



## Memorandum

Date: September 29, 2017  
To: Council of Chairs, Principals and Academic Directors  
From: Professor Mary Pugh, Acting Vice-Dean Undergraduate & International  
Re: **199 First-Year Seminar Submissions**

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First-Year Seminars (199's) are courses that focus on the discussion of issues, questions and controversies surrounding a field or theme in a small-group setting. They aren't introductory courses to a field or discipline; the goal is for students to develop the critical thinking, writing skills, oral presentation skills and research methods needed to succeed as an undergraduate.

Every department is expected to provide 2 FCE of 199's (either two 199Y's or four 199H or one 199Y and two 199H's). Like other courses, 199's go through the curriculum approval process; attached is a list of prior, approved 199's.

We need to know what fraction of your 2 FCE will be returning 199's and what fraction will be modified versions of previous 199's or completely new ones. Please email this information to Deborah Shaw, [deb.shaw@utoronto.ca](mailto:deb.shaw@utoronto.ca) by **Monday October 23, 2017**.

If you want to propose changes to existing 199's, or to propose new ones, please include in your email the breadth category, title, course description (not to exceed 150 words), and instructor's full name (if available). We will contact you for further information (if needed) before submitting your proposed seminar(s) for approval by the Curriculum Committees in November 2017.

In mid-March, we will contact you for the final list of the 199's your department is offering. At that time, we'll also ask you for timetabling information

If you're interested in offering more than 2 FCE of 199's, please let us know. We have some funds set aside for such eventualities. We have limited funds to support some extra 199's taught by instructors who will provide an excellent experience to our first-year students. Please send your request in by mid-January, with the extra course(s) labelled "stipend".

Thank you for your help in making our First-Year Seminars a success!