
The information requested below is designed to address the typical questions posed by the FYS Faculty Review Committee and the General Education Program Committee. In addition, this information will be used in publicizing your course and the FYS Program. For best consideration, submit your proposal for Spring 2014 by Monday, September 16, 2013 and for AY 2014-2015 by Monday, January 27, 2014.

I. General Information:

Name: ________________________________

Course Title: ________________________________

Department: ________________________________

Telephone: ________________________________

Email: ________________________________

Signature: ________________________________ Date: ____________

I prefer to teach the seminar □ Spring 2014 □ Fall 2014 □ Winter 2015 □ Spring 2015

II. Course Description: Attach a brief (approx. 100-words) course description defining the purpose, content, and interdisciplinary nature of the course.

III. Teaching/Learning Format: Describe the primary teaching/learning formats and techniques you will use to insure that students maintain a high level of active participation in the course, which may include but are not limited to, opportunities for:

- Discussion
- Performances
- Research methods
- Field work
- Simulations
- Review of case studies
- Group projects
- Presentations
- Writing

IV. Preliminary Course Outline inclusive of your goals with regard to student learning outcomes and assessment: Provide a detailed outline that includes:

A. the course description.
B. your information as the instructor.
C. the major topics/themes/components to be covered in the course.
D. an indication of approximately how much time you will devote to each area.
E. course expectations.
F. a “representative” list of texts, media, articles, etc. that will be used in teaching the course.
G. a description of your assessment plan that used to determine how successful students were in meeting the course’s learning outcomes and objectives as well as the functional competencies selected.

V. Support Statement: Attach a brief statement of support from your department chairperson.

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. Additional Information requested for GEP Credit: Complete the General Education Program Committee’s Request form. (http://www.umbc.edu/undergrad_ed/fys/index.html) See form for more details related to your learning outcomes and assessment plan. The GEP is requesting a great deal more information in these areas.

PLEASE NOTE: The course outline you are providing the FYS Committee can be submitted as the “syllabus” requested by the GEP Committee.

Send All Documentation, which should include:

I. General Information
II. Course Description
III. Primary Teaching/Learning Formats
IV. Course Outline that includes student learning outcomes and a description of an assessment plan
V. Representative List of Resources
VI. Support Statement from Department Chair
VII. Biographical Sketch
VIII. General Education Program Committee’s GEP Form in order for your course be approved for meeting a general education program requirement.

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(Course descriptions for AY 2014-2015 received by this date are guaranteed to be included in the First Year Experience brochure.)