First-Year Seminar Proposal

Name:

Department:

Semester/Year: Fall17 ☐ Winter18 ☐ Fall18 ☐ Winter19 ☐

Seminar Title:

Brief Description: This should be suitable for both the FYS website and Web Advisor. (Please remember to be both **informative** and **engaging**. This is what students will read to decide which seminar to take). Maximum length 10 lines.

Has this seminar been offered in the past? Yes: ○ No: ○

Have you offered other seminars in the past? Yes: ○ No: ○

Full Description: This should include learning objectives, activities and pedagogical approach. FYS is based on active learning and are not lecture- based. Please take into consideration the **University of Guelph Undergraduate Learning Outcomes**.

Method of Evaluation: Normally examinations are not used in first-year seminars. Please consider opportunities for student feedback early in the semester.

Scheduling Information: Seminars are generally scheduled to meet for 80 minutes twice per week or for a three-hour slot during the daytime or the evening (7:00-9:50). Please indicate your 1st and 2nd choices with these drop down menus. We will do our best to accommodate your preferences.

Two 80 Minute Classes	**1st Choice**	Tuesday/Thursday 10:00-11:20	**2nd Choice**	Tuesday/Thursday 10:00-11:20
or a Three Hour Class	**1st Choice**	Monday Daytime	**2nd Choice**	Monday Daytime

Please indicate your status:
Faculty ◉ Retired Faculty ○ Adjunct Faculty ○ University Staff ○ External ○

Applications by faculty members to teach a First-Year Seminar requires approval from their Chair/Director, according to one of the following arrangements (choose one):

◉ The seminar will be part of the instructor's normal teaching load; i.e. incorporated into the normal Distribution of Effort (DOE). No additional payments to the instructor or the department.

○ The seminar will be offered as overload teaching, for which the instructor will be compensated.

○ Sessional support requested to cover the release of the instructor from a scheduled course.

○ No additional compensation is required (for senior administrators etc.).

Please arrange for the Chair/Director to send email approval and confirmation of which of the above arrangements will pertain, to the Director of the First-Year Seminar Program in c/o Kim McCaughan at **fys@uoguelph.ca**.

Seminars cannot be confirmed until such approval is received.