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## Spanish/CLLC 5104

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From Steele, Rachel <steele.682@osu.edu>

Date Tue 12/17/2024 4:20 PM

To Grinstead, John <grinstead.11@osu.edu>; Sanabria, Rachel <sanabria.3@osu.edu>; Campos-Astorkiza, Rebeka <campos-astorkiza.1@osu.edu>

Cc Dugdale, Tom <dugdale.3@osu.edu>; Vankeerbergen, Bernadette <vankeerbergen.1@osu.edu>; Steele, Rachel <steele.682@osu.edu>; Hilty, Michael <hilty.70@osu.edu>; Neff, Jennifer <neff.363@osu.edu>

Good afternoon,

On Tuesday, Nov. 26th, the Arts and Humanities 1 Subcommittee of the ASC Curriculum Committee reviewed a new course proposal for CLLC/Spanish 5104.

The Subcommittee unanimously approved the request with two recommendations and one comment:

- The Subcommittee noted that this course will become one of the coreoptions for students to complete as part of the Translation and Interpretation certificate program. They ask that the CLLC email a brief memo to Bernadette Vankeerbergen.1, Assistant Dean for Curriculum, to formally inform the Arts and Sciences Curriculum Committee and the Council on Academic Affairs of this requested change. Together with the memo, please also send the advising sheet with track changes that is currently uploaded in curriculum.osu.edu.
- *The Subcommittee recommends removing the following section underneath the Fieldwork Project on page 3 of the course syllabus:*
  - *“If the court observation(s) occur(s) during another instructor’s class session, students will have to make necessary arrangements with their other instructor. The instructor of this class will provide students with a form that states the date and time of their court observations as documentation to present to other instructors if needed.”*
- *They recommend this section be replaced with less specific language, such as, “Should the court observation(s) occur(s) during another instructor’s class time, the student should consult me on how to successfully complete the assignment requirements.”*
- *The Subcommittee has the following small recommendations related to the attendance policy found on pages 4-5 of the syllabus:*
  - *They noticed that the attendance policy states that “...a student may miss two (3) [sic] class periods for any reason...” and later on that “Any absence beyond the three allowed absences that is not excused will lower the student’s final grade by 1 (one) percent”. While they assume the “two” is a typo meant to be “three”, they would like to kindly bring this to the instructor’s attention to clarify this policy for students.*
  - *They recommend that the instructor reconsider the absence verification requirement, since asking students to obtain a doctor’s note for illness may cause students to seek out medical treatment that is unneeded and place an unnecessary financial burden upon them. Additionally, the Wilce Student Health Center does not provide doctor’s notes for illnesses any longer but rather points faculty to a pre-generated letter (the policy may be found [here](#) and the pre-generated note may be found [here](#)).*

As a reminder, *recommendations* (in italics above) should be implemented when the course is next taught. CLLC/Spanish 5104 will continue through the approval process to the Graduate School.

Should you have any questions about the feedback of the Subcommittee, please feel free to contact Tom Dugdale (faculty Chair of the Arts and Humanities 1 Subcommittee; cc’d on this e-mail), or me.

Best,  
Rachel



**Rachel Steele, MA**

(Pronouns: she/her/hers / Honorific: Ms.)

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