First-Generation Seminar Proposal Tips

1. The FYS proposal process can be initiated at https://ocpweb.ucdavis.edu/fys/

2. The automated system requires basic department information (e.g., contact information, co-instructor, department chair, course day and time). For **seminar title**, please list it as, First-Gen: [followed by your working title]

3. Five proposal components are required: (**1**) Seminar Description, (**2**) Educational Goals, (**3**) Assignments, (**4**) Grades, and (**5**) Instructors Bio(s).

   ➔ **Description:** Think of this section as light "advertisement" because some students may not read beyond this area—there are over 100 seminar offerings each quarter. As a first-gen seminar you want to connect with students at an experiential and topical level. Asking leading questions that build curiosity and connectivity (sense of belonging) that transitions into the overarching seminar theme and relevance is important. The seminar targets first-generation students, but some legacy students may also enroll in the course, which necessitates balance. A course description is typically 1-2 paragraph.

   ➔ **Educational Outcomes:** These are your learning objectives. The FYS program has established the following outcomes: (1) Develop effective communication skills, (2) Develop high cognitive skills, (3) Cultivate ethics, responsibility, honor, acceptance, respect, and empathy, (4) Develop focus and depth in one or more discipline, (5) Develop leadership skills, (6) Develop a global perspective, and (7) Prepare for lifelong learning. All 7 objectives <u>do not</u> need to be incorporate; select the relevant outcomes based on your intended purpose and population. We recommend integrating at least two of our learning objectives in partnership with your goals.

   ➔ **Assignments:** We strongly encourage interpersonal communications development (e.g., oral presentation, written paper, group project) to ensure a good academic foundation. Assignment details are important to establish student expectations and allows proposal reviewers to estimate the proposed course workload.
      - ✓ **2-credit** classes average 1-hour and 40-minutes in class and 4-hours outside of the class per week
      - ✓ **1-credit** courses average 50-minutes in class and 2-hours outside of class per week

      Therefore, out-of-class details related to the number of items to complete and the duration (e.g., 20-pages of reading per week, 5-page paper, 10-minute presentation) are important. We <u>do not</u> require detailed readings in your proposal; we <u>do not</u> permit comprehensive exams or quizzes.

➔ **Grading:** Include a percentage breakdown of the assignment totals (e.g., 20% participation, 30% paper).
- ✓ **P/NP**, note the grade of pass is awarded to students for coursework that otherwise would receive a grade of C– or better <u>or</u>
- ✓ **Letter grade**, note the traditional percentage breakdown: 100-90 (A+ to A-), 89-80 (B+ to B-), 79-70 (C+ to C-), 69-60 (D+ to D-), <60 (F). We do not allow for grade curves.

➔ **Instructors Bio(s):** This is an opportunity to highlight your first-generation background/journey and briefly share your area of interest and what you have been able to accomplish.

When building out your proposal, please be aware that students may not know the acronyms that may be familiar to you, so consider spelling them out the first time followed by the abbreviation (i.e., First-Year Seminar (FYS) to increase accessibility. Be sure to write the proposal narrative sections into a Word document as a safety precaution from which you can cut-n-paste during the submission process.

Once your proposal is submitted it is routed to the Department Chair for approval, upon approval it is sent to the proposal reviewers, and then forwarded to our Coordinator for final approval. If you have an approved academic space or conference room note this in the proposal, this also helps to ensure your ideal day(s) and time. Completed proposals are due by **June 1** in order to have your first-gen seminar available for summer orientation enrollment; **winter and spring deadlines will be announced later this year, but early submissions are always welcomed**.