SYLLABUS: FAES 4580
GLOBAL OPTION CAPSTONE COURSE

SPRING 2018

Course overview

Instructor
Instructor: Kelly Newlon
Email address: Newlon.7@osu.edu
Phone number: 614-688-4144
Office hours: Will be offered via phone or skype and can arranged by e-mailing the instructor at Newlon.7@osu.edu.

Course description
Synthesis of international experiences completed as part of the CFAES Global Option. Emphasis on learning, practicing, and applying principles and strategies related to the international aspects of the student's major.

Course format
All content for this course will be offered via Carmen. Lectures will be live streamed every Tuesday at 3:00pm. Students can either watch the lecture live or recorded after 5:00pm on Tuesdays. It is expected that lectures or presentations will last approximately one hour and other projects related to the course will require an average of roughly two hours of preparation outside of lecture viewing. Lectures will be recorded with Zoom.

Students will use the University e-Portfolio system and GO template for the Portfolio Project.

The Global Option Forum will be hosted using Zoom. Students may either come to the Forum in person or be available via Zoom. This will require a webcam.
**Course pre-requisite**
Students enrolling in the course will need instructor permission to ensure that you have completed all other Global Option requirements before enrolling.

**Course learning outcomes**
By the end of this course, students should successfully be able to:

- Critically examine and analyze international topics and articulate their relationship to the student’s field of study.
- Assess changes in personal international competencies as a result of participation in the GO CFAES.
- Construct and maintain an electronic archive of their experiences in the GO CFAES program.

**Course materials**

**Required**
Students will read research articles about international topics in discipline-specific journals/publications. These materials will vary depending on each student’s interests and area of study. Each student will work individually with the course instructor to create an appropriate reading list. Additional reference materials will be uploaded to Canvas.

**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](https://ocio.osu.edu/help/hours), and support for urgent issues is available 24x7.

- **Self-Service and Chat support:** [http://ocio.osu.edu/selfservice](http://ocio.osu.edu/selfservice)
- **Phone:** 614-688-HELP (4357)
- **Email:** [8help@osu.edu](mailto:8help@osu.edu)
- **TDD:** 614-688-8743

**Baseline technical skills necessary for online courses**

- Basic computer and web-browsing skills
- Navigating Carmen

**Technology skills necessary for this specific course**

- Zoom text, audio, and video chat
- Collaborating in CarmenWiki
• Recording a slide presentation with audio narration
• Recording, editing, and uploading video

**Necessary equipment**
• Computer: current Mac (OS X) or PC (Windows 7+) with high-speed internet connection
• Webcam: built-in or external webcam, fully installed
• Microphone: built-in laptop or tablet mic or external microphone

**Necessary software**
• [Microsoft Office 365 ProPlus](#) All Ohio State students are now eligible for free Microsoft Office 365 ProPlus through Microsoft’s Student Advantage program. Each student can install Office on five PCs or Macs, five tablets (Windows, iPad® and Android™) and five phones.
  o Students are able to access Word, Excel, PowerPoint, Outlook and other programs, depending on platform. Users will also receive 1 TB of OneDrive for Business storage.
  o Office 365 is installed within your BuckeyeMail account. Full instructions for downloading and installation can be found [https://ocio.osu.edu/kb04733](https://ocio.osu.edu/kb04733).

**Grading and faculty response**

**Grades**

<table>
<thead>
<tr>
<th>Assignment or category</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application of CQI results</td>
<td>10</td>
</tr>
<tr>
<td>Weekly Discussions posts</td>
<td>10</td>
</tr>
<tr>
<td>Identification of topic/literature</td>
<td>10</td>
</tr>
<tr>
<td>Article reviews (5 x 2 points)</td>
<td>10</td>
</tr>
<tr>
<td>Résumé with Education Abroad included</td>
<td>5</td>
</tr>
<tr>
<td>Final paper</td>
<td>30</td>
</tr>
<tr>
<td>GO Forum presentation</td>
<td>20</td>
</tr>
<tr>
<td>Completion of GO e-Portfolio</td>
<td>5</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>

*See course schedule, below, for due dates*
Graded Assignment Descriptions

**Application of CQI results to GO FAES:**
Review personal Cultural Quotient Indicator results and address your growth, or lack thereof, in the dimensions of drive, knowledge, strategy and action as a result of GO activities. Consider your cultural values as you analyze what you might need to adjust to live in the (or one of the) countries you traveled to as part of your education abroad experience. The paper should be at least 5 pages in length.

