Dear Dr. Smith,

The Masters in Translational Data Analytics (MTDA) is an interdisciplinary program which offers courses through Computer Science and Engineering, Statistics, Design, and The Advanced Computing Center for the Arts and Design. To better serve all students, the program is proposing to add an independent study to supplement the MTDA curriculum. This independent study will not be required to earn an MTDA but will offer supplemental credits for interested students. Students can enroll in one to three credits per semester and students can enroll in this course multiple semesters.

The MTDA is designed as a part-time program to better serve working professionals. The part-time nature of the program serves most students well, but the program serves a very diverse group of students. There are students who may wish to change their enrollment status for a variety of reasons such as qualifying for scholarships and financial aid eligibility. Adding this independent study would give MTDA students who are seeking additional credits the opportunity to meaningfully supplement their MTDA coursework with relevant independent work.

The MTDA has received concurrence from the College of Engineering (Department of Computer Science) and the College of Arts and Sciences (Departments of Statistics and Design and ACCAD). This independent study will only be available to students enrolled in the MTDA program and will serve as a valuable resource for MTDA students. Students enrolled in other programs will not be eligible to enroll in this independent study.

Please find attached the proposed syllabus for this course. Please feel free to contact me at any time with questions.

Sincerely,

Emily Nutwell, PhD
Program Director
The Ohio State University
Enterprise for Research, Innovation, and Knowledge
Translational Analytics Institute

nutwell.1@osu.edu
Course Information

- **Course times and location:** Asynchronous Delivery. Meeting times will be set as needed by appointment
- **Credit hours:** 1-3
- **Mode of delivery:** Distance Learning

Instructor

- **Name:** Emily Nutwell (she/her/hers)
- **Email:** nutwell.1@osu.edu
- **Office location:** 175E Pomerene Hall (Project Zone)
- **Office hours:** By appointment
- **Preferred means of communication:**
  - My preferred method of communication for questions is email or through Carmen

Teaching Assistant

- **None**

Course Description

This course will supplement learning opportunities for students already enrolled in the MTDA programs. Students may choose 1-3 credits per semester depending on their needs. Students will select from the following

- Literature review of a relevant MTDA topic (data centered)
- Independent project scoped appropriately for the number of credits selected
- Assigned project from TDAI’s “Data Science Corps” (if available)

This independent study will provide students with a unique learning opportunity to learn more about a topic of interest. Topics will be proposed by the student and approved by the instructor. Students will be required to develop a plan of action which will define a timeline and
deliverables throughout the semester. The student will create assignments with the instructor which will be scoped appropriately for the course.

Learning Outcomes
The goal of the MTDA independent study will be for students to explore a topic related to the MTDA program. Students will

1. Choose topics that are appropriate to explore in further depth for supplemental education for the MTDA program
2. Describe work and relation to career goals and overall program experience
3. Adhere to course plan as outlined with the instructor
4. Conduct work independently and professionally

How This Online Course Works
Mode of delivery: This course is 100% online. The student and instructor will agree on meeting times throughout the semester as needed to support student goals and objectives for this independent study.

Pace of online activities: This will be determined by the student and instructor and will be appropriate to the number of credits the student chooses to take for the semester.

Credit hours and work expectations: Students can choose to take between one to three credit hours per semester, and this course can be taken multiple times. Work expectation will be aligned to the number of credit hours taken per semester.

Per https://www.ohiohighered.org/calendar-conversion/definition "One semester credit hour will be awarded for a minimum of 750 minutes of formalized instruction that typically requires students to work at out-of-class assignments an average of twice the amount of time as the amount of formalized instruction (1,500 minutes)" As this is an independent study, the instructional time will be minimal. The majority of the 2,250 minutes required to earn each credit hour will be independent work.

Attendance and participation requirements: Consistent engagement is expected. For course content which will be delivered asynchronously; students will be expected to manage their time and actively participate in the course. It is expected that students attend all synchronous time schedule with the instructor.

Communication is important. We realize that you are adult students and require flexibility. Please communicate any concerns ahead of time, and we will work with you to make sure you have a positive learning experience.
Students are encouraged to actively engage in this class, ask questions to the instructor, work on your independent study, and share your experiences relative to the subject as it develops throughout the semester.

Textbooks

Required:

- To be determined cooperatively with student and instructor.

Other fees or requirements (none)

Course technology

For help with your password, university email, Carmen, or any other technology issues, questions, or requests, contact the Ohio State IT Service Desk. Standard support hours are available at ocio.osu.edu/help/hours, and support for urgent issues is available 24/7.

