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Syllabus: COMM 3620
Introduction to interpersonal comm
SP2026: Stillman Hall 235 12:45 – 2:05

Instructor: Prof. Hillary Shulman
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Office: Derby Hall 3140
Office hours: Fridays from 10:00 – 11:30 or by appointment

Course Information

Course description

Where you are today, in terms of your education, your relationships, and potentially your occupation is not random. Your situation is the result of relationships and decisions you have made throughout the course of your life. The purpose of this class is to better understand the role of communication in this process. It is hoped that this class will improve your ability to reason through communicative dilemmas. Doing so should enable you to make better choices and improve your ability to navigate future decisions and relationships. Interpersonal communication is an invaluable skill, and hopefully the insight afforded through this course will assist you in better understanding your current and future situation and relationships.

Course goals and outcomes

1. Students will be able to apply course concepts to their everyday lives.
2. Students will be able to reflect on their past experiences in an effort to better understand what outcomes ensued after specific communicative encounters.
3. Students will gain practice linking outcomes to choices through communication.
4. Students will walk away with a better understanding of interpersonal communication, and with a better understanding of their interpersonal relationships.

Mode of delivery

This class will be taught using a hybrid delivery style (HY). A hybrid course is designed to have somewhere between 25-74% of class activities completed online, or from a distance. The benefit of this style is to allow students an opportunity for both independent learning outside the classroom, and peer and instructor centered learning within the classroom. Because this model includes both in-class and out-of-class activities, **students must be particularly attentive to the class schedule, the Carmen website, and this syllabi** in order to stay on top of class assignments. Please note that some topics or graded items discussed in the classroom will NOT be mentioned online and that some topics or graded items in the online component will NOT be discussed in the classroom. Thus, students are responsible for keeping on top of all activities,

online and off, because they cannot rely upon reminders from the instructor or their peers. Please be mindful of this responsibility throughout the semester because we will not be accommodating late assignments at full credit without a documented, timely, and acceptable excuse (see full policy in the *policies and expectations* section).

Module Layout

- Students should complete the module components **in order** to get the most out of the class assignments and activities.
- Each module will be structured in similar ways and include 1 reading quiz and, sometimes, a self-reflection activities. For online weeks, lectures will be included as well (2 -3 lectures about 20min each).
- Most modules will include at least one reading.
- Most modules will include a quiz.
- Deadlines for the activities and quizzes will largely be the same from week-to-week to help students develop a routine for the class.
- Exams will be held in class and in person unless other accommodations are made.

Course materials

Required Textbook <mark>Available through CarmenBooks at a Discounted Rate</mark>

McCornack, S. (2015, 6th Edition**). *Reflect & Relate: An Introduction to Interpersonal Communication*. Bedford St. Martin Press. DO NOT PURCHASE THE ACCESS CODE– this costs extra and will not be used in this class.

Please note: I will be teaching from the 6th edition of this book, so if you choose to buy an earlier edition be advised that the chapter/page numbers and content will not necessarily correspond. You are responsible for the content in the 6th edition. There will be copies set aside on reserve at the Thompson Library to check-out for your convenience.

Technology Requirements for this Class

Course technology

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.

- **Carmen/Canvas:**
  - Carmen, Ohio State's Learning Management System, will be used to host materials and activities throughout this course. To access Carmen, visit Carmen.osu.edu. Log in using your name.# and password. If you have not setup a name.# and password, visit my.osu.edu.

- Help guides on the use of Carmen can be found at
  https://resourcecenter.odee.osu.edu/carmen
- **This online course requires use of Carmen (Ohio State's learning management system) and other online communication and multimedia tools. If you need additional services to use these technologies, please request accommodations with your instructor.**
  - [Carmen accessibility](#)

- **Zoom:**
  - In addition to in-person office hours, office hours can also be scheduled, by request, through Ohio State's conferencing platform, Carmen Zoom.
  - If a student would like to request zoom for office hours, the student is responsible for sending out the zoom link.
  - Students may use the audio and video functions if a webcam and microphone are available. If not, there is still a chat function within Carmen Zoom for the student to live chat with the professor in the virtual office hours room.
  - [Carmen Zoom](#) help guide

- **Lockdown Browser:**
  - Respondus LockDown Browser is a locked browser for taking quizzes in CarmenCanvas.
  - It prevents you from:
    - Printing
    - Copying
    - Going to another website
    - Accessing other programs during an assessment
  - When using Lockdown Browser you will not be able to take the quiz with a standard web browser.
  - Click [here](#) for more information on LockDown Browser.
  - Ensuring that this tech works properly is the student's responsibility. Contact Carmen Help if any issues arise.

