



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.



Hello, fellow faculty! I'm currently in the process of submitting an FCP. Let me share some thoughts!

Navigate to the FCP:

- 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.

The screenshot shows the LA Campus Dashboard for the University of Colorado Denver. The top navigation bar includes 'Connect', 'LA Campus', and 'LASSO'. The main content area is titled 'LA Campus Dashboard' and features a table of 'Active Terms' with columns for Term, Faculty Proposals, Student Applications, Hiring, and General P. Below the table, there are sections for 'Spring 2023' with buttons for 'My Pending Proposals', 'My Approved Proposals', and 'New Course Proposal'. The 'Start New Proposal' button is also visible in the left sidebar.

New Course Proposal

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

Spring 2023

- Create new proposal**
Start a course proposal from scratch
- Use existing proposal to get started**
Duplicate an existing proposal to get started

Use this drop-down menu to navigate within the FCP

The screenshot shows the 'Faculty Course Proposal' form. At the top, there are navigation buttons: '< Previous', 'Course Information', 'Next >', and 'Save'. Below this, a drop-down menu is open, showing options: 'Course Information', 'Student to LA Ratio', 'Faculty Information', 'Rationale', 'Course Components: Instructions', 'Course Components: Selection', 'Course Components: Required/Optional Selection', 'LA Preparation', 'LA Responsibilities', 'Assessment Plan', 'LA Recruitment', and 'Review & Submit'. The 'Course Information' option is highlighted.

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.

Faculty Course Proposal

< Previous Course Information Next > Save

Course Information

Select the department that will be reviewing this course proposal.
Chemistry (University of Great Teaching & Learning)

Select Course
Select the courses you wish to include in this course proposal. Each course proposal may request one or more LA(s) for single or associated courses.
[Learn More](#)
Section and Enrollment are required information. If you do not know your section(s) yet, please put N/A.

#	Course Prefix	Course	Section & Enrollment Guidelines
1	Select/Search	Select/Search	e.g., 001 #

[Add another course](#)

Faculty Course Proposal: ASTR 113 - Stars, Galaxies, Cosmology

< Previous Course Information Next > Save

Course Information

Select the department that will be reviewing this course proposal.
Physics (University of Great Teaching & Learning)

Select Course
Select the courses you wish to include in this course proposal. Each course proposal may request one or more LA(s) for single or associated courses.
[Learn More](#)
Section and Enrollment are required information. If you do not know your section(s) yet, please put N/A.

#	Course Prefix	Course	Section & Enrollment Guidelines
1	ASTR	ASTR 113 - Stars, Galaxies, Cosmology	001 35 ✕ 002 35 ✕

[Add another course](#) [Add another section](#)

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.

Faculty Course Proposal: ASTR 113 - Stars, Galaxies, Cosmology

< Previous Student to LA Ratio Next > Save

Student to LA Ratio

You have indicated that you have **35** students.
Please tell us your desired number of LAs. [Learn More](#)

Learning Assistants

Good! Typically, the student to LA ratio you've requested is reasonable, depending on how LAs are incorporated into class.

Given the student/LA ratio of **23:1**, provide a brief rationale for why this number is appropriate.

This ratio is appropriate because...

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

Faculty Course Proposal: ASTR 113 - Stars, Galaxies, Cosmology

< Previous Faculty Information Next > Save

Faculty Information

Select Faculty

Select the faculty members involved in this course.

#	Faculty	Classroom Instructor?	Meets with LAs	
1	Booker, Scarlet	No	No	Remove
2	Campos, Callum	Yes	Yes	Remove
3	Alford, Jerome	Select...	Select...	Remove

[Add another faculty](#)

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.

Faculty Course Proposal: ASTR 113 - Stars, Galaxies, Cosmology

< Previous Rationale Next > Save

Rationale

Tell us why you're applying to use LAs in your course.

I'm requesting LAs because...

Tell us how students who become LAs for your course(s) will benefit from their experiences.

Students who LA in 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)

The screenshot shows the 'Faculty Course Proposal: ASTR 113 - Stars, Galaxies, Cosmology' interface. A dropdown menu is open for 'Course Components: Selection'. The menu items are: Course Information, Student to LA Ratio, Faculty Information, Rationale, Course Components: Instructions, Course Components: Selection (highlighted with a red box and a red arrow), Course Components: Required/Optional Selection, Lecture, Discussion board, LA Preparation, LA Responsibilities, Assessment Plan, LA Recruitment, and Review & Submit. To the left of the dropdown, there are several checkboxes for reporting remote or in-person components: Lecture (checked), Group Sessions, Lab (checked), Help Room, Discussion Board, and several 'Other' options.

