

**From:** [Neff, Jennifer](#)  
**To:** [Carmichael, Phoebe](#); [Al-Jallad, Ahmad](#)  
**Cc:** [Dugdale, Tom](#); [Vankeerbergen, Bernadette](#); [Steele, Rachel](#); [Hilty, Michael](#)  
**Subject:** Arabic 5405  
**Date:** Thursday, September 26, 2024 3:25:00 PM  
**Attachments:** [image001.png](#)

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Good afternoon,

On Tuesday, September 17<sup>th</sup>, the Arts and Humanities 1 Subcommittee of the ASC Curriculum Committee reviewed a new course request for Arabic 5405 (<https://ascnet.osu.edu/request/6042>). I am pleased to report that the Subcommittee approved the request with the following feedback:

- **Comment:** The Subcommittee notes that the course seems to be heavily focused on profession in diplomacy (especially based on the assigned text) and simply wonders if a more specific title could better represent the course.
- **Recommendation:** The Subcommittee recommends that the syllabus indicate the course number along with the number of contact hours per week to ensure that the course will meet for the appropriate amount of time for a 3-credit hour course.
- **Recommendation:** the Subcommittee recommends that the course calendar in the syllabus include a week-by-week breakdown of assignments and activities associated with each course session rather than a combined summary of more than one week at a time. [Syllabus pp. 4-5]
- **Recommendation:** The Subcommittee recommends that the final syllabus include the full religious accommodations statement as the last couple of sentences and the required hyperlinks have been left out. Please feel free to copy and paste the language below to the end of the religious accommodations statement in the syllabus, ensuring that the hyperlinks remain. Otherwise, the full statement can be found in an easy to copy/paste format on the [Arts and Sciences Curriculum and Assessment Services website](#). [Syllabus pp. 5-6]
  - If students have questions or disputes related to academic accommodations, they should contact their course instructor, and then their department or college office. For questions or to report discrimination or harassment based on religion, individuals should contact the [Office of Institutional Equity](#). (Policy: [Religious Holidays, Holy Days and Observances](#))
- **Recommendation:** The Subcommittee recommends that the department use the most recent version of the Student Life Disability Services Statement, which was updated in summer of 2024. 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. 5]

As a reminder, *recommendations* (in italics above) should be implemented when the course is next taught.

Arabic 5405 will continue through the approval process to the Graduate School.

Should you have any questions, please feel free to contact Tom Dugdale, faculty Chair of the A&H1

Subcommittee, or me.

Best,  
Jennifer



**THE OHIO STATE UNIVERSITY**

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Pronouns: she/her/hers