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To: [Guatelli-Steinberg, Debra](#); [Moritz, Mark](#); [Palazzo, Sarah](#)
Cc: [Nathanson, Amy](#); [Vankeerbergen, Bernadette](#); [Steele, Rachel](#); [Hilty, Michael](#)
Subject: Anthropology 3360 & 5525
Date: Friday, March 1, 2024 4:03:00 PM
Attachments: [image001.png](#)

Good afternoon,

On Friday, February 16th, the Social and Behavioral Sciences Subcommittee of the ASC Curriculum Committee reviewed new course proposals for Anthropology 3360 & 5525.

The Subcommittee unanimously approved the requests with the following feedback:

- Anthropology 3360
 - **Contingency:** The Subcommittee requests that the department offer insight on whether this course will be able to count toward the Medical Anthropology BA/BS. If so, the Subcommittee requests a curriculum map for those degrees as well.
 - **Contingency:** The Subcommittee requests that the department include the course number alongside the course title at the top of the first page of the syllabus.
 - **Contingency:** The Subcommittee requests that the syllabus include the format of instruction and the number of contact hours per week in the syllabus, as noted in the required syllabus elements on the [Arts and Sciences Curriculum and Assessment Services website](#).
 - **Contingency:** The Subcommittee requests that the department remove the reference to the OSU standard scheme, as the university does not have a standard grading scale. [Syllabus p. 4]
 - **Contingency:** The Subcommittee requests that the department remove the academic misconduct statement that appears on page 6 of the syllabus. The statement on page 8 is the correct version and should remain in the syllabus.
 - *Recommendation:* The Subcommittee recommends that the department provide the length of all of the readings in the course schedule so that the workload per class session is clear to students.
 - *Recommendation:* The Subcommittee recommends that the department include more detail in the syllabus regarding the research project including the approximate length of the paper. [Syllabus p. 4]
- Anthropology 5525
 - **Contingency:** Given the content of this course, the Subcommittee requests that the department seek concurrence with the department of Sociology and the College of Social Work.
 - **Contingency:** The Subcommittee requests that the department clarify the times that students will need to commit to the class (e.g., when traveling to client sites) along with what will happen if students' schedules do not align with those times.
 - **Contingency:** The Subcommittee requests that the department include more details regarding the clients in the syllabus, such as how clients for the course will be found/selected and how communication with them will be carried out.
 - **Contingency:** The Subcommittee requests that the course schedule indicate which

components are a part of the collaborative assignments, perhaps by putting the work in bold like the other assignments.

- **Contingency:** The Subcommittee is unclear on the difference between the reflective notes and discussion posts. Are these assignments the same and, if not, how is the attributed 20% of the final grade divided between the two? [Syllabus pp. 6-7]
- **Contingency:** The Subcommittee notices that the course organization section of the syllabus states that there will be weekly homework assignments while the grade calculation table states that there will be 9 and requests that the department adjust the reference that is incorrect. [Syllabus pp. 6-7]
- **Contingency:** The Subcommittee requests that the department adjust the credit hour and work expectations statement to reflect that students should expect to spend 4 hours per week on direct instruction and 8 hours on homework, rather than 3 and 9. [Syllabus p. 6]
- *Recommendation:* The Subcommittee recommends that the department provide the approximate length of the final essay in the syllabus. [Syllabus p. 6]
- *Recommendation:* The Subcommittee recommends that the department include more details in the syllabus regarding the expectations of assignments and how they will be evaluated. [Syllabus p. 6]
- *Recommendation:* The Subcommittee requests that the department clarify the late assignments and attendance policies to prevent confusion among students. For example, the late assignments policy is somewhat unclear on if any late work will be accepted (with or without a deduction). Additionally, as the attendance policy states that attendance at every meeting is required, it might be helpful to inform students of the consequences of missing one or two class sessions in terms of grading. [Syllabus p. 7]
- *Recommendation:* The Subcommittee recommends that the department use the approved diversity statement if it wishes to keep the statement in the syllabus. The approved statement can be found in an easy to copy/paste format on the [Arts and Sciences Curriculum and Assessment Services website](#). [Syllabus p. 27]
- *Comment:* The Subcommittee offers the thought that making the reflective notes/discussion posts due on Sundays at midnight could help many students (especially nontraditional students) by giving them the option of completing these assignments over the weekend.

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

I will return both 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