|  |  |  |
| --- | --- | --- |
|  | **Course#**  | ***Short title*** |
| **Sem:** Sem Year | **Class Day/Time:** Days Times  | **Room:** e.g.XXXX Hall 219 |
| **Instructor:** | Dr. xxxxxxx | **E-mail:** | EMAIL.2@OSU.EDU |
| **Office Hours:** | Days, Times  | **Location:** | Fisher Hall XXXX |
| ***TA contact information (if applicable), or other contact (e.g. Course Coordinator) details; otherwise omit*** |

**Course Description:** *[150-250 words; including (numbered) learning objectives, paraphrased or otherwise]*

 Xxxxxxxxxxxxxxxxxxxxxxxxxxx

X

X

X

X

X

X

X

X

X

**Pre-Requirements:** Prerequisites xxxx…

**Course Format:** e.g.In-class Lecture + Laboratory

**Required Texts/Materials:**

##### **Title:** Book xxxxxxxxx

**ISBN(14):** ############# **Author(s):** xxxx **Year:** year# **Publisher:** XXXXXXX

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| --- | --- | --- |
| Graded Components | % of Total  | Type |
| e.g. In-class Quizzes | ##% | N  |
| Homework Assignments | ##% | N  |
| Course Project items | ##% | C  |
| In-class Participation | ##% | O   |

**Evaluation Criteria:**

|  |
| --- |
| **Requirements for each form of graded component.** **Failing to follow these will represent academic misconduct. See below.** |
| **Independent Work [N]:** Strictly non-collaborative, original individual work. You may discuss this assignment with your instructor only. Discussions with other individuals, either in person or electronically, are strictly prohibited. |
| **Collaboration Required [**C **]:** An explicit expectation for collaboration among students either in class or outside of class (i.e. group work). |
| **Collaboration Optional [**O**]:** Students are permitted, but not required, to discuss the assignment or ideas with each other. However, all submitted work must be one’s original and individual creation. |

 *(See remaining pages for Details/Due dates)*

**Academic Conduct:**

If a student is suspected of, or reported to have committed, academic misconduct in this course, I am obligated by University Rules to report my suspicions to COAM. If you have questions about the above policy or what constitutes academic misconduct in this course, please contact me. See OSU Prohibited Conduct – [Section 3335-23-04(A)](http://trustees.osu.edu/assets/files/RuleBook/CodeStudentConduct.pdf)



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| --- | --- | --- | --- | --- | --- |
| **University Policies, Services and Resources** ([go.osu.edu/UPolicies](http://go.osu.edu/UPolicies)) | https://go.osu.edu/UPolicies.qr  | Fisher Undergraduate Handbook and QuickLinks ([www.bsbalinks.com](http://www.bsbalinks.com))  | https://go.osu.edu/BSBA.qr | Fisher Navigator Resource Portal ([www.nav-1.com](http://www.nav-1.com)) |  |

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**Course Design in Depth**

**Extended Course Description:**

*[Provide a more extensive course description if desired; not necessary]*

**Learning Goals and Objectives:**

*[Recommended: Outline course goals/objectives in more detail]*

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**Graded Component Details**

**Homework Details:** *[If a graded component you use]*

**Project Details:** *[If a graded component you use]*

**Essay Details:** *[If a graded component you use]*

**Quiz/Exam Details:** *[If a graded component you use]*

**Grading Scale** *[if appropriate; substitute appropriate scale if on a P/S or other system]*

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Letter |  | A | A- | B+ | B | B- | C+ | C | C- | D+ | D | E |  |
| (Points) |  | (4.0) | (3.7) | (3.3) | (3.0) | (2.7) | (2.3) | (2.0) | (1.7) | (1.3) | (1.0) | (0.0) |  |
| Range | 100% | - | 93% | - | 90% | - | 87% | - | 83% | - | 80% | - | 77% | - | 73% | - | 70% | - | 67% | - | 60% | - | 0% |

Note: Above percentages are % of overall points earned *[or are % rankings of students, e.g. if scaled to curve*

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**Additional Policies**

**Testing Policy:** [If applicable]

*E.g. There are no make-ups for quizzes. Missed quizzes will be recorded as a “0”. Missed exams can only be made-up in extreme cases (e.g., death of family member, personal hospitalization, etc.) with proper documentation (e.g., a physician’s note, ER paperwork, obituary, etc.). Each decision of potentially allowing a make-up exam is made by the instructor on a case-by-case basis. Additionally, you MUST contact the instructor (insert instructor’s email) as soon as you know of a potential problem or conflict with an exam date. Alternative methods (e.g., oral exam, essay) of testing may be used for make-up exams. If you are experiencing an extreme situation or emergency, please attempt to notify the instructor (insert instructor’ email) email ASAP.*

**Attendance / Participation Expectations:**

Any student who fails to attend without giving prior notification to the instructor will be dis-enrolled after the third instructional day of the term, the first Friday of the term, or the second scheduled class meeting of the course, whichever occurs first.

*[Type any additional attendance requirements for the course.]*

**Technology Policy:** [Recommended]

**Course-specific Copyright Policy:** Material provided by the instructor may not be re-posted anywhere without the explicit permission of instructors. See University Copyright Policy. *[Additional rules if applicable]*

**Additional Course Resources**

*[Enter additional special facilities, URLs etc. here]*