

The Ohio State University Freshman Seminar Program Guidelines
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Goals for the Freshman Seminar Program

- Provide first-year students opportunities for contact with faculty in small group-discussion settings.
- Offer an introduction to frontier areas of scholarly pursuit, allowing freshmen a glimpse of current topics of research and study.
- Introduce students to unfamiliar academic areas.
- Provide insight into how faculty pursue scholarship in their disciplines.

Instructional issues

- **Course Format:** The course is intended to be taught in a seminar format and to involve significant student participation. The seminars are offered for either one or two credit hours. Meeting times and places can be flexible, for example, seminars may meet less often for extended periods of time. Syllabi should reflect an appropriate amount of coursework outside class for a one or two-credit hour course, that is, a maximum of two hours of academic work outside of the classroom per week per credit hour. Seminars may receive the “S” (service learning) designation by completing the appropriate proposal as outlined on the Curriculum and Assessment Office website: <http://artsandsciences.osu.edu/currofc/>

- **Staffing:** Models for staffing the courses are flexible and might include a single faculty member or two faculty members, for instance team-teaching an interdisciplinary course. It is expected that there will typically be no more than two faculty teaching any individual seminar. With more instructors, students might not benefit from a sufficiently intense relationship with any individual faculty. Interdisciplinary offerings broaden student perspectives and we encouraged such seminars.

Faculty may choose to have a peer leader (usually a student who has taken the seminar in a previous quarter) who will assist with group discussions and planning. Peer leaders will be paid a stipend of \$150/credit hour and complete a contract with the Program office.

- **Grading:** Courses may be graded using a letter grades or Satisfactory/Unsatisfactory. Courses using letter grades are offered under a decimalized section of Arts & Sciences 137, whereas S/U courses are under Arts & Sciences 138.
- **Content Focus:** Seminars should introduce first-year students to areas of research, scholarship, and study within a specific discipline or across disciplines. (Seminars could be offered in the spring to offer exposure to the Denman Undergraduate Research Forum. These seminars might involve guest presentations by students and faculty involved in Denman projects, as well as a required presence at the Denman for enrolled students.)
- **Enrollment:** Seminars are open to all first-year students, and each student may enroll in only one seminar. Enrollment is capped at 18 with a minimum enrollment of 10 necessary to offer the course.

- **Course Evaluation:** Student feedback is a central part of the evaluation process, and faculty will be asked to distribute student evaluation forms specific to the Freshman Seminar Program. In addition, faculty will be asked to complete a Faculty Course Evaluation form.

Course Approval Process

- Proposals should include the following:
 1. A sample syllabus that includes the course goals, a brief description of the content, the distribution of meeting times, a weekly topical outline, a listing of assignments, grade assessment information (including whether the course will be graded by letter grades or Satisfactory/Unsatisfactory), the required textbooks and/or reading list, and the academic misconduct and disability services statements (sample statements can be found at <http://artsandsciences.osu.edu/currofc/resources.cfm>). Sample syllabi can be found at <http://freshmanseminars.osu.edu>.
 2. A brief biographical paragraph that includes the current research interests, teaching awards and honors, and undergraduate courses taught by the participating instructor(s). The paragraph will be included in materials for first-year students.
- Proposals will be reviewed by a Subcommittee of the Colleges of the Arts and Sciences Committee on Curriculum and Instruction. The membership of this subcommittee reflects both colleges within the Arts and Sciences and the professional colleges.
- Courses are approved with the understanding that approval is attached to the individual faculty member(s) submitting the proposal. If the course is to be offered in future quarters with a different instructor, it will need to be resubmitted.
- Once approved, faculty may offer their seminar more than once in an academic year and in subsequent academic years, as long as there is a demand for seminars. A current syllabus must be resubmitted to the subcommittee after a period of five years.

Compensation

- For the initial offering of a seminar, a \$2,500 stipend (\$1,000 of which is for course development) will be allocated to the instructor of each course, either as a cash stipend or research support, depending on the faculty member's preference for the initial offering of the seminar. For subsequent offerings of the seminar, \$1,500 will be awarded.
- If two or more faculty team-teach a course, the stipend will be divided between them.