



# THE OHIO STATE UNIVERSITY

JOHN GLENN COLLEGE OF PUBLIC AFFAIRS

## Public Affairs 1100: Public Affairs Survey

Fall 2015 Syllabus

Wednesdays 4:10-5:05 p.m.

Page Hall 040



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Office Location: 110E Page Hall

Please call the front desk to set an appointment: 614-292-9633

**Welcome!** This course is designed to assist you in becoming a successful member of the Buckeye community, as well as the Glenn College family. This success is achieved through the six learning outcomes listed below. This required course, worth 1-credit hour, will ensure that you understand University and College policies and procedures, learn about the Public Affairs curriculum, and other curricular opportunities, and connect with classmates and campus resources. This knowledge will help you greatly for the remainder of your time at Ohio State.



### **Learning Outcomes:**

Here's what you will be able to do after successfully completing this course:

1. Know what to expect from your undergraduate experience and understand the process to obtain a degree.
2. Identify the purpose, content and structure of the General Education (GE) curriculum and the Public Affairs major.
3. Be aware of University dates/deadlines, and policies, and know where to find this information.
4. Access the University's academic resources and support services.
5. Demonstrate effective interpersonal skills in groups and connections outside of the classroom.
6. Identify and engage in productive and ethical student behaviors.

### **Course Content Areas:**

1. Getting to Know Ohio State:

Policies and Procedures, Deadlines, Degree Structure, Getting Involved, Resources (Professors, Tutoring, Counselors, Carmen, BuckeyeLink, Student Activities and more)

2. Getting to Know the Glenn College:

Policies and Procedures, Curriculum (GE, major core, and specializations), Advisors, Graduates, Getting Involved

3. Academic Success Factors:

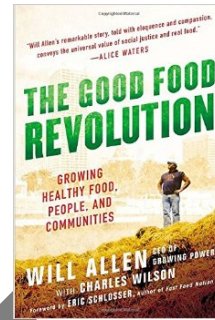
Academic Integrity, Career Exploration, Stress Management, Study Skills

## Learning Resources

### Required Texts and Availability:

All course materials will be available on the class website, [www.carmen.osu.edu](http://www.carmen.osu.edu).

This year's Buckeye Book Community Read is ***The Good Food Revolution* by Will Allen**



Students can access textbook information via the Barnes & Noble bookstore website: [ohiostate.bncollege.com](http://ohiostate.bncollege.com) as well as from their BuckeyeLink Student Center. This information is disseminated by B&N to all area bookstores. You may buy from a store of your choice and/or shop for books online (always use ISBN# for searches).

### Other Helpful Resources:

Orientation Resource Guide: <http://fye.osu.edu/publications.html>

John Glenn College of Public Affairs Website: [www.glenn.osu.edu](http://www.glenn.osu.edu)

Public Affairs Undergraduate Program handbook, available on [Carmen](http://Carmen)

Carmen: [www.carmen.osu.edu](http://www.carmen.osu.edu)

Buckeye Link: [www.buckeyelink.osu.edu](http://www.buckeyelink.osu.edu)

First Year Experience: [www.fye.osu.edu](http://www.fye.osu.edu)



## Important Policy Information

### Academic Honesty Policy:

Taken from: <http://oaa.osu.edu/coam.html>

As members of a university community, students are expected to uphold the highest standards of academic honesty in all course work. Penalties for plagiarism, cheating, or other acts of academic dishonesty may include receiving a failing grade, dismissal from the University, or revocation of degree.

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. Failure to follow the rules and guidelines established in the University's Code of Student Conduct 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.*

***\*In this class, please work individually unless otherwise told\****

Other sources of information on academic misconduct (integrity):

The Committee on Academic Misconduct web page: <http://oaa.osu.edu/coam.html>

Ten Suggestions for Preserving Academic Integrity: <http://oaa.osu.edu/coamtensuggestions.html>

Eight Cardinal Rules of Academic Integrity: [www.northwestern.edu/uacc/8cards.html](http://www.northwestern.edu/uacc/8cards.html)



If you need accommodations due to a disability, contact the Office of Disability Services, located in 150 Pomerene Hall (614-292-3307; [www.ods.osu.edu](http://www.ods.osu.edu)).

Students who have documented any learning disabilities with the Office of Disability Services are encouraged to meet with their instructors to discuss arrangements for any approved accommodations. **Students that have been certified with the Office of Disability Services will be appropriately accommodated if they inform their instructors in a timely fashion.**

## Assignments

Public Affairs 1100 is graded Satisfactory/Unsatisfactory (S/U). In order to earn a satisfactory grade, you must earn a **minimum of 90 out of a possible 100 points**. You are expected to hand in all assignments completed and on time. Points will be deducted for late work unless prior arrangements are made.

Item	Points	Due Date
Attendance/Participation	30 (2 points/day)	Each Week + Pre-Convocation
FYE Success Series	15 (5 points/session)	Arranged
Buckeye Book Community	5	Week 5
B.A. Degree Plan	10	Week 8
Campus Resource Assignment	5	Week 10
Advising Appointment	10	Weeks 6-12
Resume & Career Advising	10	Week 11
Academic Success Plan	15	Week 14
<b>Total</b>	<b>100</b>	

## Assignment Descriptions

### Class Attendance and Participation (30%)

In order to get the most out of this course, it is imperative that you attend each class session, and stay for the full 55 minutes. I expect you to come to class prepared by completing any readings or assignments due for the day. I will know that you have done the homework if you participate in the classroom discussions. ***Please note, using electronic devices for non-class related topics will result in loss of full attendance points per class.***

### First Year Experience Success Series (15%)

The Success Series is an outside of the classroom complement to your survey course designed to help you be as successful as possible here at Ohio State. In our survey course, we will explore topics about academic success, campus policies, career planning, health and wellness, and more. The Success Series will complement these in-class discussions by providing hundreds of sessions on similar topics that address common challenges you might face as a first-year student. The Success Series includes sessions across six theme areas, and you can read descriptions of these themes by visiting <http://www.fye.osu.edu/Themessuccessseries.html>.

