(First Year Seminars)

INSTRUCTIONS AND PROCEDURES FOR NEW COURSE PROPOSALS

Below are instructions and procedures regarding the process for getting new courses approved. Please read this information thoroughly before filling out the form.

I. The Committee on Academic Affairs will only consider proposals submitted electronically. Course proposal forms available on the web site [http://campus.hws.edu/adm/forms/](http://campus.hws.edu/adm/forms/).

   A. Complete Sections A, B, and C. Section D will be completed by the COAA after action is taken on the proposal. BE SURE ALL APPROPRIATE SIGNATURES APPEAR ON THE FORM before submission. All proposals must be completed electronically. Submit completed form to the Registrar.

   B. After the Registrar has determined that all necessary information and signatures are included, he proposes the new course to COAA for review.

II. Administrative procedures following COAA action.

   The COAA acts on the proposal and the Registrar records the action on the “New Courses Approved by COAA” page on the Registrar’s website. The instructor of the course and department chair are informed of the decision.

III. Procedure following course approval.

   After the course is approved, the Registrar’s Office will load the course and the course description into the PeopleSoft System.
FIRST YEAR SEMINAR COURSE PROPOSAL (Rev. 3/3/16)
All proposals must be completed electronically.

First Year Seminars vary greatly in content, but they all share some characteristics:
1. They are small group learning experiences.
2. They introduce students to interdisciplinarity.
3. They require substantial amounts of and support students’ abilities in: Reading and writing
   Participating in discussions, and public speaking, and
   Critical thinking.

A. FSEM information.

This form is for all new First Year Seminars to be taught in ______________________

1. Seminar Title: __________________________ Course Number:___________
   Short Title:___________________________________
   (MAX OF 30 CHARACTERS ONLY)

2. Course Instructor(s): Each person listed below will teach this course in the fall.
   NOTE: If this is a group proposal, designate one of the instructors as the liaison with
   Academic Affairs and place the name by the asterisk.
   *

3. Course description and catalog copy. (Please attach a fuller description if needed.)

4. Readings and other materials:
5. Choose one of the following time periods:  
   _____ 5 (M/W/F 12:20PM – 1:15PM)
   _____ 6 (M/W/F 1:55PM – 2:50PM)
   _____ 6A (M/W 1:25PM – 2:50PM)
   _____ 6A (W/F 1:25PM – 2:50PM)
   _____ 8 (T/R 8:45AM – 10:10AM)
   _____ 9 (T/R 10:20AM – 11:45AM)

B. Course Learning Objectives.

Please comment on each of these items that address the goals of the first year seminar, and the goals of the curriculum:

1. Comment on how the assigned readings for the course meet the goal of “substantial.”

2. Describe the nature and amount of writing that will be required. What methods will be used to help students develop college-level writing?

3. What methods will be used to help students speak confidently about course content during class discussion and presentations?

4. Indicate the interdisciplinary features of this course.
5. What key questions will you address in your FSEM?

6. What evidence will demonstrate that you have achieved your learning objectives?

7. Does your course have a service-learning/civic engagement component? Please describe.

8. Will your seminar be paired with another course? Explain.

9. Do you plan to have a Teaching Colleague? A Writing Colleague? A Service Learning Colleague? Please indicate.

C. Signatures required for COAA approval:

__________________________________________  ________________________
FSEM Instructor Signature                        Date
Print Name of FSEM Instructor

Instructor’s Dept/Program Chair Signature __________________________ Date ____________

Print Name of Instructor’s Dept/Program Chair

Print Name of Instructor’s Dept/Program

Associate Dean of Faculty for the FY Program

D. Action of the Committee on Academic Affairs:

   Approved ______________ Not Approved ______________

   Revise and resubmit ______________

   (Signature) Chair, Committee on Academic Affairs Date ____________

   Additional Remarks: