

From: [Neff, Jennifer](#)
To: [Suer, Alexandra](#); [Porfeli, Erik J.](#)
Cc: [Nathanson, Amy](#); [Vankeerbergen, Bernadette](#); [Steele, Rachel](#); [Hilty, Michael](#)
Subject: New First-Year Seminar - Make a Portfolio: GET HIRED!
Date: Monday, April 8, 2024 4:16:00 PM
Attachments: [image001.png](#)

Good afternoon,

On Friday, March 22nd, the Social and Behavioral Sciences Subcommittee of the ASC Curriculum Committee reviewed a new first-year seminar proposal titled “Make a Portfolio: GET HIRED!”.

The Subcommittee did not vote on the proposal as they would like the following points addressed:

- The Subcommittee notes that this course has a strong focus on portfolio and resume development, which are both covered in a range of other one and two-credit hour courses, including the Bookend Launch seminar (a required course for all Ohio State students taken in the first 3 semesters) that introduces students to the concept of an ePortfolio and has students define their career goals. There are also offerings from ASC Career Services (e.g., ASC 1900, open to students across the university) and the College of Education and Human Ecology (e.g., EHE 2990 and its associated courses) which cover material that intersects with this course. Given this overlap, rather than venturing into the topic of career preparation, the Subcommittee asks that the department take this opportunity to revise the course to focus on a different area of scholarship that, for example, concentrates more fully on the aesthetics of portfolio making and does not limit itself to a practicum that uses Adobe Illustrator as the only computer program. For more information regarding the goals of the First-Year Seminar Program, please see the [First-Year Seminar Program Guidelines](#).
- If the instructor wishes to rework and resubmit the proposed first-year seminar, then the following points will also need to be taken into consideration.
 - The Subcommittee requests that the instructor include a listing and description of the assignments in the syllabus so that the expectations and workload are entirely clear.
 - The Subcommittee requests that the instructor include in the syllabus information indicating the percentages assigned to various requirements.
 - The Subcommittee asks that the instructor remove language in the syllabus referring to this course as taking place online, as the syllabus states it will be conducted in-person. [Syllabus p. 3]
 - The Subcommittee asks that the instructor include the distribution of meeting times (e.g., 55-minutes once per week) in the syllabus.
 - The Arts and Sciences Curriculum Committee recently (03-01-2024) updated the list of required syllabus statements for all syllabi to include a new statement on religious accommodations. The new version of this required statement is a result of a directive by the Executive Vice President and Provost and can be found here on the [Arts and Sciences Curriculum and Assessment Services website](#). Please note that the link to religious holidays, holy days and observances at the end of the statement is also required to be included in the syllabus. The Subcommittee thanks you for adding this revised statement to your course syllabus.

Should you have any questions about the feedback of the Subcommittee, do not hesitate to contact Amy Nathanson (faculty Chair of the SBS Subcommittee; cc'd here), or me.

Please feel free to send a revised syllabus to me, and I will then submit it for final approval.

Best,
Jennifer



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Pronouns: she/her/hers