- **Turnitin:**
  - Students at The Ohio State University are accountable for the integrity of the work they submit. Therefore, you should be familiar with the guidelines provided by the [Committee on Academic Misconduct (COAM)](#) and [Section A of OSU's Code of Student Conduct](#) in order to meet the academic expectations concerning appropriate documentation of sources. In addition, OSU has made Turnitin, a learning tool and plagiarism prevention system, available to instructors. For this class, you will submit your papers to Turnitin from Carmen. When grading your work, I will interpret the originality report, following [Section](#)

as appropriate. For more information about Turnitin, please see the vendor's guide for students. Note that submitted final papers become part of the OSU database.

- **Self-Service and Chat support:** http://ocio.osu.edu/selfservice

- **Phone:** 614-688-HELP (4357)

- **Email:** 8help@osu.edu

- **TDD:** 614-688-8743

- https://it.osu.edu/students#tech-access

Baseline technical skills necessary for online courses

- Basic computer and web-browsing skills

- Navigating Carmen

Necessary equipment

- Computer: current Mac (OS X) or PC (Windows 7+) with high-speed internet connection

- Web cam and microphone

Necessary software

- Word processor with the ability to save files under .doc, .docx, or .pdf. Most popular word processing software programs including Microsoft Word have these abilities.

- OSU students have access to Microsoft Office products free of charge. To install, please visit https://osuitsm.service-now.com/selfservice/kb_view.do?sysparm_article=kb04733

Artificial Intelligence and Academic Integrity

There has been a significant increase in the popularity and availability of a variety of generative artificial intelligence (AI) tools, including ChatGPT, Sudowrite and others. These tools will help shape the future of work, research and technology but when used in the wrong way, they can stand in conflict with academic integrity at Ohio State.

All students have important obligations under the Code of Student Conduct to complete all academic and scholarly activities with fairness and honesty. Our professional students also have the responsibility to uphold the professional and ethical standards found in their respective academic honor codes. Specifically, students are not to use unauthorized assistance in the laboratory, on field work, in scholarship or on a course assignment unless such assistance has been authorized specifically by the course instructor. In addition, students are not to submit their work without acknowledging any word-for-word use and/or paraphrasing of writing, ideas or other work that is not your own. These requirements apply to all students undergraduate, graduate, and professional.

To maintain a culture of integrity and respect, these generative AI tools should not be used in the completion of course assignments unless an instructor for a given course specifically

authorizes their use. Some instructors may approve of using generative AI tools in the academic setting for specific goals. However, these tools should be used only with the explicit and clear permission of each individual instructor, and then only in the ways allowed by the instructor.

RESOURCES FROM THE DRAKE INSTITUTE FOR TEACHING AND LEARNING
RESOURCES FROM THE TEACHING AND LEARNING RESOURCE CENTER
COMMITTEE ON ACADEMIC MISCONDUCT (COAM)

Classroom Policies (Important!)

Classroom Policies:

Please keep track of when things are due. The professor and class website will provide some reminders, but, as always, it is your responsibility to submit materials on time.

I recommend signing up for email notifications for when there are announcements and discussion posts on Carmen.

Late work and submission details: Unless students have a documented excuse (see below) all late work will be penalized in the following manner:

1 min late to 24hrs = -10% points (rounded up to the nearest point value)
24 hours and 1 min late to 48hrs = -20% points (rounded up to the nearest point value)
48 hours and 1 min late to 72hrs = -30% points (rounded up to the nearest point value)
72hours+ = student will receive a zero

**Please note this policy applies to self-reflection assignments and quizzes, NOT exams or participation. Participation points are attendance and cannot be made up. Exams cannot be made up unless a documented excuse, of the kind below, are presented ASAP (before the exam or on the same day – unless there is a very obvious reason why this could not occur).

Acceptable documentation for late work (that won't be penalized) must include relevant dates and needs to come from a reputable source (e.g. a doctor's office or police report). This documentation should be submitted before the assignment is due, except for dire and unforeseen emergencies. While medical documentation does not need to include information about your medical history or diagnosis, it needs to be clear that it was urgent. Example wording includes "[Student name] was under my care from [start date] to [end date] and during that time was not able to complete schoolwork, including asynchronous online work." Remember that many of your lowest grades are already dropped, so there is no room for late work outside of unusual circumstances. **Don't wait until the last minute as technical problems can occur that will not be an acceptable excuse for late work.**

Students who will be observing a religious holiday on a class date or assignment due date must provide date/event written notification to the instructor within the first two weeks of the semester so that alternative arrangements can be made.

If you are permitted an extended deadline, please do not email your paper to the professor. It will not be counted as submitted until you have submitted it to Carmen.

Before you submit an assignment:

All writing assignments and quizzes must be submitted to our carmen by the deadline. In taking this course, students agree to the condition that all required papers will be subject to submission for textual similarity review to Turnitin.com to aid in detection of plagiarism. Any submitted papers will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism of such papers. Use of the Turnitin.com service is subject to the Terms and Conditions of Use posted on the Turnitin.com site and at the university.

When you are ready to submit your assignment or exam, make certain it is in "doc", "docx", or "pdf" format (don't use "pages" or "google docs" since they can't be opened).

Remember to leave yourself enough time to verify that your submission went through.

Verifying that you submitted your assignment:
Please do not email your instructor to ask if your assignment was submitted properly. You can check this on Carmen.
Here it is step by step:
= After submitting the assignment, you should be taken back to the main page for the assignment
= On the right-hand side is a submission status
= To verify that everything uploaded correctly, click on 'Download [filename]'; you might want to save it to a different location on your hard drive than the original, or rename it during the download process, to avoid overwriting your original
= Open the downloaded file and make sure everything looks correct
Recall that you will be graded on what you submit by the deadline, even if it was not what you intended to submit. So, it's really important that you check to be sure your submission was correct.

Page Limits: Papers with page limits must use APA formatting (e.g., 1-inch margins) and must adhere to the page limits. Points will be deducted for going over the limit.

Contact Information for Various Issues

Who to Contact for Specific Problems:

Questions about the course/assignments/lectures/etc.: Please contact Dr. Hillary Shulman.

For personal issues (such as emergency illness or injury), please contact Dr. Hillary Shulman.

Technical Problems with Your Computer or Internet Connection Issues: OIT can be called at 614-688-HELP (4357). You can also email them about your problem or you can request that

they call you back. The website for these alternatives is: https://osuitsm.service-now.com/selfservice/help_splash.do (Links to an external site.)

See this Website on How to Write a Professional Email

Grading and Assignments

Grading
The following are the points and/or percentage values for each assignment

Assignments	Points and/or Percentage
Exams (all non-cumulative, 4 @ 75 points each)	300 (44%)
Syllabus quiz (1 @ 5 points)	5 (<1%)
Module Quizzes (8 @ 10 points each)	80 (12%)
Participation Points (5 @ 10 points each)	50 (7%)
Self-Surveys (5 @ 10 points each)	50 (7%)
Self-Assessment Papers (5 @ 25 points each)	150 (22%)
Final Paper (50 points)	50 (7%)
Total	**685 points**

OSU grading scale

93–100: A	73–76.9: C
90–92.9: A-	70 –72.9: C-
87–89.9: B+	67 –69.9: D+
83–86.9: B	60 –66.9: D
80–82.9: B-	Below 60: E
77–79.9: C+	

Please note: Carmen Canvas, OSU's grading and class management software, does not round fractions up. Please take that into account in computing grades. **I do not round up grades.**

Assignment Information

Assessments
- *Exams:* Exams will be held in class. Please make sure to bring a writing instrument (pen or pencil) on these days. Each exam will have about 25 questions which may include multiple-choice, true/false or fill-in-the-blank items. You may not work together on exams and notes are not allowed. Exams will be worth 75 points each and will never be cumulative.

- *Quizzes:* Weekly, online, timed quizzes assess students' general understanding of the materials and assigned readings and videos. Quizzes will include multiple-choice, True/False, and short answer items. Quizzes will have 5 questions and a time limit of 10 minutes (quizzes were designed to take about 5 minutes to complete, so this extra time is built in to help students who require time accommodations). The only resource you may use on quizzes is your own notes or the book. You may not work together. For each part of the class (there are 4 parts total), your lowest quiz score will be dropped.

