



THE OHIO STATE UNIVERSITY

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DEPARTMENT OF **HISTORY**

*FACULTY  
HANDBOOK*

2013-2014



**FACULTY HANDBOOK**  
**TABLE OF CONTENTS**

<b>I.</b>	<b>Department and College Administration</b>	<b>1-4</b>
	A. Personnel	
	B. College Administrative Units	
<b>II.</b>	<b>Office Operations and Policies</b>	<b>4-8</b>
	A. Dulles Hall: Office Space	
	B. Dulles Hall: Classroom and Meeting Space	
	C. Department Events/Calendar	
	D. Communication	
	E. Office Equipment	
	F. Technology Assistance	
	G. Travel	
	H. Leaves	
	I. Data Security	
	J. Using the Faculty Club	
	K. Online Profile	
<b>III.</b>	<b>Research and Service</b>	<b>8-9</b>
	A. Promotion and Tenure	
	B. Research in View	
	C. Annual Activity Report	
	D. Department Committee Service	
	E. Support of Faculty Research	
	F. University Libraries	
<b>IV.</b>	<b>Teaching</b>	<b>9-14</b>
	A. Academic Calendar	
	B. Buckeye Link	
	C. Carmen	
	D. Course Add/Drop Procedures	
	E. General Education courses	
	F. Goldberg Center for Excellence in Teaching	
	G. Office Hours	
	H. Ordering Textbooks	
	I. RTAP and ETEP (customized readers)	
	J. Student Evaluation of Instruction	
	K. Peer Reviews	
	L. Submitting Grades	
	M. Grade Disputes	
	N. Academic Misconduct	
	O. Syllabi	

**FACULTY HANDBOOK**  
**TABLE OF CONTENTS**

<b>V.</b>	<b>Getting Connected</b>	<b>14-15</b>
A.	Area Studies Centers	
B.	University, College, and Externally-funded Centers	
C.	Department-based Seminars	
D.	University Resources	



## I. DEPARTMENT AND COLLEGE ADMINISTRATION

The Department of History is one of several academic units included in the [College of Arts and Sciences](#), [Division of Arts and Humanities](#). Faculty of the Department serve on five campuses: Columbus, Lima, Mansfield, Marion, and Newark.

The College of Arts and Sciences (ASC) was reunified in 2010, incorporating the five legacy colleges of the former Federation of the Colleges of the Arts and Sciences, including Arts, Biological Sciences, Humanities, Mathematical and Physical Sciences, and Social and Behavioral Sciences. The reunified College was organized in three divisions: Arts & Humanities, Social & Behavioral Sciences, and Natural & Mathematical Sciences. Together the departments and schools and the many additional centers and institutes within ASC form the academic core of The Ohio State University, and through the ASC structure have a greater capacity to amplify resources and maximize the potential for excellence in a visible, coherent, effective, and efficient way.

For detailed information on ASC governance, see the [Pattern of Administration](#) of the College of Arts and Sciences.

### A. Personnel

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#### Department of History: Officers

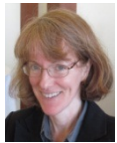
Description of officer duties and selection is available in the [Pattern of Departmental Administration](#) (POA)



**Chair,**  
[Peter L. Hahn](#)



**Vice Chair,**  
[Nathan Rosenstein](#)



**Graduate Studies Chair,**  
[Jane Hathaway](#)



**Undergraduate Studies Chair,**  
[Paula Baker](#)



**Honors Coordinator,**  
[David Stebenne](#)



**Promotion and Tenure Chair,**  
[Steven Conn](#)



**Graduate Placement Officer,**  
[Thomas \(Dodie\) McDow](#)



**Undergraduate Enhancement Officer,**  
[Christopher Otter](#)

#### Department of History: Staff



**James Bach**, Graduate Studies Coordinator  
[bach.27@osu.edu](mailto:bach.27@osu.edu); 292-4909

*Jim is the steward for graduate students, advising them of Department and Graduate School requirements; assigning them desks; and coordinating schedules of MA, PhD, and candidacy exams. He also prepares the annual Graduate Handbook, maintains files and databases of former, current, and prospective graduate students, and assists in scheduling duties.*



