

For Faculty: **Faculty Course Proposal (FCP)**



Overview and questions

The Faculty Course Proposal (FCP) allows faculty to describe their course structures and clarify the expectations and responsibilities of Learning Assistants (LAs). It is a central document that also serves as the basis for students' applications. All faculty associated with an FCP are able to review, edit, and submit.

The LA program's Department and Program Coordinators (DCs and PCs) review the submitted FCP and provide feedback, request changes, and approve proposals. When students apply to become LAs, they will see the course number and name, associated faculty, and the Recruitment Message from the approved FCP.

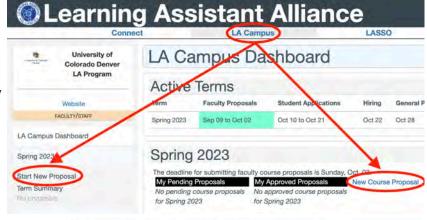


Navigate to the FCP:

Select/Searc Select/Se

- 1) Log on to www.learningassistantalliance.org.
- 2) Select "LA Campus" on top.
- 3) On the dashboard menu, select "New Course Proposal", or on the left hand menu, click "Start New Proposal".
- 4) Either select "Create new proposal" or "Using existing proposal to get started".

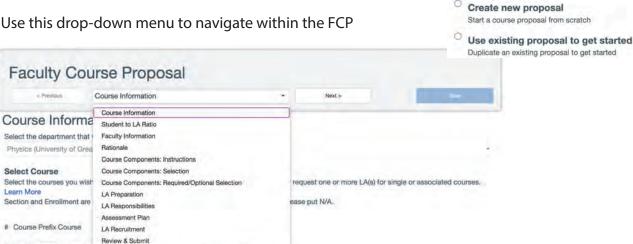
NOTE: Once you have submitted your first FCP, you will be able to access and use it as template in later terms.



You can choose to create a new course proposal, or duplicate a previously created course proposal.

New Course Proposal

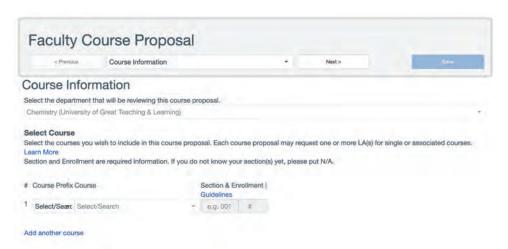
Spring 2023

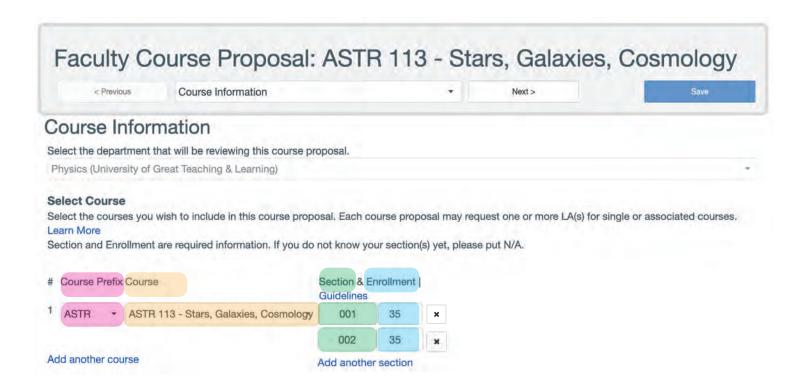


Course Information

Enter information about the course for which you are requesting LAs. Include course prefix, course name, and section information including student enrollment. Select which department will review the FCP.

State all course sections and the number of students that are enrolled in order to correctly reflect program data in metrics.





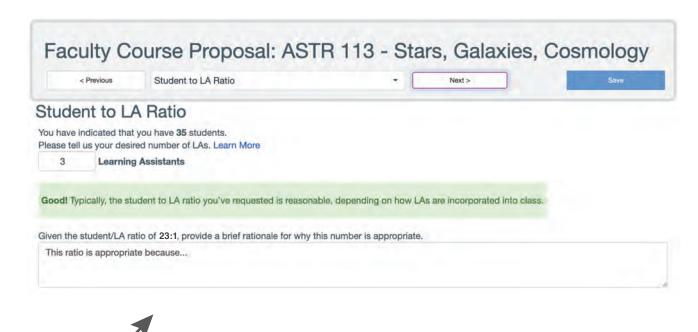


NOTE: The option "Add another course" is designed to accommodate special circumstances where one LA appointment includes several courses, such as a lecture with accompanying co-seminars. In typical situations, please create a separate FCP for each course in which you request LAs.

