

**From:** [Neff, Jennifer](#)  
**To:** [Guatelli-Steinberg, Debra](#); [Moritz, Mark](#); [Palazzo, Sarah](#)  
**Cc:** [Nathanson, Amy](#); [Vankeerbergen, Bernadette](#); [Steele, Rachel](#); [Hilty, Michael](#)  
**Subject:** Anthropology 3504, 5685.02, 5685.03, & 5685.04  
**Date:** Monday, February 19, 2024 9:55:00 AM  
**Attachments:** [image001.png](#)  
[Anthropology 3504, 5685.02, 5685.03, & 5685.04 SBS Feedback 2-9-24.docx](#)

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Good morning,

On Friday, February 9th, the Social and Behavioral Sciences Subcommittee of the ASC Curriculum Committee reviewed a course request for Anthropology 3504 and new course proposals for Anthropology 5685.02, 5685.03, & 5685.04.

All of the above courses were unanimously approved by the Subcommittee with contingencies and recommendations. For your convenience, I am cutting/pasting the feedback underneath my email as well attaching it as a separate Word document.

As a reminder, **contingencies** (in bold below) must be addressed and resubmitted via curriculum.osu.edu before a course can move forward in the approval process. *Recommendations* (in italics below) should be implemented when the course is next taught.

I will return the courses to the department queue via curriculum.osu.edu in order to address the Subcommittee's requests.

Should you have any questions about the feedback of the Subcommittee, please feel free to contact Amy Nathanson (faculty Chair of the SBS Subcommittee; cc'd on this e-mail), or me.

Best,  
Jennifer



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Pronouns: she/her/hers

- Anthropology 3504 (existing course requesting to be offered for fixed 3 credits instead of variable 3-4 credits)
  - **Contingency:** The Subcommittee asks that the department include in the syllabus grading information indicating the percentages assigned to various requirements, as stated as a required syllabus element on the [Arts and Sciences Curriculum and Assessment Services website](#).

- Contingency:** The Subcommittee requests that the department include information regarding the format of the exam questions and the length of study board posts, as stated as required syllabus elements on the [Arts and Sciences Curriculum and Assessment Services website](#). [Syllabus pp. 1-2]
- **Contingency:** The Subcommittee requests that the department use the approved academic misconduct statement in the syllabus. The statement can be found in an easy to copy/paste format on the [Arts and Sciences Curriculum and Assessment Services website](#). [Syllabus p. 3]
  - **Contingency:** The Subcommittee requests that the department use the most recent version of the Student Life Disability Services Statement, which was updated to reflect the university's new COVID-19 policies in August 2023. The updated statement can be found in an easy to copy/paste format on the [Arts and Sciences Curriculum and Assessment Services website](#). [Syllabus p. 4]
  - **Contingency:** The Subcommittee requests that the department add the required religious accommodations statement into the syllabus. The Arts and Sciences Curriculum Committee recently updated the list of required syllabus statements for all syllabi to include a statement on religious accommodations. This new, required statement is a result of a directive by the Executive Vice President and Provost and can be found in an easy to copy/paste format on the [Arts and Sciences Curriculum and Assessment Services website](#).
  - *Recommendation:* The Subcommittee recommends that the department include an attendance policy in the final syllabus that will be provided to students when the course is taught, as stated as a required operational syllabus element on the [Arts and Sciences Curriculum and Assessment Services website](#).
- Anthropology 5685.02 (new courses)
    - **Contingency:** The Subcommittee is unclear on how contact hours will be calculated per offering and asks the department how many contact hours will be expected per credit hour.
    - **Contingency:** The Subcommittee requests that the department include the physical work expectations statement present in the 5685.03 syllabus (p. 5) in this syllabus as well. The Subcommittee finds this to be informative and important for students to know.
    - **Contingency:** The Subcommittee requests that the department include in the syllabus information regarding participation/performance expectations and additional details laying out the length and format of the other assignments, as stated as required syllabus elements on the [Arts and Sciences Curriculum and Assessment Services website](#).
    - **Contingency:** The Subcommittee requests that the top of the first page of the syllabus specify that this course is ANTH 5685.02.
    - **Contingency:** The Subcommittee requests that the department use the approved academic misconduct statement in the syllabus. The statement can be found in an easy to copy/paste format on the [Arts and Sciences Curriculum and Assessment Services website](#). [Syllabus p. 1]
    - **Contingency:** The Subcommittee requests that the department add the most recent version Student Life Disability Services Statement into the syllabus, which was updated

to reflect the university's new COVID-19 policies in August 2023. The updated statement can be found in an easy to copy/paste format on the [Arts and Sciences Curriculum and Assessment Services website](#).

