Business Instructor Handbook

This handbook has been written to give you a brief guide and handy reference for policies and procedures here at OSU and the Fisher College of Business. Please keep this handbook readily available as you may find occasions to use it during your tenure with the Fisher College of Business at the Ohio State University.
# Table of Contents

Directory.............................................................................................................................................. 4  
Department Directory.............................................................................................................................. 4  
College Administration ........................................................................................................................... 5  
General Help & Syllabus Information.................................................................................................... 7  
Office of Faculty and TA Development (FTAD) .................................................................................. 7  
Course Syllabus Checklist ..................................................................................................................... 7  
Teaching Diversity .................................................................................................................................. 9  
Office for Disability Services ................................................................................................................ 10  
Printing & Computing Resources ........................................................................................................ 11  
Instructional Copies............................................................................................................................... 11  
  Allowance Guideline Statement ........................................................................................................... 11  
  Cop-ez for Professors (Course Notes) ................................................................................................. 11  
  WebCT ................................................................................................................................................. 11  
Computing and Communication Services ......................................................................................... 12  
  Policy on Abuse of Computers and Networks from the Office of Academic Computing ............. 12  
  Copyright Laws and You ....................................................................................................................... 13  
  Computer Privileges ............................................................................................................................ 13  
Class Rosters ........................................................................................................................................ 14  
  Viewing/Printing Class Rosters via the Web ......................................................................................... 14  
  Downloading Class Rosters via E-mail ................................................................................................. 14  
Issues Related to Electronic Class Rosters ......................................................................................... 15  
  Not Listed On Roster ........................................................................................................................... 15  
  Listed On Roster as Not Having Paid ................................................................................................. 15  
  Listed On Roster but Not Attending ................................................................................................. 16  
  Undergraduate Bus Courses with M Sections – “Two Rosters” .................................................... 16  
Filled Courses/Sections ....................................................................................................................... 16  
Grading & Testing................................................................................................................................. 17  
  Some Important Considerations Prior to Posting Grades ................................................................. 17  
  Step-by-Step Instructions for Posting Grades .................................................................................... 18  
  The Mark “EN” ................................................................................................................................. 19  
Incomplete ............................................................................................................................................ 20  
Audit ....................................................................................................................................................... 20  
Grade Assignment/Change Form ......................................................................................................... 20  
Verification ........................................................................................................................................... 20  
Alteration Of Marks ............................................................................................................................. 20  
Downloadable Forms .......................................................................................................................... 21  
AU04 Grade Posting Deadlines ......................................................................................................... 21
# Directory

## Department Directory

<table>
<thead>
<tr>
<th>Department</th>
<th>Web Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting &amp; MIS</td>
<td><a href="http://fisher.osu.edu/acctmis/">http://fisher.osu.edu/acctmis/</a></td>
<td>614-292-9368</td>
</tr>
<tr>
<td>Alumni Affairs</td>
<td><a href="http://fisher.osu.edu/alumni/">http://fisher.osu.edu/alumni/</a></td>
<td>614-292-8150</td>
</tr>
<tr>
<td>Classroom Technologies and Distance Learning Operations</td>
<td><a href="http://fisher.osu.edu/ctldistancelearning/">http://fisher.osu.edu/ctldistancelearning/</a></td>
<td>614-292-9368</td>
</tr>
<tr>
<td>The Blackwell</td>
<td><a href="http://www.theblackwell.com/">http://www.theblackwell.com/</a></td>
<td>614-247-4000</td>
</tr>
<tr>
<td>Business Library</td>
<td><a href="http://fisher.osu.edu/library/">http://fisher.osu.edu/library/</a></td>
<td>614-292-2136</td>
</tr>
<tr>
<td>Career Services</td>
<td><a href="http://fisher.osu.edu/career/">http://fisher.osu.edu/career/</a></td>
<td>614-292-6024</td>
</tr>
<tr>
<td>Computing &amp; Communications Services</td>
<td><a href="http://fisher.osu.edu/computing/">http://fisher.osu.edu/computing/</a></td>
<td>614-292-8976</td>
</tr>
<tr>
<td>Dean's Office</td>
<td><a href="http://fisher.osu.edu/dean">http://fisher.osu.edu/dean</a></td>
<td>614-292-2666</td>
</tr>
<tr>
<td>Development / External Affairs</td>
<td><a href="http://fisher.osu.edu/dev/">http://fisher.osu.edu/dev/</a></td>
<td>614-292-2181</td>
</tr>
<tr>
<td>Educational &amp; Professional Diversity</td>
<td><a href="http://fisher.osu.edu/diversity/">http://fisher.osu.edu/diversity/</a></td>
<td>614-292-5625</td>
</tr>
<tr>
<td>Executive Education Programs</td>
<td><a href="http://fisher.osu.edu/exec/">http://fisher.osu.edu/exec/</a></td>
<td>614-292-9300</td>
</tr>
<tr>
<td>Finance</td>
<td><a href="http://fisher.osu.edu/fin/">http://fisher.osu.edu/fin/</a></td>
<td>614-292-5026</td>
</tr>
<tr>
<td>Fiscal Office</td>
<td><a href="http://fisher.osu.edu/fiscal/">http://fisher.osu.edu/fiscal/</a></td>
<td>614-292-0907</td>
</tr>
<tr>
<td>Graduate Programs</td>
<td><a href="http://fisher.osu.edu/grad/">http://fisher.osu.edu/grad/</a></td>
<td>614-292-8511</td>
</tr>
<tr>
<td>International Programs / CIBER</td>
<td><a href="http://fisher.osu.edu/international/">http://fisher.osu.edu/international/</a></td>
<td>614-292-0845</td>
</tr>
<tr>
<td>Management Sciences</td>
<td><a href="http://fisher.osu.edu/mgtsci/">http://fisher.osu.edu/mgtsci/</a></td>
<td>614-292-1275</td>
</tr>
<tr>
<td>Management and Human Resources</td>
<td><a href="http://fisher.osu.edu/mhr/">http://fisher.osu.edu/mhr/</a></td>
<td>614-292-5028</td>
</tr>
<tr>
<td>Marketing &amp; Logistics</td>
<td><a href="http://fisher.osu.edu/marketing/">http://fisher.osu.edu/marketing/</a></td>
<td>614-292-8808</td>
</tr>
<tr>
<td>Minority Student Services</td>
<td><a href="http://fisher.osu.edu/minority/">http://fisher.osu.edu/minority/</a></td>
<td>614-292-1017</td>
</tr>
<tr>
<td>Research Centers</td>
<td><a href="http://fisher.osu.edu/research/">http://fisher.osu.edu/research/</a></td>
<td>614-292-2715</td>
</tr>
<tr>
<td>Undergraduate Programs</td>
<td><a href="http://fisher.osu.edu/undergrad/">http://fisher.osu.edu/undergrad/</a></td>
<td></td>
</tr>
</tbody>
</table>

Complete Fisher Directory by name:  [http://fisher.osu.edu/directory/name/a.htm](http://fisher.osu.edu/directory/name/a.htm)
College Administration

Joseph Alutto
Dean, Fisher College of Business
(614) 292-2666 / alutto_1@cob.osu.edu

Stephen Mangum
Senior Associate Dean for Academic Programs
(614) 292-2668 / mangum_1@cob.osu.edu

Robert E. Burnkrant
Chair, Department of Marketing & Logistics
(614) 292-9695 / burnkrant_1@cob.osu.edu

J. Richard Dietrich
Chair, Department of Accounting & MIS
(614) 292-2082 / dietrich_59@cob.osu.edu

Jerald Greenberg
Academic Director, Research
(614) 292-9829 / greenberg_32@cob.osu.edu

David B. Greenberger
Academic Director, Computing and Communications Services
Chair, Department of Management and Human Resources
(614) 292-5291 / greenberger@cob.osu.edu

Stephen M. Hills
Academic Director, International Programs
(614) 292-2158 / hills_1@cob.osu.edu

Donna Hobart
Director of Business & Finance
(614) 292-4369 / hobart_1@cob.ohio-state.edu

Susan L. Josephs
Associate Dean for Educational and Professional Diversity
(614) 292-5625 / josephs_1@osu.edu

Leslie Fine Academic
Director, Executive MBA Program
(614) 292-2610 / fine_5@cob.osu.edu
Anne Lueneburger  
Director Graduate Programs  
(614) 292-8511 / lueneburger_1@cob.osu.edu

Anil K. Makhija  
Associate Dean for Executive Programs Chair, Department of Finance  
(614)292-1899 / makhija@cob.ohio.state.edu

Jim Miller  
Associate to the Dean, Development and External Affairs  
(614) 292-2181 / miller.156@osu.edu

Carol Newcomb  
Executive Director, Executive Education  
(614) 292-5294 / newcomb_28@cob.ohio-state.edu

Jeffrey Rice  
Associate to the Dean, Career Services  
(614) 292-8588 / rice_122@cob.osu.edu

Cheryl Ryan  
Administrative Director, International Programs  
(614) 292-0845 / ryan_164@cob.osu.edu

Peter Ward  
Chair, Department of Management Sciences  
(614) 292-6318 / ward_1@cob.osu.edu

Ingrid Werner  
Academic Director, PhD Programs  
(614) 292-6460 / werner_47@cob.osu.edu

Karen Hopper Wruck  
Associate Dean for MBA Programs  
(614) 688-5443 / wruck_1@cob.osu.edu

H. Rao Unnava  
Associate Dean for Undergraduate Programs  
(614) 292-1506 / unnava_1@cob.osu.edu

Jay Yutzey  
Director of Undergraduate Programs  
(614) 292-9930 / yutzey_2@cob.osu.edu
General Help & Syllabus Information

Office of Faculty and TA Development (FTAD)

Faculty & TA Development at the Ohio State University assists faculty and TAs in becoming the finest teachers they wish to be.

Where can I obtain help with course design, teaching strategies, and obtaining feedback on teaching? At the Ohio State University, the Office of Faculty and TA Development provides instructional development assistance to faculty and teaching associates (TAs) in designing, developing, and evaluating courses, and improving personal teaching skills. In addition to tailored departmental workshops, the office also provides individual instructors with the following services:

Individual consultations on teaching and learning related issues  In-class observation an videotaping  research on classroom teaching and learning  Midterm  class interviews  Course planning  Teaching evaluation consultation  Facilitating special interest groups on teaching and learning Consultations are confidential

Faculty & TA Development  614-292-3644
260 Younkin Success Center  ftad@osu.edu
1640 Neil Avenue  http://ftad.osu.edu/
Columbus, OH 43201-2333

Course Syllabus Checklist

All instructors should prepare a syllabus for every course they teach. A copy of the syllabus should be distributed to each student at the first class session and another copy should be placed on file in the instructors appropriate department office. The College requests all course syllabuses be available on-line. Your syllabus should include the following information:

- Course
  Complete information on course number/section no., title, meeting day(s) & time; classroom location.
- Instructor
  Your full name, office location, office phone number (and home phone number if applicable); e-mail address, office hours, appointment times, information on teaching assistants and a syllabus disability statement.
- Prerequisites
  Classes, skills, and information required prior to enrolling in course.
- Textbooks/Readings
  Complete information of the author(s), edition(s), title of the textbook(s), and local book retailers. You should always attempt to order textbooks for which electronic format is
available. For information on available alternate format of a book, contact the publisher. Other material(s) required or recommended for the course—any additional course material such as calculator or art supplies that the student has to buy to successfully complete the course. Information on such material needs to be as detailed and specific as possible.

- **Statement of Course Objectives**
  Information to be covered, general themes, and course activities.

- **Learning Objectives**
  A precise statement(s) linking subject matter and student performance. The objective includes competencies, skills and knowledge students should acquire by the end of the course.

- **Description of The Means (Or Activities) For Approaching The Course Objectives**
  Lectures, assignments, in-class discussion with active participation, case study, film/video tape, labs, field trips, exams, projects, or combination of all.

- **Calendar & Reading Assignment**
  Supply schedule of events; include discussion topics, exam dates, assignments and readings to be completed for each day.

- **Examination Dates and Formats**
  Clearly indicate homework/projects/term papers, the requirement for these assignments (e.g., the length, content, format, individual or group work, and layout) and due dates.

- **Statement of Grading Policy**
  Explicitly explain the grading criteria, components of the final grade, and other relevant information for getting each of the letter or numerical grades.

- **Statement of Course Policy**
  Indicate the course policies as explicitly as possible and express in a non-threatening manner for such events as missing an exam, turning in an assignment late, missing classes, requesting an extension, tardiness, absences, late assignments, test/assignment make-ups; and academic misconduct.

- **Syllabus Disability Statement**
  All instructors are encouraged to include in their syllabus, a statement inviting students with disabilities to meet with them in a confidential environment to discuss making arrangements for accommodations. There are several reasons why this syllabus statement is critical. First of all, this statement both normalizes the accommodation process, but also helps to create a positive and welcoming environment for students with disabilities. The statement creates a collaborative vehicle for making legally mandated accommodations. It also serves as a reminder to students who need the accommodations that these arrangements need to be made. The following is an example of a syllabus disability statement that can be used or adapted for your course syllabi: Any student who feels she/he may need an accommodation based on the impact of a disability should contact me privately to discuss your specific needs. Please contact the Office for Disability Services at 614-292-3307 in room 150 Pomerene Hall to coordinate reasonable accommodations for students with documented disabilities.

http://www.ods.ohio-state.edu/textonly/
Teaching Diversity

Teaching in the diverse classroom in a global economy means more than addressing issues of diversity or multi-culturalism. We must be aware of how we treat our students, of how our students treat us, and of how our students treat each other. These kinds of issues span disciplines and professions. They are important in all classes, whether the format is lecture, discussion or team projects. Each class, regardless of format or discipline, offers the opportunity to increase awareness of diversity and multi-cultural issues. Based on that principle, here are some different teaching tips. These tips address all types of classes in every discipline. You may find that some are more appropriate to your situation than others, and you may be more comfortable using some than others. Pay attention to how you address different groups of students. Do you refer to international students in the same way (e.g. by first name, last name) as you refer to other students? Do you address men and women differently? Strive for as much consistency as possible in the way you address each person in the class.

Monitor the questions and comments coming from the class to make sure that one group’s opinions are not over-represented. If people from some groups (race, gender, nationality, major) are not volunteering information, ask for their opinion. Use a random system for asking general questions or soliciting class participation so that every student has the same chance of participating.

When students are speaking to each other, monitor the discussion to make sure that students show consideration and respect. Make sure that all groups are able to participate. Intervene if a person or group of people are trying to dominate the discussion.

If a difficult classroom situation arises based on a multicultural or diversity issue (or any difficult, value or judgment-based situation), ask for a time out while everyone writes down his or her thoughts/opinions about the incident. This allows everyone to cool down and allows you to collect your thoughts and plan a response.

Include a statement in your syllabus about the need to encourage and respect diversity. Even including the University’s anti-discrimination policy shows that you are aware of it, and provides a basis for discussion or action should a relevant issue arise. Make sure your syllabus is written in gender neutral or gender inclusive terms.

When you adopt a textbook, make sure it is written in gender neutral or gender inclusive terms. If the book includes photographs, make sure people of both genders, and of various races and nationalities are involved. If you use cases, choose cases which involve diverse populations, female decision makers, or decision makers with Hispanic, Asian etc. surnames. Use cases which are set in other countries, or which involves problems of international business or multi-cultural constituencies.

Do not allow students to sit in the same seat every class meeting. Encourage students to sit next to people they don’t know, and allow two or three minutes at the start of class for people to introduce themselves to others. This will encourage students to get to know their colleagues as people. At various points in the term (perhaps after three and six weeks), allow students to
provide anonymous feedback about the course, especially with regard to their level of comfort in asking questions, answering questions, asking for help, etc., both from the instructor and from their colleagues. This may help uncover problems that you would not otherwise recognize.

Where appropriate, use the lecture materials to show how your field has become more diverse in the past few years. Present information about the increases in women, minorities, international employees in the profession. Discuss how the changing population has affected the field. How is the profession adapting to a global market?

Invite guest speakers to your class who represent diversity in gender, race and ethnicity, even if the topic itself does not deal with multi-cultural or diversity issues. If you meet with recruiters as part of your student service activities, ask the recruiters for information that you can share with the class on these firms address multi-cultural and diversity issues. If you use materials which are not written in gender neutral or gender inclusive terms (especially older cases and journal articles), point out that the norm in business has changed since the materials were printed. Use these types of materials as an opportunity to remind students that most businesses use gender inclusive/gender neutral language as a matter or course. If you normally make announcements in class about student organization meetings or department functions, include announcements about multi-cultural events such as Hispanic Awareness Week, Asian Awareness Week, etc.

For more information on Teaching Diversity- please go to the website: http://fisher.osu.edu/diversity/resources/teaching.htm

Office for Disability Services
ODS staff members assist instructors in a variety of ways so that students with disabilities have equal access to instruction. Office for Disability Services staff can:

- Meet with instructors and students to discuss possible teaching strategies and accommodations
- Assist in converting class materials into accessible format or advise on other types of auxiliary aids
- Assist in arranging for students to take exams with accommodations
- Assist in making web sites or distance education classes accessible to print-impaired students

http://www.ods.ohio-state.edu/textonly/faculty/handbook/page06.htm
Printing & Computing Resources

Instructional Copies

Allowance Guideline Statement
Management and tracking of copying allowances and/or expenses by instructor and course will be monitored at the departmental offices. Faculty members should contact their department Administrative Assistant for questions regarding departmental-specific copy procedures. The rate for instructional copying is ensured for items submitted to Cop-Ez on the salmon-colored copy ticket which are available through departmental offices. Instructors should limit their use of the copy allowance to course outlines and examinations with all other readings organized and forwarded to Cop-Ez or some other outlet for duplication and sale to students. Procedures: Instructors complete the salmon-colored instructional copying form to include all the supplemental information, i.e., the name of the instructor, class, time period, and type of material. Completed form and material to be copied are forwarded to Cop-Ez. Practices: The Fiscal Office will generate a monthly GL report for each academic department to monitor faculty expense using the instructional copying program (12814). This report will be similar in format to the monthly ISA Chair Summary Report and sent via e-mail to the Department Chair.

Cop-ez for Professors (Course Notes)
Faculty and teaching staff who wish to compile customized course packets for their students can use the Cop-ez for Professors service. Cop-ez will duplicate and bind materials according to your instructions, and sell them to students at the Cop-ez location of your choice. Call 292-2219 to learn more about Cop-ez for Professors. If you like, a representative can visit your office with sample materials and detailed information. Copyright permission is often necessary to use materials that have already appeared in print. Cop-ez can obtain permissions as appropriate. Although some publishers provide quick on-line responses, Cop-ez recommends that faculty submits permission requests 2 to 4 weeks before the start of the quarter, in order to be sure that materials will be ready for students. You may submit a permission request online. Cop-ez for Professors offers a wide range of services, including binding, laser printing, color-added photocopying, color laser-printing, syllabus and exam orders. There are two Cop-ez service locations with the closest being the Tuttle Parking garage location. Their business hours are Monday–Friday, 7:00-7:00 p.m. with weekends – 9:00-5:00 p.m. Department offices in Fisher, Gerlach and Schoenbaum Hall have drop-off boxes for free pick-up and delivery.

http://www.busops.ohio-state.edu/copez/

WebCT
WebCT is an integrated set of web course tools that can be used to supplement a class taught mostly face-to-face or one delivered entirely online. Students "go to class" using the World
Wide Web and make few, if any, visits to campus. In addition to providing web space for your online course where your syllabus and other materials are stored, many other tools also are available: Discussion boards; Live chat and whiteboard for graphics; Student presentations; Content paths with bookmarking, progress tracking; Audio, video, and CD-ROM integration; Gradebook; Calendar Glossary. WebCT is the primary web-based course management system supported by the Office of Information Technology (OIT) at the Ohio State University. The WebCT support group, staffed by instructional development specialists, can assist faculty in setting up and developing online courses. There also are regularly scheduled training classes as well as opportunities to learn about the pedagogy of online learning through activities coordinated by the Office of Technology Enhanced Learning and Research (TELR). Although many online courses at OSU are located on a central server provided by TELR and supported by OIT staff, WebCT also is maintained on several other servers at the OSU college and department level. For more information:

Bill Nelson
Schoenbaum Hall 325
(614) 688-8468 / nelson_431@cob.osu.edu

http://telr.ohio-state.edu/webct/aboutf.html

Computing and Communication Services
The Computing Services Department is open Monday through Friday, from 8:00am to 5:00pm 320 Mason Hall. The Computing and Communications Services Dept. (CSC) is responsible for developing, maintaining, and supporting a wide array of technology services for the Fisher College of Business. It is our continuing mission to provide students, faculty, and staff with an unrivaled level of technological capability and support.

Technical assistance is available to Fisher College-affiliated faculty and staff by calling (614) 292-8976 or sending an email to helpdesk@cob.osu.edu.

http://fisher.osu.edu/computing/

Policy on Abuse of Computers and Networks from the Office of Academic Computing
The use of computers and computer networks in no way exempts us from the normal requirements of ethical behavior in the University community. Use of a computer network that is shared by many users imposes certain obligations. In particular, data, software, and computer capacity have value and must be treated accordingly. Legitimate use of a computer network does not extend to whatever we are capable of doing with it. Although some rules are built into the computer’s operating system, these restrictions do not limit completely what we can do and see. We are responsible for our actions whether or not the rules are built into the system, and whether or not we can circumvent those rules. The following specific principles of computer and network systems operated under the direction of the Office of Academic
Computing are applicable to all Ohio State students, faculty, staff, and contract employees. As users we must: Respect the privacy and rules governing the use of any information accessible through the computer system or network, even when that information is not securely protected. Respect the ownership of proprietary software. For example, do not make unauthorized copies of such software for your own use, even when the software is not physically protected against copying.

Respect the finite capacity of the systems, and limit your own use so as not to interfere unreasonably with the activity of other users. Respect the procedures established to manage the use of the system. Those who cannot accept these standards of behavior may be denied access to the relevant computer systems and networks. Violators also may be subject to penalties under regulations of the University and under laws of the State of Ohio or the United States of America to the extent applicable.

*Note: The preceding policy statement was adopted by the Instructional Computing Advisory Committee (ICAC) and the Research Computing Advisory Committee (RCAC).*

**Copyright Laws and You**

Different copyright laws apply for commercial, public domain, and site licensed software packages. You are responsible for abiding by any and all copyright laws that apply to the software you use in the Microcomputer Consulting Area (MCA) and public computing sites. Commercial software packages have license agreements that you automatically agree to as soon as you open the package. You should read the agreement and follow the restrictions. Most license agreements for commercial software permit copies of the program to be made for use by the person who bought the package; the original copy is intended to be kept as a backup. It is a violation of the agreement to make additional copies for other users.

**Computer Privileges**

Unauthorized computer use may have serious consequences that could result in suspension, dismissal, and/or criminal penalties. You are cautioned to protect your password and computer files. Your computer account is provided for your use and your use only. You may not give your password to any other person. *You may not use another person’s account even if they give you their password.*
Class Rosters

Viewing/Printing Class Rosters via the Web

How to select class rosters:

- Open your web browser and enter the web address: 
  [http://www.ureg.ohio-state.edu/indexes/faculty-staff.html](http://www.ureg.ohio-state.edu/indexes/faculty-staff.html)
- Select “Class Rosters via the Web”. Your browser will take you to the Office of 
  Information Technology “authentication” page where you will be required to enter your 
  OSU username and password and click the “Login” button.
- Use the drop-down boxes to select criteria. When you have finished making selections, 
  click on the “Search” button.
- The next screen allows you to select up to five Class Rosters. You may choose to view 
  all students in a section, or you may sort by “Paid”, “Unpaid”, “Dropped”, 
  “Graduating” or any combination of these. You may also select how you wish to view 
  the roster; HTML (web), Acrobat PDF (PDF Download) or Comma/Delimited 
  (CSI/Download).
- After all selections have been made, click on “View Roster(s)”.

IMPORTANT: If you request a download file where there are no students enrolled, you will get 
the message “There are no students enrolled in this Section”.

Downloading Class Rosters via E-mail

To use the E-mail/E-mail-to-Web application, e-mail your request for a roster or rosters to: 
roster@osu.edu. The “Subject” of the e-mail must contain only the quarter and year for which 
you are requesting rosters (e.g., Autumn 2004. Here is an example of an e-mail message used 
to request rosters for a course with three (3) sections:

From: YourLastName.1@osu.edu
Sent: (date/time)
To: roster@osu.edu
Subject: Autumn 2004

SECTION xxxx1
SECTION xxxx2
SECTION xxxx3
YourLastName.1@osu.edu
Issues Related to Electronic Class Rosters

In order for you to use the web-based class roster application you must have your name and SSN correctly coded into the Course Database. Course Database information must also match the information that is in the Automated Resources Management System (ARMS) Human Resources Information System (HRIS). If there is a problem with Course Database coding, you should contact Linda Miller at miller.1880@osu.edu for Course Database maintenance. Access will be denied to the Class Roster application if you are not reflected in the Course Database as being associated with the section.

- Information in the Course Database, the web-based security tables, will not be updated until the day following the change request.
- Using an Internet account name or alias other than your OSU Internet account name (e.g., yourlastname.1@osu.edu) will deny you access to the application.

http://www.ureg.ohio-state.edu/Indexes/faculty-staff.html

Not Listed On Roster

If a student is attending a course but is not listed on any roster for that course, the instructor should request the student immediately add the course or cease attending the course, unless the student can provide evidence the course was added since the roster was created. The Registrar’s Office does realize there are rare circumstances in which a student legitimately attends a course, successfully completes the course with a grade, but is not listed on the roster. In these cases, the grade forwarded to the Registrar’s Office must be sent with a Change Ticket from the student’s enrollment unit (college office), requesting the student be added to the course. If a grade is received by the Registrar’s Office without the Change Ticket, it will be filed for four quarters and then destroyed unless the student takes the appropriate action to have himself/herself added to the course.

Listed On Roster as Not Having Paid

If a student is attending a course and appears on the class roster, the instructor should request to see documentation of the student’s payment. Students who do not pay fees should be encouraged to pay immediately and discouraged from further attendance. The Registrar’s Office is encouraging faculty to enforce these procedures/rules because the Registrar’s Appellate Review Committee is typically asked to consider several cases each quarter involving students who maybe attempting to “buy” their grades. Persons who are permitted to attend classes, submit work, and take exams, without having enrolled or paid, could argue that by allowing him/her to continue to attend class, we have waived those requirements and that they therefore are contractually entitled to course grades and credit. Although the University would have strong defenses to such an argument, it would be preferable to avoid the argument, and the distractions that a potential lawsuit can entail. Faculty who permit non-enrolled and unpaid persons to attend their classes may inadvertently be inviting others to take advantage of their leniency. This is not fair to those students who pay fees. And, faculty who permit non-enrolled and unpaid persons to attend their classes may unknowingly be allowing a “professional” note-taker to sit in the class and take notes for personal gain.
Listed On Roster but Not Attending
If students are listed on the roster but are not attending any section of the course, the department office should file an Absence Report Form with the student’s college office (FAC RULE 3335-9-21). Un-enrollment may be requested by the department for any undergraduate student not attending by the third day of the quarter or the second class meeting, whichever is later, if the student has not notified the instructor. No student may be un-enrolled from a course until after the first class meeting following the student’s registration (FAC RULE 3335-7-33). Contact Bobbie Kirby / kirby_72@cob.osu.edu if you have any questions.

Undergraduate Bus Courses with M Sections – “Two Rosters”
Two rosters may have been generated for your undergraduate course/s. One roster for the regular course number and a second roster for another course number with an “m” suffix that meets at the same days, time, and place. These two rosters combined constitute your total student enrollment in the course. The two rosters were produced by a registration system designed to give enhanced priority access for business courses to business students. The “m” sections number permits only business students to enter the class. In the major courses, “m” sections are restricted to majors only. All other students register for the regular call number. On questions about “m” sections, contact Linda Miller at 2-4840.

Filled Courses/Sections
A wait-list feature is in place on the student scheduling system for courses that become filled through the end of the first week of classes each quarter. Students need to get on the University wait-list for course(s) that are filled. If seat opens up in the filled course, the computer will automatically schedule the first person from the wait-list, assuming that person has no scheduling conflicts. The wait-list is course driven, not section driven. If there are multiple sections of a course, a student may get the class through the wait-list, but it may not necessarily be in the section they prefer. Some seats in upper level courses are reserved for graduating seniors.

Please do not give written permission to students to enter filled sections or courses until after the first week of each quarter, when the wait-list ends. The wait-list sets priorities. Instructors instead, should refer students to the waitlist or to the College Office to see an advisor through the first week. The wait-list shuts down after the first week into the quarter.

After the first week of classes each quarter, instructors are responsible for signing any written permission slips for students to enter their classes(s) unless otherwise instructed by their department/or College Office. For information on target limits for your course(s), please check with your department Chairperson’s Administrative Assistant or Linda Miller in the UG College Office.
Grading & Testing

Some Important Considerations Prior to Posting Grades

Without "activity", the web connection to the server will terminate in about 20 minutes. Activity means that within a 20-minute period you must either edit or submit grades. The process of selecting a grade from the drop-down list box is not considered a server "activity". If a student does not appear on your grade roster as you expected, it may be because the student has not paid fees and thus is not officially enrolled in your class. Please check your online web class roster to verify your paid class enrollments. Unpaid students will only appear on the class roster, not on the grade roster.

For large sections, the application will split the grade roster into groups of 35 students with paging provided. You are not required to enter all the grades at the same time. If for any reason your connection should be lost, completely exit your browser and sign in again. Previously posted grades will be displayed.

To make sure grades are posted properly:

- Please wait until the web page has been completely loaded onto your screen before selecting the next activity. Grades may be posted to only one section at a time.
- Do not open more than one grade posting session at a time as this could result in inaccurate postings.
- Once grades have been submitted, they cannot be altered via the web. To alter a grade, you must submit a Grade Assignment/Change Form (hardcopy) to the Office of the Registrar.

Once you have finished posting your grade to a section, you may either go to another section by selecting “Grade Posting” or you may close your browser. When you are finished posting all grades, be sure to exit your browser completely so others will not be able to access your roster(s) or other secure information.

- It is very important to get your grades on-line on time. If there are any questions regarding a graduating senior’s final grade or when those grades are due, please contact Terri Hoying at 292-5314 or hoying.1@osu.edu

- University rules forbid the public posting of grades in which grades can be associated with individuals through use of names or social security numbers. Grades should be given only to the particular student. Grades should not be given over the phone
Step-by-Step Instructions for Posting Grades

- To post grades, open your web browser and enter the web address:
  http://www.ureg.ohio-state.edu/ourweb/online.html
  Select “Grade Posting via the Web (for Faculty)”
- At the Office of Information Technology “authentication” page, enter your OSU username and password and then click the “Login” button.
  - Your OSU username and password may be different than the username and password used for Fisher College applicants
- To select a grade roster, click on desired criteria for the “Quarter”, “Campus”, and “Department”. “Course” is optional. Then click on a group under “Select Group”. Finally, click on the “Search” button.
- You may further refine your search by clicking on the box for “Graduating Students” and/or “Missing Grades” in Step 2. Selecting nothing here will return the full roster. Select one section in Step 3 and click on the “View Section” button.
- Now you will see requested information. Grades that have been posted will be visible and you may use the drop-down boxes to post remaining grades.
  - Select the appropriate grade for each student from the corresponding drop-down list box using the “Fn/Alt Grade” column.
  - To enter a grade of incomplete, mark the “Incomplete” check box and enter an alternate grade from the drop-down list box in the “Fn/Alt Grade” column. Each incomplete grade must be accompanied by a “Fn/Alt Grade”.
  - To enter an “EN” (Failing, Non-attendance) grade, an EN Week value must also be entered. The EN Week is the week that the student stopped attending your class. Valid values are 0 to 7. The “EN” grade itself is available within the drop-down list of grades, regardless of the grading option.
- When you have finished posting grades on this page, select “Pre -edit This Page”. The results will be displayed, indicating how many grades are valid, how many have errors or warnings and how many grades are missing (not entered). At this time, any errors or warnings can be corrected and missing grades entered. If you have made an error on this page and would like to repost this page from the beginning without submitting any of the grades, click on “Clear Grades on This Page”. You will be returned to the original, blank listing and no grades will be recorded.
- Next you will see a summary of the count of grades there are in the following categories: Valid, Missing, Errors, Warnings, Posted and Total. Error messages will be displayed for invalid grades to assist in resolving each invalid grade. After fixing errors on this page, you may continue to post grades and pre-edit additional pages or you can go to the last page of the grade roster to submit your grades. You may get there quickly by using the drop-down menu in the lower right corner of the roster labeled “Go to Page” and selecting the last available page.
- On the last page of the grade roster, you will be able to finish posting grades for the final page, “Pre -edit This Page”, “Pre -Edit All Pages”, “Clear Grades on This Page”, or “Submit Grades”. Choosing “Submit Grades” will record all the valid grades you have entered. A summary of “Missing”, “Errors”, “Posted”, and “Total” grades will appear.
- Click on the “Submit Grades” button found on the last page of the roster. Only at this time will grades actually be recorded in the database. As with the pre-edit step, the
results will be displayed. Only valid grades will be recorded in the database. If errors or missing grades still exist, repeat the pre-edit process by re-selecting the “Pre-Edit Grades” button and making corrections to invalid grades or entering missing grades. (Note: Once grades have been submitted, they cannot be altered through the web. To alter a grade, you must submit a Grade Assignment/Change Form, in hardcopy format, to the Office of the University Registrar.) You may view grades posted or post missing grade via the web.

- If you are finished recording grades, you must exit your browser so no one else will be able to access your rosters. If you would like to post another section of this course, go to the top of this page and click “Course Search Criteria”. If you would like to select a different course, go to “New Course List” and you will be able to start at the beginning by choosing quarter/year, campus, department, course, and group.

If you have problems with this application send an email to roster comments at rostercomments@exchange.ureg.ohio-state.edu or call 614-292-9330. For other system related problems, you should contact your Department Systems Administrator.

The Mark “EN”

EN= Failing for Non-attendance (never attended/stopped attending)

If a student is listed on your roster and has never attended class since the beginning of the quarter, or indicated they dropped the course, check the “EN” mark and, using the pull-down window, assign the week the student stopped attending. The student’s college of enrollment will verify the correct registration status of the student. Definition - An “EN” mark denotes an “E” for non-attendance. This mark shall be used to indicate that the student was properly registered for the course, but failed to complete the course because of nonattendance. It does not differentiate between the student who never attended or the student who stopped attending at some point during the academic term. See Faculty Rule 3335-7-21, Marks.

When assigning this mark, you must also provide some indication of when the student stopped attending (e.g., the week of the academic term when the student last attended the course). This mark is applicable for grading options, "A - E," "S/U," and "PA/NP." For grading option “A – E,” this mark shall be treated as an “E” for the purpose of calculating a student’s point-hour ratio. This mark replaces the “check registration [**]” which is no longer considered a valid grade beyond Summer Quarter 2002. Rationale - Creation and reporting of the “EN” grade and corollary “EN” week information is the solution chosen by the university to avoid the possibility of a multi-million dollar fine being levied against Ohio State by the Federal Government as a result of our not documenting the last recorded date of class attendance. The alternative was to keep daily attendance records. This documentation requirement is mandated by Federal Student Financial Aid Regulations. Recording – When posting an EN grade, you must also post the week the student stopped attending the class. Enter a “zero” if the student never attended your class, a “1” if based on your records/recollection, the student stopped attending the first week of classes, and so forth through week 7. After the 7th week, a student must formally withdraw from a course or the university, thus, the system will not allow you to enter any
values beyond “7.” For the student who stops attending after the 7th week, you should consider entering an "E," “U," or ‘NP” as the “Fn/Alt Grade.”

Incomplete
If an "I" (Incomplete) is awarded, check the “Incomplete” box and assign the appropriate alternate grade using the drop-down window. An alternate grade must be assigned if an “I” is awarded. The alternate grade will automatically take effect after the seventh Friday of the following quarter, if the student does not complete the work as required by Faculty Rule 33335-7-21. An “I” indicates that the student has completed a major portion of the work in the course in a satisfactory manner, but for reasons judged by the instructor to be legitimate, a portion of the course requirements remains to be completed. The student must complete the work so that the instructor of the course may report the final mark at the earliest possible time, but not later than noon of the sixth Friday of the quarter following that in which the "I" was received.

Audit
If the student registered to audit (option "R") and satisfactorily completed the course requirements, use the drop-down window to assign an “R”. If course requirements were not satisfactorily completed, check the “EN” box and, using the pull-down window, assign the week the student stopped attending. The course will be automatically dropped from the student’s record.

Grade Assignment/Change Form
If a student has been attending class without being officially enrolled (name missing from the roster), secure a Grade Assignment/Change Form (see last page of this document), complete adding the student/assigning the final grade, and send to 320 Lincoln Tower. Note: Two signatures are required.

Verification
A confirmation e-mail will be sent to the individual posting grades within 30 minutes of completion of the grade posting session. If you have any questions regarding grade processing or information contained on your roster, contact the grades area in the Office of the University Registrar (292-9330).

Alteration Of Marks
Faculty Rules 3335-7-23 (Grade Changes)
A mark filed in the Office of the University Registrar is a part of the official records of the University. It is subject to change only when a procedural error has been discovered in
evaluation or recording of a grade. Action to change a grade must be initiated before the end of the second succeeding quarter. In no case will a grade be revised in accordance with criteria other than those applied to all students in the class. If the instructor agrees that an error in the mark was made, the mark will be changed upon written authorization of: the instructor of the course; the instructor’s department Chair, if applicable; the dean of the instructor’s college; and the authorized representative of the dean or director of the student’s enrollment unit. If a student believes that a procedural error in grading was made, the student should meet with the instructor. If the instructor does not agree that a procedural error was made, the student may meet with the Department Chair/Director or Department/School Secretary to discuss the grade grievance. The Chair shall respond to the student no later than 30 days after the student has requested a review by the chairperson/director.

**Downloadable Forms**

Need a form for any of the following? Change a Grade; Add a Course and Assign a Grade; Report a Missing Grade; Report a Missing Grade of Incomplete; Extend the Incomplete Deadline; Assign a Final Grade for an Incomplete or Progress – go to this website- it requires a login for user authentication:

https://www3.ureg.ohio-state.edu/secure/marx/Enrollment/FreqUsedForms.aspx

**AU04 Grade Posting Deadlines**

- **November 1**: SU04 incomplete grades and/or extensions due.
- **December 9** (Midnight): Graduating grades need to be posted for students whose final exam was administered either Monday, Tuesday or Wednesday
- **December 10** (Noon): Graduating grades need to be posted for students whose final exam was administered Thursday
- **December 13** (Midnight): Non-graduating grades need to be posted.
- **January 9** (Midnight): Last day grades may be posted electronically.

Note: During “Finals Week” grades must be posted by midnight each night.

**AU04 Final Examinations**

http://www.ureg.ohio-state.edu/ourweb/scheduling/ for other quarters

**Common Exams**

Common Midterm and Alternate Final exams may be administered as an exception to the University examination schedule. An announcement must be made to the class during the first week of classes that a common/alternate examination will be given, and when it will be administered. All requests for Common/Midterm and/or Alternate exams must be submitted e-
mail to Linda Miller / miller.1880@osu.edu by the deadline date the Scheduling Office sets each quarter (usually six weeks before classes begin). Office of the University Registrar Final Exam time is based on the first full week of class.

Posting of grades will be available from the 15th day of the quarter until 4 weeks past commencement for that quarter. Normal hours of availability are: Monday - Friday, 7am – 1am (of the next morning) Saturday, 7am – midnight Sunday, 11am – 1am (of the next morning). Monday of Finals Week through Friday of the following week (12 calendar days) grade posting is available only until midnight.

http://www.ureg.ohio-state.edu/ourweb/scheduling/

Test Scanning Services

University Test Scanning
The Office of Testing at The Ohio State University offers exam scanning and reporting to all faculty and instructional staff. Our services can help you to take the busy work out of exam grading while improving turnaround time and accuracy.

Exams must be dropped off in person in Room 820 Lincoln Tower. Our year-round office hours are M - F 7:30 am - 5:00 pm, but we offer extended hours during final exam weeks and every weekday of Autumn quarter. Call 292-2241 (menu option 0) for our current office hours. A $10-per-batch processing fee is billed to the academic departments. Once the exams are dropped off, you will receive your scoring reports as email attachments no later than the same time the next business day.

Due to limited storage capacity, we cannot store exams. By the time you drop off new exams to be scanned, you must have retrieved all previously-scored tests. Upon request, we can also return your scored exams via campus mail.

College Test Scanning
The College now has its own scanner for bubble forms. This is an alternative to the service that has in recent history been provided by the Registrar’s Office. The local service differs in two ways from the Registrar’s service: ours is local, and it is free to users. The facility uses the same bubble forms as the Registrar’s service, so the same forms can be used for either service.

The scanner is located in Fisher Hall Room 100 (Fiscal Office) and is accessible during regular office hours (7:30-4:30 Monday through Friday in the Summer, 8-5 other quarters). Extended hours are being considered during final examination periods.

Each department should have a primary (and possibly secondary) staff contact for scanning. Scan jobs may be submitted to these individuals, who will then run the jobs and e-mail the
results from the scanner computer and return the scanned forms. Alternatively, a printed report may be supplied as well. Some faculty may prefer to do their own scanning, or have their TA do it. These are all acceptable options. Contact your department to find out how scanning is managed and who your department’s primary scanning contact is.

For training or other scanner issues, contact Bill Nelson / nelson_431@cob.osu.edu, Associate Director for Educational Technology in Undergraduate Programs.

**Student Evaluation of Instruction**

The University has an evaluation form that college policy makes mandatory for all course instruction each quarter. The Registrar’s office generates the SEI forms around the eighth week of each quarter for all instructors and then sends all materials to the College. If you have any questions or concerns about the SEI process, please contact Bobbie Kirby. Undergraduate SEI packets will be sent to the departments for their distribution to instructors. The MBA, MLHR and Ph.D. course SEIs will be sent to the GPO Student Services Office in Gerlach Hall.

Instructors administer the SEIs. Students collect the completed SEIs and comment sheets, seal them with an attached label, sign the label and then return the sealed envelopes to the instructor. The instructor turns in the envelopes to the appropriate office. Graduate course SEIs need to be turned into the Graduate Programs Office or to a drop box outside of 100 Gerlach Hall. Undergraduate course SEIs should be turned in to the undergraduate program college office in 120 Schoenbaum Hall or to a drop box just outside of the college office. Comment forms and SEI forms should be turned in together. After final grades are turned in, GPO Student Services will return comment sheets for all graduate courses to appropriate instructors; and UGP will do the same for undergraduate course comment sheets. Comment sheets are distributed via departments rather than via the mailroom boxes. Copies of these reports are distributed to the respective department chairs.

Bobbie Kirby
Schoenbaum 120B
(614) 688-4503 / kirby_72@cob.osu.edu

*If you believe your SEI summary report contains errors, or if you have general questions about SEI policies or administration, please phone 292-2241, or email seiadmin@osu.edu*
Academic Misconduct & Student Rights

Committee on Academic Misconduct

1.0 Academic Misconduct (3335-31-02) Academic misconduct is defined as any activity which tends to compromise the academic integrity of the institution, or subvert the educational process. Examples of academic misconduct include, but are not limited to:

A. violation of course rules as contained in the course syllabus or other information provided the student; violation of program regulations as established by departmental committees
B. providing or receiving information during quizzes and examinations such as course examinations and general examinations; or providing or using unauthorized assistance in the laboratory, at the computer terminal, or on field work;
C. submitting plagiarized work for an academic requirement. Plagiarism is the representation of another’s works or ideas as one’s own; it includes the unacknowledged word for word use and/or paraphrasing of another person’s work, and/or the inappropriate unacknowledged use of another person’s ideas;
D. falsification, fabrication, or dishonesty in reporting research results;
E. serving as, or enlisting the assistance of, a 'ringer' or substitute for a student in the taking of examinations;
F. alteration of grades or marks by the student in an effort to change the earned grade or credit; and
G. alteration of University forms used to drop or add courses to a program, or unauthorized use of those forms

It is very important that instructors exercise sensitivity in bringing forward suspected cases of academic misconduct. The consequences for a student accused of academic misconduct – regardless of the outcome of the eventual hearing – is unsettling for most and devastating for some, particularly those who believe themselves to be innocent or are unaware that certain types of behavior are indeed academic misconduct. It is imperative that each member of the instructional staff educates students regarding conduct that constitutes academic misconduct, and the penalties for such behavior. In addition, it is also important that when such behavior is suspected, you be clear in informing the student of your suspicion and be as confident as possible that such behavior has occurred.

3.0 Obligation to Report Suspected Cases of Academic Misconduct (see 3335-31-02) All cases of suspected misconduct shall be reported to the Committee. The Committee also shall investigate cases of lax or irregular examination methods and report findings to the Senior Vice President and Provost.

Students have the obligation to report irregular of lax examination methods. The
Committee may impose any Code sanction.

4.0 Suspected Academic Misconduct

4.1 Whenever academic misconduct by a student is suspected, the instructor should make every effort to inform the student of the allegation. The presence of a colleague with the instructor at any subsequent meeting with the student is recommended.

4.2 The instructor shall prepare a typed written report on department letterhead on the alleged academic misconduct. The report should be as complete as possible, and should have all relevant evidence attached. The report should identify the student’s social security number and the call number of the course in which the alleged misconduct occurred. Whenever possible, original documents, such as the alleged plagiarized material should also be provided with passages that are alleged to be plagiarized paper, test, computer print-outs, etc., should be submitted and sources of plagiarized clearly marked. A copy of the course syllabus should be included. The instructor of record for the course, if different than the person observing the alleged misconduct must provide a letter acknowledging that charges are being brought forward. The Coordinator may request additional information from the instructor to clarify the charges.

4.3 Students suspected of academic misconduct, whether acknowledging involvement or not, should be allowed to continue in the course without prejudice pending action by the Committee. If the course ends before the Committee has acted, the instructor should assign the student the grade of Incomplete in accord with Rule 3335-7-21. The alternative grade for the Incomplete should be that which will be given if the student is not found in violation of the Code of Student Conduct.

4.4 The report prepared by the instructor will be reviewed by the chairperson of the academic unit and transmitted within three working days to the Coordinator of the Committee, 1110 Lincoln Tower, 1800 Cannon Drive. If possible, the report should be hand-carried and marked "Confidential."

4.5 The Coordinator, on behalf of the Committee, will notify the accused student(s) of the charge of Academic Misconduct and, whenever possible, will provide the student with a copy of all materials that have been received regarding the case.

University student code of conduct: http://studentaffairs.osu.edu/resourceguide.asp

**Maintaining Confidentiality in Cases of Alleged Academic Misconduct**

The university and the college stress the need to maintain confidentiality in cases of alleged academic misconduct. The instructor should confine his or her remarks exclusively to those individuals who must be informed. Talking about an alleged act of misconduct to anyone not
directly involved in the case is not only unfair to the student, but it also violates the family rights and privacy act of 1974 which maintains that the privacy of the student must be maintained.

All instructors need to familiarize themselves with the process, the procedures, and the limitations dealing with academic misconduct. See your chair/director for more detailed instructions or refer to the coordinator of the academic misconduct committee (2-7262).

