

Title
Course #
Credit Hours
Class meeting

The Ohio State University
Department/School
pre-requisite requirements

Title

- I. Course Description
With the student in mind, provide a brief synopsis of what will happen in the course and the general content.
- II. Course Objectives
What are the main goals of the course?
- III. Course Content and Procedures
Explicitly describe all aspects of the course, including expectations, special assignments, presentations, classroom participation, etc.
- IV. Requirements and Evaluation
This can include percentages of what was described in III.
As well, describe all of your assignments and the expectations of each assignment.
Incorporate the assignments/tests/exams/papers/etc. into the course outline.
- V. Grading Scale—required of all classes
Breakdown of percentages into letter grades, any caveats that are unique to your course (e.g. for every absence after three, your grade will be dropped by one full letter grade, i.e. from a B to a C.; if participation counts 10% or more, include a participation statement such as the one here:

Discussion/Participation (This is Just an Example – Feel free to describe what Participation really means in your specific course)

Discussion requires more than just talk. You should pay attention and listen to others, ask questions of your peers and the instructor, engage your peers in student-to-student cross talk, take responsibility for picking up the dialogue when we hit silences or points of disagreement, and help keep the conversation on track. This will help keep the discourse in the class moving in a democratic direction, where a variety of ideas, theories, and interpretations coexist and help inform one another.

Your participation includes being prepared and offering thoughtful comments throughout the course. Participation also means that you give your full attention during the class discussion, individual and group presentations and guest lectures, and asking questions and provide feedback afterward.

Discussion, participation, active engagement in the course materials, and characteristics of comments will be assessed each class session. Failing to pay attention, not

contributing to discussions, or exhibiting distracted or distracting behavior (including, but not limited to, using electronic devices for non-course related activities, reading or engaging in discussion about non-course related material, or acting inappropriate with, or having disregard for, students, guests, or the instructor) during class will negatively impact your grade. If there is any reason that you cannot fully participate in class please let me know as soon as possible so we can discuss your options.

Participation as critical citizens

In this course I am committed to engaging you as critical citizens who value social and cultural difference, free speech, democracy, and self-reflection. As critical citizens, you are expected to demonstrate integrity, be responsive to the welfare of others, foster a positive classroom climate based on trust and mutual responsibility, and exhibit sensitivity to and respect for multiple socio-cultural realities, diversity and difference including, but not limited to, sexual identity, ability, class, race, gender, ethnicity, and age. This includes using suitable language, mannerisms and interpersonal skills. Together, we will learn from each other as we build and strengthen our critical skills for understanding the discourse of visual culture in art education.

Typical Grading Scale: (note there is no “official” grading scale at OSU, professors may choose how they wish to grade, the one below is merely a suggestion)

94-100	A
90-93	A-
87-89	B+
84-86	B
80-83	B-
77-79	C+
74-76	C
70-73	C-
67-69	D+
60-67	D
Below 60	E

VI. Required Texts

--if writing is a component, please include writing manual or style manual that you require

--also explain where texts are available

Recommended Texts

Additional Bibliography

VII. Topical Outline

Week by week, or Topic breakdown of the course with readings, assignments, discussions, exams, etc. included in the appropriate time slots.

VIII. Bibliography—required for all graduate courses

NOTE: if you are proposing a *new* course that includes both G and U, differentiate between the two and provide the requirements for both. G should require a substantial assignment different from U.

Other requirements from the Arts and Sciences Committee on Curriculum and Instruction (CCI):

Academic Misconduct It is the responsibility of the Committee on Academic Misconduct to investigate or establish procedures for the investigation of all reported cases of student academic misconduct. The term “academic misconduct” includes all forms of student academic misconduct wherever committed; illustrated by, but not limited to, cases of plagiarism and dishonest practices in connection with examinations. Instructors shall report all instances of alleged academic misconduct to the committee (Faculty Rule 3335-5-487). For additional information, see the Code of Student Conduct (http://studentaffairs.osu.edu/info_for_students/csc.asp).

Disability Services Students with disabilities that have been certified by the Office for Disability Services will be appropriately accommodated, and should inform the instructor as soon as possible of their needs. The Office for Disability Services is located in 150 Pomerene Hall, 1760 Neil Avenue; telephone 292-3307, TDD 292-0901; <http://www.ods.ohio-state.edu/>.

The escort service is available for students enrolled in evening courses. The phone number is 292-3322