

Course Number and Title: ARTSSCI 1100.04 – Arts and Sciences Survey: Transfer

Carmen Use

Please consider using ASC's distance learning course template. For more on use of Carmen:
https://teaching.resources.osu.edu/teaching-topics/carmen-common-sense-best-practices

A Carmen site will be created for the course, including a syllabus and gradebook at minimum. YES

If no:

Syllabus

Proposed syllabus uses the ASC distance learning syllabus template, includes boilerplate language where required, as well as a clear description of the technical and academic support services offered, and how learners can obtain them. YES

Syllabus is consistent and is easy to understand from the student perspective. YES

Syllabus includes a schedule with dates and/or a description of what constitutes the beginning an end of a week or module. YES

If there are required synchronous sessions, the syllabus clearly states when they will happen and how to access them. N/A

Additional comments (optional):
Enter any additional comments about syllabus...

Instructor Presence

For more on instructor presence: https://teaching.resources.osu.edu/teaching-topics/online-instructor-presence

Students should have opportunities for regular and substantive academic interactions with the course instructor. Some ways to achieve this objective:

☐ Regular instructor communications with the class via announcements or weekly check-ins

☐ Instructional content, such as video, audio, or interactive lessons, that is visibly created or mediated by the instructor

☐ Regular participation in class discussion, such as in Carmen discussions or synchronous sessions

☐ Regular opportunities for students to receive personal instructor feedback on assignments

Please comment on this dimension of the proposed course (or select/explain methods above):
Students have the opportunity for interaction, via email, with the course coordinators on a weekly basis. Students also have the responsibility (and opportunity) to receive feedback on the degree plan and schedule projection, via their assigned academic advisor.

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Delivery Well-Suited to DL/DH Environment

Technology questions adapted from the Quality Matters rubric. For information about Ohio State learning technologies: https://teaching.resources.osu.edu/toolsets

The tools used in the course support the learning outcomes and competencies. YES

Course tools promote learner engagement and active learning. YES

Technologies required in the course are current and readily obtainable. YES

Links are provided to privacy policies for all external tools required in the course. YES

Additional technology comments:
Enter any additional comments about course technology...

Which components of this course are planned for synchronous delivery and which for asynchronous delivery? (For DH, address what is planned for in-person meetings as well.)
All components are asynchronous, except the advisor meeting and the connect to campus events (these are arranged).

If you believe further explanation would be helpful, please comment on how course activities have been adjusted for distance learning:
Enter comments...

Workload Estimation

For more information about calculating online instruction time: ODEE Credit Hour Estimation

Course credit hours align with estimated average weekly time to complete the course successfully. YES

Course includes direct (equivalent of "in-class") and indirect (equivalent of "out-of-class") instruction at a ratio of about 1:2. YES

Provide a brief outline of a typical course week, categorizing course activities and estimating the approximate time to complete them or participate:
Review ASC Advising website information (60 minutes); Read one of five modules and take quiz (30-45 minutes); Complete Connect to Campus assignment (60 minutes); Discussion board post (30-45 minutes); Discussion board comment (30-45 minutes); Work on Degree Plan and Schedule Projection (120 minutes)

In the case of course delivery change requests, the course demonstrates comparable rigor in meeting course learning outcomes. YES

Accessibility

For more information or a further conversation, contact the accessibility coordinator for the College of Arts and Sciences. For tools and training on accessibility: Digital Accessibility Services

Instructor(s) teaching the course will have taken Digital Accessibility training (starting in 2022) and will ensure all course materials and activities meet requirements for diverse learners, including alternate means of accessing course materials when appropriate. YES

Information is provided about the accessibility of all technologies required in the course. All third-party tools (tools without campus-wide license agreements) have their accessibility statements included. n/a

Description of any anticipated accommodation requests and how they have been/will be addressed. Enter comments...

Additional comments:
Enter any additional comments about accessibility...

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Academic Integrity

For more information: *https://go.osu.edu/teaching-resources-academic-integrity*

The course syllabus includes online-specific policies about academic integrity, including specific parameters for each major assignment: YES

Assignments are designed to deter cheating and plagiarism and/or course technologies such as online proctoring or plagiarism check or other strategies are in place to deter cheating: YES

Additional comments:
Academic integrigy and Plaigiarism statements cover all assignments.

Frequent, Varied Assignments/Assessments

For more information: *https://teaching.resources.osu.edu/teaching-topics/designing-assessments-student*

Student success in online courses is maximized when there are frequent, varied learning activities. Possible approaches:

☐ Opportunities for students to receive course information through a variety of different sources, including indirect sources, such as textbooks and lectures, and direct sources, such as scholarly resources and field observation

☐ Variety of assignment formats to provide students with multiple means of demonstrating learning

☐ Opportunities for students to apply course knowledge and skills to authentic, real-world tasks in assignments

Comment briefly on the frequency and variety of assignment types and assessment approaches used in this course (or select methods above):
Sources include readings on University policies and procedures (indirect) and a reading on "the educated person" (direct). Assignments vary by format, e.g. discussion posts, the degree plan, the schedule projection, and event reflections. The degree plan itself is an exercise in provision for the future.

Community Building

For more information: *https://teaching.resources.osu.edu/teaching-topics/student-interaction-online*

Students engage more fully in courses when they have an opportunity to interact with their peers and feel they are part of a community of learners. Possible approaches:

☐ Opportunities for students to interact academically with classmates through regular class discussion or group assignments

☐ Opportunities for students to interact socially with classmates, such as through video conference sessions or a course Q&A forum

☐ Attention is paid to other ways to minimize transactional distance (psychological and communicative gaps between students and their peers, instructor, course content, and institution)

Please comment on this dimension of the proposed course (or select methods above):
Students are required to complete 2 "connect to campus" events—which is especially important for new transfer students—and they are also required to participate in discussion posts.

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Transparency and Metacognitive Explanations

For more information: https://teaching.resources.osu.edu/teaching-topics/supporting-student-learning-your

Students have successful, meaningful experiences when they understand how the components of a course connect together, when they have guidance on how to study, and when they are encouraged to take ownership of their learning. Possible approaches:

☐ Instructor explanations about the learning goals and overall design or organization of the course

☐ Context or rationale to explain the purpose and relevance of major tasks and assignments

☐ Guidance or resources for ancillary skills necessary to complete assignments, such as conducting library research or using technology tools

☐ Opportunities for students to take ownership or leadership in their learning, such as by choosing topics of interest for an assignment or leading a group discussion or meeting

☐ Opportunities for students to reflect on their learning process, including their goals, study strategies, and progress

☐ Opportunities for students to provide feedback on the course

Please comment on this dimension of the proposed course (or select methods above):
Starting with a reading and discussion on the educated person (providing course context), the course will help students build an understanding of the general education requirements—that is, the program proscribed by the faculty—as well as college and major requirements in order to complete a schedule projection and degree plan. Students can provide feedback through SEIs.

Additional Considerations

Comment on any other aspects of the online delivery not addressed above:
Enter any additional considerations...

Syllabus and cover sheet reviewed by Jeremie Smith on 9/9/2021

Additional resources and examples can be found on ASC's Office of Distance Education website.

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