**Ashley Bowerman**, Program Assistant

[bowerman.14@osu.edu](mailto:bowerman.14@osu.edu); 292-0396

*Ashley is a multi-tasker. She assists with the coordination and scheduling of academic programs; enters department teaching schedules into SIS; serves as department contact with the Office of Scheduling; resolves student issues, including assisting students with grade changes, missing grades and retroactive withdrawal petitions; processes course proposals, change requests and withdrawals; produces reports and analyzes data about departmental course offerings, teaching schedules and enrollments; reserves rooms for classes and special events, and maintains scheduling of departmental rooms - Dulles 168, 235, 239, 250 and 344 (see events/calendar on page 5); coordinates desk copy orders of adopted course textbooks (see textbook order procedure on page 11); and assists with the coordination of special events.*



**Chris Burton**, Fiscal and Personnel Officer

[burton.7@osu.edu](mailto:burton.7@osu.edu); 292-9308

*Chris is the go-to person for personnel actions such as appointments, terminations, payroll, position descriptions, retirements, and personnel postings. She maintains records of current and past faculty, staff, and student assistants; processes financial transactions including payment for goods and services; is cross-trained in Fiscal Associate duties; and, in her spare time, serves as building coordinator and equipment coordinator.*



**Kara Campbell**, Fiscal Associate

[campbell.1644@osu.edu](mailto:campbell.1644@osu.edu); 292-9305

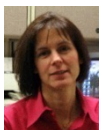
*Kara has your travel needs covered. She processes travel requests and reimbursements for faculty, staff, visitors, and students, makes travel arrangements, and issues T-numbers (see travel policy on page 6). She supervises office management by overseeing the front office/reception area and office equipment, supervising student staff, forwarding mail, and ordering office supplies. On the fiscal end, Kara manages Department p-cards and makes deposits.*



**Pete Locascio**, Academic Advisor

[locascio.7@osu.edu](mailto:locascio.7@osu.edu)

*Pete advises current and prospective students on graduation requirements (General Education, History Major/Minor, GPA, Total Credit Hours), plans for degree completion, and post-graduation plans. Further, Pete helps students know and understand policies and procedures including registration deadlines, requirement exceptions, and curriculum petitions. Much of this advising happens in both face-to-face appointments and email correspondence. He also participates in new-student orientation planning and implementation and refers students to university resources where appropriate.*



**Maria Mazon**, Undergraduate Studies Coordinator

[mazon.1@osu.edu](mailto:mazon.1@osu.edu); 292-6793

*Maria has the undergraduate students covered. As leader of the Undergraduate History Office, she provides information on majors and minors; advises undergraduate students and faculty on procedural matters; gives presentations in History 2800 about History majors and minors; processes EM credits, transfer credits, study abroad credits and change of section and add forms; prepares the Undergraduate Handbook; enters degree audits for History majors; serves as SEI coordinator (see page 12); and assists with academic advisor duties.*



**Mitchell Shelton**, Web Developer  
[shelton.5@osu.edu](mailto:shelton.5@osu.edu); 292-3831

*Mitchell is responsible for the overall function, design, and development of the Department's web sites. He also works with faculty and staff to integrate new content and provide application development for internal use and for customers and he organizes internal technology instructional workshops.*



**Rich Ugland**, Academic Program Coordinator and Adjunct Assistant Professor  
[ugland.1@osu.edu](mailto:ugland.1@osu.edu); 247-6037

*Rich coordinates the honors program; develops and maintains the Department's teaching schedule; is advisor for Phi Alpha Theta; supervises graduate associates; assigns graduate associates to be teachers, graders, or research assistants; writes and edits [Taking Time](#) (newsletter for undergraduates); and teaches two courses per year (History 2800, 7905, and honors sections of History 1151 and 1152).*



**Kristina Ward**, Administrative Associate  
[ward.768@osu.edu](mailto:ward.768@osu.edu); 292-3001

*Kristina's administrative duties are many and varied. This includes managing faculty hires; coordinating the promotion & tenure process; coordinating external communication and promotional material; and overseeing production of annual reports and faculty load reports. She serves as department liaison to the ASC Development Office and acts as official contact and maintains records for alumni, donors, and friends. She maintains the Chair's schedule and is cross-trained in maintaining the schedule of departmental rooms. Finally, she writes and edits [Making History](#) and History Happenings (internal newsletter).*

### **College of Arts and Sciences: Leadership**



**David C. Manderscheid**, Executive Dean and Vice Provost



**Mark Shanda**, Divisional Dean, Arts and Humanities



**Steven Fink**, Associate Executive Dean for Curriculum and Instruction



**Chad Allen**, Associate Dean for Faculty and Research, Arts and Humanities



**Garrett Heysel**, Assistant Dean, Arts and Humanities

## B. College of Arts and Sciences Administrative Units

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- [Communications Services](#)
- [Technology Services](#)
- [Business Services Center](#)
- [Curriculum and Assessment Services](#)

## II. OFFICE OPERATIONS AND POLICIES

### A. Office Space in Dulles Hall

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Every faculty member is provided an office with a desk, table, filing cabinets, chairs, bookshelves, a computer, and a printer. When a faculty member is on leave, his/her office may be assigned, with the consent of the office holder, to a visiting faculty member, lecturer, or postdoctoral fellow. Such an office may also be used to administer graduate exams.

