First Year Seminar Course Proposal

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 are available on the website.**

   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 submitting to the Registrar.
       PLEASE USE ELECTRONIC SIGNATURE **(Email approval or PDF scan of signature.)**
   B. All proposals must be completed electronically and submitted to the Registrar.
   C. After the Registrar has determined that all necessary information and signatures are included, the course proposal will be reviewed by the Committee on Academic Affairs.

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
All proposals must be completed electronically.

PLEASE USE ELECTRONIC SIGNATURE (**Email approval or PDF scan of required signatures.) Be sure all signatures are included BEFORE submitting proposal to the Registrar.**

All FSEM instructors are asked to design courses that help HWS first-year students (last year's FSEMS can be seen here https://www.hws.edu/first-year-experience/first-year-seminars.aspx):

1. Strengthen written communication through process-based writing (supported by a writing colleague whenever possible and/or desired by the instructor)
2. Develop and exercise critical thinking skills, especially in relation to course texts
3. Gain or further develop an active, reflective and socially-aware approach to their own learning
4. Gain or further develop knowledge, strategies, and abilities needed to accomplish their HWS academic work, including how to access resources
5. Develop relationships and connections across campus (supported by a First-Year Mentor)

A. FSEM Information

Term to be first offered: Fall, Year:

1. Seminar Title (Please consider a short attention grabbing title that will catch the interest of incoming students):
2. Course Number:
3. Short Title (**Max of 30 characters only**):

4. 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 an asterisk by the name.

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

6. Choose one of the following time periods:
_____ Period C5: TR 8:40AM-9:40 AM F 1:10 PM-2:10 PM
_____ Period C9: TR 8:10AM-9:40 AM

B. Course Design

1. What key questions will be addressed in the course?

2. What are the student learning objectives for the course? (Revised as needed, these learning objectives also should appear in the course syllabus and can be used as the basis for the end of term student learning feedback form.)
   a. Please include both skills/abilities objectives and content objectives.
   b. Please ensure that objectives are specific, precise, and able to be evaluated.
   c. The FSEM program is a writing focused course for all first-year students, based on faculty passions and process-based writing. In the FSEM program, students will:

      1. Strengthen written communication through process-based writing (supported by a writing colleague whenever possible and/or desired by the instructor)
      2. Develop and exercise critical thinking skills, especially in relation to course texts
      3. Gain or further develop an active, reflective and socially-aware approach to their own learning
      4. Gain or further develop knowledge, strategies, and abilities needed to accomplish their HWS academic work, including how to access resources
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3. What instructional methods will assist students in reaching these objectives?

4. What kind of evaluation methods will show that students have achieved the learning objectives/goals for the course?

5. Please list potential readings and other relevant course materials.

C. Signatures <u>required</u> for COAA approval. *PLEASE USE ELECTRONIC SIGNATURE **(Email approval or PDF scan of signature.**

_____   _____

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: