**First-Term Seminar**

**Proposal Instructions**

**The FTS Program:**

The faculty has approved guidelines for First-Term Seminar courses, which are listed in Section 1.2 of the Faculty Handbook (Yellow Pages):

<https://gustavus.edu/facultybook/documents/FacultyHandbook2012-13.pdf>

Courses approved to be First-Term Seminars **must** reflect the FTS philosophy and desired outcomes outlined in the Faculty Handbook. The guidelines for the FTS program were updated in 2009 and all faculty teaching in the FTS program should familiarize themselves with the new guidelines and structure their FTS courses accordingly. PLEASE REVIEW THESE GUIDELINES BEFORE SUBMITTING YOUR PROPOSAL.

**Expectations for FTS Courses:**

* All FTS courses will be taught by tenured or tenure-track faculty that have completed the FTS summer training workshop. (Faculty may apply to teach an FTS if they complete the summer training workshop before the FTS is offered)
* All FTS courses will emphasize critical thinking, writing, oral communication, and advising within the context of values. (Review the FTS program description on the website <https://gustavus.edu/fts/FTSProgramDescription.php>)
* All First-Term Seminars will meet at least twice per week for at least 150 minutes per week. Faculty have the option to meet more often (e.g. 2 two-hour sessions or 4 fifty-minute sessions), keeping within the schedule model used for the curriculum as a whole.
* FTS faculty will serve as academic advisers to students in their course until students declare a major.
* All FTS courses are designated as WRITI courses and, as such, must be approved by the Director of the Writing Across the Curriculum program. They must adhere to the guidelines specified for WRITI courses. These guidelines are listed in Appendix B of the Faculty Handbook (Yellow Pages): <https://gustavus.edu/facultybook/documents/FacultyHandbook2012-13.pdf>

**FTS Application Process:**

* Complete the FTS application form listed on the Curriculum Committee’s website.
* Submit the application form to [courseproposal@gustavus.edu](mailto:courseproposal@gustavus.edu) on or by March 8, 2013
* The FTS Director, WAC Director, and the Course Approval Subcommittee (CAPSUB) of the Curriculum Committee will evaluate the suitability of this course for inclusion in the FTS Program based on the FTS guidelines.
* You do **not** need to submit a separate WRITI application.
* This approval process is for this specific proposed course taught by this trained FTS instructor. Any instructor who wishes to change the topic of their FTS course must submit a new course proposal for review.

**First-Term Seminar**

**Proposal Form**

**INSTRUCTOR’S NAME:** Click here to enter text.

**COURSE TITLE:** Click here to enter text.

**COURSE DESCRIPTION:**

For use in June registration materials sent to incoming students and in the course description listed on WebAdvisor. All FTS course descriptions must begin with the following sentence:

1. This seminar introduces students to critical thinking and a discussion of values, and develops oral and written communication skills, through an investigation of…

Click here to enter text.

**FTS CRITERIA:**

1. Briefly describe how the proposed course will address issues of values or ethics.

Click here to enter text.

1. Briefly describe how the proposed course will help develop critical thinking abilities, including reasoning, the ability to explore assumptions and implications, the ability to consider multiple perspectives, and the ability to raise and find answers to questions.

Click here to enter text.

1. All WRITI courses provide students with opportunities to discuss writing related issues weekly. Students might discuss their own writing, specific writing assignments within the course, the work of those writers they read in the course, and issues related to writing in the liberal arts tradition. In the space below, please describe at least two strategies or exercises you will use to discuss writing issues in this course.

Click here to enter text.

1. All WRITI courses should foster a process-based approach to writing and require students to draft, revise, and edit at least three assignments that require formal writing from students. The lengths of those assignments can vary. Please describe three assignments that you might use in this course and highlight how revision of each will be encouraged.

Click here to enter text.

1. All WRITI courses should help students make appropriate rhetorical choices as writers, considering purpose, audience, and context. Please describe how you will address this criterion within at least two course assignments or class activities.

Click here to enter text.

1. All WRITI courses should provide students with opportunities to write informally but informal writing does not need to be graded. Please describe one or two examples of informal writing activities or exercises that your students will complete.

Click here to enter text.

1. Briefly describe how the proposed course will emphasize and incorporate the oral communication skills of discussion and oral presentation.

Click here to enter text.

1. Briefly describe how you plan to incorporate advising into your course to introduce students to the idea of the liberal arts and to the resources that the College has to offer.

Click here to enter text.

**OTHER INFORMATION:**

1. Preferred course meeting days and times (All First Term Seminars must meet at least twice per week for at least 150 minutes per week. Faculty have the option to meet more often (e.g. 2 two-hour sessions or 4 fifty-minute sessions), keeping within the schedule model used for the curriculum as a whole.): Click here to enter text.
2. All WRITI courses should be supported by the use of Andrea Lunsford’s *The* *Everyday Writer*. If your course requires use of a style manual other than *The Everyday Writer*, please include the title: Click here to enter text.
3. Is your department chair aware of your decision to teach an FTS? (check if yes)
4. Has a copy of this proposal been shared with your department chair? (check if yes)
5. Have you taught this course in a previous semester? (check if yes)
6. Have you taught a different FTS in a previous semester? (check if yes)

Submit this form to the Provost’s Office at the following email address: [courseproposal@gustavus.edu](mailto:courseproposal@gustavus.edu)