

## Course Syllabi

Departments and instructors have great latitude in determining the content and format of their course syllabi. Nevertheless all students at Ohio State deserve to receive the same basic information about the course they take. All syllabi submitted with course requests must include the following information.

- I. Information about the course and instructor (or placeholder information)
  - A. Course
    1. Current year and quarter
    2. Name and number of course
    3. Meeting time (with days of the week)
    4. Location
  - B. Instructor and teaching assistants if applicable
    1. Name
    2. Phone number and email address
    3. Location of office
    4. Office hours
- II. Clear statement of learning goals: This section must contain a statement of learning goals expressed as learning outcomes—what students will be expected to know at the end of the course—rather than what the instructor plans to do.
- III. GEC courses: The Faculty of the Arts and Sciences requires that the syllabi for all GEC courses contain specific information about how the course satisfies GEC requirements. Additional information can be found at <http://artsandsciences.osu.edu/currofc/updates.cfm>.
  - A. GEC category or categories fulfilled (e.g. Category 2. Breadth, C. Arts and Humanities, (3) Cultures and Ideas)
  - B. GEC learning goals and objectives boilerplate language pertaining to the appropriate area(s)
  - C. Statement that explains how the course will satisfy the stated learning goals and objectives
- IV. Description of means/activities for approaching course goals: Possible activities include lecture, discussions with active participation, problem-solving groups, field trips, guest lecturers, assignments, audio-visual materials, Carmen or other distance-learning websites (provide the web address and log-in instructions for any website required in the course).
- V. Required and optional materials: List all required texts, course packets, reading assignments, and other materials required for the course. Clearly indicate any resources and materials that are supplemental but not required. Also include information on where students can obtain these materials.
- VI. Grading criteria
  - A. Components of final grade
  - B. Weighting of various grades
  - C. Relationship of participation and attendance to final grade
- VII. Assignments and examinations: Include information about all homework and other assignments, papers, examinations, projects.
- VIII. Course policies
  - A. Attendance policy as approved by department

- B. Academic misconduct: Include the Committee on Academic Misconduct statement on academic integrity, or similar statement. Additional information can be found at <http://oaa.osu.edu/coam/home.html>.

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 I recommend that you review the Code of Student Conduct and, specifically, the sections dealing with academic misconduct.

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

If you have any questions about the above policy or what constitutes academic misconduct in this course, please contact me.

Other sources of information on academic misconduct (integrity) to which you can refer include:

- The Committee on Academic Misconduct web pages ([www.oaa.osu.edu/coam/home.html](http://www.oaa.osu.edu/coam/home.html))
- Ten Suggestions for Preserving Academic Integrity ([www.oaa.osu.edu/coam/ten-suggestions.html](http://www.oaa.osu.edu/coam/ten-suggestions.html))
- Eight Cardinal Rules of Academic Integrity ([www.northwestern.edu/uacc/8cards.html](http://www.northwestern.edu/uacc/8cards.html))

- C. Other policies: Include other policies that are relevant to the course. These may include late assignments, make-up exams, requesting an extension, reporting illness, and cell phones.

- IX. Disability statement: Include the Office for Disability Services statement on accommodating (16 pt. font is recommended). Additional information can be found at <http://www.ods.ohio-state.edu/default.asp>.

Any student who feels s/he may need an accommodation based on the impact of a disability should contact me privately to discuss your specific needs. Please contact the Office for Disability Services at 614-292-3307 in room 150 Pomerene Hall to coordinate reasonable

accommodations for students with documented disabilities.

- X. Schedule: At a minimum the class-by-class schedule must include the following
- A. Dates with corresponding sequence of class topics, including the preparations that are required and suggested
  - B. Due dates for assignments
  - C. Exam dates
  - D. Holidays or other dates when the class will not convene
- XI. University Escort Service: Several years ago the Undergraduate Student Government requested that faculty include the phone number for the University Escort Service on their syllabi, preferably on the first page somewhere and especially for courses that meet or end after dark.

University Escort Service—292-3322  
Service available after 6 PM.

Adopted by Council on Academic Affairs on DATE.