Keys to faculty offices and Dulles Hall (for after-hours access) can be obtained from Kristina Ward.

### B. Classroom and Meeting Space in Dulles Hall

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Dulles Hall rooms 168, 235, 250, and 344 are internally managed by, and for, Department of History personnel. Their use is primarily for official department meetings, committee meetings, job talks for candidates being considered by the department, visiting lecturers hosted by faculty, classroom instruction, and graduate student defenses. Reservations are maintained using on-line calendars managed by Ashley Bowerman. Faculty can use the on-line calendars to identify available time slots, but reservations must be made through Ashley Bowerman ([Bowerman.14@osu.edu](mailto:Bowerman.14@osu.edu)) or Kristina Ward or James Bach if Ashley is not available. Keypad codes for 168, 235, and 344 are available at the front reception desk. Please bookmark the following calendars for reference:

- Dulles Hall 168: <http://exchange.asc.ohio-state.edu/owa/calendar/168DU@asc.ohio-state.edu/Calendar/calendar.html>
- Dulles Hall 235: <http://exchange.asc.ohio-state.edu/owa/calendar/235DU@asc.ohio-state.edu/Calendar/calendar.html>
- Dulles Hall 250: <http://exchange.asc.ohio-state.edu/owa/calendar/250DU@asc.ohio-state.edu/Calendar/calendar.html>

Primary functions on the rooms:

- **Dulles Hall 168**
  - Faculty Meetings (primary)
  - Advisory Committee Meetings (primary)
  - Job talks (primary)
  - Visiting speaker talks and Center for Historical Research or Constellation/field seminars (secondary)
  - Undergraduate seminars (2800 and 4xxx) in a.m. (tertiary)
- **Dulles Hall 235**
  - Graduate seminars (primary)
  - Undergraduate seminars (secondary)
- **Dulles Hall 250**

- Graduate student defenses (primary)
- Department committee meetings (primary)
- Lunch space (secondary)
- Graduate seminars (if 235 is unavailable) (secondary)
- **Dulles Hall 344**
  - Graduate reading room

### C. Department Events/Calendar

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An [Event Listing](#) is maintained on the department website. The events include sponsored lectures, seminars, department meetings, and special events (such as the Spring Awards Reception). To submit an event to the calendar, use the [online submission form](#) or send details to Mitchell Shelton at [shelton.5@osu.edu](mailto:shelton.5@osu.edu).

Events submitted to the Department calendar are fed into the Arts and Sciences calendar. Send event details to [OSUToday@osu.edu](mailto:OSUToday@osu.edu) for inclusion in OSUToday, a daily electronic publication of the latest news and information for faculty and staff.

### D. Communication

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Faculty and student achievements are disseminated internally through *History Happenings*, a monthly department newsletter, and OSUToday, and externally through [Making History](#) online and social media ([Facebook](#), [Twitter](#), and Google+ [Page](#)). Send details of publications, presentations, and awards to Kristina Ward for inclusion in these outlets. Also, you can submit details of your research, projects, accomplishments, and star students to the College of Arts and Sciences through “[Tell Us Your Stories](#).”

### E. Office Equipment

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#### ▪ **Computers**

Faculty should contact [Arts and Sciences Technology Services](#) (ASC Tech) at 688-4447 or [asctech@osu.edu](mailto:asctech@osu.edu) for service and support. Contact Kara Campbell ([campbell.1644@osu.edu](mailto:campbell.1644@osu.edu)) or Chris Burton ([burton.7@osu.edu](mailto:burton.7@osu.edu)) for supplies such as ink cartridges and software.

#### ▪ **Copiers**

There are two Xerox copiers located in Dulles Hall 106. The “small” copier (DU106-Xeros5775) can be used as a scanner to send documents via email. Please see a staff member for instructions.

Copying for personal purposes (i.e., not related to any aspect of one’s job) should be kept to a minimum and done during non-peak work hours. The number of personal copies should be listed on the log and the user will be charged \$.05 per copy. Money collected will be deposited into the Department’s operating account. There is no charge for copying classroom, administrative, research, and committee work.

