

Seminar Enhancement Funding

The Office of Undergraduate Academic Affairs has set aside a limited amount of funds which may be used for field trips, outside speakers, and special events. Requests for seminar enhancement must be submitted via our website <https://byrne.rutgers.edu/faculty-resources/enhancement-funding>. Funding is available on a first come, first served basis.

Field Trips

All field trips for which you want support from our office must be approved beforehand. All students are required to participate in the field trip. A trip itinerary and waiver forms must be submitted no later than two weeks after the seminar start date. Appropriate transportation for your trip, NJ Transit tickets or a bus, will be arranged. Instructors will also be reimbursed for admission fees/tickets and for reasonable food requests depending on the duration of the trip.

Outside Speakers

Our office will pay up to \$250 toward a speaker's fee. For payment of speakers and honoraria, the name, contact information, and social security number of speaker; date of speaking engagement; course information including the course name, date, time, and location; expectations of the speaker, such as name of speech or topic discussed, question and answer, discussion, book signing, etc.; and the agreed upon cost of speaker, invoice, and W9 form are needed.

Refreshments

Funding for refreshments is only available for public presentations to the Rutgers community. A copy of the event flyer and a completed business purpose form must be submitted to our office for approval at least two weeks prior to the event. Once the request is reviewed and approved, Senior Program Coordinator James Register will work with the instructor on making all necessary arrangements.



TEACHING BYRNE

FIRST-YEAR SEMINARS

FALL 2018 – SPRING 2019

Questions?

email: byrneseminars@rutgers.edu

call: 848.932.6971 or visit:

WWW.BYRNE.RUTGERS.EDU

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Undergraduate Academic Affairs



ABOUT BYRNE FIRST-YEAR SEMINARS

Byrne Seminars are small, one-credit courses offered only to first-year students at Rutgers-New Brunswick. Seminars typically meet for 10 weeks, starting in the first week of each semester. The seminars are graded Pass/No Credit and have no formal exams.

Goals

- To increase engagement between faculty, senior administrators, and first-year students through small and unique learning opportunities.
- To expose first-year students to unique research and ideas. Byrne Seminars are a means for making your specialized research relevant and accessible to a broader audience.
- To increase retention and graduation rates by connecting students to faculty and senior administrators earlier in their college careers.

Eligibility

Byrne Seminars are taught by tenured faculty and/or senior administrators. Courses range in topics meant to arouse intellectual curiosity of our undergraduates and introduce first-year students to the resources of Rutgers.

Requirements

- Meet with your class for 1¹/₄ hours once per week for 10 weeks, or for 2¹/₂ hours once per week for 5 weeks.
- 20 student maximum in each seminar; 10 student minimum. Sections that do not meet the minimum required enrollment of 10 students will be cancelled before the end of the add/drop period.
- All instructors must review, sign, and return the Byrne Instructor Agreement by the established date. Contracts not received by the deadline will result in cancellation of the course.
- The individual listed on the Instructor Agreement must be the person who is teaching the seminar. The office must be notified if any changes are necessary.
- All new and returning faculty members are required to attend an orientation session, typically held in August and September.
- Use approved syllabus template and submit a copy of the syllabus to our office by the established date. Your posted office hours must be included on the syllabus.
- Requests for seminar enhancement funding must be submitted via our website <https://byrne.rutgers.edu/faculty-resources/enhancement-funding> by the last week of September.
- Complete a Byrne survey at the conclusion of the seminar.

Compensation

As of the 2018–2019 academic year, faculty and senior administrators will receive \$2,500 stipends. For seminars that are co-taught, each instructor will receive \$2,000.

Research funds will be transferred into your account via journal entry within 30 days after the completion of the course. Account information and the name of your business contact person must be sent to Senior Program Coordinator James Register at byrneseminars@rutgers.edu by the established date. Please note that research funds will not be transferred until our office has received the signed agreement, a copy of your syllabus, your account information and your business contact person, and a completed Byrne instructor survey.

Grading and Assignments

The instructor must clearly demonstrate how grades will be assigned within the syllabus. A grading rubric must be included in the syllabus. Students who are successful in the Byrne Seminars will earn one academic credit; therefore, the assigned work must be reasonable. Attendance and class participation are essential and should make up at least 50 percent of the course grade. To earn a passing grade, students should not miss more than two class meetings.

Reading

Based on successful seminars, we recommend a maximum of 30 pages of reading per week. Students should be asked questions based on the required readings which will prompt discussion during class.

Writing or Presentations

Based on past successful seminars, we recommend a maximum of 5–7 pages of formal writing, 15–20 minute presentations, opportunities for group work, or some combination over the course of the entire semester.