- *Participation Grade:* This class is a hybrid course and includes both an in-person and online component. Because the in-person component is important for this class, participation grades are accumulated in the classroom. At random increments throughout the semester, students will be invited to provide feedback, answer a question, or participate in an activity in-class. Participation in this activity will count towards your participation grades. <u>Students who do not attend class will receive a zero if they are absent on the day of one of these graded activities</u>. That said **3 activity scores can be dropped without penalty** to accommodate instances where students may miss class for a reasonable reason. Given this accommodation, these activities cannot be made up.

- *Self-Surveys*: There will be 5 surveys students are required to take before class. These surveys are validated scales that assess student behavior on the concept we will discuss in class. These are short surveys intended to provide students with insights about their interpersonal style. These surveys are worth 10 points each. While students **need** to take all 5 surveys in order to properly complete the final paper, only students who complete this survey before the assignment deadline will receive points. Students who do not complete a survey will get a zero on this assignment, but will also receive a point deduction on the final paper as well.

- *Self-Assessment Papers:* Students will have 6 opportunities to reflect upon their interpersonal styles. Note that the lowest score will be dropped, so students will only be graded on 5 papers total. While instructions will be provided in class and online, students will be prompted to reflect on their interpersonal styles (from the surveys or from a structured activity) in the form of a paper. These papers should be no more than 1 page (double spaced, 12-point font, 1" margin, .doc or .pdf, in APA style 7, and with appropriate citations). These assignments are worth 25 points each. An online rubric will be available so students know how they will be graded.

- *Final Paper:* The final paper is a reflection of your interpersonal styles based on what you've learned in the course (specifically regarding your self-assessment surveys). The paper can be no longer than two pages, double-spaced, 1" margins, 12 font. Papers exceeding this page limit will lose points. These papers will be turned in online. Please pay attention to the due date as late papers will not be accepted. More information about these papers will be provided online. Also, make sure you do not start the paper until all 5 self-assessment surveys are taken because you will still be learning material that needs to be included in the paper. Additionally, please upload these files using Microsoft word or pdf.

Attendance, participation, and discussions

Credit hour and work expectation

This is a 3-credit-hour course. According to Ohio State policy, students should expect around 3 hours per week of time spent on direct instruction (instructor content and Carmen activities, for example) in addition to 6 hours of homework (reading and assignment preparation, for example) to receive a grade of (C) average. ASC Honors provides an excellent guide to scheduling and study expectations.

Faculty feedback and response time

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** at any time if you have a technical problem.)

Grading and feedback:

For large weekly assignments, you can generally expect feedback within **7-10 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**.

Discussion and communication guidelines

The following are my expectations for how we should communicate as a class. Above all, please remember to be respectful and thoughtful.

- **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 and is not always appreciated in-person. The instructor works very hard to provide a positive learning experience. Please keep this in mind and remain civilized and respectful in your class communications.

- **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, please use APA style. For online sources, be sure to include a link.)

Challenging Grades

There may be instances in which students feel as though the grade posted in the gradebook is inaccurate. This inaccuracy could be based on instructor error or an instance in which the student feels they can make a case for a different grade. In either instance, students must contact the instructor **within one week of the date in which the grade was posted. After this time, the grade on that assignment will be considered "closed".** Thus, students are encouraged to monitor their grades throughout the semester and challenge any decisions as soon as possible.

Encouraging an optimal learning experience

Previous distance learning and hybrid courses have provided insights from students on how to improve the learning experience and optimize outcomes. Here are a few tips from previous students to encourage your success in this hybrid course:

- Students kept up with the Schedule and assignment due dates.

- Students made sure they had access to a reliable internet connection.

- Students had access to at least one reliable device and a backup plan in case of a technological issue.

- Students have made plans to back up work. OSU provides free access to data storage through Microsoft One Drive.

- Students reported that completing assigned readings before class helped them to be prepared to follow along with lectures and participate in discussions.

- Students scheduled time to complete activities at a steady pace during the week. Keeping a schedule prevented a last minute rush and kept the workload manageable.

- Students approached the material by thinking about the connections between readings, lectures, and assignments.

- Students followed the instructor's preference for camera and microphone settings during online synchronous meetings.

Course schedule (tentative)

PLEASE NOTE THAT THIS CALENDAR IS TENTATIVE AND SUBJECT TO CHANGE. STUDENTS ARE RESPONSIBLE FOR KEEPING TRACK OF THESE DATES SO GET IN THE HABT OF CHECKING THE SYLLABUS REGULARLY.

When viewing the syllabus please take note of the DATE colors (so view on the computer OR print in color:

Dates highlighted in Green: EXAM
Dates highlighted in Blue: REMINDERS AND DEADLINE SHIFTS

Module Checklist (in task order)	Date	Reading	Assignment Due Dates
Part I: Interpersonal Essentials			
• Remember your lowest Quiz score from this section gets dropped (Q1-Q3)			
Module 0: Syllabi and Course Introduction			

☐ Read syllabus ☐ Watch instructional videos ☐ Take syllabus quiz (SQ)	1/14 1/16	Course Syllabi (Carmen) Chapter 1	Syllabus Quiz: 11:59pm 1/16 -- Must be completed to remain in course –

Module 1: Introduction to Interpersonal Communication: Definitions & Competence

☐ Take Self-Survey #1 (SS1) ☐ Read Textbook ☐ Complete Quiz #1 (Q1) ☐ Complete Paper #1	1/21 1/23	Chapter 1 con't Chapter 3	SS1: 12:45pm 1/21 Q1: 11:59pm 1/26 Paper 1: 11:59pm 1/26

Module 2: Perceiving Others

☐ Read Textbook ☐ Complete Quiz #2 (Q2)	1/28 1/30	Chapter 3 con't Chapter 2	Q2: 11:59pm 2/2

Module 3: Considering Self

☐ Take Self-Survey #2 (SS2) ☐ Read Textbook ☐ Watch Videos ☐ Complete Quiz #3 (Q3) ☐ Complete Paper #2 ☐ Exam 1	2/4 2/6	Chapter 2 + Review **EXAM 1**	SS2: 12:45 2/4 Exam 1: 2/6 in class Q3: 11:59pm 2/9 Paper 2: 11:59pm 2/9

Part II: Interpersonal Communication in Romantic Relationships
- Remember your lowest Quiz score from this section gets dropped (Q4-Q6)

Module 4: Self-Disclosure

☐ Participate in Self-Assessment Activity (see Carmen) and complete Paper #3 ☐ Do reading ☐ Complete Quiz #4 (Q4)	2/11 2/13	PDF on Carmen: "Self-Disclosure in Personal relationships"	Paper #3: 12:45pm 2/11 Q4: 11:59pm 2/16

Module 5: Romantic Relationships, Definitions, and Attraction

☐ Take Self-Survey #3 (SS3) ☐ Read Textbook ☐ Complete Quiz #5 (Q5) ☐ Complete Paper #4	2/18 2/20	Chapter 11: 287-295	SS3: 12:45pm 2/18 Q5: 11:59pm 2/23 Paper #4: 11:59pm 2/23

Module 6: Romantic Relationships, Stages, and Maintenance (and Break ups)

☐ Read Textbook ☐ Complete Quiz #6 (Q6)	2/25 2/27	Chapter 11: 296-308	Q6: 11:59pm 3/2

Module 7: The Dark Side of Relationships

☐ Do both readings ☐ Listen to podcast (8 min long) ☐ NO QUIZ ☐ <mark>Exam 2</mark>	3/4 3/6	"Guide to Happy Relationships" – Huffington Post + review **EXAM 2**	<mark>Exam 2: 3/6 in class</mark>

Part III: Interpersonal Communication in Different Contexts
- Remember your lowest Quiz score from this section gets dropped (Q7-Q9)

Module 8: Understanding Culture and Gender

☐ Read Textbook ☐ Complete Quiz #7 (Q7)	3/11 3/13	Chapter 5 Chapter 6	Q7: 11:59pm 3/16

<mark>3/16 – 3/20 Spring Break</mark>

Module 9: Relationships with Family

☐ Take Self-Survey #4 (SS4) ☐ Read Textbook ☐ Complete Quiz #8 (Q8) ☐ Read Article ☐ Complete Paper #5	3/25 3/27	Chapter 12 Read Atlantic Article	SS4: 12:45pm 3/25 Q8: 11:59pm 3/30 Paper #5: 11:59pm 3/30

Module 10: Relationships with Friends

☐ Read Textbook ☐ Watch videos ☐ <mark>Exam 3</mark> ☐ Complete Quiz #9 (Q9)	4/1 4/3	Chapter 13 + Review **EXAM 3**	Q9: 11:59pm 4/6 <mark>Exam 3: 4/3 in class</mark>

Part IV: Skill Building
- Remember your lowest Quiz score from this section gets dropped (Q10-Q12)

Module 11: Social Support

☐ Listen to podcast ☐ Read Article ☐ Complete Quiz #10 (Q10)	4/8 4/10	NPR Article	Q10: 11:59pm 4/13

Module 12: Listening Actively (in a loud world)

☐ Take Self-Survey #5 (SS5) ☐ Read Textbook	4/15	Chapter 7	SS5: 12:45pm 4/15* Q11: 11:59pm 4/20

☐ Watch videos ☐ Complete Quiz #11 (Q11) ☐ Complete Paper #6 ☐ Start final paper!	4/17	Chapter 4	Paper #6: 11:59pm 4/20 *You now have completed all of the self-assessments and can begin writing the paper
Module 13: Experiencing and Expressing Emotion			
☐ Read Textbook ☐ Watch videos ☐ Complete Quiz #12 (Q12)	4/22 4/24	Chapter 4 + Review Final Exam	Q12: 11:59pm 4/24 Exam 4: 4/24 in class
Final Paper Due: Monday April 27th by midnight (turned in via dropbox on Carmen)			

University Policy and Services

The remainder of the syllabus covers policies and services created and implemented by the university and, for the most part, are not at the discretion of the instructor. If you have any questions or need help accessing these services, please contact the instructor.

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 3335-5-48.7 (B)). For additional information, see the Code of Student Conduct.

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

Content Warning Language

Some content in this course may involve media that may elicit a traumatic response in some students due to descriptions of and/or scenes depicting acts of violence, acts of war, or sexual violence and its aftermath. If needed, please take care of yourself while watching/reading this material (leaving classroom to take a water/bathroom break, debriefing with a friend, contacting a confidential Sexual Violence Advocate 614-267-7020, or Counseling and Consultation Services at 614-292-5766 and contacting the instructor if needed). Expectations are that we all will be respectful of our classmates while consuming this media and that we will create a safe space for each other. Failure to show respect to each other may result in dismissal from the class.

Copyright

The materials used in connection with this course may be subject to copyright protection and are only for the use of students officially enrolled in the course for the educational purposes associated with the course. Copyright law must be considered before copying, retaining, or disseminating materials outside of the course.

Counseling and Consultation Services / Mental Health

As a student you may 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 are 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's Counseling and Consultation Service (CCS) by visiting ccs.osu.edu or calling 614-292-5766. CCS is located on the 4th floor of the Younkin Success Center and 10th floor of Lincoln Tower. You can reach an on-call counselor when CCS is closed at 614-292-5766 and 24-hour emergency help is also available through the 24/7 by dialing 988 to reach the Suicide and Crisis Lifeline.

Creating an Environment Free from Harassment, Discrimination, and Sexual Misconduct

The Ohio State University is committed to building and maintaining a community to reflect diversity and to improve opportunities for all. All Buckeyes have the right to be free from harassment, discrimination, and sexual misconduct. Ohio State does not discriminate on the basis of age, ancestry, color, disability, ethnicity, gender, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, pregnancy (childbirth, false pregnancy, termination of pregnancy, or recovery therefrom), race, religion, sex, sexual orientation, or protected veteran status, or any other bases under the law, in its activities, academic programs, admission, and employment. Members of the university community also have the right to be free from all forms of sexual misconduct: sexual harassment, sexual assault, relationship violence, stalking, and sexual exploitation.

To report harassment, discrimination, sexual misconduct, or retaliation and/or seek confidential and non-confidential resources and supportive measures, contact the Civil Rights Compliance Office: Online reporting form at http://civilrights.osu.edu/, Call 614-247-5838 or TTY 614-688-8605, Or Email equity@osu.edu

The university is committed to stopping sexual misconduct, preventing its recurrence, eliminating any hostile environment, and remedying its discriminatory effects. All university employees have reporting responsibilities to the Civil Rights Compliance Office to ensure the university can take appropriate action:

- All university employees, except those exempted by legal privilege of confidentiality or expressly identified as a confidential reporter, have an obligation to report incidents of sexual assault immediately.
- The following employees have an obligation to report all other forms of sexual misconduct as soon as practicable but at most within five workdays of becoming aware of such information: 1. Any human resource professional (HRP); 2. Anyone who supervises faculty, staff, students, or volunteers; 3. Chair/director; and 4. Faculty member.