Duplication of teaching packages for students’ purchase should be arranged by the instructor using the services of [UniPrint](#). Whenever possible copying should be two-sided to save paper and money. Faculty are also encouraged to post course material on [Carmen](#) to reduce photocopying costs. Also, for security reasons, if you copy your own exam, please be sure to take the original exam with you. Extraordinary work requests or special concerns should be directed to Chris Burton.



- **Printers**

Faculty should use the printers in their offices for most work. Printing of lengthy items, such as manuscripts, may be done using the laser printer (DU106-HPLJ4015) or the networked copier (DU106-Xeros5775) in Dulles Hall 106. Printing of manuscripts should be done during non-peak work hours.

- **Supplies**

Office supplies are located in the metal cabinets in Dulles Hall 106 (next to refrigerator). Please contact Kara Campbell ([campbell.1644@osu.edu](mailto:campbell.1644@osu.edu)) or Chris Burton ([burton.7@osu.edu](mailto:burton.7@osu.edu)) for out-of-stock or special request items.

## F. Technology Assistance

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In addition to [ASC Tech](#), the BuckeyeBar, located in 60A [Thompson Library](#), offers face-to-face technology consultation and service to Ohio State faculty, staff, and students.

Department staff are available for minor equipment maintenance, such as copier jams and toner replacement, and to call in service for the Xerox machines.

## G. Travel

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An approved travel request must be on file **before** your travel commences. To initiate a travel request and obtain a T-number, provide Kara Campbell or Chris Burton with the following information and documentation:

- Dates of departure and return
- Destination/s
- An estimated budget
- Purpose of travel, with documentation of the business nature of the travel

*Travelers should make their own arrangements.* If you wish to purchase airline tickets that will be pre-paid by the Department, contact **Uniglobe Travel Designers** at **237-4488** or **Travel Solutions** at **750-4020**. Uniglobe Travel Designers and Travel Solutions are the only designated agencies authorized to provide pre-paid tickets to University travelers. You may also obtain a p-card from Kara or Chris to pay for airline tickets. If you choose to pay your expenses, you will be reimbursed after the travel is complete. If you drive, the University will reimburse either [mileage](#) or the lowest cost for airfare.

After the travel is complete, return all receipts – except for [per diem](#) expenses – for reimbursement to Kara or Chris. *Reimbursements will be made only if an approved travel request and T-number are in place before travel commences.*

See the Office of the Controller's Travel [site](#) for Travel Policy, per diem rates, mileage chart, currency converter, and rental car and hotel information.

Guest speakers receiving honorarium payment of travel reimbursement must be in Ohio State's vendor file. Please provide your guest with an "[AP Payment Compliance Form](#)" or Substitute W-9 and return the completed form to Kara Campbell or Chris Burton.

## H. Leaves

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You must request permission for leave using the [Business Leave Authorization Form](#) if you will be absent from campus during an on-duty day (whether or not you have class on that day). Log in using your Ohio State username (lastname.#) and password, click on the NEW button and enter the required information (everything marked with a red asterisk, plus – in cases in which you will miss class/es – an explanation of which classes you will miss and what steps you have taken to cover your absence.

Submission of the form will trigger an e-message to the Department Chair to review and approve/disapprove the leave request. Generally, and consistent with ASC guidelines, absences for attendance at a conference at which you are reading a paper or otherwise participating in a prominent role will be approved. Leaves on instructional days for non-participatory attendance or for research trips are less likely to be approved. Missed classes should be kept at a minimum.

From the Pattern of Departmental Administration:

*Discretionary Absence (pertains to all on-duty semesters)*

Faculty are expected to complete an Application for Leave form well in advance of a planned absence (for attendance at a professional meeting or to engage in consulting) to provide time for its consideration and approval and time to assure that instructional and other commitments are covered. Discretionary absence from duty is not a right and the Chair retains the authority to disapprove a proposed absence when it will interfere with instructional or other comparable commitments. Such an occurrence is most likely when the number of absences in a particular semester is substantial. Faculty rules require that the Office of Academic Affairs approve any discretionary absence of ten or more days.

In the event of the need for unplanned leave (last-minute sick leave or some other emergency), please call department reception, 292-2674, at the very first opportunity so that word can be distributed to your students about the cancellation of class or other arrangements. In these cases, also be sure to complete the leave form as soon as possible.

## I. Data Security

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The Department of History is liable for the financial costs incurred if any member of the Department (faculty, staff, graduate student, student employee) compromises sensitive data. Sensitive or restricted data includes student **social security numbers, grades, and medical history**. Please familiarize yourself with information on [Buckeye Secure](#) on how to protect your personal and professional data against loss and exposure.

