Freshman Seminar Fact Sheet
Application Deadline: January 10, 2011

The Freshman Seminar Program invites University of Oregon faculty members to submit proposals for innovative courses designed to enhance the first-year experience of UO students.

What is a Freshman Seminar?
Unlike large lecture courses, seminars emphasize active discussion involving all participants and develop a sense of community among students with similar interests. The three or four-credit seminars have a class size of twenty-three or fewer and are offered fall, winter, or spring term. Students may take the course either for a grade or pass/no-pass.

What are the goals of the Freshman Seminar Program?
* Reinforce critical reasoning, reading, writing, and speaking skills
* Emphasize active discussion involving all participants
* Develop mentor relationships between students and faculty members
* Develop a sense of community among students with similar interests

Who is eligible to enroll in a Freshman Seminar?
The courses are open to all incoming undergraduates in their first year of university or college study after high school graduation. Students may enroll in more than one Seminar within the same term and/or academic year.

Who is eligible to apply for Freshman Seminar Funding?
Faculty members from every discipline and department are encouraged to propose seminars. Current and emeritus faculty must have an appointment in a sponsoring department in order to teach a Freshman Seminar. Proposals must receive approval from the head of the department in which the course is taught and in which the faculty member has an appointment (often the same).

How do I submit a proposal?
Please review the program’s guidelines and sample syllabus. Then fill out the enclosed proposal cover sheet and develop a syllabus as described below. Send completed proposals to Freshman Seminars, First-Year Programs, 470 Oregon Hall, by Monday, January 10, 2011 or by fax to 346-6204. Proposal forms are on the web at http://firstyear.uoregon.edu/FYP_Pages/FYP_FreshSem_CallForProposals.html Awards are made in early February 2011.

If you have questions about the application process, please contact Michael Atkinson, GTF Freshman Seminar Coordinator (346-1136; freshsem@uoregon.edu)

What is the compensation policy?
Total compensation for a three or four-credit course is $6,000 + OPE, except for Health Insurance, if taken as pay. Any health insurance costs are paid by the faculty’s home department. Two faculty members co-teaching a Freshman Seminar may choose to split the compensation.

For detailed information, please see First-Year Programs Compensation Policies at http://firstyear.uoregon.edu/FYP_Pages/documents/PolicyProcedures2009-10.pdf
Note: Course cancellation can occur if a course fails to achieve a minimum enrollment of ten students. Its status is reviewed with the instructor immediately following the end of the registration period.

What kinds of courses are supported?
Course selection is competitive. Successful Freshman Seminar proposals should first and foremost focus on the following elements, which exemplify the philosophy and goals of the Freshman Seminar Program:

* Emphasis on high-quality instruction in a setting that promotes interaction between professor and students
* Clear academic substance
* Appropriateness for first-year students
* Course content that sharpens the written, spoken, and critical reasoning skills of students and includes a variety of academic readings
* A teaching environment that promotes class discussion, helps integrate students into the campus community, and is conducive to a mentoring relationship

How are courses evaluated?
The First-Year Programs Advisory Board reviews all new proposals and makes recommendations on acceptance or revision of course syllabuses. Previously accepted courses are reviewed every three years and may receive additional recommendations from Board members.

Preference will be given to new proposals in order to include more faculty members in the program and to vary the course offerings. Previously offered courses may receive expedited review but should include all pertinent information as described on the proposal form. It is important that we receive an updated syllabus.

Faculty who are proposing a Freshman Seminar for the first time should be aware that Board members look closely at the structure and substance of writing assignments, type of final project, evidence of teaching methods that involve discussion and critical thinking, and provision of context through reading.

Course Proposal Requirements
1. Proposal Cover Sheet (form included below)

2. Draft copy of the syllabus (which must include ALL of the following elements)

   * Course description. Describe the course’s purpose and content in one to three paragraphs.

   * Course structure. Provide descriptions of primary class activities. Consider a variety of methods besides lecturing (workshop, films, readings, guest lecturers, field trips, writing [reports, essays, journals, critiques], oral presentations.

   * Tentative course outline by week. Board members will evaluate the pace and density of material covered. When possible, include reading sources and page numbers.

   * Course requirements. List criteria and expectations for readings and projects.
Board members will look for a set of assignments that will hold students accountable and develop their skills. Consider reading that will give students an appropriate background for your topic; try to focus on an amount of reading that students can reasonably process in the time you allow. Consider several short writing assignments instead of a larger final writing project. Include an opportunity for students to turn in a draft of any longer assignment for comments.

* **Grading structure.** Percentage of grade based on class discussion, attendance, and activities described above.

For more detailed suggestions, please see our Tools for Faculty page [http://firstyear.uoregon.edu/FYP_Pages/FYP_InfoForFaculty.html](http://firstyear.uoregon.edu/FYP_Pages/FYP_InfoForFaculty.html)
Instructor’s name: ______________________ Phone: __________________

Email: ______________________ Department: ______________________

Academic appointment (instructor, asst. prof., OA, etc.) ______________________

Adjunct Instructors: Are you currently in the hiring pool for your department? __________

Subject code: ______ 199 Course title: ____________________________

Scheduling preferences
Rooms are typically assigned by the Office of the Registrar. If you plan to schedule a room yourself, indicate the building and room number and reserve it through your department.

Classes must be scheduled during standard meeting times and must not cross time zones. (see http://registrar.uoregon.edu/common/classscheduleproc.htm) If you are NOT using a department-controlled room, please provide two scheduling preferences.

ROOM RESERVATION:    ____ Registrar ____ Dept

TERM: ___________ TIME: ___________ DAYS: ___________ ROOM: ___________

TERM: ___________ TIME: ___________ DAYS: ___________ ROOM: ___________

Course is to be taught… (check one)

___in-load  ___out-load

Have you taught a Freshman Seminar previously?    Yes    No

Have you taught this Freshman Seminar before?    Yes    No

Approvals
The signatures below confirm that the faculty member has the approval of the department offering the seminar and the department in which the faculty member has an appointment.

Instructor

________________________  ______________________  Date: ____________

signature            print

Department head

________________________  ______________________  Date: ____________

signature            print

Dean (out-load salary payment only)

________________________  ______________________  Date: ____________

signature            print

Budget manager: ______________________ Phone: ______________________

Signature

Proposals without ALL signatures will not be accepted