



# THE OHIO STATE UNIVERSITY

JOHN GLENN COLLEGE OF PUBLIC AFFAIRS

## PUBAFRS 1100: PUBLIC AFFAIRS SURVEY

Autumn 2018 Syllabus

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

Page Hall 060



Instructor: Whitney Brown, M.Ed.

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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.

## **LEARNING OUTCOMES**

Here is 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 majors.
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**

**Getting to Know Ohio State** | Policies and Procedures, Deadlines, Degree Structure, Getting Involved, Resources (Professors, Tutoring, Counselors, Carmen, BuckeyeLink, Student Activities and more)

**Getting to Know the Glenn College** | Policies and Procedures, Curriculum (GE, major core, and specializations), Advisors, Graduates, Getting Involved

**Academic Success Factors** | Academic Integrity, Career Exploration, Stress Management, Study Skills

## **IMPORTANT POLICY INFORMATION**

### **Academic Honesty Policy**

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

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." Sanctions for the misconduct could include a failing grade in this course and suspension or dismissal from the University.

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.

If you have any questions about the above policy, or what constitutes academic misconduct in this course, please contact me.

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

**Other sources of information on academic misconduct (integrity):**

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

10 Suggestions for Preserving 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 098 Baker 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.**

**LEARNING RESOURCES**

**Required Texts and Availability**

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

## Other Helpful Resources

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

Public Affairs Undergraduate Program handbook | [Carmen](#) class page

## ASSIGNMENTS

Public Affairs 1100 is graded Satisfactory/Unsatisfactory (S/U). In order to earn a satisfactory grade, you must earn a **minimum of 85 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. **Please note: many of these assignments may be completed before the due date.**

Item	Points	Due Date
Attendance/Participation	30 (2 points/day)	Each Week + Pre-Convocation
FYE Success Series	15 (5 points/session)	Arranged
Library Assignment	10	November 6
Career Assignment	10	November 13
Advising Appointment	15	November 27
Academic Success Plan	20	December 4
<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. **Using electronic devices for non-class related topics will result in loss of full attendance points per class.** In addition to the Pre-Convocation meeting, you must attend 14 other class sessions to earn full credit.

### 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 five theme areas, described in detail at: [go.osu.edu/fyssthemes](http://go.osu.edu/fyssthemes).

\*Register online at: [go.osu.edu/fyssthemes](http://go.osu.edu/fyssthemes). Plan ahead, as sessions fill up quickly.

**August 20** | Success Series website opens for students to register for FYE Peer Leader-facilitated sessions.

**August 24** | FYE Peer Leader-facilitated sessions begin (through September 15); once students have attended a peer-led session, they will have priority access to register for other sessions listed within the theme areas.

**September 10** | Theme area sessions begin; registration opens to all students (regardless of whether they have attended a peer-led session)

**November 20** | Success Series ends

You will be required to attend at least three sessions. These sessions can be from any theme area. You may also include one of these sessions as an FYE Peer Leader-Facilitated Session, which takes place in the first 3 weeks of the term, and helps you understand the Success Series. By registering for this option, you will be able to register for other FYSS sessions before the open date of September 10<sup>th</sup>.

\*In order to earn credit for this assignment, you must check-in at each session with your BuckID, stay for the entire session, and complete online reflection within 7 days of attending. To do so, log into the Success Series website and click on the **Reflections** button.

### **Library Assignment (10%)**

You will be required to complete this structured online library assignment using Carmen. The assignment is designed to introduce students to the OSU library system and to provide helpful tips on how to conduct an effective library search. This assignment will be **due before class on November 6**. 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.

### **Career Assignment (10%)**

Twice this semester, Allie Hutchison, Career Advisor for the Glenn College, will present in class about career planning and professional development. To supplement these discussions, you will be required to attend one out-of-class career development event, and write a brief reflection on the event. The reflection is due on November 13. Additional information about this assignment will be dispersed on August 28.

### **Advising Appointment (15%)**

In order to schedule classes for spring semester, you are required to meet with me, or Chris Adams, **no later than Nov. 27**. This meeting will last approximately 30 minutes, and you will need to schedule it through the 110 desk. Either call (614-292-9633), email ([glenn-](mailto:glenn-)


[110desk@osu.edu](mailto:110desk@osu.edu)), or stop by to schedule this appointment. Remember to call early, as advisors' schedules fill up quickly and walk-ins will not be accommodated.

### Academic Success Plan (20%)

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 your own abilities and pitfalls, and complete a guided plan for success. This assignment is **due at the beginning of class on December 4<sup>th</sup> via email or hard copy**. 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.

### SEMESTER SCHEDULE- Tuesday Class

Class #	Date	Topic	Readings/Assignments <i>*Readings may be added/changed with prior notice</i>
1	8/20/18	Pre-Convocation Meeting  <i>Guest Instructor: Chris Adams</i>	
2	8/21/18	Expectations, Review of Syllabus, Role of the Advisor, FYSS	
3	8/28/18	Involvement	
4	9/4/18	Policies, Procedures, Deadlines	Read: <a href="https://registrar.osu.edu">https://registrar.osu.edu</a> "Autumn Semester 2018 Important Dates"
5	9/11/18	Career Planning- Part 1  <i>Guest Instructor: Allie Hutchison</i>	
6	9/18/18	Public Affairs Curriculum	<i>Reminder: Set up Academic Advising Appointment</i>
7	9/25/18	General Education and Degree Audit Reports	<b>Bring: Degree Audit Report</b>
8	10/2/18	Academic Planning- Part 1	<b>Bring: Degree Audit Report</b>
	10/9/18	<b>NO CLASS</b>	
9	10/16/18	Academic Planning- Part 2	<b>Bring laptop or iPad</b>

10	10/23/18	Academic Integrity and Professional Etiquette	
11	10/30/18	Campus Resources- Part 1	
12	11/6/18	Campus Resources- Part 2	<b>Due before class: Library Assignment</b>
13	11/13/18	Career Services Part 2 <i>Guest Instructor: Allie Hutchison</i>	<b>Due: Career Assignment</b>
	11/20/18	<b>NO CLASS</b>	
14	11/27/18	Planning Ahead	<b>Due this week: Advising Appointment</b>
15	12/4/18	Last class- Wrap Up	<b>Due: Academic Success Plan</b>

### **ADDITIONAL INFORMATION**

#### Glenn College's Diversity Values:

The Glenn College is committed to nurturing a diverse and inclusive environment for our students, faculty, staff, and guests that celebrates the fundamental value and dignity of everyone by recognizing differences and supporting individuality. We are dedicated to creating a safe space and promoting civil discourse that acknowledges and embraces diverse perspectives on issues and challenges that affect our community.

#### Mental Health:

As a student, it can be common to 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 or someone you know is suffering from any of the aforementioned conditions, you can learn more about the broad range of confidential mental health services available on campus via the Office of Student Life Counseling and Consultation Services (CCS) by visiting [www.ccs.osu.edu](http://www.ccs.osu.edu) or calling 614-292- 5766. CCS is located on the 4th Floor of the Younkin Success Center and 4th Floor of the PAES Building. 24-hour emergency help is also available through the National 24/7 Prevention Hotline at 1-800-273-TALK or at [www.suicidepreventionlifeline.org](http://www.suicidepreventionlifeline.org).