First-Year Orientation Course Attribute Process

1. Get me a name for the U-Engage components that will be embedded into some sections of courses.
   We will create an attribute for you and attach it to sections (in the future).
   
   Each course will have an embedded component called “College Knowledge” delivered by an instructor who has successfully completed a training program specifically designed for individuals teaching first-year students. The training program will be collaboratively developed and delivered by the Office of New Student Programs and Family Outreach and the Center of Teaching and Learning. The tracking of individuals who have completed the training will be handled by the Office of New Student Programs and Family Outreach.

2. Create a process for faculty to get “approved” by Ruth Sterner (or whomever) to embed these U-Engage components into any/all of the sections they teach.
   We will need to come up with a way for Ruth’s approved list to get updated in Banner. We can work with you on this.
   
   Instructors delivering the “College Knowledge” will attend a training session offered by the Office of New Student Programs and Family Outreach and the Center of Teaching and Learning. The training program will teach the instructor the specific challenges faced by first-year students, and ensure the instructors adopt a common set of outcomes used in all classes carrying this course attribute. Following the training, the Office of New Student Programs and Family Outreach will “certify” the instructor and maintain a database of instructors who have completed the program. Certified instructors will be informed of any future alterations to learning outcomes and trained accordingly to ensure consistent delivery.

3. Create a process (we will likely need to lead this for you) for the academic units to identify on a term basis which classes will be taught with the U-Engage embedded components.
   We need this process to be super tight because this is what will trigger the notification to students in the class schedule. Failure by the academic departments to correctly submit this to us will mean that the sections will not be in the schedule of classes.
   
   This process will be developed by working directly with the Registrar’s office.