



**VI. Biographical Sketch:** Attach a brief (100 words or less) biographical sketch to be used in the FYS brochure that includes something about you, your research activities, publications, or other information that might be of interest to students who are considering registering for your course.

**VII. GFR Credit:** Complete the Undergraduate Council's GFR Request form.  
(<http://www.umbc.edu/ugc/forms.html>)

**PLEASE NOTE: The one-page course outline you are providing the FYS Committee can be submitted as the "syllabus" requested by the UGC.**

**Send All Documentation, which should include:**

- I. General Information**
- II. Course Description**
- III. Primary Teaching/Learning Formats**
- IV. Course Outline with a Representative List of Resources**
- V. Support Statement from Department Chair (may be sent via email)**
- VI. Biographical Sketch**
- VII. Undergraduate Council's GFR Form if requesting this type of credit for your course.**

**TO: Barbara Smith**  
**Office of Undergraduate Education**  
**Administration Building. 1001A**  
[bsmith@umbc.edu](mailto:bsmith@umbc.edu)

**Deadline: Friday, December 7, 2007 for Fall 2008 and Spring 2009**  
**(Course descriptions for AY 2008-2009 received by this date will be included in the brochure.)**