



SYLLABUS

AEDE/ENR 1200

Exploring Sustainability: SUSTAINS LC Seminar
Autumn 2020 (full term)

1 credit hour

Distance Learning

(All times listed on this syllabus are in EST)

COURSE OVERVIEW

Instructor

Instructor: Matthew Griffin

Email address: griffin.603@osu.edu (preferred contact method)

Phone number: 614-688-4924

Office hours: By Appointment

Prerequisites

Open to SUSTAINS Learning Community students only or by permission of instructor (Matthew Griffin).

Course description

The SUSTAINS LC staff strives to provide co-curricular programming based on the areas of community development, sustainability education, social equity, and service, as we feel that such programming is an essential part of your experience learning about sustainability as it relates to society. This course is structured to provide students with academic credit for their participation in meaningful programs and events throughout the semester.

Course learning outcomes

By the end of this course, students should successfully be able to:

- Have a greater connection to the SUSTAINS Learning Community and the academic units involved in sustainability initiatives
- Be able to craft a thorough, working definition of sustainability
- Acquire an understanding about the relationship between sustainability, leadership, and citizenship
- Gain a greater appreciation for social justice, social change, ethics, and values in the public sector
- Become more comfortable having in-depth discussions about relevant sustainability topics
- Be confident in their abilities to develop a sustainability-focused project

HOW THIS DISTANCE LEARNING COURSE WORKS

Mode of delivery: This course can be completed entirely through virtual means. Lectures will be asynchronous, pre-recorded and posted to Carmen, where students can view them any time before the due date. All mandatory components of the course will be delivered online. There will be optional in-person activities that students can participate in for activity points. If a student does not wish to participate in these in-person activities, there will be a number of virtual activities and events they can choose to participate in instead.

Pace of online activities: This course is divided into **weekly modules** that are all released at the start of the semester. Students are expected to keep pace with weekly deadlines but may schedule their efforts freely. Students must complete each module in its entirety before moving to the next module.

Credit hours and work expectations: This is a **1-credit-hour course**. According to Ohio State policy (go.osu.edu/credithours), students should expect around 1 hour per week of time spent on direct instruction (instructor content and Carmen activities, for example) in addition to 2 hours of homework (reading and assignment preparation, for example) to receive a passing grade.

Attendance and participation requirements: Because this is a mostly online course, your attendance is based on your online activity and participation. The following is a summary of students' expected participation:

- **Class Participation:**

In order to earn the points for Class Participation, you must complete all activities and requirements for that week. All required weekly activities will be posted to Carmen and must be completed in Carmen before their assigned due date, typically by Tuesday 11:59pm for that week. Typical weeks will consist of viewing a pre-recorded lecture or video and using Carmen Discussion Boards to discuss with others in the class. If you are unable to complete an assignment by its due date, you must contact Matt before the due date. Weekly expectations will be communicated through Carmen as well as in the SUSTAINS newsletter.

- **Participating in activities and events for attendance:**
You will receive points for your participation in various Learning Community events and activities (see SUSTAINS fall calendar) throughout the semester. Each event and activity is unique and will be worth a different number of points depending on time, level of involvement, and other requirements. You need to accumulate a **minimum** of 39 points by December 1st.
- **Office hours and live sessions: OPTIONAL**
All live, scheduled events for the course, including my office hours, are optional.
- **Participating in discussion forums:**
As part of your participation, each week you can expect to post at least once as part of our substantive class discussion on the week's topics. Discussion forums will be hosted through Carmen.
- **Group work and presentations:**
A major component of the class will be your group project. You are expected to meet at least weekly with your group once groups are assigned. Groups are free to meet virtually or in person, depending on the preferences of the group members. Your final presentations will be delivered at a specified time to Matt Griffin and others through Zoom. Matt will work with your team to identify a time when your entire group can be present to deliver your presentation.

COURSE MATERIALS AND TECHNOLOGIES

Textbooks

Required

- This course does not have a required textbook.
- All required readings and videos will be posted to Carmen.

Course technology

Technology support

For help with your password, university email, Carmen, or any other technology issues, questions, or requests, contact the Ohio State IT Service Desk. Standard support hours are available at ocio.osu.edu/help/hours, and support for urgent issues is available 24/7.