Components that are selected are shown in this menu and you will be prompted to specify details on the following pages.

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.

The screenshot shows the 'Faculty Course Proposal: ASTR 113 - Stars, Galaxies, Cosmology' interface. The page title is 'Course Components: Instructions'. The breadcrumb trail is '< Previous Course Components: Selection Next > Save'. The page content includes a message from the LA program and guidance on the student to LA ratio and the percentage of time LAs should spend with students.

Course Components: Instructions

This section asks questions about your course. They are intended to:

- Help you plan your use of LAs
- Help the program learn about ways LAs are used
- Maximize the LA resource, by ensuring LAs are active and interacting with students

Here is some guidance on the student to LA ratio, and the percentage of time LAs should spend with students.

Please give careful consideration to how LAs will have regular, meaningful interactions with students in your course. As much as possible, find ways to embed LAs in course components that are already in students' schedules (versus optional drop-in settings).

Message from the LA program

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.

Faculty Course Proposal: ASTR 113 - Stars, Galaxies, Cosmology

< Previous Course Components: Selection Next > Save

Course Components: Selection

Which of the following components are associated with your course?

You will report remote or in-person interaction for each component later.

- Lecture** — Various forms of direct instruction
- Group Sessions** — Outside of main class time, typically smaller settings
- Lab** — Students work mostly on lab activities
- Help Room** — A specified location staffed most weekday hours, allowing a wide range of times that students can see
- Discussion Board** — Students post and respond to questions
- Other
- Other
- Other
- Other



What am I asking all of my students to do in this course? What other opportunities will be available to my students?

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.

Faculty Course Proposal: ASTR 113 - Stars, Galaxies, Cosmology

< Previous Course Components: Required/Optional Selection Next > Save

Course Components: Required/Optional Selection

Of the course components you selected, please indicate if the component is required or optional for students.

Required ▾ Lecture — Various forms of direct instruction

Select... ▾ Discussion Board — Students post and respond to questions

Required

Optional

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).

Faculty Course Proposal: ASTR 113 - Stars, Galaxies, Cosmology

< Previous

Course Components: Lecture

Next >

Save

Lecture

You said students are **required** to participate in the Lecture course component.

How will interaction with students occur for this course component?

- In-Person — Interactions will take place in physical setting and in-person
- Remote — Interactions will take place remotely, such as online
- In-Person and Remote — Interactions will occur as a combination of remote and physical settings

Describe the instructional modality for this particular course component

If desired, provide more detail.

Depending on our campus-wide policy updates, we are expecting...

600 characters

Are LAs used in this setting?

Yes

NOTE: If LAs are not used in this course component, faculty move to next section in the FCP, and the prompts below will not appear.

How many hours are LAs spending in the Lecture course component each week?

4 hours

Estimate the percentage of time each week LAs will be interacting with students in the Lecture course component.

50 %

What is the LA's role in this setting?

EXAMPLE: LAs will each facilitate three 50-minute recitations per week (20 students each). Most of their time will be spent working with small groups of students.

LAs will engage in ...

600 characters

Let's see....class is MW, 10:00-11:50, so that's just under 4 hours that LAs will be in class. I plan to have a combination of 4-5 minute clicker questions and a few 15-20 minute small group activities each day....probably about 50% of class time that LAs will be directly interacting with students.....



Details for Specific Course Components

Continue providing details for each previously specified Course Component.

Faculty Course Proposal: ASTR 113 - Stars, Galaxies, Cosmology

< Previous

Course Components: Discussion Board

Next >

Save

Discussion Board

You said students can **optionally** participate in the Discussion Board course component.

What percentage of enrolled students attend these optional sessions?

70 %

How will interaction with students occur for this course component?

- In-Person — Interactions will take place in physical setting and in-person
- Remote — Interactions will take place remotely, such as online
- In-Person and Remote — Interactions will occur as a combination of remote and physical settings

If desired, provide more detail.

The reasons for this are...

600 characters

Are LAs used in this setting?

Yes

How many hours are LAs spending in the Discussion Board course component each week?

1 hours

Estimate the percentage of time LAs will be interacting with students in the Discussion Board course component.

100 %

What is the LA's role in this setting?

EXAMPLE: LAs will each facilitate three 50-minute recitations per week (20 students each). Most of their time will be spent working with small groups of students.

600 characters

Going to set up Slack for communication within class. Students might be asking questions during class and between classes, and I'd like the LAs to monitor, respond, and tag students to encourage interactions.....LAs will probably spend an additional hour outside of lecture engaging in these discussions?



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.

Faculty Course Proposal: ASTR 113 - Stars, Galaxies, Cosmology

< Previous

LA Preparation

Next >

Save

LA Preparation

Faculty have found that:

- LAs are a valuable resource for planning and informing instruction
- LAs provide valuable feedback to instructors about how students experience the course
- If other instructors or TA work with LAs, it is valuable to include them in the Weekly Preparation Meetings
 - Weekly Preparation Meetings are not only for LAs, they are used by faculty prepare for the upcoming weeks

All LA-supported courses are required to have a weekly preparation session led by the instructor.

How many hours will LAs spend in the weekly preparation session?

1 hours

LAs report that on average, they spend 2 hours per week preparing for their roles, including the Weekly Preparation Session.

How many hours of **additional** preparation time (beyond Weekly Preparation Sessions) do you anticipate that LAs will spend each week?

0.5 hours

Tell us more about what you plan to do in your weekly meetings with LAs.

I'm planning on...

.....besides my LAs, we'll also have our graduate TAs in these meetings....want to make sure we build community, discuss challenges and successes, and work through the most difficult parts of next week's student activities.....maybe ask LAs what they are learning in their pedagogy course that week.....discuss as a group where we think students will be challenged coming up and strategize how to help them....



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).

Faculty Course Proposal: ASTR 113 - Stars, Galaxies, Cosmology

< Previous

LA Responsibilities

Next >

Save

LA Responsibilities

Total weekly LA time commitment 8.5 hours

Total weekly LA time working with students 5.70 hours

The total LA working hours and total hours that LAs are working with students appear to be in line with the suggested range of values.

Category	Weekly LA Time	Weekly LA Time with Students
Lecture	4	3.60
Discussion Board	3	2.10
Content Prep	1	0.00
Additional Prep	0.5	0.00
TOTAL	8.50	5.70

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.

Faculty Course Proposal: ASTR 113 - Stars, Galaxies, Cosmology

< Previous

Assessment Plan

Next >

Save

Assessment Plan

Briefly describe your assessment plans, in particular point out if you have some interesting assessment data and/or methods that might be of value to the LA Program.

We are using assessment tools according to...

Recruitment

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

Faculty Course Proposal: ASTR 113 - Stars, Galaxies, Cosmology

< Previous

LA Recruitment

Next >

Save

LA Recruitment

In this section, you will provide information that will be presented to student applicants to help them to understand the time and task expectations for this course. Avoid scheduling LA responsibilities during the LA Pedagogy Course (if you are hiring new LAs).

The LA Pedagogy Course schedule is:

Describe the scheduling requirements for LAs regarding the following course components. Be as concise as possible.

Example: Mondays and Tuesdays from 1-3pm.

Lecture

M/W 10:00 - 11:50 am

Discussion Board

anytime, on Slack

Weekly Prep Session

Thursday noon

Craft your message to prospective LAs for your course

This message will appear in the LA application so it serves both as scheduling information and recruiting text. You will have an opportunity to see what students will see when you complete this page.

Example Message:

ENGL 1800: American Ethnic Literatures is an exciting opportunity for LAs to interact with students individually and in groups. In class and in required recitations, students work in groups to evaluate Native American, African American, and Chicano literature. LAs help group members discuss distinguishing cultural elements of these literatures. LAs are expected to attend a weekly preparation meeting each week and lead two recitation sections each week. Students should have taken this or similar course to serve as LAs in this course.

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

Recruitment Message Shown to Applicants

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.

Faculty Course Proposal: ASTR 113 - Stars, Galaxies, Cosmology

< Previous

Review & Submit

Next >

Save

Review & Submit

Course Information

Select the department that will be reviewing this course proposal.

Physics

Select Course

Select the courses you wish to include in this course proposal. Each course proposal may request one or more LA(s) for single or associated courses. Section and Enrollment are required information. If you do not know your section(s) yet, please put N/A.

ASTR 113 - Stars, Galaxies, Cosmology (section=001, enrollment=35, is primary course)

ASTR 113 - Stars, Galaxies, Cosmology (section=002, enrollment=35, is primary course)

Student to LA Ratio

You have indicated that you have 70 students.

Please tell us your desired number of LAs.

3

Given the student/LA ratio of 23, provide a brief rationale for why this number is appropriate.

This ratio is appropriate because...

Select Faculty

Select the faculty members involved in this course. Indicate the role(s) of each as a course instructor or running weekly LA preparation sessions (or both). You will not be able to submit the proposal if either role is unassigned to a faculty member.

Alford, Jerome (Classroom Instructor, Runs Weekly Preparation Sessions)

Allison, Lane (Classroom Instructor)

Booker, Scarlet (Runs Weekly Preparation Sessions)

Submit

learningassistantalliance.org says

The proposal was successfully submitted.

OK