

Department/Program/College Guidelines for Freshman Seminars (course number 87)

Request for Course Approval

Most Departments, Programs, and Colleges have an approved Request for Course Approval form on file. If your unit does not and would like to offer a Freshman Seminar, please follow the steps below.

- Departments, Programs, and Colleges interested in offering Freshman Seminars (course number 87), need to submit an initial Request for Course Approval form.
- Please deliver your Request for Course Approval form to Kevin Milligan, in the Scheduling Office.
- Please use the template provided on the Freshman Seminar website available at <http://academicaffairs.ucsd.edu/r/faculty/fsp.htm> for completing the Course Approval form. This template has been approved by CEP and will ensure timely processing. Only the highlighted areas on the template should be completed by each department, program, and college.

Submitting Individual Freshman Seminar Proposals

- For Freshman Seminar proposal deadlines and to submit a proposal, use the web proposal form located at <http://academicaffairs.ucsd.edu/r/faculty/fsp.htm>.
- The instructor proposing the Freshman Seminar; the Freshman Seminar staff contact for the proposed seminar's department, program, or college; and April Burcham in the Office of the Associate Vice Chancellor – Undergraduate Education will receive an electronic copy by email of the proposed seminar once submitted via the web form.
- Your Department Chair, Program Director, or College Provost must approve a new Freshman Seminar proposal after it has been submitted via the web form. This approval is transmitted by your Freshman Seminar staff contact. The Chair/Director/Provost should review the proposal from two points of view: (1) is the level appropriate for freshmen? (2) is the content appropriate to be offered in your department/program/college? The Chair/Director/Provost approval will be sent by the Freshman Seminar staff contact to April Burcham (aburcham@ucsd.edu, mail code: 0001, fax x2-0072).
- If a Department Chair or Program Director finds that the proposal is not appropriate for offering as a department/program Freshman Seminar, but thinks that it would be appropriate to be offered as a College Freshman Seminar, please forward the form to the Council of Provosts, c/o Trudy LaDue (mail code 0106). The Chair/Director's signature on the proposal form will indicate the department/program's support of the proposed seminar as a College Freshman Seminar.
- When the Office of the Associate Vice Chancellor – Undergraduate Education has received all proposals for the quarter, a list of the seminar titles, descriptions, and prerequisites will be submitted to the CEP Subcommittee on Courses for review. Once approved, the Freshman Seminar staff contacts will be informed and asked for scheduling

information (day, time, dates [8-10 contact hours], and location) that will be submitted to the Scheduling Office for inclusion in the Schedule of Classes for the appropriate quarter. Departments, Programs, and Colleges are responsible for securing a meeting location using department, program, or college space. The quarterly seminars list will also be posted on the Freshman Seminar Program web site located at <http://academicaffairs.ucsd.edu/r/faculty/fsp.htm>.

- Faculty and Freshman Seminar staff contacts will be informed of the successful completion of this process. If scheduling information is not provided by the time the seminars are published in TritonLink, students will be instructed to contact the department, program, or college to obtain this information.
- Any changes in Freshman Seminar scheduling must be sent via email to the Scheduling Office at registrar-scheduling@ucsd.edu with a copy to April Burcham at aburcham@ucsd.edu. April will confirm changes with the Scheduling Office to ensure the information is updated in the Schedule of Classes and on the Freshman Seminar website.

Department/Program/College Staff Contact

A Freshman Seminar staff contact should be assigned for departments, programs, and colleges, offering Freshman Seminars. This contact person will work with the Academic Affairs Senior Seminar staff contact, April Burcham, in the Office of the Associate Vice Chancellor – Undergraduate Education, on seminar programmatic details, and with the Scheduling Office on scheduling details.

Eligible Faculty

- General Campus and Scripps Institution of Oceanography:
 - Ladder Rank and Adjunct Faculty
 - Senior Lecturers with Security of Employment,
 - Lecturers with Security of Employment,
 - Senior Lecturers with Potential Security of Employment,
 - Lecturers with Potential Security of Employment

Warren 90 Seminars

- Effectively the new Senior Seminar Program will replace the Warren 90 seminars in almost all cases – with the possible exception of seminars that do not have “intellectual homes” in the academic departments, colleges, and programs of Academic Affairs.