New Jersey City University

William J. Maxwell College of Arts and Sciences

First Year Experience (FYE) Course Proposal Application

Attach this form to a Temporary or Permanent Course Approval Form and send a copy of each to the CAS Dean's Office (K-605). Briefly describe how this FYE course proposal meets each course element noted below.

Proposed Course Title: _____

Department/Program: _____

Faculty Member Proposing Course: _____

Chairperson Signature: _____

Criteria for FYE Courses

1. **Reading.** All courses must assign reading in appropriate texts such as textbooks and journal articles.

   Location(s) in Syllabus: Page number: _____ ***Line/paragraph:*** _____

2. **Writing.** FYE courses require graded writing assignments that go-beyond in-class examinations/exercises. They should require a minimum of 750-1000 words (3-4 typewritten pages) in total and be part of the overall course grade. Students should be expected to revise written assignments as appropriate to the course.

   Location(s) in Syllabus: Page Number: _____ ***Line/paragraph:*** _____

3. Critical thinking/creativity. Assignments and/or in-class exercises that are graded and require students to solve problems or produce creative work using techniques appropriate to the discipline.

Location(s) in Syllabus: Page Number: _____ ***Line/paragraph:*** _____

4. Information gathering and literacy. Assignments and/or in-class exercises that require students to demonstrate information literacy skills such as using print, traditional, or on-line resources to gather and analyze information. These assignments/exercises are graded and components of the evaluation measures of the course.

Location(s) in Syllabus: Pages number: _____ Line/Paragraph: _____

5. Oral presentation. Assignments and/or in-class activities that require students to articulate ideas/theories/concepts appropriate to the discipline. The oral presentations shall be graded and a component of the evaluation measures of the course.

Location(s) in Syllabus: Pages number: _____ Line/Paragraph: _____