

**The Ohio State University
Freshman Seminar Program
Proposal Sheet**

Course Information.

1. Attach a sample syllabus that includes the following. Sample syllabi can be found at <http://freshmanseminars.osu.edu>.
 - a) The course goals,
 - b) A brief description of the content,
 - c) The distribution of meeting times,
 - d) A weekly topical outline,
 - e) A listing of assignments,
 - f) Grade assessment information (including whether the course will be graded by letter grades or Satisfactory/Unsatisfactory),
 - g) The required textbooks and/or reading list, and
 - h) The academic misconduct and disability services statements (sample statements can be found at <http://artsandsciences.osu.edu/currofc/resources.cfm>).

2. Attach 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.

Proposer's Name(s) and Academic Unit(s)

Signature(s) of Proposer(s)

E-mail Address(es) of Proposer(s)

Contact Phone Number

Date of Submission

Signature(s) of Head(s) of Academic Unit(s)

Please indicate how many quarters you would like to offer the seminar and which quarters: ____ AU ____ WI ____ SP

This request form and the attachments should be mailed to the Director, Jessica Mercerhill, 4132 Smith Lab, 174 West 18th Avenue, or e-mailed to mercerhill.1@osu.edu. For additional information, please call 292-6248.