Freshman Seminar Fact Sheet
Application Deadline: January 12, 2009

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-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 12, 2009 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 2009.

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

What is the compensation policy?
Compensation for the 3-credit course is $6,000 + OPE.

Department heads approve the designation of courses as in-load (part of a regular teaching load) or out-load (as an addition to a regular teaching load).
* In-Load: If a faculty member teaches in-load, the funds go to his or her department, which uses the funds to help meet its instructional mission (such as hiring a replacement instructor for the course the faculty member would otherwise teach).

* Out-Load: If a faculty member teaches out-load, Faculty Support Payments may be taken either as salary or professional development funds. FSP salary payments will have withholding and OPE taken out first.

For more info: http://firstyear.uoregon.edu/FYP_Pages/FYP_PaymentInformation.html

**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. After three years, previously accepted courses enter a pool of review 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.

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.

* If you would prefer to teach the class in one weekly three-hour meeting please provide written justification.

For more detailed suggestions, please see our Tools for Faculty page http://firstyear.uoregon.edu/FYP_Pages/FYP_InfoForFaculty.html
Instructor’s name: __________________________  Phone: __________

Email: ___________________________  Department: ____________________

Academic appointment: ____________________  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: ____________