\*Register online at: [www.fye.osu.edu/successseries.html](http://www.fye.osu.edu/successseries.html). Sessions will be held from September 8- November 20<sup>th</sup>. Plan ahead, as sessions fill up quickly.

You will be required to attend at least three sessions:

1. One session related to the Buckeye Book Community
2. One session under the “Diversity and Global Awareness” theme
3. One session on a topic of your choice

\* Please note: In order to earn credit for this assignment, you must stay for the entire session, and complete online reflection within seven days of attending. To do so, log into the Success Series website and click on the **Reflections** button.

### **Buckeye Book Community Discussion and Reflection (5%)**

The Buckeye Book Community is an opportunity for first-year students to share in a significant academic experience with classmates from all over campus. This year, entering students will read *The Good Food Revolution* by Will Allen. The Office of First Year Experience is planning several events around this book, including a visit by Will Allen (Sept. 21). We will also conduct a book discussion in this class (Sept. 23) based on a reflection prompt provided on Carmen. As outlined above, you will be required to attend one of the Success Series Sessions related to the book.

### **Bachelor of Arts Degree Plan (10%)**

In order to help you in understanding the degree requirements for the major, as well as the general education courses, you will be required to complete a degree plan worksheet. This worksheet will build upon the curriculum and degree-planning lectures in class, as well as the materials provided on Carmen to help you map out your time at Ohio State.

### **Campus Resource Assignment (5%)**

There is a wide selection of resources available on this campus to make a student’s time here as beneficial as possible. In order to better understand some of these resources, you will be expected to complete a campus resource “scavenger hunt” and questionnaire. This assignment is **due October 20<sup>th</sup>, at 11:59 PM via Carmen drop box or email**. If the assignment is turned in after the deadline, it will be considered late and points will be deducted at the discretion of the instructor.

### **Advising Appointment (10%)**

In order to be able to schedule classes for Spring Semester, you are required to meet with me, or Chris Adams, to go over your degree plan between weeks 6-12. This meeting will last approximately 30 minutes, and you will need to schedule it by calling the 110 desk (614-292-

9633). Remember to call early, as advisors' schedules fill up quickly and walk-ins will not be accommodated.

**Resume and Career Advising Appointment Assignment (10%)**



During weeks 6 and 11, Alex Toomey, Assistant Director for Career Services in the Glenn College, will present in class about career planning and professional development. To supplement these discussions, you will be expected to submit a resume and meet with Alex for a 1:1 career advising appointment between weeks 6 and 11. Details about these assignments will be provided in class.

**Academic Success Plan (15%)**

This assignment is meant to synthesize the major themes and projects from the class into your own, individual, plan for success. By drawing upon the themes of campus resources, career development, academic planning, and the First Year Success Series, you will be expected to think critically about their own abilities and pitfalls, and complete a guided plan for success. This assignment is **due December 9th, at 11:59 PM via drop box or email**. If the assignment is turned in after the deadline, it will be considered late and points will be deducted.

**Semester Schedule**

Week	Date	Topic	Readings/Assignments <i>*Readings may be added/changed with prior notice</i>
1	8/26/15	Expectations, Review of Syllabus, Role of the Advisor, FYSS	
2	9/2/15	Policies, Procedures, Deadlines	<i>Read:</i> <a href="https://registrar.osu.edu">-https://registrar.osu.edu</a> <i>Registration- Important Dates- Autumn 2015</i>
3	9/9/15	Academic Integrity, Online Etiquette	<i>Read: Section XI of handbook</i>
4	9/16/15	General Education and Degree Audit Reports	<i>Read: Pages 13-15 of handbook</i>  <b><i>Bring: Degree Audit Report</i></b>
5	9/23/15	BBC Book Discussion	<b><i>Due: The Good Food Revolution Reflection Question</i></b>  <i>In-Class: Book Discussion</i>

6	9/30/15	Career Planning- Part 1	<i>Reminder: Schedule a career advising appointment with Alex</i>
7	10/7/15	Public Affairs Curriculum  <i>Guests: Chris Adams Prof. Josh Hawley- UG Curriculum Chair</i>	<i>Read: Section II of handbook</i>  <i>Reminder: Set up Academic Advising Appointment with Whitney</i>
8	10/14/15	Academic Planning	<b><i>Due: B.A. Degree Plan</i></b>  <i>In-Class: Semester Projection Worksheet</i>
9	10/21/15	Resources and Opportunities  <i>Guests: David Lindcove- GC librarian Jen Shields-McLeod- University Honors</i>	<i>Read: Section XV of handbook</i>
10	10/28/15	Academic Success	<i>Read: Section VI of handbook</i>  <b><i>Due before class: Campus Resource Assignment</i></b>
11	11/4/15	Career Planning- Part 2	<b><i>Due: Resume &amp; Career Advising Appointment</i></b>
	11/11/15	<b>NO CLASS- Veteran's Day</b>	
12	11/18/15	Stress Management  <i>Guest: Wellness Center Coach</i>	
	11/25/15	<b>NO CLASS- Thanksgiving Break</b>	
13	12/2/15	Public Service in Action	<i>In-Class: JGSPA Alumni Panel</i>
14	12/9/15	Last class- Wrap Up	<b><i>Due: Academic Success Plan</i></b>

*"If there is one thing I've learned in my years on this planet, it's that the happiest and most fulfilled people I've known are those who devoted themselves to something bigger and more profound than merely their own self-interest."*      **–John Glenn**