

## Ferris State University Seminar (FSUS) Instructor Application

\*\*Please email a resume with this application to [seminar@ferris.edu](mailto:seminar@ferris.edu) \*\*

Name \_\_\_\_\_ Date \_\_\_\_\_

Campus ID (CWID) \_\_\_\_\_ Department \_\_\_\_\_

Office Location \_\_\_\_\_ Mail Drop \_\_\_\_\_

Office Phone \_\_\_\_\_ Alt. Phone \_\_\_\_\_

Home Address \_\_\_\_\_

E-mail \_\_\_\_\_ Date of Hire \_\_\_\_\_

**Note: Exempt status is required for staff or administration to be eligible to teach**

I am professionally classified as:

Faculty	full-time	adjunct		
Staff	full-time	part-time	exempt	non-exempt
Administration	full-time	part-time	exempt	non-exempt
Not currently employed/affiliated with the University				

Position Title: \_\_\_\_\_

Highest degree attained/field: \_\_\_\_\_

Direct Supervisor: \_\_\_\_\_

Dean/Division Administration: \_\_\_\_\_

Has your department chair/supervisor been informed of your interest in teaching FSUS? Yes      No

Have you had prior teaching experience in a freshman seminar course? Yes      No

If Yes, at what institution? \_\_\_\_\_

*I understand my responsibilities as outlined below and also understand that my Dean/Division Administrator will be asked to approve my inclusion in and payment for this program.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **FSU Seminar Instructor Role**

**As an FSUS instructor, I agree to promote student success by:**

1. Developing a course syllabus that includes the course outcomes, description of how the outcomes will be met, an attendance policy, and grading criteria;
2. Sending a copy of the course syllabus to the FSUS coordinator one week before classes begin (course schedule can come later);
3. Contacting and scheduling guest speakers for FSUS classes to enhance FSUS instruction (not to exceed more than five entire class sessions);
4. Being present at every FSUS class for the full class period, including class sessions when a guest speaker is present or when the students are completing sessions scheduled outside of the classroom;
5. Informing the FSUS office in the rare case that a class must be cancelled, so an appropriate substitute can be made;
6. Participating in the end-of-the-semester FSUS course evaluation survey;
7. Checking weekly FSUS INFOMAIL for reminders of upcoming events and new information;
8. Attending FSUS instructor training and workshops when your schedule allows;
9. Requiring a reasonable amount of coursework for a one-credit class that enables students to successfully achieve and/or demonstrate the course outcomes.
10. Including the following course assignments:
  - a) Students must attend a minimum of three out-of-class events (maximum of six). Two events should be the Beer, Booze, and Books presentation and Communication, Choices & Consent. Class time is not to be cancelled in exchange for these events.
  - b) FLITE library sessions are to be scheduled early in the semester (no later than week 5).

**To support you in your role, the FSUS Coordinator agrees to promote student success by:**

1. Recruiting FSUS instructors.
2. Maintaining contact with FSUS instructors through weekly INFOMAIL.
3. Providing regular workshops to facilitate instructor learning.
4. Developing resource and informational support for instructors.
5. Scheduling FSUS courses and classrooms (by recommendation of Deans and Associate Deans).
6. Collecting and maintaining faculty information necessary to facilitate payment for course overloads.
7. Promoting academic freedom for FSUS instructors.
8. Providing coverage for canceled classes when necessary.
9. Providing one-on-one assistance as needed.
10. Providing rationale and data to support the value of the FSUS course.