

Term Information

Effective Term Spring 2026

General Information

Course Bulletin Listing/Subject Area Arts and Sciences
Fiscal Unit/Academic Org ASC Administration - D4350
College/Academic Group Arts and Sciences
Level/Career Undergraduate
Course Number/Catalog 2798.08
Course Title Buckeye Networks Abroad
Transcript Abbreviation BNA
Course Description This course offers students in Buckeyes Network Abroad the opportunity to develop their professional and networking skills by investigating the working cultures of a diverse set of businesses in a major metropolitan city abroad. Students will have the opportunity to meet with Ohio State Alumni abroad and visit their organizations.
Semester Credit Hours/Units Fixed: 1

Offering Information

Length Of Course 14 Week
Flexibly Scheduled Course Never
Does any section of this course have a distance education component? No
Grading Basis Satisfactory/Unsatisfactory
Repeatable No
Course Components Seminar
Grade Roster Component Seminar
Credit Available by Exam No
Admission Condition Course No
Off Campus Never
Campus of Offering Columbus

Prerequisites and Exclusions

Prerequisites/Corequisites Permission of instructor
Exclusions
Electronically Enforced Yes

Cross-Listings

Cross-Listings

Subject/CIP Code

Subject/CIP Code 24.0101
Subsidy Level Baccalaureate Course
Intended Rank Freshman, Sophomore, Junior

Requirement/Elective Designation

The course is an elective (for this or other units) or is a service course for other units

Course Details

Course goals or learning objectives/outcomes

- Build skills in networking and communication in an international setting.
- Demonstrate the ability to write and adapt a professional resume for post-graduation employment.
- Describe how social, historical, and cultural differences can affect workplace experience and culture.

Content Topic List

- Overview of syllabus and program requirements; Introduction to the "Elevator Speech."
- Resume Workshop
- Networking Tactics
- Etiquette Luncheon
- Reunion with previous students
- Travel Reflections
- Cover Letter & Review Resume
- Refining your Cover Letter & Resume

Sought Concurrence

No

Attachments

- BNA Syllabus Non-Location.docx: Syllabus
(Syllabus. Owner: Bitters,Todd Aaron)
- BNA Syllabus Non-Location with contingencies.docx: Revised Syllabus
(Syllabus. Owner: Bitters,Todd Aaron)
- BNA_additional_detail.pdf: Email re: revisions
(Other Supporting Documentation. Owner: Bitters,Todd Aaron)

Comments

- Please see feedback email sent to department 09-19-2025 RLS *(by Steele,Rachel Lea on 09/19/2025 11:19 AM)*

Workflow Information

Status	User(s)	Date/Time	Step
Submitted	Bitters,Todd Aaron	08/13/2025 04:16 PM	Submitted for Approval
Approved	Vankeerbergen,Bernadette Chantal	08/18/2025 01:10 PM	Unit Approval
Approved	Vankeerbergen,Bernadette Chantal	08/18/2025 01:10 PM	College Approval
Revision Requested	Steele,Rachel Lea	09/19/2025 11:19 AM	ASCCAO Approval
Submitted	Bitters,Todd Aaron	09/25/2025 01:50 PM	Submitted for Approval
Approved	Vankeerbergen,Bernadette Chantal	09/25/2025 01:59 PM	Unit Approval
Approved	Vankeerbergen,Bernadette Chantal	09/25/2025 02:00 PM	College Approval
Pending Approval	Jenkins,Mary Ellen Bigler Neff,Jennifer Vankeerbergen,Bernadette Chantal Steele,Rachel Lea	09/25/2025 02:00 PM	ASCCAO Approval

Bitters, Todd

From: Chamberlain, Lindsey
Sent: Wednesday, September 24, 2025 1:49 PM
To: Bitters, Todd
Cc: Gbur, Charlie
Subject: ASC 2798.08 Revision
Attachments: BNA Syllabus Non-Location with contingencies.docx

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Todd,

Attached is a revised syllabus that addresses the contingencies that the committee requested. In addition to uploading the revised syllabus, could you please:

- **Change the prerequisite to the course to simply be "permission of instructor".**
- **Alter the course description as indicated below:**

This course offers students in Buckeyes Network Abroad the opportunity to develop their professional and networking skills by investigating the working cultures of a diverse set of businesses in a major metropolitan city abroad. Students will have the opportunity to meet with Ohio State Alumni abroad and visit their organizations.

- **Remove "not a GE course" from the course description.**
- **Upload this email or list for the committee the below changes.**
- In addition to updating the prerequisites and course description as requested above, we have:
 - Added readings throughout the course. Please note that we don't always have the same alumni meetings and the meetings may not be finalized by the time the readings take place. For this reason, we have focused more on career development, British culture, and workplace culture in our readings selection.
 - Removed "Travel Conduct" from the grading scheme and replaced it with "Group Discussions with Alumni"
 - Change the grading scheme from P/NP to S/U
 - Added information about length and format of course assignments
 - Included the Travel Presentation on the table
 - Added a list of due dates for each assignment
 - Updated the statements listed on the syllabus
 - Made the font consistent throughout
-

Thanks,
Lindsey and Charlie

Lindsey Joyce Chamberlain, PhD
The Ohio State University
Assistant Dean, Academic Enrichment
Director, Arts and Sciences Honors Program
College of Arts and Sciences
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Pronouns: she/her/hers

Buckeyes Network Abroad: ASC 2798.08

The Ohio State University

Spring Semester 2026, 1 Credit Hour

Section: #TBA

Class Date/Time: Monday 10:20-11:15 AM

Class Location: TBA

Course Instructors: Charlie Gbur

Office: Denney 100B

Office Hour: Available By Appointment

Email: gbur.4@osu.edu

Credit: Students will earn 1 credit (S/U) for the combined in-class and in-country portion of the program.

Description: This course offers undergraduates enrolled in Buckeyes Network Abroad the opportunity to develop their professional and networking skills by investigating the working cultures of a diverse set of businesses in a major metropolitan city abroad. Throughout the course, students will have the opportunity to participate in a variety workshops and group discussions, as well as engage guest speakers intended to enhance employability post-graduation. Students will have the opportunity to meet with Ohio State Alumni abroad and visit their organizations.

The course is organized around intensive networking and career skills development workshops designed to prepare them to engage with Alumni working in a diverse set of industries abroad.

Objectives:

1. Build skills in networking and communication in an international setting.
2. Demonstrate the ability to write and adapt a professional resume for post-graduation employment.
3. Describe how social, historical, and cultural differences can affect workplace experience and culture.

Text / Course Materials:

Readings are available electronically. All readings should be completed before the class in which they are listed.

Class Participation and Attendance:

Students are expected to attend all class sessions and come prepared to engage with classmates and guest speakers. Class sessions will include group discussion, guest speakers, in-class activities, a reflection paper, and a group presentation. Reasonable requests to be excused from class due to illness will be considered and attempts will be made to make up in-class work. Each unexcused absence will result in 10 points deducted from your total grade.

Conduct While Traveling:

Students will be representing themselves, The Ohio State University, and the United States of America on the trip abroad. The University Code of Student Conduct is in effect during the program and students are expected to follow it at all times. Pre-program discussions will prioritize making sure students conduct themselves in a way that will ensure their own safety as well as the safety of their travel mates. The group will develop a group expectations contract during their pre-departure orientation.

Course Grade: This course is graded Satisfactory/Unsatisfactory. **To earn a Satisfactory grade, you must submit a Final Reflection AND earn a minimum total of 70 points.**

Class Attendance and Participation:	25 points
Resume and Cover Letter Assignments (5 points each):	10 points
Culture Presentation:	5 points
Student Bio:	5 points
Travel Journal:	5 points
Discussion Board Panel Questions:	5 points
Group Discussions with Alumni:	20 points
Travel Presentation:	5 points
<u>Final Reflection (due April 30)</u>	<u>30 points</u>
Total:	110 points

Class Attendance and Participation: Students are expected to attend all class sessions and come prepared to engage with classmates and guest speakers. Class sessions will include group discussion, guest speakers, in-class activities, a reflection paper, and a group presentation. Reasonable requests to be excused from class due to illness will be considered and attempts will be made to make up in-class work. Each unexcused absence will result in 10 points deducted from your total grade.

Resume and Cover Letter Assignments: This course has workshops built in to help you develop your professional writing skills including a resume and cover letter. Students will prepare and submit a 1–2-page resume and 1 page cover letter for an international posting. Each assignment (the resume and cover letter) will be worth 5 points. Upon return, students should update their resume to include this study abroad course and submit alongside their resume. Assignments should be submitted as PDF.

Culture Presentation: Students will be assigned to a group with which to research and present on the cultural practices & historical sites that we will visit in preparation for our time abroad. Students will be assigned topics related to history, culture, and business practices of our destination within small groups. Students should prepare to present 5 minutes worth of content and prepare accompanying slides. Group presentations should be submitted as a PowerPoint file.

Student Bio: Students will need to submit a short biography to be shared with the Alumni we will visit. A template will be provided.

Travel Journal: Students will keep a journal with daily entries to help them remember their experiences and interactions with our alumni which can be used to help you complete your final reflection. Students may submit a physical or digital journal but must provide daily entries. Entries must be a minimum of 2 paragraphs.

Discussion Board Panel Questions: Students will read the provided biographies of alumni on our panel and prepare unique questions for our panelists, tailored to their fields and experiences. Students must identify 3 unique questions and may not repeat previously posed questions. Students must ask at least one question during our panel. All questions must be submitted to a Carmen discussion board.

Group Discussions with Alumni: At each workplace visit, students will prepare and ask at least one question of the alumni.

Travel Presentation: Students will be given opportunities to serve as representatives and leaders for each day. Students will work in groups to lead the entire class to our workplace activities. These groups will then provide a brief presentation to our hosts introducing the cohort and our reason for this visit. This presentation will be worth 5 points.

Final Assignment: Write a reflection of your experiences in this course and your time abroad. Focus on the most impactful moments and skills you have learned during this course and how you will utilize them in the future. You may describe how course workshops and activities contributed to your growth as professional and will impact your future success or how you learned and practiced your networking skills abroad. The assignment should be double spaced, 12 pt. font, and at least 500 words. This is worth 30 total points.

Assignment Due Dates:

- Sunday, January 18, 11:59 PM | Student Biography submitted via Carmen
- Sunday, February 8, 11:59 PM | Cover letter Assignment submitted via Carmen
- Sunday, February 22, 11:59 PM | Culture Presentation Group PowerPoint submitted via Carmen
- Sunday, March 8, 11:59 PM | Discussion Board Panel Questions submitted to Carmen discussion
- Sunday, March 22, 11:59 PM | Travel Journals (digital journals via Carmen, physical copies to instructor)
- Sunday, April 12 11:59 PM | Final resume (including travel experience update) and cover letter submitted via carmen
- Sunday, May 3, 11:59 PM | Final Reflection submitted via Carmen

Course Schedule:

Week 1 | Course Introduction | January 12

Overview of syllabus and program requirements

Introduction to the “Elevator Speech”

ASSIGNMENT DUE: Sunday, January 18, 11:59 PM | Student Biography submitted via Carmen

Week 2 | Martin Luther King Day | No Class | January 19

Week 3 | Resume Workshop | January 26

Guest speaker Addie Cheney from ASC Career Success, Overview of services

Students should come prepared with one job, internship, or posting they will use as their cover letter.

Reading: Identifying Accomplishments:

<https://asccareersuccess.osu.edu/sites/default/files/2021-06/Identifying%20Accomplishments%20for%20your%20Resume.pdf>

Week 4 | Refining your Resume | February 2

Students will visit career success on their own and work with a coach to improve their resume.

ASSIGNMENT DUE: Sunday, February 8, 11:59 PM | Cover letter Assignment submitted via Carmen

Week 5 | Guest Speaker | February 9

Guest Speaker: Louise Yahiaoui: British Education System

Reading: Egerton, Muriel, and A. H. Halsey. "Trends by Social Class and Gender in Access to Higher Education in Britain." *Oxford Review of Education*, vol. 19, no. 2, 1993, pp. 183–96. *JSTOR*, <http://www.jstor.org/stable/1050815>.

Week 6 | Networking Tactics | February 16

Addie Cheney will discuss Networking tactics and best practices.

Reading: Rimstad, S. L.; Sagvaag, H.; Robertson, I. E. The Pub: An Expanded Office. A Qualitative Study on Norwegian Female Employees' Experiences with English Work-Related Drinking Culture. *Drugs : education, prevention & policy* **2023**, 30 (3), 283–292. <https://doi.org/10.1080/09687637.2021.2010657>.

ASSIGNMENT DUE: Sunday, February 22, 11:59 PM | Culture Presentation Group PowerPoint submitted via Carmen

Week 7 | Presentations Week 1 | February 23

Presentations on individual subjects related to our trip.

Reading: Bastiaansen, C. A.; Celeste PM Wilderom. Agile and Generic Work Values of British vs Indian IT Workers: A Culture-Clash Case. *Journal of strategy and management* **2022**, 15 (3), 353–376. <https://doi.org/10.1108/JSMA-03-2021-0071>.

Week 8 | Presentations Week 2 | March 2

Presentations on individual subjects related to our trip.

Reading: “British Multiculturalism after Empire: Immigration, Nationality, and Citizenship.” *Multiculturalism in the British Commonwealth: Comparative Perspectives on Theory and Practice*, edited by Richard T. Ashcroft and Mark Bevir, 1st ed., University of California Press, 2019, pp. 25–45. *JSTOR*, <http://www.jstor.org/stable/j.ctvr7fcvv.5>.