Disability Statement (with Accommodations for Illness)

The university strives to maintain a healthy and accessible environment to support student learning in and out of the classroom. If you anticipate or experience academic barriers based on your disability (including mental health, chronic, or temporary medical conditions), please let me know immediately so that we can privately discuss options. To establish reasonable accommodations, I may request that you register with Student Life Disability Services. After registration, make arrangements with me as soon as possible to discuss your accommodations so that they may be implemented in a timely fashion.

If you are ill and need to miss class, including if you are staying home and away from others while experiencing symptoms of viral infection or fever, please let me know immediately. In cases where illness interacts with an underlying medical condition, please consult with Student Life Disability Services to request reasonable accommodations. You can connect with them at slds@osu.edu; 614-292-3307; or slds.osu.edu.

Grievances and Solving Problems

According to University Policies, if you have a problem with this class, you should seek to resolve the grievance concerning a grade or academic practice by speaking first with the instructor or professor. Then, if necessary, take your case to the department chairperson, college dean or associate dean, and to the provost, in that order. Specific procedures are outlined in Faculty Rule 3335-8-23. Grievances against graduate, research, and teaching assistants should be submitted first to the supervising instructor, then to the chairperson of the assistant's department.

Intellectual Diversity

Ohio State is committed to fostering a culture of open inquiry and intellectual diversity within the classroom. This course will cover a range of information and may include discussions or debates about controversial issues, beliefs, or policies. Any such discussions and debates are intended to support understanding of the approved curriculum and relevant course objectives rather than promote any specific point of view. Students will be assessed on principles applicable to the field of study and the content covered in the course. Preparing students for citizenship includes helping them develop critical thinking skills that will allow them to reach their own conclusions regarding complex or controversial matters.

Lyft Ride Smart (Previously Safe Ride Program)

Lyft Ride at Ohio State offers eligible students discounted rides, inside the university-designated service area (opens in new window) and has expanded service to the Short North area along High Street. Service runs from 7 p.m. to 7 a.m. Prices may be impacted by distance, traffic, time of day, special events and prime time surcharges. More information about the service and the Lyft App, and a link to get started using the Lyft Ride Smart services can be found at: https://ttm.osu.edu/ride-smart.

Religious Accommodations

Ohio State has had a longstanding practice of making reasonable academic accommodations for students' religious beliefs and practices in accordance with applicable law. In 2023, Ohio State updated its practice to align with new state legislation. Under this new provision, students must be in early communication with their instructors regarding any known accommodation requests for religious beliefs and practices, providing notice of specific dates for which they request alternative accommodations within 14 days after the first instructional day of the course. Instructors in turn shall not question the sincerity of a student's religious or spiritual belief system in reviewing such requests and shall keep requests for accommodations confidential.

With sufficient notice, instructors will provide students with reasonable alternative accommodations with regard to examinations and other academic requirements with respect to students' sincerely held religious beliefs and practices by allowing up to three absences each semester for the student to attend or participate in religious activities. Examples of religious accommodations can include, but are not limited to, rescheduling an exam, altering the time of a student's presentation, allowing make-up assignments to substitute for missed class work, or flexibility in due dates or research responsibilities. If concerns arise about a requested accommodation, instructors are to consult their tenure initiating unit head for assistance.

A student's request for time off shall be provided if the student's sincerely held religious belief or practice severely affects the student's ability to take an exam or meet an academic requirement **and** the student has notified their instructor, in writing during the first 14 days after the course begins, of the date of each absence. Although students are required to provide notice within the first 14 days after a course begins, instructors are strongly encouraged to work with the student to provide a reasonable accommodation if a request is made outside the notice period. A student may not be penalized for an absence approved under this policy.

If students have questions or disputes related to academic accommodations, they should contact their course instructor, and then their department or college office. For questions or to report discrimination or harassment based on religion, individuals should contact the Civil Rights Compliance Office.

Policy: Religious Holidays, Holy Days and Observances