Roster of Introductory Seminars Proposed for 2010-2011

Department/Program: _____ **Page** ___/___

Please review the information concerning your Freshman and Sophomore Introductory Seminars and Dialogues planned for 2010-2011. When approved , please fax it to us at (650)723-0631. http://vcasis.stanford.edu is available to (a) enter/edit your offerings, (b) search for seminars offered in previous years, and (c) submit proposed courses (both renewal and new courses) on-line through February 15, 2010.

QTR	Course ID	Subject Code	Cat Nbr	Long Title (caps/lower case)	Load Type (Normal or Overload)	Component (ISF / ISS / IDS)	Min Units	Max Units	GER	Grading Basis	Instructor(s)

DEPARMENT CHAIR:

_____ **Signature:** _____ **Date:** _____
(Print Name)

SCHOOL DEAN:

_____ **Signature:** _____ **Date:** _____
(Print Name)

FACULTY AFFAIRS OFFICER:

_____ **Signature:** _____ **Date:** _____
(Print Name)

Normal Load seminars count toward the normal faculty teaching load, must be taught by Academic Council faculty; preference is given to freshmen; enrollment is limited to 16; and units range from 3-5
Overload seminars, do not count toward normal faculty teaching load; are taught by Academic Council faculty or senior lecturers each of whom receives an honorarium for teaching; preference is given to sophomores; enrollment limited to 14 and units range from 3-5
Dialogues are overload seminars (see above) differing by an enrollment limit of 5 and a unit range of 1-2.
Exceptions (e.g, Sophomore Seminars as Normal Load) may be arranged in discussion with the SIS co-director, Ellen Woods.
Instructions for submitting Introductory Seminars to the Bulletin:
Catalog Number: use '**N**' as the suffix for normal load seminars; use '**Q**' for overload seminars or dialogues.
Component: use '**ISF**' for Freshman Seminars; use '**ISS**' for Sophomore Seminars; use '**IDS**' for Sophomore Dialogues.
Scheduling: department administrators schedule Introductory Seminars just as they would other courses within their department except for those in the School of Medicine where JoAnn Berridge coordinates courses