ASSIGNMENT DUE: Sunday, March 8, 11:59 PM | Discussion Board Panel Questions submitted to Carmen discussion

Week 9 | Etiquette Luncheon | March 9

We will meet in the Suzanne M. Scharer room of the Ohio Union.

Week 10 | See Travel Itinerary (March 13-22, 2026)

See trip itinerary.

ASSIGNMENT DUE: Sunday, March 22, 11:59 PM | Travel Journals (digital journals via Carmen, physical copies to instructor)

Week 11 | Reunion with previous students | March 23

Discussions with last year’s participants. Organize your thoughts and trip memories for our discussion next week.

Week 12 | Travel Reflections | March 30

We will “unpack” our experiences as a group and discuss the final reflection assignment.

Week 13 | Cover Letter & Resume Review | April 6

Review and Update resumes with Addie Cheney discuss cover letters

ASSIGNMENT DUE: Sunday, April 12 11:59 PM | Final resume (including travel experience update) and cover letter submitted via carmen

Week 14| Refining your Cover Letter Resume | April 13

Work with Career Success coaches to refine your documents.

Reading: Writing a Cover Letter <https://asccareersuccess.osu.edu/sites/default/files/2021-06/Writing%20Cover%20Letters%20-%20Communicating%20with%20Employers.pdf>

ASSIGNMENT DUE: Sunday, May 3, 11:59 PM| Final Reflection submitted via Carmen

Academic Misconduct

Academic integrity is essential to maintaining an environment that fosters excellence in teaching, research, and other educational and scholarly activities. Thus, The Ohio State University and the [Committee on Academic Misconduct](#) (COAM) expect that all students have read and understand the University's [Code of Student Conduct](#), and that all students will complete all academic and scholarly assignments with fairness and honesty. Students must recognize that failure to follow the rules and guidelines established in the University's Code of Student Conduct and this syllabus may constitute Academic Misconduct.

The Ohio State University's Code of Student Conduct (Section 3335-23-04) defines academic misconduct as: Any activity that tends to compromise the academic integrity of the University or subvert the educational process. Examples of academic misconduct include (but are not limited to) plagiarism, collusion (unauthorized collaboration), copying the work of another student, and possession of unauthorized materials during an examination. Ignorance of the University's Code of Student Conduct is never considered an excuse for academic misconduct, so please review the Code of Student Conduct and, specifically, the sections dealing with academic misconduct.

If an instructor suspects that a student has committed academic misconduct in this course, the instructor is obligated by University Rules to report those suspicions to the Committee on Academic Misconduct. If COAM determines that a student violated the University's Code of Student Conduct (i.e., committed academic misconduct), the sanctions for the misconduct could include a failing grade in the course and suspension or dismissal from the University.

If students have questions about the above policy or what constitutes academic misconduct in this course, they should contact the instructor.

Artificial Intelligence and Academic Integrity

There has been a significant increase in the popularity and availability of a variety of generative artificial intelligence (AI) tools, including ChatGPT, Sudowrite, and others. These tools will help shape the future of work, research and technology, but when used in the wrong way, they can stand in conflict with academic integrity at Ohio State.

All students have important obligations under the Code of Student Conduct to complete all academic and scholarly activities with fairness and honesty. Our professional students also have

the responsibility to uphold the professional and ethical standards found in their respective academic honor codes. Specifically, students are not to use unauthorized assistance in the laboratory, on field work, in scholarship, or on a course assignment unless such assistance has been authorized specifically by the course instructor. In addition, students are not to submit their work without acknowledging any word-for-word use and/or paraphrasing of writing, ideas or other work that is not your own. These requirements apply to all students undergraduate, graduate, and professional.

To maintain a culture of integrity and respect, these generative AI tools should not be used in the completion of course assignments unless an instructor for a given course specifically authorizes their use. Some instructors may approve of using generative AI tools in the academic setting for specific goals. However, these tools should be used only with the explicit and clear permission of each individual instructor, and then only in the ways allowed by the instructor.

Religious Accommodations

Ohio State has had a longstanding practice of making reasonable academic accommodations for students' religious beliefs and practices in accordance with applicable law. In 2023, Ohio State updated its practice to align with new state legislation. Under this new provision, students must be in early communication with their instructors regarding any known accommodation requests for religious beliefs and practices, providing notice of specific dates for which they request alternative accommodations within 14 days after the first instructional day of the course. Instructors in turn shall not question the sincerity of a student's religious or spiritual belief system in reviewing such requests and shall keep requests for accommodations confidential.

With sufficient notice, instructors will provide students with reasonable alternative accommodations with regard to examinations and other academic requirements with respect to students' sincerely held religious beliefs and practices by allowing up to three absences each semester for the student to attend or participate in religious activities. Examples of religious accommodations can include, but are not limited to, rescheduling an exam, altering the time of a student's presentation, allowing make-up assignments to substitute for missed class work, or flexibility in due dates or research responsibilities. If concerns arise about a requested accommodation, instructors are to consult their tenure initiating unit head for assistance.

A student's request for time off shall be provided if the student's sincerely held religious belief or practice severely affects the student's ability to take an exam or meet an academic requirement **and** the student has notified their instructor, in writing during the first 14 days after the course begins, of the date of each absence. Although students are required to provide notice within the first 14 days after a course begins, instructors are strongly encouraged to work with the student to provide a reasonable accommodation if a request is made outside the notice period. A student may not be penalized for an absence approved under this policy.

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 [Civil Rights Compliance Office](#).

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

Disability Statement (with Accommodations for Illness)

The university strives to maintain a healthy and accessible environment to support student learning in and out of the classroom. If students anticipate or experience academic barriers based on a disability (including mental health and medical conditions, whether chronic or temporary), they should let their instructor know immediately so that they can privately discuss options. Students do not need to disclose specific information about a disability to faculty. To establish reasonable accommodations, students may be asked to register with Student Life Disability Services (see below for campus-specific contact information). After registration, students should make arrangements with their instructors as soon as possible to discuss your accommodations so that accommodations may be implemented in a timely fashion.

If students are ill and need to miss class, including if they are staying home and away from others while experiencing symptoms of viral infection or fever, they should let their instructor know immediately. In cases where illness interacts with an underlying medical condition, please consult with Student Life Disability Services to request reasonable accommodations.

Intellectual Diversity

Ohio State is committed to fostering a culture of open inquiry and intellectual diversity within the classroom. This course will cover a range of information and may include discussions or debates about controversial issues, beliefs, or policies. Any such discussions and debates are intended to support understanding of the approved curriculum and relevant course objectives rather than promote any specific point of view. Students will be assessed on principles applicable to the field of study and the content covered in the course. Preparing students for citizenship includes helping them develop critical thinking skills that will allow them to reach their own conclusions regarding complex or controversial matters.

Grievances and Solving Problems

According to University Policies, if you have a problem with this class, you should seek to resolve the grievance concerning a grade or academic practice by speaking first with the instructor or professor. Then, if necessary, take your case to the department chairperson, college dean or associate dean, and to the provost, in that order. Specific procedures are outlined in Faculty Rule 3335-8-23. Grievances against graduate, research, and teaching assistants should be submitted first to the supervising instructor, then to the chairperson of the assistant's department.

Creating an Environment Free from Harassment, Discrimination, and Sexual Misconduct

The Ohio State University is committed to building and maintaining a welcoming community. All Buckeyes have the right to be free from harassment, discrimination, and sexual misconduct. Ohio State does not discriminate on the basis of age, ancestry, color, disability, ethnicity, gender, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, pregnancy (childbirth, false pregnancy, termination of pregnancy, or recovery therefrom), race, religion, sex, sexual orientation, or protected veteran status, or any other bases under the law, in its activities, academic programs, admission, and employment. Members of the university community also have the right to be free from all forms of sexual misconduct: sexual harassment, sexual assault, relationship violence, stalking, and sexual exploitation.

To report harassment, discrimination, sexual misconduct, or retaliation and/or seek confidential and non-confidential resources and supportive measures, contact the Civil Rights Compliance Office (CRCO):

Online reporting form: <http://civilrights.osu.edu/>

Call 614-247-5838 or TTY 614-688-8605

civilrights@osu.edu

The university is committed to stopping sexual misconduct, preventing its recurrence, eliminating any hostile environment, and remedying its discriminatory effects. All university employees have reporting responsibilities to the Civil Rights Compliance Office to ensure the university can take appropriate action:

- All university employees, except those exempted by legal privilege of confidentiality or expressly identified as a confidential reporter, have an obligation to report incidents of sexual assault immediately.
- The following employees have an obligation to report all other forms of sexual misconduct as soon as practicable but at most within five workdays of becoming aware of such information: 1. Any human resource professional (HRP); 2. Anyone who supervises faculty, staff, students, or volunteers; 3. Chair/director; and 4. Faculty member.