**INSTRUCTIONS:**
This form is used by First-Year Seminar instructors to submit new or changed seminars for approval by the Institute for Writing and Rhetoric and the Committee on Instruction.

- Please submit this form by the deadline indicated in the IWR email to you.
- Please fill out this form on your computer by typing into the shaded areas and selecting appropriately from the drop-down boxes, and then saving your changes.
- Submit this form along with a copy of your syllabus via email to: Writ.Rhet.Webforms@dartmouth.edu
- After the form has been reviewed, you will be contacted by the Institute for Writing and Rhetoric. This may take a week or two.

**Required Information:**

<table>
<thead>
<tr>
<th>Department or Program:</th>
<th>Select from Arts and Humanities Division</th>
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<tbody>
<tr>
<td>Select from one division</td>
<td>Select from Social Sciences Division</td>
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<td>Select from Science Division</td>
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<td>Select from Interdisciplinary Programs</td>
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<tr>
<th>Term:</th>
<th>Select term</th>
<th>Class Timeslot:</th>
<th>Select hour</th>
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Instructor: Instructor Email:

Title of Seminar:

Abbreviated Title:
(for timetable and transcript, maximum 27 characters including spaces)

Course Description to Appear in Online Timetable:
Please enter a short description of your seminar into the shaded space below. This description is what students will see on the web in timetable when they select seminars. Please include a very brief description of the types of writing assignments in the course to help students get a sense of the course work. Please surround text that you would like to be italicized by underscores. For example, if you would like text to appear as *The Great Gatsby*, type it in as _The Great Gatsby_.

**Section 1 - Information Needed for IWR Approval of ALL FYS Courses:**

- **First-Year Seminar Guidelines:** You can find guidelines for First-Year Seminar instructors at [http://www.dartmouth.edu/~writing/courses/firstyearseminars/guidelines_faculty.html](http://www.dartmouth.edu/~writing/courses/firstyearseminars/guidelines_faculty.html).

Please discuss how you plan to incorporate explicit writing instruction into your seminar (not your writing assignments but rather writing instruction). This could include workshops, drafts and revisions, peer review, and a variety of other kinds of work on writing inside and outside of class.

Please discuss how you plan to incorporate student research into your seminar.

If appropriate, please describe the component of your seminar in which students make oral presentations.

Please describe how you will meet the Writing and Rhetoric Program’s guideline of 6000 words of assigned writing. Drafts submitted for evaluation may count toward the 6000 words.
Section 2 – Information for Requesting Approval from Committee on Instruction (COI)

- Request all distributives and world culture categories you want the course to fulfill below. You can find descriptions of Distributive and World Culture categories in the ORC under "General Education Requirements: Categories."

- It is permissible for a seminar to fulfill no Distributive or World Culture requirements, but it tends to lead to low enrollment.

- Courses generally have at most one Distributive designation and one World Culture designation, except that the INT (International or Comparative) distributive designation can appear along with one other distributive designation, for example, "INT, SOC" or "INT, LIT."

- Please provide a brief rationale for the COI explaining why your course fulfills the requested requirement(s). While this may be obvious to you, the COI members may not be as familiar with your field as you are.

Distributive requirement categories:

- Request INT: - No INT requested -
- Request other Distributive category: - No other Distributive category requested -

Please provide a brief rationale for the COI explaining why your course fulfills the requested requirement(s):

World Culture requirement category:

- Request World Culture category: - No World Culture category requested -

Please provide a brief rationale for the COI explaining why your course fulfills the requested category: