

**From:** [Hilty, Michael](#)  
**To:** [Griffith, Elizabeth M.](#); [Griffith, W. Ashley](#); [Quinzon-Bonello, Rosario](#)  
**Cc:** [Panero, Wendy](#); [Vankeerbergen, Bernadette](#); [Steele, Rachel](#); [Cody, Emily](#)  
**Subject:** Earth Sciences/Civil Engineering 2540  
**Date:** Wednesday, May 25, 2022 4:01:00 PM  
**Attachments:** [image001.png](#)

---

Good afternoon,

On Monday, May 9<sup>th</sup>, the Natural and Mathematical Sciences Panel of the ASC Curriculum Committee reviewed a new course request for Earth Sciences/Civil Engineering 2540. Please see below for the Panel's feedback.

The Panel unanimously approved the request with two contingencies and three recommendations. As a reminder, the Panel's contingencies must be satisfied by a revision submitted in curriculum.osu.edu while the Panel's recommendations may be implemented when the course is first taught.

- **Contingency:** The Panel asks that the departments submitting this course consider the implications of this being numbered at the 2000-level, as currently, in the College of Arts and Sciences, courses taught at the 2000-level in the physical and mathematical sciences (which the School of Earth Sciences falls within) are considered "upper division" credit. It is likely that students enrolled in the Civil Engineering section of the course will receive "lower division" credit (please double-check with your colleagues in that department) while students enrolled in the same, Earth Sciences, section will receive "upper division" credit. This is not tenable. One potential solution would be to renumber this course to the 3000-level, as 3000-level courses in the College of Arts and Sciences receive upper division credit regardless of their discipline.
- **Contingency:** The Panel has some concerns they would like to see addressed in the syllabus regarding the course workload and how it is communicated in the syllabus. On page 7 of the course syllabus, under Credit hours and work expectations, it states that students should expect to spend 4 hours on direct instruction and 12 hours on out-of-classroom instruction. This is incorrect, as per the faculty rules, students should expect to have 1 hour of direct instruction and 2 hours of out-of-classroom work (for a total of 3 hours) per every 1 credit hour earned. For a 4-credit hour course, students should expect to spend 4 hours on direct instruction and 8 hours on out-of-classroom work. The Panel would like to ensure that the course proposers designed their course assignments to meet this 8 hours of outside work per week rather than 12 hours of outside work per week. For additional information, please see the faculty rules (3335-8-24) on credit hours at: <https://go.osu.edu/credithours>.
- **Recommendation:** The Panel recommends not requiring a doctor's note for late submission of assignments (as found on page 14 of the syllabus), as the Wilce Student Health center will not provide written documentation that a student is ill or visited them for treatment, and obtaining a doctor's note may require a student to make an unnecessary out-of-pocket medical expense to obtain this note.
- **Recommendation:** The Panel recommends adding the readings for the course directly to the course calendar on the corresponding dates.
- **Recommendation:** The Panel mentions that they view course syllabi as a "user manual" for students enrolled in the course to learn all the necessary information they need to be successful within the course. Therefore, they recommend either moving the relevant information in the course (such as details on assignments, the course calendar, etc.) higher in the syllabus or providing a useful table-of-contents to the front of the syllabus to allow students to quickly find the relevant section they seek.

I will return Earth Sciences/Civil Engineering 2540 to the departmental and school queues via curriculum.osu.edu in order to address the Panel's feedback.

Should you have any questions, please do not hesitate to reach out to Wendy Panero, faculty Chair of the NMS Panel, or myself.

Best,  
Michael



**Michael Hilty**

Curriculum and Assessment Assistant

**ASC Curriculum and Assessment Services** The College of Arts and Sciences

306 Dulles Hall, 230 Annie and John Glenn Ave, Columbus, OH 43210

614-247-6089 Office

[hilty.70@osu.edu](mailto:hilty.70@osu.edu) / [ascas.osu.edu](http://ascas.osu.edu)

Pronouns: he/him/his, they/them/theirs / Honorific: Mr.

*Buckeyes consider the environment before printing.*