**FERPA**

Family Educational Rights and Privacy Act (FERPA) FERPA governs release of records maintained by an educational institution and access to those records. For detailed information regarding the privacy and release of Student Record Information, please refer to the Web:

http://www.ureg.ohio-state.edu/ourweb/more/ferpa.htm

**Documents which contain student information that is protected by FERPA, especially Social Security Numbers & grades, must be shredded, not recycled or thrown away.**

**Retention of Materials to Meet Course Requirements**

Faculty Rule (3335-7-231)

Materials submitted by a student to satisfy course requirements shall be returned to the student or made available for the student’s inspection after they have been marked or otherwise evaluated, before the end of the quarter in which the work is performed or, for final projects and final examinations, by the fourteenth day of instruction of the following quarter. Materials of this kind which have not been returned to the student shall be retained by the Academic Department or the individual instructor until the last day on which a grade change may be initiated as provided for in paragraph (A) of rule 3335-7-23 of the Administrative Code (two quarters beyond the quarter in which the course was taken). An exception to this rule may be made in the case of materials that are impracticable to store if the need for such exception is clearly communicated in writing and distributed to the students at the beginning of the course.

**Sexual Harassment Policy**

The University administration, faculty, staff, and students are responsible for assuring that the University maintains an environment for work and study free from sexual harassment. Sexual harassment is unlawful and impedes the realization of the University’s mission of distinction in education, scholarship, and service. Sexual harassment violates the dignity of individuals and will not be tolerated. The University community seeks to eliminate sexual harassment through education and by encouraging faculty, staff, and students to report concerns or complaints. Prompt corrective measures will be taken to stop sexual harassment whenever it occurs.
Contact the Office of Human Resources Consulting Services by e-mail at sexualharassment@osu.edu or call (614) 292-2800 for more definition and questions.
Facilities & Emergency Procedures

Fisher College Buildings

Fisher Hall
2100 Neil Avenue Columbus, Ohio 43210-1144
University Building #249

Gerlach Hall
2108 Neil Avenue Columbus, Ohio 43210-1144
University Building #250

Mason Hall
250 West Woodruff Avenue Columbus, Ohio 43210-1144
University Building #252

Pfahl Hall
280 West Woodruff Avenue Columbus, Ohio 43210-1144
University Building #253

Schoenbaum Hall
210 West Woodruff Avenue Columbus, Ohio 43210-1144
University Building #251

Online Maps
The Ohio State University
http://www.osu.edu/map/

Fisher College of Business
http://fisher.osu.edu/about/maps-and-directions

Room Scheduling Services
Please email your requests to the classroom schedulers as their e-mail responses serve as your confirmation. Your request must include your name, address and phone number as you assume responsibility for the proper use of the equipment in the room and for the condition of the room upon exiting. Please indicate the purpose for the use of the room/s and the size space needed. Faculty, staff and graduate students of the Fisher College of Business may request use of the rooms and use of the computing equipment available in the rooms.
Please contact Linda Miller / miller.1880@osu.edu for classroom space for an extra class session, or breakout sessions, or makeup exams, or experiments, or for other course related activities in Schoenbaum Hall or other University Buildings on campus. Jen Bradbury / bradbury.5@cob.osu.edu is our contact person for Gerlach Hall space. A minimum of four to five days is requested for confirmation. Schoenbaum Hall and Gerlach Hall are closed on weekends. To view classroom activities in Schoenbaum Hall or other university classroom pool rooms (not Gerlach) go to the Room Schedule Webviewer on the University Registrars Home page website:

http://www.ureg.ohio-state.edu/ourweb/scheduling/

- All space inquires for **non-course related activities** in all buildings should be submitted in writing to Steve Moore at moore.324@cob.osu.edu
- Rooms need to be left clean and orderly; any food or trash will be disposed of in the trash containers outside of the classroom. If a space/room is used and not cleaned up, or if damage is done because of food use, you will be charged to have the room cleaned. No food is permitted in Schoenbaum Hall classrooms.

**Classroom Technologies and Distance Learning Operations**

1. In case the need for help arises when in a Fisher classroom, Please call 2-3624 for immediate assistance.
2. For training on Fisher classroom systems please arrange an appointment by calling 2-3624.
3. There are two AV crash carts available for conference room or breakout room activities within the Complex. Please call 2-3624 to reserve. They are reserved on a first come/first serve basis.

The University has a phone number that instructors may call for classroom assistance. This is especially helpful for instructors teaching evening classes. The 4-help (4-4357) number (which may only be dialed from a campus phone) may be used for problems with classroom audio/visual, mechanical, or scheduling. Dial 292-3131 if you are off campus and need the help lines assistance. Have problems or concerns with lights, chalk, erasers, blinds, ventilation, heat, 16mm, 35mm, video, sound systems, overhead projectors, furniture, furnishings, projection screens, windows, locked doors, trash, etc. in a Schoenbaum Hall classroom? Contact Central Scheduling 2-7199 as they oversee this classroom building.

**Building Concerns**

Building related problems should be reported to Steve Moore, our Facilities Coordinator. His direct phone number is 8-5587. Steve should be contacted immediately in emergency situations. For an emergency call, if Steve is away from his desk and you get voice mail, please try to dial Alan James at 2-4418. In the unlikely event that you get no answer at any of these
numbers, the University Service Desk should be called directly at 2-6158. A non-emergency situation can be reported in other ways. While a call or voicemail could be used, e-mail at smoore@cob.ohio-state.edu is preferred to provide a paper trail. He will do a write-up of every report for tracking purposes and follow-up. A good description of the problem makes it easier to report accurately and to verify later that it was resolved. Your providing a written report insures that everything you see as a problem is identified, and it is not left to interpretation. Please include the nature of the problem, the room number, and any other specific details you can provide. Reports that are incomplete make them difficult to report to the service desk. Since the Service Desk requires some basic information before it takes a report, this requires the Fiscal Office staff to have to go the building, locate the problem and gather the required information. If light bulbs are out, we need to know the type of light, (florescent or incandescent) and the number that need to be replaced. For restroom problems, specify the location and give a detailed description of the situation. If a problem in the hallway is being reported, identify the nearest room number to the problem. Smokers may only smoke in designated areas outside each building, and are required to dispose of cigarette butts in the ashtrays provided.

**Keeping Our Facilities Clean**

We share a common interest in seeing that our facilities remain clean, uncluttered, and properly maintained. Accomplishing this takes the concerted effort of all of us. One area of concern is the mass of posters, flyers, and announcements that get posted everywhere to convey information to the FCOB community. Wanting to communicate appropriate information but control the clutter that these postings often entails, the following ideas have been put forth. All in our community are asked to adhere to these ideas. Tack boards have been installed outside all faculty offices. Faculty members control what is and is not on placed on their tack boards. All material on these tack boards should meet standards of decency and good taste. The posting of course grades outside of faculty offices unnecessarily increases hallway traffic in Fisher Hall. Grades can be electronically using WebCT. Being password protected, it is very secure. Computing Services holds sessions on this technology and each academic department has the ability to familiarize faculty with its capabilities. Department Chairs and program chairs should reinforce our collective desire to make greater use of this technology. Faculty teaching large sections with TAs should have their TAs hold office hours somewhere other than in the faculty member’s office. Most TAs have offices of their own. Where this is not the case, departments should explore other options.

The student lounge areas in Gerlach and Schoenbaum Halls or wall areas immediately outside these lounges are appropriate places for bulletin boards. Bulletin board space is available on the main floor of Gerlach Hall, in the entrance way by the courtyard. Program administrators are asked to identify appropriate bulletin board space and make it known to student groups and others. Programs and student clubs should monitor and regularly update the material on these boards. Postings are not permitted in classrooms period.
Once bulletin board space is available for appropriate postings, there will be no need for any postings of any type in classrooms. GPO and UG staffs are encouraged to regularly visit the classrooms in their buildings, removing inappropriate postings. Library staffs are encouraged to do the same in the Resource Center. Faculty and staff are encouraged to keep their eyes open and speak with individuals placing posters and flyers in inappropriate places. Faculty and staff are empowered to remove postings that are not on proper bulletin boards.

**The Ohio State University Non-Smoking Policy**

The University recognizes the need to create and maintain an environmental quality that sustains and enhances the general health and well being of its faculty, staff, students, and visitors. To meet this commitment, no smoking is permitted in any of the indoor areas as designated in the guidelines. You can check the OSU Operating Manual for specific details. Consistent with the spirit and intent of this policy, should irreconcilable conflicts arise between individuals who choose to smoke and those who do not, the rights of the nonsmokers will prevail. Smoking will not be allowed in any indoor areas in Fisher Hall, Gerlach Hall, Schoenbaum Hall, Mason Hall or any other University Building except Residence and Dining halls and other University owned residences. Smoking is allowed outdoors, except in outdoor facilities such as stadiums including concession’s areas, amphitheaters, and other locations of fixed seating. Smokers may only smoke in designated areas.

**Building Access**

Faculty and staff are issued BuckID cards through the ID Center in Lincoln Tower that allow for after-hours access through the keycard swipe system. New faculty should submit their BuckID numbers to their department assistant for processing once they have obtained them. Access is granted based upon work assignment. All Faculty and staff have access to Fisher and Gerlach Hall, but only staff with office space in Schoenbaum and Mason are granted after-hours access to those buildings. New faculty and staff obtain their office/mailbox keys through their departmental assistant as well. Building hours are posted at the end of each quarter and break, and vary throughout the year. Any access issues should be directed to Steve Moore at 8-5587 or via at moore.324@osu.edu

**Mail in Fisher Hall**

Departments and faculty with offices in Fisher Hall will be assigned mailboxes in the Fisher Hall mailroom. Mailbox assignments will be rearranged as required to respond to new hires and resignations. Mailboxes will have locks that can be operated by keys assigned for regular and staff offices.

Mailroom staff will deliver departmental U.S. and campus mail received in the Fisher Hall mailroom to departmental mailrooms throughout the complex. Fed Ex and UPS deliveries received in the Fisher Hall mailroom will also be signed for and delivered to departmental
offices. Faculty and staff within Fisher Hall with individually assigned mailboxes will be responsible for picking up their own mail. Mail is picked up and delivered once daily, each afternoon. **No personal packages are to be sent to the fisher mailroom** – only mail relating to Fisher College business should be routed to the complex. Everyone should use their actual building location in the complex as their mailing address, not Fisher Hall. All mail for the complex, other than Library mail, will come to the Fisher Hall mailroom for distribution. Not putting your actual location makes it more difficult for the students to deliver mail to the correct location. Here are the specific Building Addresses for each building in the complex. For ease of mail sorting, a complete address would include you name, department, room number, and then the building address. Please contact the Fiscal Office at 8-5587 if you have questions concerning your mail.

**Emergency Evacuation Procedures & Public Safety**

Emergencies may arise any time requiring immediate evacuation of the building. Similarly, the need for emergency response to fire, public safety and health emergencies may occur without warning. Instructors are responsible for initiating emergency response actions whenever the need is perceived and for the prompt, safe evacuation of their students when that action is indicated. Calling 911 from any OSU telephone will initiate the proper response force for the emergency.

**Fire Alarms**

When fire alarms ring, 911 must be notified since most campus buildings do not have automatic notification systems. Remember: no 911 - no fire department!

*All fire alarms must be considered “real” and must be reacted to as such.* Classroom instructors are required to dismiss their classes upon the sounding of an alarm and are expected to lead their students clear of the building. The best evacuation routes are to follow the nearest stairs to the nearest exits. *The building should not be re-entered unless indicated safe by fire officials or university police at the scene.*

If you have someone in your area that has mobility problems (uses a wheel chair or crutches, etc); instructors are expected to insure they know how to react to an evacuation alarm. In most situations, persons with mobility or visual disabilities should be instructed to seek refuge in stairwells inside the fire doors. Emergency response personnel must be notified of the location of these individuals. This notification is the responsibility of the instructor. Under no circumstances will elevators be used, except by qualified personnel to evacuate anyone, even someone who cannot negotiate stairs unassisted. Elevators are traps in a fire or tornado emergency. Elevators should not be used to evacuate anyone, because they are traps in a fire or tornado emergency.
Tornado Warning & Safety

Identified by the sounding of the emergency sirens for three minutes followed by seven minutes of silence, a tornado warning suggests a tornado has been sighted by ground observation or has appeared on radar within Franklin County. All university personnel are expected to promptly respond to the sounding of the sirens and to take the following precautions:

Classroom instructors are expected to interrupt class activity and advise students to evacuate the building. Persons with disabilities may need assistance. Moving persons in wheelchairs, down a stairway, is not recommended. Elevators should not be used to move disabled persons during a tornado warning, as the potential for electrical malfunction is considered too high to warrant the risk. One individual should remain with the disabled person, if this can be done without unreasonable personal risk. Others should evacuate the building and advise of the location of the persons remaining in the building so that the evacuation may be used to move persons with disabilities.

In most university buildings the safest area is the basement. If a basement is not available, occupants should move to the central portion of the building on the lowest floor possible, away from outside walls and glass. Large, unsupported roof structures, as typically found in auditoriums and gymnasiums, should be avoided. Personnel should anticipate the tornado warning will extend for a significant time, perhaps thirty (30) minutes or longer. A battery-operated radio tuned to any local AM or FM station will provide current weather information. Personnel should not leave shelter until a period of at least ten (ten) minutes has elapsed without the sounding of the alert sirens, or the local news media announce an “all clear.” Please contact the Office of Environmental Health and Safety here at The Ohio State University for more information.

http://www.ehs.ohio-state.edu/
## Important Dates

### Autumn 2004
http://www.ureg.ohiostate.edu/ourweb/scheduling/SchedulingContent/au04dates.html

### Winter 2005
http://www.ureg.ohio-state.edu/ourweb/scheduling/SchedulingContent/wi04dates.html

### Spring 2005
http://www.ureg.ohio-state.edu/ourweb/scheduling/SchedulingContent/sp04dates.html

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 22</td>
<td>First day of classes for Autumn Qtr. 2004</td>
</tr>
<tr>
<td>September 24</td>
<td>Last day to add an Autumn Quarter course without instructor’s written permission. (Advisor signature required for graduate students after this date)</td>
</tr>
<tr>
<td>October 1</td>
<td>Last day to add an Autumn Qtr course without written permission of instructor and dept chair.</td>
</tr>
<tr>
<td>October 6</td>
<td>Deadline for Autumn Quarter students to withdraw from or enroll in and pay for Student Health Insurance.</td>
</tr>
<tr>
<td></td>
<td>Last day to register for Audit option for Autumn Quarter.</td>
</tr>
<tr>
<td></td>
<td>Last day to register for Pass/Non-Pass for Autumn Quarter (undergraduates only).</td>
</tr>
<tr>
<td></td>
<td>Last day to add an Autumn Quarter course without petitioning (Third Week Rule).</td>
</tr>
<tr>
<td></td>
<td>Last day to drop an Autumn Quarter course without a “W” on your record.</td>
</tr>
<tr>
<td></td>
<td>Last day to drop an Autumn Quarter course without permission.</td>
</tr>
<tr>
<td>November 5</td>
<td>Last day to drop a course/ withdraw from Autumn Quarter without petitioning.</td>
</tr>
<tr>
<td>November 11</td>
<td>Veterans' Day observed--no classes, offices closed.</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
</tr>
<tr>
<td>--------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>November 25</td>
<td>Thanksgiving Day – no classes, offices closed.</td>
</tr>
<tr>
<td>November 26</td>
<td>Columbus Day observed – no classes, offices closed.</td>
</tr>
<tr>
<td>December 3</td>
<td>Last day of regularly scheduled classes. Begin e-mail notification of Autumn Quarter grades to graduating students.</td>
</tr>
<tr>
<td>December 6-9</td>
<td>Mon-Thu Final Examinations.</td>
</tr>
<tr>
<td>December 12</td>
<td>Autumn Commencement</td>
</tr>
<tr>
<td>December 14</td>
<td>Begin e-mail notification of Autumn Qtr grades to non-graduating students.</td>
</tr>
<tr>
<td>December 23</td>
<td>Christmas Day observed – no classes, offices closed.</td>
</tr>
<tr>
<td>December 24</td>
<td>President’s Day observed – no classes, offices closed.</td>
</tr>
</tbody>
</table>