## J. Using the Faculty Club

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Obtain approval from the Chair to use the Department's member number to dine with Department guests at the [Faculty Club](#). You may make reservations by calling the Club at 292-2262 and using the aforementioned member number. Kristina Ward ([ward.768@osu.edu](mailto:ward.768@osu.edu)) can also make reservations on your behalf. You must submit a list of attendees, itemized receipt, and description of the business purpose of the meal to Chris Burton or Kara Warren.

## K. Online Profile

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Each faculty member has a profile in the directory on the Department's website [history.osu.edu](http://history.osu.edu). To activate your profile, send a biography and photograph to Mitchell Shelton at [shelton.5@osu.edu](mailto:shelton.5@osu.edu). Following activation, you will be able to update content in your profile.

## III. RESEARCH and SERVICE

The policy on faculty duties and responsibilities in regard to teaching, research, and service is outlined in the department's [Pattern of Departmental Administration](#) (POA).

### A. Promotion and Tenure

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Faculty who are candidates for promotion and/or tenure must compile a dossier detailing their accomplishments in the areas of teaching, research, and service. The Promotion and Tenure Dossier Report will be created through [Research in View](#).

The Chair and/or his/her designee (normally the Vice Chair and/or Chair of the Committee on Promotion and Tenure) serves as the official conduit for communication with the candidate. Each member of the appropriate faculty body is responsible for reviewing the candidate's materials and assessing both strengths and weaknesses of the candidate's record in research, teaching, and service. For criteria for promotion from assistant professor to associate professor with tenure and for promotion to professor, see the Department's [Appointment, Promotion and Tenure](#) document.

Complete policies and procedures are outlined in the Office of Academic Affairs Handbook for [Promotion and Tenure Review](#).

### B. Research in View

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[Research In View](#) is an institution-wide data management system that provides Ohio State University users with the ability to record and collect teaching, research, and service accomplishments. From this data, individual user reports such as a CV, Dossier Report, or Annual Review can be created. The Dossier Report produced from Research in View will automatically follow the [Office of Academic Affairs guidelines](#). The Office of Academic Affairs offers this [tutorial](#) for using Research in View. The Office of the Chief Information Officer also provides Research in View [training sessions](#).

### C. Annual Activity Report

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Each year, each department faculty member provides the Chair with a current c.v. and an Annual Activity Report (AAR) listing and providing supporting documentation in the areas of teaching, research, and service. A template of the AAR is provided via email several weeks before the due date.

### D. Department Committee Service

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All committees of the Department are appointed by the Chair and have tenure during the Fall and Spring Semesters. Ad hoc committees are appointed at the Chair's discretion. Descriptions of committees are available on pages 3-6 of the [Pattern of Departmental Administration](#) (POA). Committee rosters are available at <http://history.osu.edu/committees>.

## E. Support of Faculty Research

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Every faculty member in the Department of History has a personal research fund to use for travel to conferences, for research trips, or for other professional expenses, such as memberships or books required for research. Subject to review by the Department Chair, each faculty member can decide how to spend the annual research fund.

Resources beyond the annual research fund provided by the Department are available to faculty members through the division of Arts and Humanities. The Arts and Humanities' Support for Research/Creative Activity Handbook is available at [http://artsandsciences.osu.edu/faculty\\_research](http://artsandsciences.osu.edu/faculty_research). The handbook provides a summary of funding opportunities, policies and procedures, and application processes.

The [Office of International Affairs](#) funds grants that are made available to faculty members for interdisciplinary conferences and workshops on international themes; international travel; and international collaborative research.

## F. University Libraries

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The Ohio State University Libraries provides patrons with access to information at 15 locations across the Columbus campus and through the web site, [library.osu.edu](http://library.osu.edu). Research databases can be found at <http://library.osu.edu/find/databases/>. **David Lincove** ([lincove.1@osu.edu](mailto:lincove.1@osu.edu)) is the History, Political Science, Public Affairs & Philosophy Librarian. Mr. Lincove maintains [History Resources](#), compiles class guides, and orders new material for the Library's history collection.

# IV. TEACHING

## A. Academic Calendar

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Semester calendars for the Academic Years 2012-2013 through 2016-2017 are available through the [University Registrar](#).

