

First Year Seminar Checklist

Wichita.edu/fysteam

For Spring 2024 Classes:

Submit CIM course change form by October 1, 2023.

For Fall 2024 Classes:

Submit CIM course change form by March 13, 2024.

The college curriculum committees meet once or twice a month, and the general education committee meets twice a month

... Design and develop your First Year Seminar course structure and syllabus.

See [Creating an FYS: Resources](#) or [Teaching an FYS: Resources](#) and sample syllabi on Wichita.edu/fysteam

... Send your syllabus to Brett Bruner (brett.bruner@wichita.edu) for feedback

... Complete the online Curriculum Change Form (CIM) and submit it for approval.

<https://nextcatalog.wichita.edu/courseadmin/>

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- ... Once course has received final approval, contact your department or college schedule builder to include the course for the semester you plan to offer. You will need to provide the days and times for the class. All classes must meet at least two times each week. If you are in Fairmount College, your contact is Kathy Gale in the LAS Advising Center.
- ... Attend Instructor Workshop organized by First Year Seminar Program and held annually in May