- **Contingency:** The Subcommittee requests that the department add the required religious accommodations statement into the syllabus. The Arts and Sciences Curriculum Committee recently updated the list of required syllabus statements for all syllabi to include a statement on religious accommodations. This new, required statement is a result of a directive by the Executive Vice President and Provost and can be found in an easy to copy/paste format on the [Arts and Sciences Curriculum and Assessment Services website](#).
- *Recommendation:* The Subcommittee recommends that the department include an attendance policy and grading scale in the final syllabus that will be provided to students when the course is taught, as stated as required operational syllabus elements on the [Arts and Sciences Curriculum and Assessment Services website](#).
- Anthropology 5685.03 (new course)
  - Contingency: The Subcommittee is unclear on how contact hours will be calculated per offering and asks the department how many contact hours will be expected per credit hour.
  - **Contingency:** The Subcommittee requests that the department select S/U for the grading basis in curriculum.osu.edu, as the form currently states that the course is graded by letter grades while the syllabus states that it is graded S/U. Or if it is the syllabus that should use letter grades, then it needs to be corrected.
  - **Contingency:** The Subcommittee requests that the department update the links to the required readings, as neither of them lead to an existing page. [Syllabus p. 2]
  - **Contingency:** The Subcommittee requests that the top of the first page of the syllabus specify that this course is ANTH 5685.03.
  - **Contingency:** The Subcommittee requests that the department use the most recent version of the Student Life Disability Services Statement, which was updated to reflect the university's new COVID-19 policies in August 2023. The updated statement can be found in an easy to copy/paste format on the [Arts and Sciences Curriculum and Assessment Services website](#). [Syllabus p. 1]
  - **Contingency:** The Subcommittee requests that the department add the required religious accommodations statement into the syllabus. The Arts and Sciences Curriculum Committee recently updated the list of required syllabus statements for all syllabi to include a statement on religious accommodations. This new, required statement is a result of a directive by the Executive Vice President and Provost and can be found in an easy to copy/paste format on the [Arts and Sciences Curriculum and Assessment Services website](#).
  - *Recommendation:* The Subcommittee recommends that the department use the most recent version of the mental health statement if it wishes to keep the statement in the syllabus. The statement was updated to include the new Suicide and Crisis Lifeline number. The updated statement can be found in an easy to copy/paste format on the [Arts and Sciences Curriculum and Assessment Services website](#). [Syllabus p. 2-3]
- Anthropology 5685.04 (new course)
  - Contingency: The Subcommittee is unclear on how contact hours will be calculated per

offering and asks the department how many contact hours will be expected per credit hour.

- **Contingency:** The Subcommittee requests that the department include the physical work expectations statement present in the 5685.03 syllabus (p. 5) be added to this syllabus as well. The Subcommittee finds this to be informative and helpful for students to know.
- **Contingency:** The Subcommittee requests that the department include in the syllabus information regarding participation/performance expectations and additional details laying out the length and format of the other assignment, as stated as required syllabus elements on the [Arts and Sciences Curriculum and Assessment Services website](#).
- **Contingency:** The Subcommittee requests that the syllabus contain a weekly topical outline of course meetings, including topics to be covered, readings, and homework (to provide an idea of how much is required of students), as stated as a required syllabus element on the [Arts and Sciences Curriculum and Assessment Services website](#).
- **Contingency:** The Subcommittee requests that the top of the first page of the syllabus specify that this course is ANTH 5685.04.
- **Contingency:** The Subcommittee requests that the department use the approved academic misconduct statement in the syllabus. The statement can be found in an easy to copy/paste format on the [Arts and Sciences Curriculum and Assessment Services website](#). [Syllabus p. 2]
- **Contingency:** The Subcommittee requests that the department add the most recent version of the Student Life Disability Services Statement into the syllabus, which was updated to reflect the university's new COVID-19 policies in August 2023. The updated statement can be found in an easy to copy/paste format on the [Arts and Sciences Curriculum and Assessment Services website](#).
- **Contingency:** The Subcommittee requests that the department add the required religious accommodations statement into the syllabus. The Arts and Sciences Curriculum Committee recently updated the list of required syllabus statements for all syllabi to include a statement on religious accommodations. This new, required statement is a result of a directive by the Executive Vice President and Provost and can be found in an easy to copy/paste format on the [Arts and Sciences Curriculum and Assessment Services website](#).
- *Recommendation:* The Subcommittee recommends that the department include an attendance policy and grading scale in the final syllabus that will be provided to students when the course is taught, as stated as required operational syllabus elements on the [Arts and Sciences Curriculum and Assessment Services website](#).
- *Recommendation:* The Subcommittee recommends that the department connect with OIA to decide on appropriate disability language that is specific to this course and its requirements (to better phrase the "students with disabilities" statement at the beginning of the syllabus and to be included in addition to the required SLDS statement). The Subcommittee also recommends that the department refrain from using all capital letters for the disability statement and from making it one of the first informational items, as it can come across as singling out students with disabilities and drawing an excessive amount of attention to them. [Syllabus p. 1]
- **Comment:** The Subcommittee offers the friendly advice that the grade percentages

breakdown is often more digestible in the form of a table rather than a list. [Syllabus p. 2]