



Center for Student Success

Memorandum

Date: January 31, 2006

To: USC Upstate Faculty and Staff Eligible to Teach University 101

From: Cindy Jennings
Louise Ericson

Re: Application to teach University 101 in 2006-2007 Academic Year

As Chancellor Stockwell presented in his University Day remarks on January 5th, our Freshman Seminar/ University 101 initiative, under the leadership of Louise Ericson, Director of the Center for Student Success, has demonstrated positive impact on our student persistence and success and the program is growing. Freshman seminar programs are well-recognized ingredients in key initiatives to help ensure successful transition of first year college students into the academic life. In order to make this important experience available to more of our incoming freshman class, new sections are projected beginning Fall of 2006 and additional qualified instructors are critical to the success of the program.

Interested faculty and staff may apply to be considered for leading a section beginning Fall of 2006. Pertinent information to the process is as follows:

The following are initial requirements for consideration to teach University 101:

- Completion of the upcoming "Teaching Experience Workshop" with Dan Berman (May 15-16, 2006, Rampey Center), or previous completion of the workshop on the Columbia campus.
- Master's degree or above
- Written permission from your Supervisor, Department Head or Dean.
- Agreement to attend additional meetings and training before the fall semester as needed.
- Agreement to attend a spring session to meet and work with student Peer Leaders.
- Interest in and commitment to working with and ensuring the success of first year students.

Once you have been selected to teach a section of University 101, you are expected to do the following: *(For previous University 101 instructors, final decisions on instructor selection are heavily influenced by how well the following criteria were fulfilled.)*

- Submit, at least 2 weeks prior to the fall semester, a written syllabus for review and approval to ensure that consistent basic goals and objectives of the course are being addressed in all sections.
- Use the approved SUNV 101 textbook. These will be ordered through the Bookstore for all sections by the Center for Student Success.
- Have students evaluate your instruction at the end of the semester using the approved campus Student Opinion Poll process and the University 101 evaluation form which we will provide.

- Give challenging examinations, assignments, projects, etc. (and abide by the University's published academic regulations, including those regarding test administration and final exam scheduling).
- Provide students ample opportunities to demonstrate computer competencies through frequent use of University designated e-mail, Internet work, student presentations, and class writing assignments.
- Keep regular office hours to meet with students, as required by the University.
- Maintain regular contact with your assigned peer leader for planning and implementation of instruction throughout the semester.
- Give regular and substantive reading and writing assignments.
- Include as a learning activity and learning assessment a research project focusing on career exploration that requires knowledge of research sources and methods. This will include a required library instruction session specific to University 101 students.
- Maintain fair and challenging academic standards appropriate for University 101 as a letter-graded three credit-hour elective course.
- Have students participate in a substantive community service/service learning initiative.
- Have students attend the Ropes Course teambuilding initiative at the beginning of the semester.
- Devote one week of class to Alcohol and Drug Education, in conjunction with programming and AOD initiatives planned through Student Development.

We are excited to announce that incoming freshman will once again be participating in a common reading experience under the leadership of Brenda Davenport and the English faculty. The fall 2006 selection will be Julie Otsuka's first novel, *When the Emperor was Divine*. University 101 sections will have opportunities to publicize and encourage student participation in important engagement activities and events surrounding the common reading program.

Let us encourage you to consider applying to teach University 101 to ensure that first year students at USC Upstate have a strong foundation upon which to build a successful academic experience. We need interested and enthusiastic freshman-friendly leaders who are committed to helping our freshman make a successful transition into campus life. Please consider joining us if you share our concerns and motivation to help our first-year students succeed.

You may certainly contact either of us if you would like to talk further about teaching University 101. Our contact information: Louise Ericson ext. 5052, Cindy Jennings ext. 5470.

If you are interested in attending required training and fulfilling the requirements above in teaching a section of University 101, **please complete and submit the following to the Center for Student Success by noon on February 24th**. A committee will make selections and you will be notified by March 17th.

**Application to Teach University 101
Fall Semester 2006**

Name _____ SSN _____

Position/Title: _____ Faculty: _____ Staff: _____

Department _____

Department head _____

Campus phone _____ E-mail address _____

Highest Degree Earned _____ Institution _____

Preference for Teaching (please indicate 1st, 2nd, and 3rd choice):

T/Th early am _____ T/Th late am _____ T/Th early pm _____ T/Th late pm _____ M/W pm _____

MWF early am _____ MWF late am _____ MWF early pm _____

Other, indicate preferred day/time _____

Signature of Supervisor/Department Head indicating approval to teach: _____

(Dual employment paper work will be submitted by the Center for Student Success)

For faculty members only, please indicate the following:

_____ I will be teaching this as part of my regular departmental course load.

_____ I will be teaching this course as an overload.

Please give us the following additional information about your interest in teaching University 101 (attach additional pages).

1. Why are you interested in teaching a section of University 101?
2. Describe why you think you are well-suited to teach a freshman seminar course?
3. Have you taught first year college students before?
4. Briefly articulate your philosophy of teaching students in their first year of college.
5. How would you create an environment in your University 101 course to ensure student success? Please share a few examples.