The First Year Seminar Committee is soliciting proposals for new First Year Seminars for the 2015–2016 academic year. Proposals are due by Tuesday, February 17, 2015 and should be emailed to Tammy Griffin (burketj@wfu.edu) in the Dean’s Office.

**FYS Proposal Guidelines**

Please organize your two-page proposal as follows:

1. **Title and Brief Description** of your seminar.

2. **Goals**: describe how the proposed seminar fulfills the intent of the First Year Seminar (see below).

3. **Content**: please provide a tentative list of reading, writing, and oral assignments, as well as other requirements for the course. Please provide page or word counts for written assignments.

4. **Format**: describe how the course will be conducted (what pedagogical methods will be employed).

5. **Chair/Appropriate Program Director Endorsement**: A signature of approval from your chair or program director should appear at the top of the first page of the proposal. Typically the chair/Program Director will email the proposal to Tammy Griffin (burketj@wfu.edu) along with a statement indicating he/she approves the proposal.

6. **Semester(s)** in which you plan to offer your seminar and how many sections you plan to teach. Please note that classes that meet two or three times a week are preferable to those that meet just once a week.

7. **Synopsis**: on a separate, third page provide a brief two to four sentence summary describing the course (for dissemination to prospective students).

8. **College Course Enhancement Fund**: If there are out-of-class events and associated expenses that would enhance the overall academic content of the FYS, faculty are encouraged to review the College Course Enhancement Fund at [http://faculty.college.wfu.edu/files/2014/09/college-course Enhancement Fund_0812.pdf](http://faculty.college.wfu.edu/files/2014/09/college-course Enhancement Fund_0812.pdf) for its applicability to the request.
9. If you are interested in having the development of your First Year Seminar supported
through either the Center for the Study of Capitalism, the Office of Entrepreneurship and
Liberal Arts, or another source, you must first complete and submit your application for the
First Year Seminar (details herein). Once your FYS is approved by the FYS Committee,
the appropriate Center will then consider the proposal for funding support.

Recommendations made in 1995 by the Committee on Academic Planning suggest that First
Year Seminars should include “intense intellectual interchange, both written and oral, in a
seminar setting in which all participate...in critical thinking and analysis of arguments.
[Seminars] should include discussion and debate on issues, examination of opposing
viewpoints...and written and oral assignments that force students to make explicit their
ideas and thoughts...” These recommendations further state that the First Year Seminar
“should not be simply construed as a scaled-down lecture class.”

Please note that requests by the First Year Seminar Committee for clarification or revision of
proposals have often resulted from lack of prior departmental/program approval; omission or
inadequate specificity with respect to reading and writing assignments; insufficient information
regarding pedagogical method (particularly the opportunities for discussion anticipated for the
course and how these will be evaluated); or uncertainty regarding possible overlap with other
courses, especially divisional requirements. The evaluation survey completed by students at the
end of their First Year Seminars asks them to assess how the course improved their skills in the
following areas: reading, writing, critical thinking, the ability to discuss and debate, and the
ability to do research. Because the survey is quantitative, faculty may prepare their own
qualitative survey if additional feedback from students is desired.

As a committee, we have learned and student evaluations confirm, that students learning to
improve their writing benefit most from feedback that they get immediately following an
assignment, coupled with advice and criticism at the draft stage. This helps students master a
clear writing style, topic development, and critical thinking in manageable pieces, and we
believe this leads to better outcomes in critical thinking and writing for the seminar. One way
to do this is to assign several short papers; another is to assign a longer term paper but to design
into the course structure several opportunities for students to obtain feedback over the course of
the semester. First Year Seminars should include at least twenty pages of finished written
work during the semester. Informal writing assignments, like journals, free-writing, and
responses to readings, while encouraged, do not count toward the twenty page
recommendation.

We strongly recommend that those teaching First Year Seminars schedule one or more library
instructional sessions for their students. The First Year Seminars are an effective way of
introducing library research and classroom tools to first year students. Please contact Bobbie
Collins, Librarian – Research and Instruction, at collinsb@wfu.edu or ext. 4654 to schedule a
session.

Copies of these guidelines, along with the student evaluation form and sample proposals are
available on the Teaching and Learning Center’s web page at www.wfu.edu/TLC under
Teaching at Wake Forest.

If you have any questions regarding the development of your proposal, please contact Anne
Boyle at boyle@wfu.edu (x 5400).