

**RESIDENTIAL COLLEGE SEMINAR PROGRAM
Course Proposal Form**

Complete this application and save the document as a PDF, last name_proposal (e.g. "smith_proposal.pdf"). Send this form along with your c.v./resume and course syllabus, as three PDF attachments in a single email to college.seminar@yale.edu

Please complete all fields within the form; do not direct reader back to the syllabus

Last Name:

First Name:

Preferred Name:

Pronouns:

Phone Number:

**Alt. Phone
Number:**

Email address:

Street Address:

City:

State:

Zip Code:

Occupation (if a Yale graduate student, indicate department):

Education (list degree, institution, and year):

Letters of Recommendation (Letters should only be submitted if the applicant has not applied to or taught in the program in the last three years).

Recommender 1:

Date requested:

Recommender 2:

Date requested

Are you a Fellow or Associate Fellow of a residential college at Yale? ___ Yes ___ No

If Yes, which college?

Was this proposal solicited by a residential college? ___ Yes ___ No

If Yes, specify the college and solicitor:

Have you previously taught in the College Seminar Program? ___ Yes ___ No

If Yes, specify the most recent term:

Course Title: *(This title, with a maximum of 100 characters, appears in the YCPS and should succinctly represent the nature of the course.)*

Course catalog description: *(Provide a brief description, suitable for publication, of 50 to 200 words, with focus on the scope and content of the course.*

For more information, see Proposals for New Courses in the Instructors' Handbook

<http://catalog.yale.edu/handbook-instructors-undergraduates-yale-college/courses/proposals-new-changes-existing/>).

Prerequisites:

First time teaching in Yale College? YES NO

Syllabus (Include as a separate attachment)

CV (Include as a separate attachment)

Required course materials/principle readings, textbooks, course packets, etc. organized by week or topic:

Number of pages of reading per week:

Describe assignments and assessments, including approximate page count for all written work. Provide a percentage-based breakdown of how each requirement will factor into the overall grade and the approximate week due (*note that classes usually meet 13 times in a term).

Most seminars assign papers. 20-25 pages of total writing per term is typical, unless it is a writing course. Up to 2 one-hour exams are permitted during class time. Final exams must be scheduled during exam week. Class participation/attendance can account for no more than 20% of the final grade.

Assignment no.	Title	Percentage	Approx. week due
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Describe work that will be used to provide graded midterm feedback by the end of 7th week:

Describe end-of-term work:

Describe activities outside of regular classroom/meeting time, such as discussion sections, film screenings, performances, and field trips. Regrettably, funds are not available to support field trips or guest speakers.

Academic Integrity: Describe how academic integrity will be addressed with your students in the classroom and in the syllabus.

Describe how accommodations for students with disabilities will be addressed in your syllabus including, but not limited to, a link to Yale's Student Accessibility Services <https://sas.yale.edu/>.

Describe how diversity, inclusion, equity and belonging will be addressed in your syllabus and in the classroom, including, but not limited to, classroom climate, agreed upon values for conversation, standards of engagement, and so on.

Returning instructors:

Please provide a brief note reflecting an updates or changes in your syllabus since the last time you taught the course, taking into particular account any feedback you received in your course reviews.