THE OHIO STATE UNIVERSITY

SYLLABUS
AEDE/ENR 1200

Exploring Sustainability: SUSTAINS LC Seminar
Autumn 2023 (full term)
1 credit hour
In-person

COURSE OVERVIEW

Instructor: Gina Jaquet

Email address: jaquet.6@osu.edu (preferred contact method)

Office hours: By Appointment

Classroom: Dreese Lab 264

Time: Tuesdays from 4:10-5:05pm

Prerequisites

Open to SUSTAINS Learning Community students only or by permission of instructor (Gina Jaquet).

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.

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 COURSE WORKS

Mode of delivery: This course will be delivered in-person, with assignments facilitated through Carmen.

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: Students are expected to attend all in-person meetings and complete all in-person and virtual activities. 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. If class is meeting in-person, you will be expected to attend class on-time and actively participate during class.

- **Participating in activities and events for attendance**:
  You will receive points for your participation in various Learning Community events and activities 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.

- **Office hours**: OPTIONAL
  Office hours are never required and you will not gain participation points for attending them. During office hours, I will be happy to assist you with class assignments and answer any questions you have about the class or other LC activities.

- **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 the end of the semester during class-time to Gina Jaquet and others.

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)](http://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	32
Event and Activity Attendance	48
Final Project	20
Total	**100**

See course schedule below for due dates.

Grading scale

Less than 85: **Unsatisfactory**
85 or Above: **Satisfactory**

Descriptions of major course assignments

Class Participation

Description: You are expected to attend all classes and participate in all required activities before their specified due date. If you are unable to attend a class or complete an assignment by its due date, you must contact Gina, preferably 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, etc.

Event and Activity Attendance

Description: You will receive points for your participation in various Learning Community events and activities 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 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.

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 Gina, 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. Students will work in project groups and will give a presentation to Gina and others by November 29th. A PowerPoint document of the presentation must be submitted to Carmen by November 1st 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 on 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 in Carmen by October 4th 11:59pm. Your interview list must be approved by Gina prior to contacting the individuals on your list.

Presentation: Each group will be required to make a group presentation to Gina Jaquet and others on November 21st or 28th. 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.

There is No Final Exam

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 Gina before the due date with an accepted excuse. Please refer to Carmen for due dates. If an emergency arises, please communicate with Gina and accommodations will be made on a case-by-case basis.

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.

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 Office of Institutional Equity:
1. Online reporting form at equity.osu.edu,
2. Call 614-247-5838 or TTY 614-688-8605,
3. 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 Office of Institutional Equity 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.

Diversity Statement

The Ohio State University affirms the importance and value of diversity of people and ideas. We believe in creating equitable research opportunities for all students and to providing programs and curricula that allow our students to understand critical societal challenges from diverse perspectives and aspire to use research to promote sustainable solutions for all. We are committed to maintaining an inclusive community that recognizes and values the inherent worth and dignity of every person; fosters sensitivity, understanding, and mutual respect among all members; and encourages each individual to strive to reach their own potential. The Ohio State University does not discriminate on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, gender, sexual orientation, pregnancy, protected veteran status, or any other bases under the law, in its activities, academic programs, admission, and employment.

To learn more about diversity, equity, and inclusion and for opportunities to get involved, please visit:

odi.osu.edu

odi.osu.edu/racial-justice-resources
odi.osu.edu/focus-on-racial-justice
cbsc.osu.edu

In addition, this course adheres to **The Principles of Community** adopted by the College of Food, Agricultural, and Environmental Sciences. These principles can be found at cfaesdei.osu.edu/about-us/cfaes-principles-community. For additional information on Diversity, Equity, and Inclusion in CFAES, contact the CFAES Office for Diversity, Equity, and Inclusion (cfaesdei.osu.edu). If you have been a victim of or a witness to harassment or discrimination or a bias incident, you can report it online and anonymously (if you choose) at equity.osu.edu.

Religious accommodations

Our inclusive environment allows for religious expression. Students requesting accommodations based on faith, religious or a spiritual belief system in regard to examinations, other academic requirements or absences, are required to provide the instructor with written notice of specific dates for which the student requests alternative accommodations at the earliest possible date. For more information about religious accommodations at Ohio State, visit odi.osu.edu/religious-accommodations.

The University Interfaith Council has a helpful, but non-exhaustive, religious holiday calendar to promote awareness and understanding of observances. For example, Ramadan the Muslim holy month observed through fasting, prayer and reflection coincides with the end of the semester and second-session classes, and students and instructors should be mindful of requests made for final projects and assignments.

Weather or other short-term closing

In-person courses:

Should in-person classes be canceled, we will meet virtually via CarmenZoom during our regularly scheduled time OR class will be canceled. This decision will be communicated via an announcement on Carmen and in the SUSTAINS LLC Teams Channel.

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 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.

Safe and Healthy Guidelines

Health and safety requirements: All students, faculty and staff are required to comply with and stay up to date on all university safety and health guidance (https://safeandhealthy.osu.edu), which includes wearing a face mask in any indoor space and maintaining a safe physical distance at all times. Non-compliance will result in a warning first, and disciplinary actions will be taken for repeated offenses.

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	Date	Modules	Due
Arrival	8/19	Syllabus	
1	8/22	Read Syllabus and Complete Quiz (due 8/29)	
2	8/29	Sustainability Goals	QUIZ: Syllabus Quiz
3	9/5	Discussion of Projects and Alumni Panel	
4	9/12	Sustainability Fair	
5	9/19	Teamwork Workshop	DISCUSSION: Campus Resources
6	9/26	Sustainability and Business Case Studies	PROJECT: Brainstorming
7	10/3	Project Work Week	PROJECT: Update
8	10/10	Fall Break Pre-Trip Meeting	
9	10/17	Guest Speaker	
10	10/24	Effective Presenting	
11	10/31	Project Work Week	PROJECT: Presentation Review
12	11/7	Presentation Feedback	
13	11/14	Project Work Week	
14	11/21	No Class	
15	11/28	Final Presentations	PROJECT: Presentation Slides
16	12/5	Final Presentations and End of Semester Wrap-Up	