Student to LA Ratio

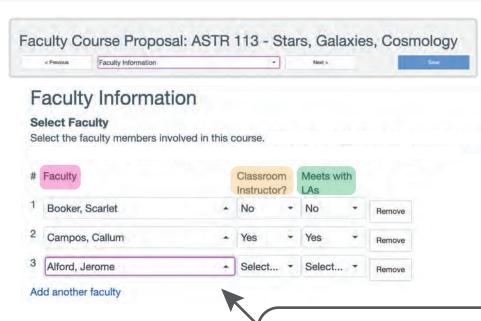
The input here is being measured against the enrollment stated in the previous question, resulting in a ratio of number of enrolled students to number of requested LAs.

If this falls outside the range that the PC(s) have customized as 'recommended', a warning appears.



NOTE: Even with a ratio that is outside the recommended range, the FCP can be submitted to the LA program for review, along with a statement explaining your reasoning.

Faculty Information



List faculty who are involved in the course, and indicate their responsibilities as either classroom instructor or meeting with LAs in the weekly prep session.

Faculty must have a verified LAA account to appear in the faculty list. These faculty will also have access to functionality for student applications and appear in communication lists.

NOTE: Everybody who is listed here can edit and submit this FCP. While at least one person needs to be listed as "Classroom Instructor" and at least one for "Meets with LAs", it is possible to list someone who is neither classroom instructor nor meeting with LAs.

Rationale

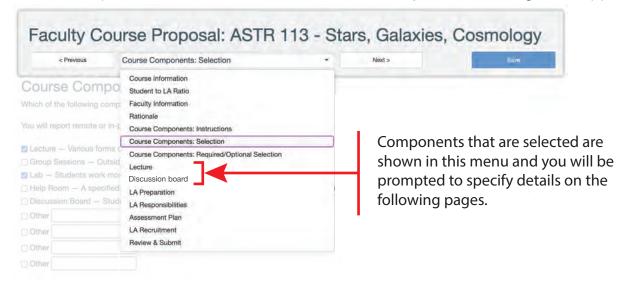
Explain your reasoning for requesting LAs, as well as how you envision LAs to benefit from the experience.

< Previous	Rationale	- Next>	Save
Rationale			
Tell us why you're apply	ying to use LAs in your course.		
I'm requesting LAs b	pecause		
Tell us how students w	ho become LAs for your course(s) will b	enefit from their experiences.	
	ASTR 113 will benefit in that they		

Course Components

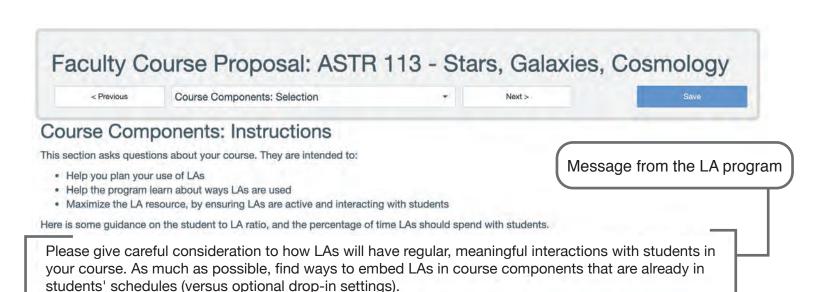
Describe the structure of your course in three steps:

- 1) Select what components your course consists of from a list
- 2) Review a list of the components you selected and state if they are optional or required for students enrolled in the course
- 3) State details for each selected course component, including LA role(s)



Course Components: Instructions

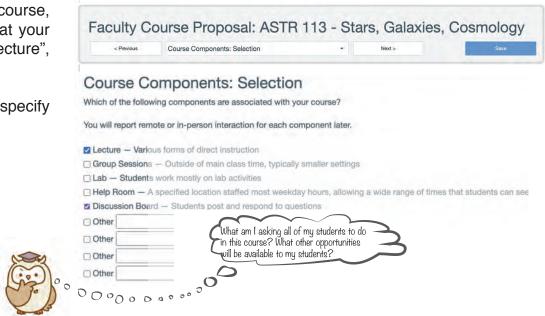
Along with general instructions, a message from your LA program is shown, providing guidance regarding Student to LA ratio and percentages of time that LAs spend in preparation vs direct student interaction.



Course Components: Selection

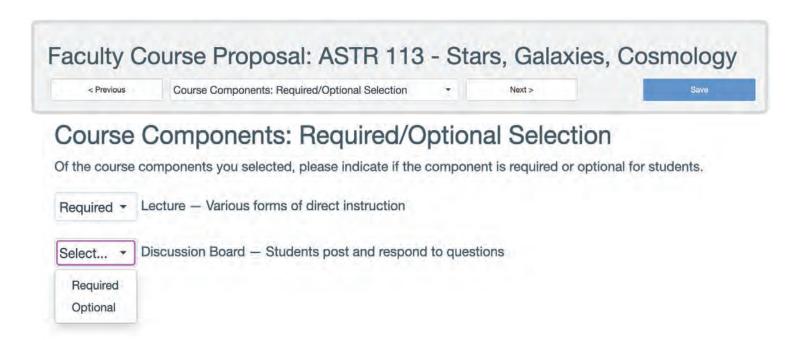
To begin describing your course, check-mark all components that your course consists of, such as "Lecture", "Lab", "Discussion Board" etc.

