

**From:** [Neff, Jennifer](#)  
**To:** [Koehnlein, Bjoern](#); [McCullough, Liz](#)  
**Cc:** [Dugdale, Tom](#); [Vankeerbergen, Bernadette](#); [Steele, Rachel](#); [Hilty, Michael](#)  
**Subject:** Linguistics 3804  
**Date:** Friday, October 25, 2024 2:30:00 PM  
**Attachments:** [image001.png](#)

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Good afternoon,

On Tuesday, October 15<sup>th</sup>, the Arts and Humanities 1 Subcommittee of the ASC Curriculum Committee reviewed a course request for Linguistics 3804.

The Subcommittee declined to vote on the request at this time as they ask that the following be addressed in a revision:

- The Subcommittee asks that the department concretize the syllabus as they are currently unable to assess what is expected of students each week. The syllabus should make clear to students how time will be spent in each session of the course so that they understand how they can be successful week by week. Specifically, the Subcommittee requests that the department expand the following aspects of the syllabus with greater detail: the course description and expected learning outcomes, assignment descriptions, and weekly schedule. The Subcommittee requests that each class meeting on the weekly schedule include topic(s) to be covered along with relevant assignments and materials to provide the Subcommittee with a sense of how much work is required of students. The Subcommittee also recommends that the department include due dates of any supplemental assignments in the weekly schedule as well. For reference, a course that provides an appropriate level of detail regarding these aspects of its syllabus is [Linguistics 4052, available as a sample syllabus on the Arts and Sciences Curriculum and Assessment Services website](#). [Syllabus pp. 3-5]
- As the department continues to develop the weekly content of the course, the Subcommittee encourages them to consider which units across the university may have an interest in the course, where there is potential overlap so that the department can reach out to those units for concurrence.
- The Subcommittee notes that there are no required texts for this course as the department did not find any textbooks at an appropriate level. The Subcommittee certainly trusts the judgement of the department, but they do believe that there are other resources available (such as peer-reviewed articles and well-researched journalism) that could be utilized to complement the course content and orient students to current discussions of this technology in the field. The Subcommittee encourages the department to include resources of this kind on the syllabus. [Syllabus p. 3]
- The Subcommittee notes that the syllabus references an OSU standard grading scheme and recommends that the department remove this, as the university does not have a standard grading scale. Additionally, the grading scale seem to be missing the mark of E as well as the percentage range 0-59, so the Subcommittee recommends adjusting the scale to include this information. [Syllabus p. 4]
- The Subcommittee asks that the department ensure that the reference to the [Office of](#)

**Institutional Equity** in the religious accommodations statement is a hyperlink to the office's email. Additionally, the Subcommittee asks that the link below be added to the bottom of the religious accommodations statement, as it is a part of the required text. Please feel free to copy and paste these two links into the statement directly from the Subcommittee's feedback. Otherwise, the full statement with the links can be found in an easy to copy/paste format on the [Arts and Sciences Curriculum and Assessment Services website](#). [Syllabus p. 6]

- o **(Policy: [Religious Holidays, Holy Days and Observances](#))**

I will return Linguistics 3804 to the department queue via curriculum.osu.edu in order to address the Subcommittee's feedback.

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

Best,  
Jennifer



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Pronouns: she/her/hers