

Texas A&M University
First Year Seminar – UPAS 181
Course Proposal Instructions
• Course Syllabus is required for all proposals •

- Item 1.** Name of instructor who is submitting the proposal with contact information and the department – please do not abbreviate.
- Item 2.** Complete title of course. The course number, UPAS 181, will be assigned in the review/approval process.
- Item 3.** Course description must not be more than 50 words long, and consist of short phrases connected by semicolons; use commas to separate a series.
- Item 4.** Indicate how the course will be evaluated: pass/fail or letter graded
- Item 5.** A stipend for professional development is available. However, proposals will be considered from faculty and staff who are not seeking the stipend.
- Course Syllabus** Attach the course syllabus that describes how the course topic and assignments will address the FYS course program goals and learning outcomes.

The course syllabus should contain the minimum syllabus requirements as listed at <http://ucc.tamu.edu/syllabus.html>. Instructors are encouraged to use the syllabus template also found at this Web site.

Approvals Submit the completed proposal form to the Office of the Dean of Undergraduate Programs and Academic Services for review and approval **without** signatures.

Proposal Review Course proposals will be evaluated on the alignment to the FYS program objectives and the strength of out-of-classroom experience. Selected courses will be announced by March 13, 2009.

Proposal Submission Submit a **paper copy** of the course proposals for review addressed to:
FYS Course Proposal Review
TAMU 1125

Contacts Questions about the *First Year Seminar Program* can be addressed to
Vanessa Díaz de Rodríguez, Ph.D. or Kristin Harper
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862.8974 845.3210

Deadline for proposal submissions is Friday, March 6, 2009