Office of First Year Experiences 2017-2018 Request for New Course Proposals

The Virginia Tech Office of First Year Experiences (FYE) invites participation in first year experiences courses. Electronic applications will be accepted on a rolling basis, no later than **5:00 p.m. March 20th, 2017.** Funding will be announced spring semester.

Proposal Submission Instructions:
Submission Formatting: Separate Documents
1. Cover Sheet- PDF, completed signatures, File Name: CoverFYEProposal17-18_Course Prefix (CoverFYEProposal17-18_BCHM)
2. Course Tentative Syllabus- PDF, Draft syllabus, File Name: SyllabusFYEProposal17-18_Course Prefix (SyllabusFYEProposal17-18_BCHM)
3. Proposal Narrative – PDF, File Name: NarrativeFYEProposal17-18_Course Prefix (NarrativeFYEProposal17-18_BCHM)

Submit continuing course applications via email to Jennifer Culhane (jculhane@vt.edu)**.**

Overview of First Year Experiences @ Virginia Tech
FYE Programmatic Learning Outcomes:
- **Problem Solving**- the ability to design, evaluate, and implement a strategy or strategies to answer an open-ended question or achieve a desired goal.
- **Inquiry**- the ability to explore issues or topics through the ethical and responsible collection analysis and use of information as evidence that results in informed conclusions/judgments.
- **Integration of Learning**- the ability and disposition to make connections between ideas and experiences, and apply them to new learning situations within and beyond campus.

FYE Programmatic Goals:
- **Advising & Mentoring**
- **Campus Community**
- **Diversity & Inclusion**
- **Ethical Use of Information**
- **Effective Teaching & Learning Practice**

Eligibility
Academic units (departments, schools, colleges) are eligible to apply for FYE funding. College level knowledge of proposal submission will be demonstrated with signature of Associate Dean responsible for undergraduate student programs.

Funding
Funding for approved courses is to the college, school or academic department for fiscal and administrative oversight and must be used consistently with University and State policies. Examples of appropriate use of funds include, but may not be limited to, peer mentor/UTA support, GA support, Course Buyout, Summer Stipend, Professional Travel, Course Materials, Student Activities.

FYE Expectations
Funded FYE courses are expected to:
- integrate one of the learning outcomes of problem solving, inquiry, and integration of learning;
- demonstrate teaching and learning practice that support the FYE programmatic goals of: Advising & Mentoring, Campus Community, Diversity & Inclusion, Ethical Use of Information and Good Teaching & Learning Practice;

- partner with the University Libraries;
- utilize and/or partner with campus resources outside the academic unit (e.g. Student Success Center, Career Services, VT Engage, Intercultural Engagement Center, Undergraduate Honor System);
- integrate the university's common book

FYE Faculty Members are expected to:
- participate in ongoing FYE training and workshops;
- participate in ongoing programmatic assessment efforts.

Programmatic Assessment Components
- FYE Student Survey- faculty role to administer online survey
- FYE Administrative Unit Survey- faculty role to complete one online survey per course
- Finalized Course Syllabus submission- First Week of Classes
- Assignment Guideline submission- First Week of Classes

Application Organization
Proposals should be organized using the following guidelines.

I. **Cover Sheet:**
   Complete cover sheet with all required signatures

II. **Course Syllabus: Tentative Syllabus (final syllabus due first week of course)**
   Articulate FYE course requirements

III. **Proposal Narrative:** Provide a narrative that describes how the FYE programmatic goals will be met at the course level. Indicate each goal separately using italicized headers.

   I. **FYE Programmatic Learning Outcomes Supporting Documentation (~100 words)**
      Provide a narrative that briefly describes how the selected FYE programmatic learning outcome of focus for your course will be met and assessed at the course level. This section is discipline/major specific and should incorporate an assignment that supports good teaching practices in first year curricula.

   II. **FYE Programmatic Goals Supporting Documentation (~500 words)**
      Provide a narrative that describes how the FYE programmatic goals will be met at the course level. Indicate each goal separately using italicized headers.
      - *Advising & Mentoring:*
         i. Support the academic success and wellbeing of first year students
         ii. Introduce Pathways Planner
      - *Campus Community:*
         i. Support student knowledge of and engagement with the campus community and associated resources
         ii. Utilize and/or partner with at least one campus resource outside the academic unit
      - *Diversity & Inclusion:*
         i. Support an inclusive climate and curriculum
         ii. Provide opportunities for students to engage with diverse perspectives
      - *Ethical Use of Information:*
         i. Support educational efforts of Undergraduate Honor System & University Libraries
      - *Effective Teaching & Learning Practice:*

i. Participation in faculty development opportunities through CIDER & FYE

ii. Effective teaching practices integrated into the course design e.g. example of an assignment/student learning opportunity (Collaborative Learning Projects, Undergraduate Research, Service-Learning, Mentoring, Technology)

III.   University Libraries Partnership (~100 words)
Provide a narrative that describes how a university librarian partnership will be integrated in the course. (e.g. Undergraduate Research and/or Collaborative Learning project, In class instruction, Library tours/activities)

IV.   Integration of Virginia Tech Common Book (~100 words)
Provide a narrative that briefly describes how the Virginia Tech common book will be integrated in the course. (e.g. small group discussion, reflective writing assignments, interpretation of text, collaborative projects, attendance at common book campus activities)

V.   Funding Utilization (~100 words)
Provide a narrative that describes and gives rationale for the way funding will be utilized in your course. Do not include specific budget amounts, focus on the areas to be funded to enhance the FYE course in your major/department/college/school.

Cover Sheet Format

Course Information:
1. *Course Information*: *e.g. STAT 1004, CRN XXX, Learning from Data, 3 cr., Fall 2016*
2. *Estimated Number of Student Enrollment*: *XX*
3. *Course Description*: Provide a brief narrative that contextualizes the proposed course. This description must include a grounding in first year experiences (~100 words).

Lead Faculty Member(s):
1. *First & Last Name*: Provide each Faculty first and last name.
2. *Email Address*: Provide each Faculty VT email address.

Others involved in design and/or instruction:
1. *First & Last Name*: Provide each individual's first and last name.
2. *Email Address*: Provide each individual's VT email address.

Signatures:

Lead Faculty Member(s) responsible for course:

_____

Printed First & Last   Signature   Date

_____

Printed First & Last   Signature   Date

School/Department Head:

_____

Printed First & Last   Signature   Date

Associate Dean:

_____

Printed First & Last   Signature   Date

University Libraries Partner(s):

_____

Printed First & Last   Signature   Date

Additional University Partner(s):

_____

Printed First & Last   Signature   Date