- **Self-Service and Chat support:** ocio.osu.edu/help
- **Phone:** 614-688-4357(HELP)
- **Email:** servicedesk@osu.edu

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

Technology skills needed for this course

- Basic computer and web-browsing skills
- Navigating Carmen (go.osu.edu/canvasstudent)
- CarmenZoom virtual meetings (go.osu.edu/zoom-meetings)
- Recording, editing, and uploading video (go.osu.edu/video-assignment-guide)

Required equipment

- Computer: current Mac (MacOs) or PC (Windows 10) with high-speed internet connection
- Webcam: built-in or external webcam, fully installed and tested
- Microphone: built-in laptop or tablet mic or external microphone
- Other: a mobile device (smartphone or tablet) to use for BuckeyePass authentication

Required software

- Microsoft Office 365: All Ohio State students are now eligible for free Microsoft Office 365. Full instructions for downloading and installation can be found at go.osu.edu/office365help.
- [Approved browsers](#):

Carmen access

You will need to use BuckeyePass (buckeyepass.osu.edu) multi-factor authentication to access your courses in Carmen. To ensure that you are able to connect to Carmen at all times, it is recommended that you take the following steps:

- Register multiple devices in case something happens to your primary device. Visit the BuckeyePass - Adding a Device help article for step-by-step instructions (go.osu.edu/add-device).
- Request passcodes to keep as a backup authentication option. When you see the Duo login screen on your computer, click **Enter a Passcode** and then click the **Text me new codes** button that appears. This will text you ten passcodes good for 365 days that can each be used once.
- Download the Duo Mobile application (go.osu.edu/install-duo) to all of your registered devices for the ability to generate one-time codes in the event that you lose cell, data, or Wi-Fi service

If none of these options will meet the needs of your situation, you can contact the IT Service Desk at 614-688-4357(HELP) and IT support staff will work out a solution with you.

GRADING AND FACULTY RESPONSE

How your grade is calculated

ASSIGNMENT CATEGORY	POINTS
Class Participation	26
Event and Activity Attendance	39 Minimum
Final Project	20
Total	85

See course schedule below for due dates.

Descriptions of major course assignments

Class Participation

Description: You are expected to view all lectures and participate in all required class activities before their specified due date. If you are unable to complete an assignment by its due date, you must contact Matt before the due date. Only a valid excuse will be accepted for not completing an assignment on time. Valid excuses include: extended illness, family or personal emergency, extended loss of access to technology, unforeseen change in circumstances.

Event and Activity Attendance

Description: You will receive points for your participation in various Learning Community events and activities (see SUSTAINS fall calendar) throughout the semester. Each event and activity is unique and will be worth a different number of points depending on time, level of involvement, and other requirements. To earn a passing grade for the class, you must accumulate at least 39 points for the semester. To earn points, you must stay for the duration of each event. NOTE: Students can count a maximum of 15 points from LC events that are strictly social in nature toward their total.

Students may count up to six non-SUSTAINS LC events (typically will be worth about 3 points each) toward their point totals. Events must be university approved, and be related to sustainability education, service, or dialogue. Examples of acceptable events include a campus lecture by a faculty member related to sustainability or a service project with a student organization. Purely social events or regular student organization meetings will not be acceptable. All outside events must be approved by Matt, and students must provide proof of their attendance.

Final Project

Description: Your assignment is to make a single recommendation for improving sustainability efforts on Ohio State's campus. You may choose to develop a new plan or program designed to improve our campus sustainability efforts; or you may choose to discuss how to improve existing efforts to engage college students at Ohio State. Students will work in project groups and will give a presentation to Matt and others by November 20th. A PowerPoint document of the presentation must be submitted to Matt via email (Griffin.603@osu.edu) by Tuesday, November 3rd at 11:59pm in order to receive project feedback.

In your presentation, you should discuss the following topics:

- What is your plan?
- Why is it needed?
- What is the timeline from the inception of the project through project completion? Can you implement this during spring semester?
- How does your plan directly connect to the OSU student community and relate to increased knowledge or engagement around sustainability topics?
- What are the perceived strengths of your plan?
- What opposition to this project might exist?
- Without getting too specific, what are the costs of implementing your plan?
- Have other OSU campus groups tried something similar? If so, what did they find? If not, why do you think your plan is the right approach to the issue?

Requirements:

- Each group will be required to interview two current members of the campus or University district community. These people may be faculty or staff of the university or Columbus community. The purpose of these interviews is to get some feedback from people who have been around Ohio State for some time to get a feel from them about the need for your proposed program or project and to gain some feedback from them about how to change or improve your program.

- Each group must submit a proposed list of people they intend to contact before interviewing, along with a one paragraph summary of the direction of your project. This will be due to Matt via email (Griffin.603@osu.edu) by October 13th 11:59pm. Your interview list must be approved by Matt prior to contacting the individuals on your list.

