



What is the syllabi archive project?

The Teaching Effectiveness Committee agreed upon the need for the creation of an electronic syllabi archive that would be easily accessible to faculty, staff and students upon request. In the past, paper copies of quarterly syllabi have been housed in the Associate Dean's Office. Beginning Autumn Quarter 2009, the Associate Dean's Office began collecting **only** electronic copies of syllabi. Any faculty, staff or student may obtain a syllabus by emailing Janet Anderson at anderson.1782@osu.edu.

What is the purpose of storing syllabi?

Syllabi are often needed by students wishing to transfer credit taken at OSU to other institutions. In other cases, students are unsure of which course to take and use the syllabus to determine whether or not they want to take said course. In addition, faculty members teaching a new course may wish to look at the syllabi for that class from previous terms to help them in planning for teaching a course.

Why store them electronically?

Electronic storage saves space and speeds up the process of obtaining the needed materials. Syllabi can be sent to recipients as email attachments in very little time.

How will this process work?

- Each quarter, an email notification will be sent to remind everyone to send their syllabi to syllabus@lima.ohio-state.edu.
- Each instructor will need to save each syllabus and its accompanying materials as one **pdf** document. That pdf must be named in a standard format (see below). If an instructor is teaching several classes, he/she will need a file for each class.
- Instructor will attach the saved document to an email and send the email to syllabus@lima.ohio-state.edu.

How do I name my pdf files?

All syllabi uploaded must be named according to this specific format:

Year_Quarter_Department_Course#_Instructor

- Year needs to be four digits: ex. **2009, 2010, 2011**

- Quarter should be spelled out and in capital letters ex. **AUTUMN, WINTER, SPRING, SUMMER**
- Department should be selected from the list below to keep it uniform with SIS department headings
- Course# should include any mode designations such as: DL(distance learning), CT(computer taught), H(Honors) etc.
- Instructor needs to be listed with a last name and a first initial (LastF)

Example: 2009_AUTUMN_MUSIC_345.01_SherrickM

Or

Example: 2010_WINTER_HISTORY_111H_MeyerT

SIS Standard Department Headings

ACCTMIS	BIOCHEM	CHEM	ECON	HDFS	PCMB	SOCWORK
AEDECON	BIOLOGY	CLAS	EDUPAES	HIMS	PHILOS	SPANISH
ALLIMED	BUSADM	COMM	EDUPL	HISTORY	PHYSICS	STAT
ANTHROP	BUSFIN	COMPSTD	EDUTL	HUMNNTR	POLITSC	THEATRE
ART	BUSMGT	CONSCI	EEOB	JAPANESE	PSYCH	USAS
ARTEDUC	BUSMHR	CSE	ENGLISH	MATH	PUBHEPI	
ARTSSCI	BUSMKTG	CSFMFNS	FRENCH	MOLGEN	RUSSIAN	
ASTRON	BUSML	EARTHSCI	GEOG	MUSIC	SOCIOL	