**FYE COURSE PROPOSAL FORM**

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| --- | --- |
| Department/Program/College: |  |
| Proposed Course Instructor: |  |
| Instructor Email Address: |  |
| Target student audience (if relevant): |  |
| Course Subtitle (if any): |  |
| *Examples:* | *Health Career Interest or Honors Program or Pre-Education* |

# **Attachment Checklist**

1. Submission Form
2. Syllabus with Calendar (both included in sample syllabus)

# **Syllabus Content Checklist:**

*Note: In order for a course to be approved as a FYE course, STEP 1102, these common elements must be included in your syllabus.*

For consistency all FYE courses must have a set of common required elements. These elements are derived from UW student feedback, internal data, and national best practices. These elements will ensure that students have a common shared experience in their FYE courses. A full description of the common content is available in the [Course Guidelines](https://www.uwyo.edu/fye/_files/docs/1102-guidelines.docx) document.

For clarity, please refer to the Information and Guidelines document and Sample Syllabus as you read the following common elements. These are the items that should be on your syllabus:

* FYE Student Learning Outcomes (see [sample syllabus](https://www.uwyo.edu/fye/_files/docs/sample-syllabus-step1102.docx) or [course guidelines](https://www.uwyo.edu/fye/_files/docs/1102-guidelines.docx) for wording)
* Course Calendar including the common course content below:
  + Academic Skills Content (Learning about Learning):
    - Academic skills material (housed in the WyoCourses modules shared on the Commons, EPIC and use of SOAR) with a minimum of three reflections on the readings and/or media on the course calendar *OR*
    - Academic skills material covered in class and facilitated by the instructor with a minimum of three reflections on the readings and/or media on the course calendar
  + Campus Engagement Activities with Reflections (Brown & Gold Experience):
    - At least three activities with at least one being outside of the sponsoring program (if applicable)
    - These can be at the program, department, college, or university level, and they can include guest speakers or visits.
  + Wellness and Personal Growth Content
    - Wellness and Personal Growth material housed in the WyoCourses modules shared on the Commons, EPIC and use of SOAR. A minimum of three reflections on the readings and/or media are scheduled on the course calendar *OR*
    - Wellness and Personal Growth material covered in class and facilitated by the instructor with a minimum of three reflections on the readings and/or media scheduled on the course calendar.

**CHECKLIST OF COMMON CURRICULUM ELEMENTS**

* **COURSE LEARNING OUTCOMES on syllabus**
* **SEMESTER CALENDAR INCLUDING COURSE ACTIVITIES:**
* Three campus engagement activities with at least one being outside the sponsoring program
* Nine reflective writing activities
* Minimum required writing of approximately 3000 words (about 10 pages or equivalent in other media) over multiple assignments.
* Reflection rubric incorporated into syllabus.
* Final Project or Presentation
* Optional Course Activities: If you are targeting a specific student audience, highlight these additional lessons and activities as such in your syllabus.
* Grade weighting and points within target range of sample syllabus. Major changes to grading scale may prompt a conversation.

By signing below, I, the proposed FYE Instructor, am submitting a STEP 1102 Course Proposal which includes all of the required items as stated above. I have become familiar with the background, principles, benefits, and instructor qualifications of the University of Wyoming FYE course and have reviewed the sample syllabus before submitting this proposal.

Signatures:

|  |  |  |  |
| --- | --- | --- | --- |
| FYE Instructor: |  | Date: |  |
| FYE Coordinator: |  | Date: |  |
| LeaRN Director: |  | Date: |  |

# When all three signatures are obtained, the STEP 1102 will be loaded into the appropriate semester’s course schedule.