Presentation: Each group will be required to make a group presentation to Matt Griffin and others before November 20th. The presentation should:

- Be 8-10 minutes in length.
- All group members must have a speaking role.
- Include audio/visual aids.
- Discuss the feedback you received from the members of the campus/University community.
- We will discuss the programs as a class, with the goal of determining if the LC can be a part of the implementation of some of these new initiatives.

Academic integrity and collaboration: This course includes group projects, which can be stressful for students when it comes to dividing work, taking credit, and receiving grades and feedback. I have attempted to make the guidelines for group work as clear as possible for each activity and assignment, but please let me know if you have any questions.

Late assignments

Late submissions will not be accepted unless you contact Matt before the due date with an accepted excuse. Please refer to Carmen for due dates. If an emergency arises, please communicate with Matt and accommodations will be made on a case by case basis.

Grading scale

Less than 85: **Unsatisfactory**

85 or Above: **Satisfactory**

Instructor 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 **614-688-4357(HELP)** at any time if you have a technical problem.)

- **Grading and feedback:** For large assignments, you can generally expect feedback within **7 days**.
- **Email:** I will reply to emails within **24 hours on days when class is in session at the university**.
- **Discussion board:** I will check and reply to messages in the discussion boards every **24 hours on school days**.

OTHER COURSE POLICIES

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. A more conversational tone 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 readings, 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.

Academic integrity policy

See **Descriptions of major course assignments**, above, for my specific guidelines about collaboration and academic integrity in the context of this online class.

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* (studentconduct.osu.edu), 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:

- Committee on Academic Misconduct web page (go.osu.edu/coam)
- Ten Suggestions for Preserving Academic Integrity (go.osu.edu/ten-suggestions)
- Eight Cardinal Rules of Academic Integrity (go.osu.edu/cardinal-rules)

Copyright for instructional materials

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.

Statement on Title IX

All students and employees at Ohio State have the right to work and learn in an environment free from harassment and discrimination based on sex or gender, and the university can arrange interim measures, provide support resources, and explain investigation options, including referral to confidential resources.

If you or someone you know has been harassed or discriminated against based on your sex or gender, including sexual harassment, sexual assault, relationship violence, stalking, or sexual

exploitation, you may find information about your rights and options at titleix.osu.edu or by contacting the Ohio State Title IX Coordinator at titleix@osu.edu. Title IX is part of the Office of Institutional Equity (OIE) at Ohio State, which responds to all bias-motivated incidents of harassment and discrimination, such as race, religion, national origin and disability. For more information on OIE, visit equity.osu.edu or email equity@osu.edu.

Commitment to a diverse and inclusive learning environment

The Ohio State University affirms the importance and value of diversity in the student body. Our programs and curricula reflect our multicultural society and global economy and seek to provide opportunities for students to learn more about persons who are different from them. We are committed to maintaining a community that recognizes and values the inherent worth and dignity of every person; fosters sensitivity, understanding, and mutual respect among each member of our community; and encourages each individual to strive to reach his or her own potential. Discrimination against any individual based upon protected status, which is defined as age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status, is prohibited.

Your 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. No matter where you are engaged in distance learning, The Ohio State University's Student Life Counseling and Consultation Service (CCS) is here to support you. If you find yourself feeling isolated, anxious or overwhelmed, on-demand resources are available at go.osu.edu/ccsondemand. 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 National Prevention Hotline at 1-800-273-TALK or at suicidepreventionlifeline.org. The Ohio State Wellness app is also a great resource available at go.osu.edu/wellnessapp.

ACCESSIBILITY ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

Requesting accommodations

The university strives to make all learning experiences as accessible as possible. 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. **SLDS contact information:** slds@osu.edu; 614-292-3307; 098 Baker Hall, 113 W. 12th Avenue.

Accessibility of course technology

This online course requires use of CarmenCanvas (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.

- Canvas accessibility (go.osu.edu/canvas-accessibility)
- Streaming audio and video
- CarmenZoom accessibility (go.osu.edu/zoom-accessibility)
- Collaborative course tools

COURSE SCHEDULE

Refer to the Carmen course for up-to-date assignment due dates.

Week	Due Dates	Modules
1	8/25	Defining Sustainability – Views of Sustainability
2	9/1	OSU Sustainability Fair
3	9/15	Discussion of Projects and Alumni Panel
4	9/22	Campus Waste
5	9/29	Campus Sustainability Tour
6	10/6	Project Work Week
7	10/13	1 st Project Update
8	10/20	Energy/Justice Discussion
9	10/27	Ecosystem Services
10	11/3	Sustainability and Business Case Study PowerPoint Presentations Due

Week	Due Dates	Modules
11	11/10	Project Work Week
12	11/17	Final Presentations
13	11/24	Voting and Feedback on Presentations
14	12/1	End of Semester Wrap Up