

(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/>).***
 - 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. Submit completed form 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 (Rev. 2/12/19)

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.

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:

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. *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: