

**From:** [Neff, Jennifer](#)  
**To:** [Downey, Douglas](#); [Shank, Travis](#)  
**Cc:** [Nathanson, Amy](#); [Vankeerbergen, Bernadette](#); [Steele, Rachel](#); [Hilty, Michael](#)  
**Subject:** RE: Sociology 4791S  
**Date:** Wednesday, May 8, 2024 3:05:00 PM  
**Attachments:** [image001.png](#)

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Good afternoon,

The revision for Sociology 4791S has been received and reviewed. Unfortunately, the Subcommittee's contingencies have not been fully met. Please see below for additional information:

- The link that is a part of the official Religious Accommodations statement appears in the statement in the syllabus as plain text (not as a hyperlink). Please copy/paste the following link into the syllabus on page 17:
  - **Policy: [Religious Holidays, Holy Days and Observances](#)**
- The language regarding the Ohio Department of Higher Education's non-exhaustive list of major religious holidays or festivals should be removed from the syllabus, as this is not part of the approved Religious Accommodations statement for syllabi. For reference, the approved statement can be found in on the [Arts and Sciences Curriculum and Assessment Services website](#).
  - [Please note that the Religious Accommodations statement has been included in the syllabus twice, back-to-back and that one can be removed.]
- The Academic Misconduct statement that has been put into the syllabus on page 6 should have its own title and be separated from other language that is not included in the official statement. This should look like the following:
  - Academic Misconduct
    - 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/>.
- The Student Life and Disability Services statement should not include additional language that is not part of the official statement. Only the official statement should be included under the heading. In addition, the language of the statement should not be separated or moved around. Please copy/paste the following into the syllabus:
  - The university strives to maintain a healthy and accessible environment to support student learning in and out of the classroom. 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.

If you are isolating while waiting for a COVID-19 test result, please let me know immediately. Those testing positive for COVID-19 should refer to the [Safe and Healthy Buckeyes site](#) for resources. Beyond five days of the required COVID-19 isolation period, I may rely on Student Life Disability Services to establish further reasonable accommodations. You can connect with them at [slds@osu.edu](mailto:slds@osu.edu); 614-292-3307; or [slds.osu.edu](http://slds.osu.edu).

I will return the proposal to the department via [curriculum.osu.edu](http://curriculum.osu.edu) in order to address the remainder of the Subcommittee's contingency.

Please let me know if you have any questions!

Best,  
Jennifer



**THE OHIO STATE UNIVERSITY**

**Jennifer Neff**

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Pronouns: she/her/hers

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**From:** Neff, Jennifer

**Sent:** Friday, April 19, 2024 2:59 PM

**To:** Schmeer, Kammi K. <[schmeer.1@osu.edu](mailto:schmeer.1@osu.edu)>; Downey, Douglas <[downey.32@osu.edu](mailto:downey.32@osu.edu)>

**Cc:** Nathanson, Amy <[nathanson.7@osu.edu](mailto:nathanson.7@osu.edu)>; Vankeerbergen, Bernadette <[vankeerbergen.1@osu.edu](mailto:vankeerbergen.1@osu.edu)>; Steele, Rachel <[steele.682@osu.edu](mailto:steele.682@osu.edu)>; Hilty, Michael <[hilty.70@osu.edu](mailto:hilty.70@osu.edu)>

**Subject:** Sociology 4791 & 7713

Good afternoon,

On Friday, April 12<sup>th</sup>, the Social and Behavioral Sciences Subcommittee of the ASC Curriculum Committee reviewed new course proposals for Sociology 4791 & 7713.

The Subcommittee unanimously approved the proposals with the following feedback:

- 4791
  - Comment: The Subcommittee offers the friendly reminder to the department to add in the course number at the top of the first page of the syllabus.
  - Comment: The Subcommittee would like to bring to the attention of the department

that the calendar in the syllabus allows for 15 weeks of instructional time when there are only 14 instructional weeks in a semester.

- **Contingency:** As the syllabus does not indicate course meeting times and the credit hour statement does not break down in- versus out-of-classroom time, the Subcommittee cannot assess if the course is satisfying the 4 required hours of instructional time each week. The Subcommittee asks that the syllabus indicate the weekly time the course will spend on in-person classroom instruction by either adjusting the credit hour statement to specify that students should expect around 4 hours per week of in-classroom time or by stating the length and frequency of the course meetings (e.g., 110 minutes twice weekly). [Syllabus pp. 1-2]
- **Contingency:** 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 in an easy to copy/paste format 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 statement to your course syllabus.
- **Contingency:** The Subcommittee requests that the department use the most recent version of the Student Life Disability Services Statement in 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](#). [Syllabus p. 7]
- **Contingency:** The Subcommittee requests that the department add the required academic misconduct statement into the syllabus, which 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 the letter grade "E" to the grading scale in the syllabus to account for final grades of 65% and lower. [Syllabus p. 6]
- *Recommendation:* The Subcommittee recommends that the department include in the syllabus a table of assignments along with their percentages so that the weights of each assignment are listed in one place and are more reader friendly.
- *Recommendation:* Given the heavy content of the course, the Subcommittee recommends that the department include the university approved mental health statement in the syllabus, which can be found in an easy to copy/paste format on the [Arts and Sciences Curriculum and Assessment Services website](#).
- 7713
  - Comment: The Subcommittee offers the friendly reminder to the department to add in the course number at the top of the first page of the syllabus.
  - **Contingency:** The Subcommittee requests that the department separate and clearly title each university statement in the syllabus so that they are more easily identifiable. [Syllabus pp. 13-14]
  - **Contingency:** 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 in an easy to copy/paste format 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. [Syllabus p. 13]

- *Recommendation*: The Subcommittee recommends indicating the range of total points needed to earn each letter grade to make it easier for students to understand what is required to receive a certain grade in the course. [Syllabus p. 6]
- *Recommendation*: The Subcommittee notices that there are two Disability Services statements included in the syllabus and recommends that the department remove the version on p. 15 of the syllabus, as it is outdated. The statement on p. 13 is the correct version of the required statement and should remain in the syllabus.
- *Recommendation*: The Subcommittee notes that the credit hours and work expectations statement in the syllabus mentions Carmen activities as an example of direct instruction and recommends removing this language, as it appears to have been carried over from the distance learning template and likely does not apply to this in-person course. [Syllabus p. 2]

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 Sociology 4791 & 7713 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



**THE OHIO STATE UNIVERSITY**

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