FYE General Education Form

Last updated 1/4/16

# Course Information:

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Instructions:

Complete this form and attach a copy of the course syllabus along with a course calendar. See the FYE guidelines and information for more complete discussion of the requirements.

# Attachment Checklist

1. Physical Copy of Submission Form
2. Signatures
3. Syllabus with Calendar
4. Also provide an electronic version of the packet with signed forms for distribution to the General Education Committee

# Required Content Checklist:

A full description of the required content is available in the Information and Guidelines document.

In order for a course to be approved as a FYE course, the following items must be included:

* FYE Learning Outcomes are on the Syllabus
* Common Intellectual Experience
	+ The material is covered by using the university module. Reading material is assigned and a minimum of one class period for discussion is scheduled on the course calendar. The first-year guide or an outside party will lead the discussion. OR
	+ The material is covered as part the class and taught by the instructor. Mandatory items listed in the Information and Guidelines are covered.
* Title IX Training
	+ The material is covered by using the university module. A minimum of 2-3 hours outside of class and one class period for discussion is scheduled on the course calendar. The first-year guide or an outside party will lead the discussion. OR
	+ The material is covered as part the class and taught by the instructor. Mandatory items listed in the Information and Guidelines are covered.
* Career Assessment and Graduation Plans
	+ The material is covered by using the university module. A minimum of 2-3 hours outside of class and one class period for discussion is scheduled on the course calendar. The first-year guide or an outside party will lead the discussion. OR
	+ The material is covered as part the class and taught by the instructor. Mandatory items listed in the Information and Guidelines are covered.
* Financial Literacy
	+ The material is covered by using the university module. A minimum of 2-3 hours outside of class and one class period for discussion is scheduled on the course calendar. The first-year guide or an outside party will lead the discussion. OR
	+ The material is covered as part the class and taught by the instructor. Mandatory items listed in the Information and Guidelines are covered.
* Writing
	+ The course includes writing assignments that total 2,500 words. This should include one longer assignment with multiple drafts.
* Campus Engagement Activities
	+ The course requires at least four activities, with at least one being outside of the college. These can be at the program, department, college, or university level.

# Signatures

Chair/Program Coordinator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Gen Ed. Coordinator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Academic Senate Chair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_