College Personnel: Faculty

Dr. Kelechi Kalu
Faculty vs. Graduate Assistants/Teaching Assistants – Who are they?

- Faculty (Instructor)

- Graduate Assistant
  - Graduate Teaching Assistant (GTA)

- Other
  - Lecturer
  - Undergraduate Teaching Assistant
College Personnel: Faculty

Course Syllabus – What is it?

SBS 1100 Syllabus
Autumn Semester 2013

Instructor: Cecilia Johnson
E-Mail: Johnson.2668@osu.edu
Phone: 614-292-6961
Office: 421 Denney Hall

Course No.: 21415
Classroom: UH 0082
Time: Wed. 2:30-3:48 PM
Credit Hours: 01

Office Hours: Fridays 11:00-12:00 and by appointment (Room 413 Lincoln)
Please call 292-6961 to schedule an appointment if Office Hours don’t work for you.

Texts:
- Degree Planning Manual (provided by instructor)
- “The Submission” (provided by OSU)

Course Objectives
- To learn about your major and the General Education Curriculum
- To plan your degree at The Ohio State University
- To understand University dates/deadlines and other policies
Syllabus components:

- Course number, class number, name, location, time and days

- Professor/instructor
  - Contact information
  - Office hours
  - Making an appointment
Syllabus components (continued):

- Course Objectives and Learning Outcomes
- Textbooks and other resources
  - Required
  - Recommended or suggested
- Office of Disability Services statement
Syllabus components (continued):

• Code of Student Conduct and Academic Integrity

• Attendance and Participation policies

• Grading
  – Late assignment policy
  – Grading scale
  – Distribution of points
Syllabus components (continued):

• Assignments
  – Descriptions
  – Types
    • Readings
    • Quizzes
    • Exams or tests
    • Other

• Calendar or Schedule
Office Hours

- What are they?
- Why use them?
Getting to know your faculty and instructors

• Why is this important?

• What are the boundaries?
Communication

• In the classroom

• Outside of the classroom
  – Office hours
  – Email
  – Phone
Email

• OSU’s primary way of communicating
  – Expectations in checking frequently
  – Responsible for proper set up

• Email Etiquette