

Dean of the College

**DATE:** NOVEMBER 20, 2008

**TO:** WAKE FOREST UNIVERSITY FACULTY

**FROM:** THE FIRST YEAR SEMINAR COMMITTEE:  
Jennifer Burg (chair), Sally Barbour, J. K. Curry, Kline Harrison, Simeon Ilesanmi, Paul Ribisl, Eric Stone, and Paul Orser (nonvoting member)

**RE:** PROPOSALS FOR FIRST YEAR SEMINARS – FALL 2009 AND SPRING 2010

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The First Year Seminar Committee is soliciting proposals for new First Year Seminars for the 2009–2010 academic year. **Proposals are due by January 26, 2009 and should be sent to Paul Orser 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.
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).

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