- Self-Service and Chat support: ocio.osu.edu/help
- Phone: 614-688-4357(HELP)
- Email: servicedesk@osu.edu
- TDD: 614-688-8743

Baseline technical skills for online courses

- Basic computer and web-browsing skills
- Navigating Carmen: for questions about specific functionality, see the Canvas Student Guide. Carmen uses include:
  - Access materials for the course, including syllabus and daily schedule, class presentations, video resources, assignment files, helpful websites, and supplemental information.
  - Check for course-related announcements.
  - Submit your completed assignments
  - Check your grades.

Required Technology skills specific to this course

- CarmenZoom virtual meetings
- Recording a slide presentation with audio narration (with captioning)
- Recording, editing, and uploading video
Required equipment

- Computer: current Mac (OS X) or PC (Windows 7+) with high-speed internet connection
- Webcam: built-in or external webcam, fully installed and tested
- Microphone: built-in laptop or tablet mic or external microphone
- Other: a mobile device (smartphone or tablet) or landline to use for BuckeyePass authentication

Required software

- Microsoft Office 365: All Ohio State students are now eligible for free Microsoft Office 365 ProPlus through Microsoft’s Student Advantage program. Full instructions for downloading and installation can be found at go.osu.edu/office365help.

Carmen access

You will need to use BuckeyePass multi-factor authentication to access your courses in Carmen. To ensure that you are able to connect to Carmen at all times, it is recommended that you take the following steps:

- Register multiple devices in case something happens to your primary device. Visit the BuckeyePass - Adding a Device help article for step-by-step instructions.
- Request passcodes to keep as a backup authentication option. When you see the Duo login screen on your computer, click Enter a Passcode and then click the Text me new codes button that appears. This will text you ten passcodes good for 365 days that can each be used once.
- Download the Duo Mobile application to all of your registered devices for the ability to generate one-time codes in the event that you lose cell, data, or Wi-Fi service.

If none of these options will meet the needs of your situation, you can contact the IT Service Desk at 614-688-4357 (HELP) and IT support staff will work out a solution with you.

Course assignment elements

General:
This is a course which will provide supplemental learning for the MTDA program in the form of an independent study. This course is not required to earn a Master’s in Translational Analytics for the Ohio State University but is provided to students as an additional educational experience for those choosing to participate.

Students will collaborate with the instructor and choose a literature review, independent project, or participate in a project assigned by the TDAI “Data science Corps”. Projects must be proposed by students, scoped with the instructor, and approved by the instructor.

Documentation:
Documentation is a key factor to the success of the project. Students will maintain an ongoing record of the project in electronic form. The use of Google Drive or Docs is not allowed
since this is not an approved OSU platform. All course deliverables must be uploaded to Carmen.

Assignments:
Written: Written documents follow the format identified by the student and instructor for the independent study.

Final Deliverables:
The student and instructor will agree on an appropriate final deliverable. This could be a written report, code book, final presentation, or other summarizing document or activity.

Grading and faculty response

How your grade is calculated
The course will be pass/fail only. Students participating in this course must complete the assignments developed for their independent study to receive a passing score.

Instructor feedback and response time
I am providing the following list to give you an idea of my intended availability throughout the course. (Remember that you can call 614-688-HELP at any time if you have a technical problem.)

- Grading and feedback: For large weekly assignments, you can generally expect feedback within 7 days.

- Email: I will reply to emails within 48 hours on days when class is in session at the university.

Course Evaluation
- Final evaluation will include University SEI and forms developed by the instructor. During the semester, students will schedule at least one online half-hour session with the instructor to discuss developing mastery of the selected topic / activity.

Other course policies

Health and Safety Requirements
All students, faculty and staff are required to comply with and stay up to date on all university safety and health guidance (https://safeandhealthy.osu.edu), which includes wearing a face mask in any indoor space and maintaining a safe physical distance at all times. Non-compliance will be warned first and disciplinary actions will be taken for repeated offenses.
Discussion and communication guidelines

The following are my expectations for how we should communicate as a class. Above all, please remember to be respectful and thoughtful.

- **Writing style**: While there is no need to participate in class discussions as if you were writing a research paper, you should remember to write using good grammar, spelling, and punctuation. A more conversational tone is fine for non-academic topics.

- **Tone and civility**: Let’s maintain a supportive learning community where everyone feels safe and where people can disagree amicably. Remember that sarcasm doesn’t always come across online.

- **Citing your sources**: When we have academic discussions, please cite your sources to back up what you say. For the textbook, journal articles, or other course materials, list at least the author, title, and page numbers. For online sources, include a link.

- **Backing up your work**: Consider composing your academic posts in a word processor, where you can save your work on your team’s BOX folder, and then copying into Carmen Canvas.

Academic integrity policy

**Ohio State’s academic integrity policy**

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 ([COAM Home](#))
- [Ten Suggestions for Preserving Academic Integrity](#)
Eight Cardinal Rules of Academic Integrity (www.northwestern.edu/uacc/8cards.htm)

Copyright disclaimer
The materials used in connection with this course may be subject to copyright protection and are only for the use of students officially enrolled in the course for the educational purposes associated with the course. Copyright law must be considered before copying, retaining, or disseminating materials outside of the course.

Diverse and Inclusive Class
The Ohio State University affirms the importance and value of diversity in the student body. Our programs and curricula reflect our multicultural society and global economy and seek to provide opportunities for students to learn more about persons who are different from them. We are committed to maintaining a community that recognizes and values the inherent worth and dignity of every person; fosters sensitivity, understanding, and mutual respect among each member of our community; and encourages each individual to strive to reach his or her own potential. Discrimination against any individual based upon protected status, which is defined as age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status, is prohibited.

You can report incidents of bias to the Bias Assessment and Response Team (Links to an external site.)

Title IX makes it clear that violence and harassment based on sex and gender are Civil Rights offenses subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories (e.g., race). If you or someone you know has been harassed or discriminated against based on your sex or gender, including sexual harassment, sexual assault, relationship violence, stalking, or sexual exploitation, you may find information about your rights and options at titleix.osu.edu or by contacting the Ohio State Title IX Coordinator at titleix@osu.edu. Title IX is part of the Office of Institutional Equity (OIE) at Ohio State, which responds to all bias-motivated incidents of harassment and discrimination, such as race, religion, national origin and disability. For more information on OIE, visit equity.osu.edu or email equity@osu.edu.

Your mental health
As a student you may experience a range of issues that can cause barriers to learning, such as strained relationships, increased anxiety, alcohol/drug problems, feeling down, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance or reduce a student's ability to participate in daily activities. The Ohio State University offers services to assist you with addressing these and other concerns you may be experiencing. If you find yourself feeling isolated, anxious or overwhelmed, please know that there are resources to help: ccs.osu.edu. You can reach an on-call counselor when CCS is closed at (614) 292-5766 and 24 hour emergency help is also available through the 24/7 National Prevention Hotline at 1-(800)-273-TALK or at suicidepreventionlifeline.org. The Ohio State Wellness app is also a great resource available at go.osu.edu/wellnessapp.
Engineering students are encouraged to reach out to Mary Decenzo (Links to an external site.), LISW-S, SSW, CTP-Cor Stephanie Day (Links to an external site.), Ed.D. PCC-S. Both are an Embedded Clinical Counselors in the College of Engineering, also serving in the Office of Student Life Counseling and Consultation Service www.ccs.osu.edu. (Links to an external site.) They can be reached at: decenzo.4@osu.edu and day.715@osu.edu.

Student Emergency Financial Support

The Student Advocacy Center staff members are continuing to serve students during normal business hours and are accepting online appointments.

The Student Emergency Fund is available to students who may otherwise be at risk of dropping out of college due to an unexpected financial emergency. If you, or a student you know, are experiencing an unplanned expense, the Student Emergency Fund may be an option. Their office is accepting applications and may be able to award up to $1,000 to eligible students. Learn more and apply.

The Together As Buckeyes emergency grants program, funded primarily by the federal Coronavirus Aid, Relief and Economic Security (CARES) Act, is available to all students — undergraduate, graduate and professional — through the Student Financial Aid office. To apply for a grant, students need to complete a one-page Emergency Request form and provide any supporting documentation. The Office of Student Financial Aid will process applications after determining eligibility based on each student’s circumstances and guidance from the U.S. Department of Education.

Franklin County Department of Job and Family Services has amended its Prevention, Retention and Contingency Program to provide targeted relief for families impacted by the COVID-19 pandemic. The Franklin County COVID-19 Response PRC Program provides eligible families with $500 in one-time cash assistance to help address emergent needs and expenses brought about by the public health emergency. Families can apply online today.

The Student Wellness Center offers financial coaching through the Scarlet and Gray Financial nationally recognized peer financial coaching program. Through the program, students will learn about financial goal setting, banking basics, budgeting, credit education, debt repayment education and saving and retirement education. Learn more.