## B. Buckeye Link: Ohio State's Online Academic Center

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[Buckeye Link](#) is used by faculty, staff, and students to access course information, check important dates and deadlines, consult academic policies, etc. Through Buckeye Link you can access the Faculty Center, which allows faculty to manage their classes including viewing and printing class and grade rosters, using the gradebook, and specifying Student Evaluation of Instruction (SEI) options and viewing SEI reports. An introduction to the Faculty Center is available [here](#).

## C. Carmen

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[Carmen](#), Ohio State's online learning management system, automatically provides a blank course shell for every course in the Registrar's Master Schedule. Each course shell comes complete with a class roster and a set of course tools. Carmen allows instructors to post course material, create and moderate discussion forums, track attendance and grades, and receive assignments. Instructors must [activate](#) their courses when they are ready for student access. Carmen [workshops](#) are provided by the Office of the Chief Information Officer and online tutorials are available at [http://elearning.osu.edu/carmen-help/instructors/video\\_guide.htm](http://elearning.osu.edu/carmen-help/instructors/video_guide.htm).



## D. Course Add/Drop Procedures

Maria Mazon will circulate a memo prior to each semester outlining the procedure for students who wish to add a course after the start of the semester. The Department prefers that students be registered by the end of the second week of the semester. Generally, the procedure is as follows:

- During the first week of the semester, a student can still add via the WEB if the course is open. However, if the course is full, the instructor will need to sign & date a note giving permission. The student will then take that note to the receptionist who will then fill out the course enrollment permission form for the student. The student takes the form to his or her college office for processing.
- During the second week of the semester, registration online via [Buckeye Link](#) is closed. Therefore, if you as an instructor wish to give a student permission to add your course, you must sign and date a note indicating you are giving such permission. The student must bring this note to the receptionist who will then fill out the course enrollment permission form for the student. The student will take that form to his or her college office for processing.
- The Department strongly prefers that students be registered but the end of the second week. After the second week of the semester, adding a course will require a “**Late Add Petition.**” This will require a note on department letterhead from the instructor stating the student’s attendance record and the circumstances beyond the control of the student which prevented him/her from registering for the course earlier and the signature of the Department Chair on the course enrollment permission form. The Chair will approve such petitions only in unusual circumstances.

Additional information on registration, fees and important dates can be found on the Office of the University [website](#). Autumn 2013 Semester dates are available [here](#).

## E. General Education courses

The College of Arts and Sciences Office of Curriculum & Assessment Services updates the list of General Education (GE) courses before the beginning of each semester and posts the list [here](#). Courses carried over from the quarter system and renumbered for semesters carry only GE status in Historical Study, unless faculty applied this year for an additional status in Global Studies or Social Diversity in the United States. You can confirm whether your course carries a particular GE status through the class search feature on Buckeye Link.

The screenshot shows the Oracle Buckeye Link interface for a class search. The top navigation bar includes 'The Ohio State University' and 'ORACLE'. A left-hand menu lists options like 'Self Service', 'Class Search', 'Course Catalog Search', 'Quarter Course Catalog Search', 'Course Conversion Guide Search', 'Campus Community', and 'Curriculum Management'. The main content area is titled 'Class Search' and 'Class Detail' for 'HISTORY 2205 - 0010 Themes in the History of Western Civilization, Prehistory to 1600'. Below this, there is a 'RETURN TO RESULTS' button and a 'CLASS DETAILS' section with a table of attributes. The 'Meeting Information' section includes a table with columns for Days & Times, Room, Instructor, and Meeting Dates. The 'ENROLLMENT INFORMATION' section is circled in red and lists 'Class Attributes' including 'GE Historical Study' and 'GE Diversity: Global Studies'.

Class Number	1409	Career	Undergraduate
Session	Regular Academic Term	Dates	8/21/2013 - 12/3/2013
Units	3 units	Grading	Graded A-E
Instruction Mode	In Person	Location	Columbus Campus
Class Components	Lecture Required Recitation Required	Campus	Columbus

Days & Times	Room	Instructor	Meeting Dates
MoWe 12:40PM - 1:35PM	University Hall 0014	Noel Geoffrey Parker	8/21/2013 - 12/3/2013

**ENROLLMENT INFORMATION**

Class Attributes

- GE Historical Study
- GE Diversity: Global Studies
- Regular Curriculum: Literature Use of Technology

Syllabi should list relevant GE category/ies along with the GE [goals and expected learning outcomes](#). A brief statement explaining how the particular course will satisfy the stated GE learning outcomes should follow.

General Education Requirements for the Bachelor of Arts Degree established by the College of Arts and Sciences is available [here](#).

