First Year Seminar Instructor
Course Description and Instructor Expectations & Requirements

First Year Seminar provides support and experiences that enhance study skills and promote learning. The role of the instructor is to assist first time, full time students with their academic and social integration to the college experience and the SUNY Polytechnic community. Sessions on time management, stress management, health, social justice, study strategies and financial management are explored. Strategic reading and lecture notes, test taking and wellness activities are also addressed to assist students in meeting the academic demands of college life. Community service and civic responsibility are also addressed through first year seminar. The FYS101 course will meet for 16 weeks for 50 minutes each week and is worth 1 credit hour.

Course Objectives

Students will be able to:

- Identify support services available on campus
- Describe strategies for learning related to the development of good study habits, note and test taking
- Explore opportunities for college and community service and engagement
- Engage in selective curricular and extra-curricular activities/events
- Present a prepared project grounded in research and examination

First Year Seminar Instructor Qualifications

Enthusiasm regarding engagement with first year students and an interest in going above and beyond the traditional work day to mentor and assist first year students in their transition to life at SUNY Polytechnic Institute and their academic pursuits is a must. Instructors must possess a master's degree. To maximize the access students have to their instructor, full-time staff and faculty are preferred.

An employee who is currently enrolled in a master's program, is within in nine credit hours of degree completion and who has experience working directly with undergraduate students may be employed to teach first year seminar.

First Year Seminar Instructor Expectations

- Willingness to accommodate teaching of first year seminar beyond the traditional work day. Courses may be in the evenings. If the instructor receives a course time that is during the traditional work day, the hours missed at the primary job must be made up on the instructors own time in consultation with their direct supervisor. Supervisor permission is required to serve as a first year seminar instructor.
- Commitment to teach each of 16 classes in the seminar. If missing a class cannot be avoided by the instructor, due diligence must be used to find another FYS instructor to lead the class. FYS Classes may not be cancelled.
- Commitment to meet weekly for one hour with other FYS Instructors to discuss the status of the class, relay concerns and to be best prepared to lead each weekly session.
- Weekly grading and feedback on student submissions is required.

- Willingness to establish a relationship with each first year student in the course and to provide consultation to students outside of class. Established on campus office hours for first year students in the course are required.
- The instructor must have confidence and knowledge to initiate, lead and resolve conversations and conflicts on issues and challenges that include time management, stress management, sexual health, social justice, study strategies and financial management and more.

Instructor Remuneration

Instructors are employed as adjunct faculty members teaching one credit hour at the current credit hour rate of $875.00 as extra service. This is prorated over the course of the fall semester. Interested instructors who already serve as adjuncts or who receive extra service should review their eligibility to be compensated for FYS instruction with Human Resources and their supervisor.

Please contact Jennifer George, Associate Director of the Center for Student Involvement, if you are interested in discussing this opportunity. Jennifer.george@sunypoly.edu or 315-792-7530