**Identification of topic and write up of literature search:**
This assignment will allow students to identify and receive feedback from the instructor on their ideas for the final paper and the literature search that they have conducted so far. This paper topic will be the same topic used for the GO Forum. The topic should synthesize the work completed within the components of the Global Option.

**Article reviews:**
Five article reviews will be completed over the course of the term. Each student will select articles to review from discipline-specific journals/publications. The student may meet with a subject-librarian or the instructor for the course for assistance in locating appropriate resources for this assignment. Each article review will be a maximum of two pages long (typed, double-spaced, 1 inch margins, and 12 point Times New Roman font) and should follow APA format. Each article review should address the following: (1) a brief synopsis of the article; and (2) how this article contributes to the student’s understanding of the culminating paper/forum presentation topic. Resources for APA format can be found at: [https://cstw.osu.edu/sites/cstw.osu.edu/files/handouts-%20APA%20documentation%20style%20references_0.pdf](https://cstw.osu.edu/sites/cstw.osu.edu/files/handouts-%20APA%20documentation%20style%20references_0.pdf).

**Resume with Education Abroad and Global Option included:**
Each student will submit a copy of their resume with their Education Abroad and Global Option included, with an articulation of the impact on your education and preparedness for professional work or graduate school.

**Final paper:**
Each student will complete a culminating research paper in which they examine an international issue/topic and discuss how it relates to their field of study. Students are encouraged to select a topic that interests them and to synthesize their experiences in the GO CFAES program as they select it.

Several other assignments in the course will prepare the student to submit a high quality, final paper. These assignments include: (1) identification of topic and write up of literature search; (2) article reviews; (3) annotated bibliography; and (4) final paper outline.
Paper requirements, include: 10-12 pages of text (typed, double-spaced, 1 inch margins, 12 point Times New Roman font, APA format). In addition, students should include a cover/title page and a references page -- also in APA format.

**GO Forum presentation:**
The purpose of the final presentation is to allow each student to communicate what they learned through their final paper. This presentation should include an explanation of how they selected their topic, highlight the paper’s main ideas/themes, and provide insight into how this inquiry has enhanced their understanding of their field of study. The presentation may take the form of an electronic poster or multimedia display (movie, Prezi, PowerPoint, etc.).

The live on-line forum will take place from 4:00pm-6:00pm on Tuesday, November 21 and you should plan to be available to answer questions. If you are not available, an alternative to being available live will be created.

**Completion of GO e-Portfolio:**
Each student who is participating in the CFAES Global Option must complete an e-Portfolio based upon the Global Option template used University-wide. Students must complete each section of the e-Portfolio to receive full credit for this assignment.

**Late assignments**
1. Students are expected to attend all classes and to submit assignments, papers, projects and presentations on or before the due dates. Late work will be reflected in the instructor’s evaluation of the student’s performance. All assignments are due by 11:59pm on the specified date. Assignments are considered late after this time and will be adjusted by 10% for the first day late, 20% for the second, 30% for the third, 40% for the fourth and longer.

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

Attendance, participation, and discussions

Student participation requirements
Because this is a distance-education course, your attendance is based on your online activity and participation. The following is a summary of everyone's expected participation:

- **Logging in**: **AT LEAST ONCE PER WEEK**
  Be sure you are logging in to the course in Carmen each week, including weeks with holidays or weeks with minimal online course activity. (During most weeks you will probably log in many times.) If you have a situation that might cause you to miss an entire week of class, discuss it with me as soon as possible.

- **Office hours and live sessions**: **OPTIONAL OR FLEXIBLE**
  All live, scheduled events for the course, including my office hours, are optional. For live presentations, I will provide a recording that you can watch later. If you are required to discuss an assignment with me, please contact me at the beginning of the week if you need a time outside my scheduled office hours.

- **Participating in discussion forums**: **3+ TIMES PER WEEK**
  As participation, each week you can expect to post at least four times as part of our substantive class discussion on the week's topics.

