

Continuing Education Unit Proposal Form

Personal Information

Date:

Name:

Email:

Daytime phone number:

Employer:

Have you ever been employed by OSU previously?

If, so when:

OSU last name.# (if applicable):

Course Information

Course Title:

Course description (3 sentences or less):

Number of CEUs (1 CEU equals 10 contact hours)

Intended Audience:

In-person or on-line:

Intended dates of offering:

Student technology needed:

Course materials budget estimate (if applicable)

Item	Cost

Attachments Needed:

Please include a current CV or resume and draft of syllabus (see page 2 for sample syllabus).

The submission of this proposal does not guarantee employment. Submissions are reviewed biannually or on an as-needed basis. Selected submitters will be contacted directly for further development.

TITLE OF THE COURSE

Class Location
Meeting Days/Times

Instructor:
Office:
Email:
Phone: (if desired)
Office Hours:

Course Overview

Description/Rationale

State the need and purpose of the course.

Prerequisite Knowledge: [What knowledge do students need to have mastered before beginning this course?]

Learning Objectives

- 1.
- 2.
- 3.
- 4.
- 5.

By the end of this course, students will be able to:

Course Materials

Required

[Include standard citation information for your texts in the style appropriate for your field: **titles, authors, publication dates, and availability**—if no traditional textbook is needed, say that but include other articles/text with the statement, “All required readings will be available through Carmen.” However, a complete list of all of the readings must be provided in bibliography format either here or at the end of the syllabus.]

Supplemental/Optional

[Same as above]

Course Requirements/Evaluation

Course Schedule

WEEK/ UNIT	DATE(S)	TOPIC(S)	LEARNING OBJECTIVE(S)	READING(S) & ACTIVITIES	ASSIGNMENTS & ASSESSMENTS
1			[List LO #(s) from p.1]		
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					

The schedule above is subject to change based on course and participant needs. Any changes in schedule will be posted in Carmen (or in class).

Assignment Descriptions

[Assignments should be described in detail so that students have a good idea of how they will be assessed. In this section, it should also be clear which learning objectives are being assessed in each assignment. See the following example.]

[Example:

REFLECTION PAPER (200 points) (CO 2, 4 and 5) <-here we see alignment with the Course Objectives

For this paper, you are to reflect on how you might apply your learning about X.

Grading Rubric found on page 14 <- here we see assessment information location

Your paper should have several sections:

- 1 Section 1 Info
- 2 Section 2 Info
- 3 Section 2 Info

Course Policies

Student Conduct and Participation (Optional)

[Provide clear information about attendance, class and group participation, and other aspects of conduct that impact on individual student's and class members' learning and professional development.]



Communication (Optional)

The university's official mode of communication is via university email. Students should use their BuckeyeMail when emailing their professor, and faculty will use their OSU email when emailing students. [Adjust the following sample guidelines to your personal preferences]

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. Informality (including an occasional emoticon) 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 or other course materials, list at least the 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, and then copying into the Carmen discussion.

Response Times: 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** or use 8help@osu.edu at any time if you have a technical problem.)

- **Grading and feedback:** For large weekly assignments, you can generally expect feedback within **7 days**.
- **E-mail:** I will reply to e-mails within **24 hours on school days**.
- **Discussion board:** I will check and reply to messages in the discussion boards every **24 hours on school days**.

Netiquette (Optional)

As a member of a community of learners, it is your responsibility to exhibit professional behavior and decorum in all modes of communication. Following the rules of etiquette on the Internet (netiquette) helps improve the readability of your messages, keeps conversations focused, increases trust, and creates a more positive experience for all participants. Netiquette includes, but is not limited to, the following guidelines: [adjust the following sample guidelines to your personal preferences. Multiple netiquette policies exist online for your guidance.]

- Honor people's rights to their opinions; respect the right for people to disagree.
- Be professional; use language that is not considered foul or abusive.
- Respond to peers honestly but thoughtfully, respectfully, and constructively.
- Avoid writing in all caps – it conveys shouting and anger.
- Avoid colors like red and green for accessibility reasons; avoid font styles, colors, and sizes that are difficult to read.
- Address the ideas, not the person, when responding to messages or discussions.
- Be careful when using sarcasm or humor – without social cues like facial expressions or body language, a remark meant to be humorous could come across as offensive or hurtful.



- Don't distribute copyrighted materials, such as articles and images (most things online are not licensed as "fair use"). Share links to those materials instead and be sure to properly cite all sources to avoid unintentional plagiarism.

Technology (Optional)

For help with your password, university e-mail, Carmen, or any other technology issues, questions, or requests, contact the OSU IT Service Desk. Standard support hours are available at <https://ocio.osu.edu/help/hours>, and support for urgent issues is available 24x7.

- **Self-Service and Chat support:** <http://ocio.osu.edu/selfservice>
- **Phone:** 614-688-HELP (4357)
- **Email:** 8help@osu.edu
- **TTY:** 614-688-8743

Baseline technical skills necessary for online/hybrid courses: [adjust the following to align with your course expectations]

- Basic computer and web-browsing skills
- Navigating Carmen (Canvas)

Technology necessary for this course:

- [insert tech skills required for this course, such as recording and uploading a video, using discussion board, using CarmenConnect or video chat, creating a slide presentation, etc. and any software/hardware necessary]

Institutional Policies

Academic Integrity

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.



THE OHIO STATE UNIVERSITY

COLLEGE OF
EDUCATION AND HUMAN ECOLOGY

Grievances

Please first speak with your instructor. Then, if necessary, with the Office of Accreditation, Placement, and Licensure at edprep@osu.edu