#### F. Goldberg Center for Excellence in Teaching

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The [Harvey Goldberg Center for Excellence in Teaching](#) is an instructional technology center, promoting innovative and effective teaching strategies, and a hub of community outreach. The Center sponsors occasional teaching colloquia, a “technology and teaching” speaker series, an annual Goldberg lecture, [Clio Society](#) events, and professional development workshops for K-12 social studies teachers. The Center produces publications that provide learning opportunities for history teachers across the country; these include [Origins: Current Events in Historical Perspective](#), a monthly on-line news magazine that investigates timely issues.

#### G. Office Hours

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For each semester, please send to Ashley Bowerman ([bowerman.14@osu.edu](mailto:bowerman.14@osu.edu)) the following information:

- Your office hours (day and times)
- Your office room number
- Your office phone number
- Your e-mail address

#### H. Ordering Textbooks

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Instructors should place their own textbooks order on-line through the [University Bookstore](#) or [SBX](#). If you need desk copies, send an email to Ashley Bowerman ([bowerman.14@osu.edu](mailto:bowerman.14@osu.edu)) indicating the author, title, publisher, ISBN, and number of desk copies needed **no later than one month** before the start of the semester. Complete textbook ordering procedures and deadlines are available [here](#).

#### I. Retrieving the American Past (RTAP) and Exploring the European Past (ETEP)\*

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The Department of History produces two customizable textbooks for American and European history. Content is divided topically into modules, and each textbook is assembled from a variety of modules selected from a library of modules by the course instructor. Each module includes excerpts of secondary and primary sources, images, discussion questions, and suggestions for further reading. RTAP and ETEP are designed for use at the survey level, but some instructors employ the texts in upper-level courses. Proceeds from RTAP and ETEP fund research and travel fellowships for faculty and graduate students in the Department of History and support other worthy causes.

Ordering: Faculty interested in previewing RTAP/ETEP content or placing an order should contact Ashley Bowerman at [rtap@osu.edu](mailto:rtap@osu.edu) *at least six weeks before the first day of the semester*.

\*As of Summer 2013, the ETEP project is under revision. Please contact Timothy Gregory at [gregory.4@osu.edu](mailto:gregory.4@osu.edu) to request use of the content as scanned PDFs.

## J. Student Evaluation of Instruction

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The Department expects its instructors to adhere to all university guidelines regarding student evaluation of instruction, especially the rule that students in every course must have an opportunity to evaluate their instructor. The 10-item SEI document is the official university-wide instrument provided for this purpose. Instructors in the Department are expected to administer the [Student Evaluation of Instruction](#) (SEI) form consistent with University protocols. Online SEIs are automatically generated for all instructors, and are activated when 90% of the class is over.

SEI data must be included in promotion dossiers. SEI reports must also be appended to Annual Activity Reports by faculty members. Information on how to obtain an SEI report is available at [SEI Instructor Reports](#).

Instructors are encouraged to consider using a supplementary means of student evaluations of their instruction. Faculty may develop and use whatever means of collecting supplemental data they prefer. A faculty member may or may not include such data in his or her promotion dossier. However, if any such data is included the promotion dossier, all data collected by such means of supplemental evaluation must be included. Summaries of such data for the dossier will be composed by members of the Committee on Promotion and Tenure.

## K. Peer Reviews

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Member of the faculty are responsible for requesting peer reviews of teaching and adhering to university [guidelines](#) regarding student evaluation of instruction (SEI). Details are outlined in the [Policy on the Evaluation of Teaching](#).

## L. Submitting Grades

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Instructors must post final grades via the [Faculty Center Grade Roster](#). For grade posting deadlines, see the [Autumn 2013 Semester Important Dates](#). Department staff will also circulate reminders to instructors of upcoming grade posting deadlines.

An “I” (incomplete) may be posted for a student who has completed a major portion of the work in the course in a satisfactory manner but who has not yet completed all of the requirements for the course for reasons judged by the instructor to be valid. Once the student has completed the required work, a final grade is reported using a grade change form, which are available through Ashley Bowerman. A final grade must be reported no later than noon on the sixth Saturday of the semester following that in which the “I” was received.

## M. Grade Disputes

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Grade disputes that cannot be resolved informally by a faculty member and a student go in the first instance to the Department Vice Chair and, should no resolution acceptable to both parties be reached, to the Department Chair for final adjudication. Course syllabi should explicitly list how attendance is recorded and include all procedures for completing and submitting assignments, and should be referred to in cases of grade disputes.

## N. Academic Misconduct

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The [Committee on Academic Misconduct](#) (COAM) is charged with maintaining the academic integrity of The Ohio State University by establishing procedures for and investigating all reported cases of alleged academic misconduct by students.

In those instances where a student is found to have violated the university's Code of Student Conduct, the Committee determines a suitable disciplinary sanction.

If you suspect academic misconduct:

1. Determine names of student(s) involved. (In an exam setting, allow the students to complete their work).
2. Collect the documentary evidence and make copies.
3. Inform the student(s) involved of your suspicions, preferably with a witness present. Take notes on student response.
4. Go to the [COAM](#)'s website and complete the template for submitting allegations. Give a copy of your material to the Department's Undergraduate Teaching Committee Chair, Paula Baker ([baker.973@osu.edu](mailto:baker.973@osu.edu)), who will send it to COAM with a letter of transmittal.
5. Wait to hear from the COAM coordinator. If your case will not be heard in the current semester, give the student(s) involved the grade of "I" for the course, with an alternate grade of "E".  
[Note: Your alternatives are to follow through on your suspicions by sending the case to the COAM, or to do nothing at all and to treat the student(s) without prejudice, i.e., as though no misconduct took place. Do not make any "deals" with the student(s) involved. If you do, you are violating the students' rights.]

## O. Syllabi

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Syllabi for History courses should include the following information:

- Instructor's contact information, including name, office location, phone number, e-mail, and office hours
- Course number and title
- Meeting days and times and classroom location
- Course description
- Course objectives/learning outcomes
- Relevant GE category/ies along with the GE [goals and expected learning outcomes](#)
- List of required text and other course material, and information on where the material is available
- Information about the scheduling of examinations and due dates for assignments
- Grading information, indicating the percentages assigned to various requirements
- Grading scale
- Weekly topical outline of course meetings with topics to be covered, reading, film screenings, and homework
- Enrollment statement:  
*All students must be officially enrolled in the course by the end of the second full week of the semester. No requests to add the course will be approved by the Department Chair after that time. Enrolling officially and on time is solely the responsibility of the student.*
- Academic misconduct statement:  
*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 3335-5-487). For additional information, see the Code of Student Conduct (<http://sja.osu.edu/page.asp?id=1>).

- Disability services statement:  
*Students with disabilities that have been certified by the Office for Disability Services will be appropriately accommodated, and should inform the instructor as soon as possible of their needs. The Office for Disability Services is located in 150 Pomerene Hall, 1760 Neil Avenue; telephone 292-3307, TDD 292-0901; <http://www.ods.ohio-state.edu>.*

## V. GETTING CONNECTED

### A. Area Studies Centers (full Title VI NRC and FLAS funding\*)

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- [Center for African Studies](#)
- [Center for Latin American Studies](#)
- [Center for Slavic and East European Studies\\*](#)
- [East Asian Studies Center\\*](#), including the
  - Institute for Chinese Studies
  - Institute for Japanese Studies
  - Korean Studies Initiative
- [Middle East Studies Center\\*](#)

### B. University, College, and Externally-funded Centers

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- [Center for Historical Research](#)
- [Center for Medieval and Renaissance Studies](#)
- [Kirwan Institute for the Study of Race and Ethnicity](#)
- [Melton Center for Jewish Studies](#)
- [Mershon Center for International Security Studies](#)
- [OSU Global History of Health Project](#)
- [OSU Excavations at Isthmia](#)
- [Historical Violence Database Project](#)
- [OSU Newark Earthworks Center](#)

### C. Department-based Seminars

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- Early Modern Seminar
- Modern American Seminar
- [Ohio Legal History Seminar](#)
- [Ohio Seminar in Early American History and Culture](#)
- [Race, Ethnicity, and Nation Seminar](#)
- [Seminar in Russian, East European, and Eurasian History](#)

### D. University Resources

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- [Buckeye Box](#): an easy way for faculty, staff, and students to share files and folders – secure access with your OSU username and password.
- [Digital Union](#): provides support for teaching and learning with technology.
- [Faculty Club](#) (new faculty receive a one-year complimentary membership)
- [University Center for the Advancement of Teaching](#): includes [Teaching FAQs](#) on topics such as academic misconduct, student absence, and accommodating students with disabilities.

- [The Women's Place](#): expands opportunities for women's growth, leadership, and power in an inclusive, supportive, and safe university environment consistent with the goals of the Academic and Diversity Plans.
- [Yammer](#): a social media site to connect with the OSU community.
- [onCampus Bulletin Board](#): an online community for faculty and staff to exchange goods, services, information and ideas. It provides forums for posting meeting notices, awards, classifieds, photos, services and events.