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.
• **Writing style:** While there is no need to participate in class discussions as if you were writing a research paper, you should remember to write using good grammar, spelling, and punctuation. Informality (including an occasional emoticon) is fine for non-academic topics.

• **Tone and civility:** Let's maintain a supportive learning community where everyone feels safe and where people can disagree amicably. Remember that sarcasm doesn't always come across online.

• **Citing your sources:** When we have academic discussions, please cite your sources to back up what you say. (For the textbook or other course materials, list at least the title and page numbers. For online sources, include a link.)

• **Backing up your work:** Consider composing your academic posts in a word processor, where you can save your work, and then copying into the Carmen discussion.

### Other course policies

#### Academic integrity policy

**Policies for this online course**

- **Written assignments:** Your written assignments, including discussion posts, should be your own original work. In formal assignments, you should follow APA style to cite the ideas and words of your research sources. You are encouraged to ask a trusted person to proofread your assignments before you turn them in--but no one else should revise or rewrite your work.

- **Reusing past work:** In general, you are prohibited in university courses from turning in work from a past class to your current class, even if you modify it. If you want to build on past research or revisit a topic you've explored in previous courses, please discuss the situation with me.

- **Falsifying research or results:** All research you will conduct in this course is intended to be a learning experience; you should never feel tempted to make your results or your library research look more successful than it was.

- **Collaboration and informal peer-review:** The course includes many opportunities for formal collaboration with your classmates. While study groups and peer-review of major written projects is encouraged, remember that comparing answers on a quiz or assignment is not permitted. If you're unsure about a particular situation, please feel free just to ask ahead of time.

**Ohio State’s academic integrity policy**

Academic integrity is essential to maintaining an environment that fosters excellence in teaching, research, and other educational and scholarly activities. Thus, The Ohio State
University and the Committee on Academic Misconduct (COAM) expect that all students have read and understand the University’s Code of Student Conduct, and that all students will complete all academic and scholarly assignments with fairness and honesty. Students must recognize that failure to follow the rules and guidelines established in the University’s Code of Student Conduct and this syllabus may constitute “Academic Misconduct.”

The Ohio State University’s Code of Student Conduct (Section 3335-23-04) defines academic misconduct as: “Any activity that tends to compromise the academic integrity of the University, or subvert the educational process.” Examples of academic misconduct include (but are not limited to) plagiarism, collusion (unauthorized collaboration), copying the work of another student, and possession of unauthorized materials during an examination. Ignorance of the University’s Code of Student Conduct is never considered an “excuse” for academic misconduct, so I recommend that you review the Code of Student Conduct and, specifically, the sections dealing with academic misconduct.

If I suspect that a student has committed academic misconduct in this course, I am obligated by University Rules to report my suspicions to the Committee on Academic Misconduct. If COAM determines that you have violated the University’s Code of Student Conduct (i.e., committed academic misconduct), the sanctions for the misconduct could include a failing grade in this course and suspension or dismissal from the University.

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

Other sources of information on academic misconduct (integrity) to which you can refer include:

- The Committee on Academic Misconduct web pages (COAM Home)
- Ten Suggestions for Preserving Academic Integrity (Ten Suggestions)
- Eight Cardinal Rules of Academic Integrity (www.northwestern.edu/uacc/8cards.htm)

Copyright disclaimer

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.

Trigger warning

Some contents of this course may involve media that may be triggering to 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 Sexual Violence Support Coordinator at 614-292-1111, 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.

**Statement on title IX**

Title IX makes it clear that violence and harassment based on sex and gender are Civil Rights offenses subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories (e.g., race). If you or someone you know has been sexually harassed or assaulted, you may find the appropriate resources at [http://titleix.osu.edu](http://titleix.osu.edu) or by contacting the Ohio State Title IX Coordinator, Kellie Brennan, at [titleix@osu.edu](mailto:titleix@osu.edu)

**Accessibility accommodations for students with disabilities**

**Requesting accommodations**

If you would like to request academic accommodations based on the impact of a disability qualified under the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, contact your instructor privately as soon as possible to discuss your specific needs. Discussions are confidential.

In addition to contacting the instructor, please contact the Student Life Disability Services at [614-292-3307](tel:614-292-3307) or [ods@osu.edu](mailto:ods@osu.edu) to register for services and/or to coordinate any accommodations you might need in your courses at The Ohio State University.

Go to [http://ods.osu.edu](http://ods.osu.edu) for more information.

**Accessibility of course technology**

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 (Canvas) accessibility
- Streaming audio and video
- Synchronous course tools

**Your mental health!**

A recent American College Health Survey found stress, sleep problems, anxiety, depression, interpersonal concerns, death of a significant other and alcohol use among the top ten health impediments to academic performance. Students experiencing personal problems or situational crises during the quarter are encouraged to contact the College of Pharmacy Office of Student Services in room 150 Parks Hall (614-292-5001) OR OSU Counseling and Consultation Services (614-292-5766) for assistance, support and advocacy. This service is free and confidential.
## Course schedule (tentative)

<table>
<thead>
<tr>
<th>Week</th>
<th>Dates</th>
<th>Topics, Readings, Assignments, Deadlines</th>
</tr>
</thead>
</table>
| 1    | Tuesday, January 9| Introduction of the course and syllabus  
Introduction exercise by posting a 2 minute “elevator” introduction of yourself recorded and posted into the discussion section of Carmen |
| 2    | Tuesday, January 16| Your Cultural Quotient Indicator (CQI) and What that Means  
Guest lecturer: Dr. Kathy Lechman, CFAES Diversity and Inclusion Leader |
| 3    | Tuesday, January 23| “Telling your Story” – Unpacking the Education Abroad Experience Exercise  
**Application of CQI results to GO FAES Due** |
| 4    | Tuesday, January 30| Tying Hofstede’s Cultural Dimensions to your Cultural Values from the CQI |
| 5    | Tuesday, February 6| Identifying appropriate Sources of International content  
Guest lecturer: Florian Diekmann, CFAES Librarian |
| 6    | Tuesday, February 13| Overview of CFAES International Activities  
Guest lecturer: Mark Erbaugh, Director of International Programs in Agriculture  
**Identification of topic and write up of literature search** |
| 7    | Tuesday, February 20| Final project topic briefings for fellow students and sharing of you E-portfolio |
| 8    | Tuesday, February 27| Role of U.S. Higher Education in International Development  
Guest lecturers: Dr. Alessandra Faggian, AEDE Faculty Member  
**Article Reviews Due** |
| 9    | Tuesday, March 6  | Developing Professional Media for Formal Presentations |
| 10   | Tuesday, March 20 | Articulating your Experiences for Career Development  
Guest lecturer: Adam Cahill, CFAES Career Development |
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 27</td>
<td>Impact of Social Media and e-Portfolio Introduction</td>
</tr>
<tr>
<td></td>
<td>Guest lecturer: Dr. Emily Buck, Agricultural Communication faculty member</td>
</tr>
<tr>
<td></td>
<td><strong>Copy of Résumé with Ed Abroad added Due</strong></td>
</tr>
<tr>
<td>April 3</td>
<td>Pecha Kucha: Presenting your Culminating Project</td>
</tr>
<tr>
<td>April 10</td>
<td>“Now what?” What it means to be an Internationalized Citizen and Professional</td>
</tr>
<tr>
<td></td>
<td>Guest lecturer: Gifty Ako-Adounvo, Assistant Vice Provost for International Affairs</td>
</tr>
<tr>
<td></td>
<td><strong>GO E-portfolio must be complete</strong></td>
</tr>
<tr>
<td>April 17</td>
<td>GO Forum</td>
</tr>
<tr>
<td></td>
<td><em>Post your posters or multimedia presentations on Carmen by Monday, November 20 at 8:00am to be shared publicly.</em></td>
</tr>
<tr>
<td></td>
<td>Live on-line forum from 4:00pm-6:00pm (alternative will be offered for those who cannot attend on-line)</td>
</tr>
<tr>
<td>TBD</td>
<td>Final paper due</td>
</tr>
<tr>
<td>Finals week</td>
<td>Final paper due</td>
</tr>
</tbody>
</table>

*Finals week TBD*