Food Assistance

It's a common idea that pervades American culture: when you're in college, it's simply a rite of passage to sustain yourself on cheap, unhealthy food. We disagree. We highly recommend OSU’s Buckeye Food Alliance Lincoln Tower 150 food pantry (https://www.buckeyefoodalliance.org) and the MidOhio Foodbank (https://www.midohiofoodbank.org). The Buckeye Food Alliance will remain open to support students in need. Starting Monday, March 23 the pantry will be open Monday/Thursday 10 a.m. – 2 p.m.; Tuesday/Wednesday 4 – 8 p.m. and Friday 11 a.m. – 3 p.m. If these times do not work for your schedule, you can schedule a special appointment by contacting Nick Fowler at fowler.318@osu.edu.
Accessibility accommodations for students with disabilities

Requesting accommodations
The university strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability including mental health, chronic or temporary medical conditions, please let me know immediately so that we can privately discuss options. To establish reasonable accommodations, I may request that you register with Student Life Disability Services. After registration, make arrangements with me as soon as possible to discuss your accommodations so that they may be implemented in a timely fashion. **SLDS contact information:** slds@osu.edu; 614-292-3307; 098 Baker Hall, 113 W. 12th Avenue.

Accessibility of course technology
This online course requires use of Carmen (Ohio State’s learning management system) and other online communication and multimedia tools. If you need additional services to use these technologies, please request accommodations with your instructor.

- CarmenCanvas accessibility
- Streaming audio and video
- CarmenZoom accessibility
- Collaborative course tools

Student COVID-related Accommodation Process
The university is committed to supporting students and program participants with COVID-19 based risk factors. Student Life Disability Services, in conjunction with the Office of Institutional Equity, will work with students who are vulnerable to complications from COVID-19 to ensure that they have the necessary resources to participate in university life as safely as possible. Ohio State students from any campus may submit a COVID-related accommodation request. Students registered with Student Life Disability Services can work directly with their assigned Access Specialist to modify their accommodations or make additional COVID-based accommodation requests.

Syllabus Statement with COVID Process Addition
The university strives to make all learning experiences as accessible as possible. In light of the current pandemic, students seeking to request COVID-related accommodations may do so through the university’s request process, managed by Student Life Disability Services. If you anticipate or experience academic barriers based on your disability (including mental health, chronic, or temporary medical conditions), please let me know immediately so that we can
privately discuss options. To establish reasonable accommodations, I may request that you register with Student Life Disability Services. After registration, make arrangements with me as soon as possible to discuss your accommodations so that they may be implemented in a timely fashion. **SLDS contact information:** slds@osu.edu; 614-292-3307; slds.osu.edu; 098 Baker Hall, 113 W. 12th Avenue.

### Course schedule

<table>
<thead>
<tr>
<th>Week</th>
<th>Topics</th>
<th>Assignments (assignment details &amp; deadlines provided on Carmen Canvas)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Welcome to the course, introduction</td>
<td>Initial proposal/Plan of action (timeline and deliverables defined)</td>
</tr>
<tr>
<td></td>
<td>Propose independent project activity</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Map required assignments for semester</td>
<td>Semester plan</td>
</tr>
<tr>
<td>3</td>
<td>Independent Work</td>
<td>Discussion Post: Weekly progress update</td>
</tr>
<tr>
<td>4</td>
<td>Independent Work</td>
<td>Discussion Post: Weekly progress update</td>
</tr>
<tr>
<td>5</td>
<td>Independent Work</td>
<td>Discussion Post: Weekly progress update</td>
</tr>
<tr>
<td>6</td>
<td>Check-in</td>
<td>Meet with instructor</td>
</tr>
<tr>
<td>7</td>
<td>Update semester plan</td>
<td>Updated semester plan</td>
</tr>
<tr>
<td>8</td>
<td>Independent Work</td>
<td>Discussion Post: Weekly progress update</td>
</tr>
<tr>
<td>9</td>
<td>Independent Work</td>
<td>Discussion Post: Weekly progress update</td>
</tr>
<tr>
<td>10</td>
<td>Independent Work</td>
<td>Discussion Post: Weekly progress update</td>
</tr>
<tr>
<td>11</td>
<td>Check-in</td>
<td>Meet with instructor</td>
</tr>
<tr>
<td>12</td>
<td>Update semester plan</td>
<td>Updated semester plan</td>
</tr>
<tr>
<td>13</td>
<td>Report out and presentations</td>
<td>Book club Discussion 11; Poster Presentations</td>
</tr>
<tr>
<td>14</td>
<td>Independent Work</td>
<td>Discussion Post: Weekly progress update</td>
</tr>
<tr>
<td>15</td>
<td>Independent Work</td>
<td>Final Reflection</td>
</tr>
<tr>
<td>Finals week</td>
<td></td>
<td>Final Assignment (report, presentation, other)</td>
</tr>
</tbody>
</table>

*Syllabus version 1.1 last updated July 5, 2022*