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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | NAME: |  | | | | | | |
| DEPARTMENT: |  | | | | | | |
| TERM OFFERED: | FALL 2015 | | |  | SPRING 2016 |  | | |
| Are you teaching the FYS as an overload? | Y | N | Are you interested in attending a 1-day, end of term, paid writing workshop for faculty? | | | Y | N | Are you applying for grant money through FCT for this FYS? | | Y | N | |
| Department Chair approval to offer this course as part of your faculty load | | | | *(In lieu of a signature, electronic approval may*  *be sent to* [*WPC@muhlenberg.edu*](mailto:WPC@muhlenberg.edu)*)* | | | | | | | | |

Proposal to offer a First-Year Seminar

This form should be completed for all new and returning first-year seminar courses. First-year seminar proposals will be reviewed and approved by the Writing Program Committee. We understand that your proposal may be in the preliminary stages of development, but this information helps us provide you with feedback and approval.Please submit this completed form to [WPC@muhlenberg.edu](mailto:WPC@muhlenberg.edu), by **Sunday, January 25, 2015.**

**If you have offered this first-year seminar at the college in previous years**, please provide:

|  |  |  |
| --- | --- | --- |
| * The title |  | |
| * The most recent semester the seminar was offered | |  |
| * The most recent syllabus. *The syllabus may be attached in lieu of the information requested below, or you may provide the information and receive feedback from the Writing Program Committee*. | | |

**If you are seeking approval for a new first-year seminar**, please provide:

* A Working Title of Seminar
  + Compose a working title that you think will be appealing to incoming students while also emphasizing the academic focus of the course.
  + Please Note: Titles longer than 24 characters will be abbreviated on course schedules and student transcripts.
* Catalog Description of Seminar
  + In 200 words or less, please explain the seminar's focus, including the major questions that you will address and a few of the texts that you plan to read.
  + A sentence that describes the kind of writing you plan to do in the course would be helpful.
* Proposed Reading List
  + First-year seminars must include rigorous, college-level reading. Students need to learn how to negotiate academic texts.
  + Please note that films cannot substitute for readings.
* A brief discussion of how writing will shape the pedagogy of your course
  + What kinds of writing assignments do you envision and how many?
  + Please see the attached Guidelines & Best Practices for Teaching First-Year Seminars for more information.

All faculty developing a *new* first-year seminar are welcome to apply for summer grants through the Faculty Center for Teaching. Faculty who apply for grants are invited to ask the Writing Program Committee to write a letter articulating why development of the FYS merits institutional support.