You will be prompted to further specify in the following steps.



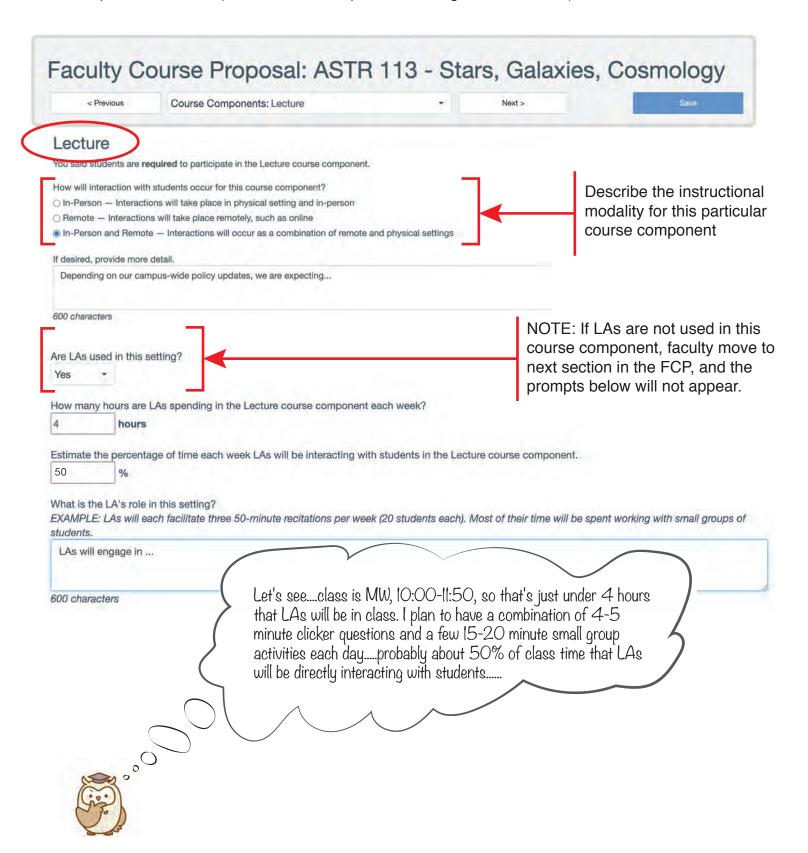
Course Components: Required / Optional

The components that were check-marked in the previous question are shown, along with check-boxes indicating whether a course component is required or optional for students.



Details for Specific Course Components

Now that all the course components are specified, faculty provide additional details for each, one component at a time (the "Lecture" component is being illustrated here).



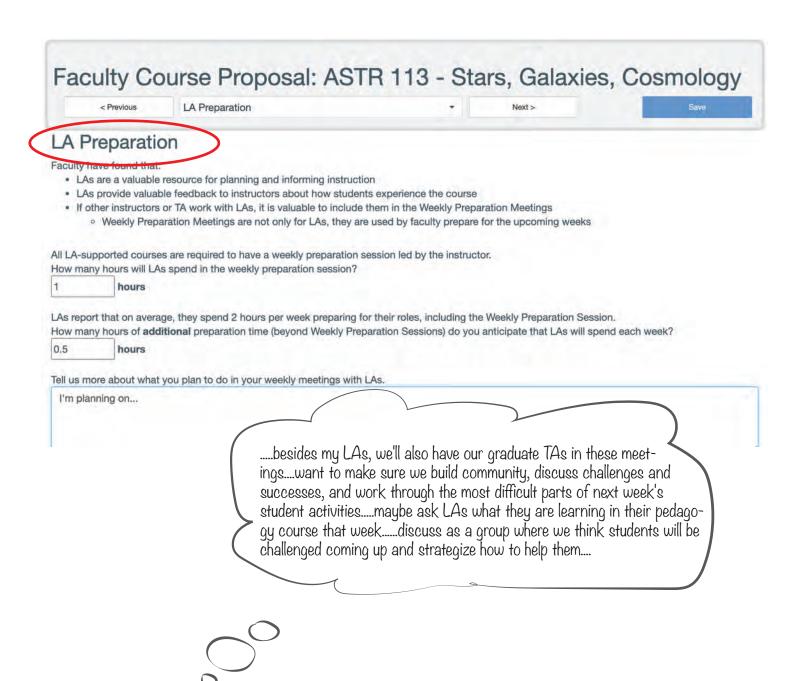
Details for Specific Course Components

Continue providing details for each previously specified Course Component.

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If desire	ed, pro	vide more	detail.												
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Are LAs	used i	n this sett	ing?												
Yes															
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Estimate	e the p	ercentage	of time	LAs will be	interacting	with stud	dents in t	he Discu	ussion Boa	ard co	urse comp	onent.			
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LA Preparation

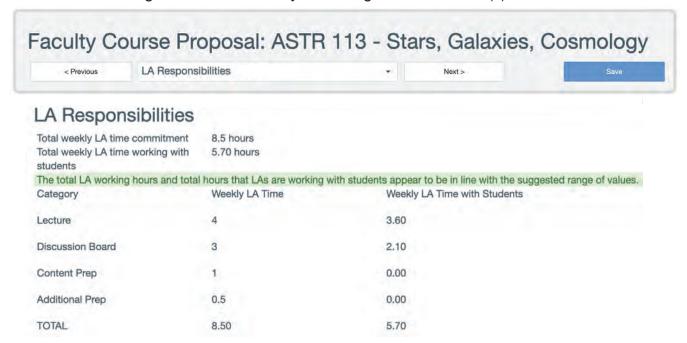
Faculty specify how much time LAs are expected to spend preparing by themselves as well as in weekly joint preparation sessions, and provide insight into what they will be working on during these sessions.



LA Responsibilities

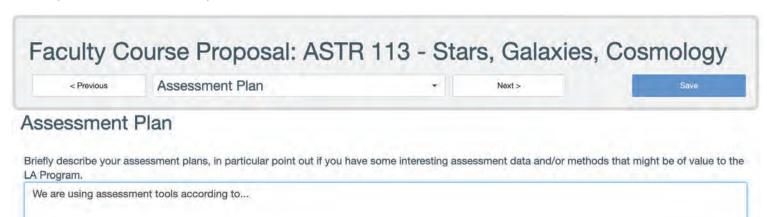
Information from course component descriptions is aggregated and displayed to give an overall view of the LAs' weekly time commitments and how much time they will be interacting with students.

A system-generated message informs faculty whether or not these numbers are within the ranges recommended by their Program Coordinator(s).



Assessment Plan

Describe how you are planning to assess the outcomes of your LA-facilitated course. Think about outcomes for students and LAs. Your Program Coordinator(s) may have more specific information they want you to include in this part.



Recruitment

Draft a Recruitment Message that will be shown to potential applicants.

< Previous	LA Recruitment	7	Next >	Save
LA Recruitm	ent			
A STATE OF THE PARTY OF THE PAR	provide information that will be present ing LA responsibilities during the LA Peorse schedule is:	the state of the s		time and task expectations for this
	ng requirements for LAs regarding the fo d Tuesdays from 1-3pm.	llowing course components. Be a	as concise as possible.	
M/W 10:00 - 11	1:50 am			
Discussion Board	Too all			
anytime, on S	lack			
Weekly Prep Session				
Thurday noon				
his message will appe tudents will see when xample Message: NGL 1800: American I ecitations, students wo ultural elements of the	at to prospective LAs for your cou ar in the LA application so it serves bot you complete this page. Ethnic Literatures is an exciting opportu- ork in groups to evaluate Native America se literatures. LAs are expected to atter- aken this or similar course to serve as L	th as scheduling information and unity for LAs to interact with stud an, African American, and Chical and a weekly preparation meeting	lents individually and in no literature. LAs help g	groups. In class and in required group members discuss distinguishin
ASTR 113 is a gr	eat fit for those who			

ASTR 113 is a great fit for those who...

Below are details for the course components that you are expected to participate in.

Lecture: M/W 10:00 - 11:50 am Discussion Board: anytime, on Slack Content Prep: Thursday noon

This message will be shown to students as they submit their applications

Review and Submit

Before submitting, check this comprehensive review of the entire FCP. Mandatory fields that have been left blank are highlighted with bold red text, and you can use the selector on top of the page to revisit and complete the section in question.

Once all the required input is entered, the "Submit" button on the bottom of the page will change from pale to full color and can be selected to submit.

< Previous	Review & Submit	*	Next >	Save
Review & Su	bmit			
Course Informa	tion			
	t will be reviewing this course proposal.			
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udent to LA Ratio u have indicated that you ease tell us your desired r				
nis ratio is appropriate be elect Faculty elect the faculty members bmit the proposal if either	involved in this course, indicate the role(s) or role is unassigned to a faculty member. Instructor, Funs Weekly Preparation Session	of each as a course instructor or ru	nning weekly LA preparatio	n sessions (or both). You will not be able
		Submit		
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		learningassistantalliance.d	org says	