Teaching Byrne Seminars

2018-2019 Instructor Orientation
Teaching Byrne Seminars

• Recently, we completed the Middle States reaccreditation review which had a focus on accountability and assessment. In order to comply and to position the Byrne program to request more resources, we would like you to provide us with several items. These items are basic and should have no impact on your course, since content decisions about a course are within faculty purview.

• The items include:
  • Signing an Instructor Agreement
  • A copy of your syllabus utilizing the approved template
  • Your account information and the name of your business contact person
  • Completing a brief Byrne survey at the conclusion of the semester
<table>
<thead>
<tr>
<th>School Name</th>
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<tbody>
<tr>
<td>Edward J. Bloustein School of Planning and Public Policy</td>
</tr>
<tr>
<td>Mason Gross School of the Arts</td>
</tr>
<tr>
<td>Rutgers Business School</td>
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<tr>
<td>School of Arts and Sciences</td>
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<tr>
<td>School of Communication and Information</td>
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<tr>
<td>School of Engineering</td>
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<tr>
<td>School of Environmental and Biological Sciences</td>
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<tr>
<td>School of Health Professions</td>
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<tr>
<td>School of Management and Labor Relations</td>
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<tr>
<td>School of Nursing</td>
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<tr>
<td>School of Public Health</td>
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<tr>
<td>School of Social Work</td>
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</table>
Excellence
- Byrne Seminars
- Aresty Research Center
- Distinguished Fellowships
- Phi Beta Kappa Society

Access
- Student Access and Educational Equity
- Educational Opportunity Fund
- Student Support Services
- Ronald E. McNair
- RU-1st & Outreach
- LSAMP

Support
- Rutgers Learning Centers
- University Career Services
- University College
- ROTC
- Pre-Law Advising

Policy
- Undergraduate Academic Affairs Leadership Council
- Task Force and Committee Work
- Policy Development and Oversight
- Tyler Clementi Center
UAA Executive Leadership Team

Dr. Ben Sifuentes-Jáuregui
Vice Chancellor

Mr. Michael Hewson
Assistant Vice Chancellor

Dr. James H. Whitney III
Assistant Vice Chancellor
Acting Director, Byrne Seminars
What are Byrne Seminars?

- Byrne Seminars are small, one-credit courses taught by world-renowned faculty and senior administrators.

- Goals:
  - Increase engagement between faculty, senior administrators and first-year students.
  - Expose first-year students to unique research and ideas.
  - Increase retention and graduation rates by connecting students to faculty and senior administrators earlier in their college careers.
Impact on the Undergraduate Experience

- **Average 4-year graduation rate**
  - Byrne: 65.3%
  - Non-Byrne: 53.2%

- **Average time to degree**
  - Byrne: 3.82 years
  - Non-Byrne: 4.31 years

- **Average 2nd year retention rate**
  - Byrne: 90.5%
  - Non-Byrne: 85.5%

Source: Rutgers Office of Institutional Research and Academic Planning
Four, Five and Six-Year Graduation Rates
First-Year Undergraduate Students
Fall 2010 Cohort

- 4 Year: 59.2
- 5 Year: 76.9
- 6 Year: 80
Byrne Sections Offered

<table>
<thead>
<tr>
<th>Year</th>
<th>Fall</th>
<th>Spring</th>
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<tbody>
<tr>
<td>2007-2008</td>
<td>53</td>
<td>57</td>
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<tr>
<td>2008-2009</td>
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<td>60</td>
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<tr>
<td>2009-2010</td>
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<td>2010-2011</td>
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<td>2011-2012</td>
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</tr>
<tr>
<td>2012-2013</td>
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<td>62</td>
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<tr>
<td>2013-2014</td>
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<td>74</td>
</tr>
<tr>
<td>2014-2015</td>
<td>112</td>
<td>74</td>
</tr>
<tr>
<td>2015-2016</td>
<td>113</td>
<td>99</td>
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<tr>
<td>2016-2017</td>
<td>105</td>
<td>78</td>
</tr>
<tr>
<td>2017-2018</td>
<td>104</td>
<td>63</td>
</tr>
</tbody>
</table>
Percentage of First-Year Students Taking a Byrne Seminar

Source: REGIS data
2017-2018 Byrne Enrollment By School

<table>
<thead>
<tr>
<th>School</th>
<th>Enrolled in Byrne</th>
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</thead>
<tbody>
<tr>
<td>SAS</td>
<td>1,899</td>
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<tr>
<td>Business</td>
<td>382</td>
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<tr>
<td>SEBS</td>
<td>302</td>
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<tr>
<td>Engineering</td>
<td>170</td>
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<tr>
<td>MGSA</td>
<td>44</td>
</tr>
<tr>
<td>Pharmacy</td>
<td>44</td>
</tr>
<tr>
<td>Nursing</td>
<td>6</td>
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</table>

Source: REGIS data
Byrne Students

- Students are self-selected. In the Fall semester, they indicate their top four choices and are placed into one by academic deans/advisors. Students register themselves for the Spring semester.

- Students come from all schools at Rutgers-New Brunswick. Many students choose a Byrne seminar topic outside of their major, while others use it as a way to explore a potential major or minor.
Featured Seminars and Collaborations

Featured in Fall 2018
“The Undiscovered Paul Robeson” Celebrating the 100 Year Anniversary of Paul Robeson’s Graduation From Rutgers.

RU-1st Byrne Seminars
- Specially designed for first-generation and/or underrepresented students.
- Seminars aimed at increasing awareness of critical and wide-ranging local, state, national and other important issues confronting higher education.

Aresty-Byrne Seminars
- Aresty-Byrne Seminars take traditional Byrne Seminars one step further and ask students to participate in their professors’ research.
- Professors leading these courses offer an Aresty research project for the next year, and select students from the seminar as research assistants.

Byrne Seminars with Johnson & Johnson
- Seminars co-taught by Rutgers faculty and J&J professionals.
- This initiative expands research ties, while introducing first-year students to an array of career and educational opportunities.
How to Become a Featured Seminar

• Each year, the Byrne Faculty Review Committee selects seminars for the featured collaborations based on the seminar topic and/or research focus.

• Faculty are also welcome to request that the Byrne Faculty Review Committee consider their seminar for one of the four featured categories.
Seminar Structure and Requirements

- Seminars are scheduled according to standard course periods. Two class meeting formats are available:
  - Meet once per week for the first 10 weeks of the semester. Each class period is 80 minutes.
  - Meet once per week for the first 5 weeks of the semester. Each class period is 160 minutes.

- Seminars are graded Pass/No Credit and have no formal exams.

- 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 September 7, 2018.
Seminar Structure and Requirements

- 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.

- Use approved syllabus template and submit a copy of the syllabus to our office by **September 14, 2018**. Your posted office hours must be included on the syllabus.

- Complete a brief Byrne survey at the conclusion of the semester.
Syllabus Guide

• A guide to all required and recommended information that must be included on your syllabus is available on our website:
  

• A sample syllabus is also available at:

  https://byrne.rutgers.edu/sites/default/files/pdf/byrne/byrne_seminars_complete_sample_syllabus.pdf

• Additional information is located within the “Faculty Resources” section of our website:

  https://byrne.rutgers.edu/
Sample Syllabus


Date: September 4, 2017 – November 6, 2017
Location: Nicholas Music Center, room 111

Instructor: Julia Ritter
julia.ritter@rutgers.edu
MS 513-8806
Office hours by appointment

Seminar Description
An examination of the role of interdisciplinary processes in American avant-garde theatre, particularly in relation to dance and voice. Emphasis on pioneering artists and artistic movements that have shaped contemporary performance. The course will include lectures, discussions, creative experiments, improvisations, observations of video and film, as well as attendance of performances.

Credits

Evaluate the unknown
Participate with gusto
Watch with careful attention
Listen to others,
Consider flexible definitions of art and beauty
Contemplate how art impacts your life

Requirements

Class participation
Participation (Extemporaneous – Creative)
Read the articles and respond
Read two plays (they are not long)
Engage in creative research; may be made based or in some ways written

Grading

The course is a three-credit course. More than two-class missed classes will result in no-p credit grade. An “incomplete” grade will not be assigned in this course.

| Attendance & Participation (including class field trip) | 75% |
| Reflection paper (two papers, due on the final day of class) | 25% |

Absence Policy
Students are expected to attend all classes. If you expect to miss a class, please use the University absence reporting website: https://www.rutgers.edu/ to indicate the dates and reason for your absence. Absence will automatically result in a failing grade.
Pass/No Credit Grading and Assignments

• The instructor must clearly demonstrate how Pass/No Credit will be assigned within the syllabus. A rubric must be included in the syllabus (see sample 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.

• Suggestions:
  • **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.
Rubric

- This is a **Pass/No Credit course**. More than two missed classes will result in a No Credit (NC) grade. An “incomplete” grade will not be assigned in this course.

- Sample Rubric:

<table>
<thead>
<tr>
<th>Attendance &amp; Participation</th>
<th>75%</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Assigned readings completed for each class</td>
<td></td>
</tr>
<tr>
<td>• Actively participate in class discussion</td>
<td></td>
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<tr>
<td>• Attendance required for class field trip</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Student Presentations</th>
<th>25%</th>
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<tbody>
<tr>
<td>• Conduct research with your assigned team</td>
<td></td>
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<tr>
<td>• Create a 10 minute presentation (7-10 slides)</td>
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<tr>
<td>• Teams present their research during the final class</td>
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Seminar Enhancement Funding

- The Office of Undergraduate Academic Affairs has set aside a limited amount of funds which may be used for field trips, shared meals, and outside speakers.

- Requests for seminar enhancement funding may be submitted by **September 28, 2018** via our website:
  
  https://byrne.rutgers.edu/faculty-resources/enhancement-funding

- Funding is available on a first come, first served basis.

- Most funding requests can be processed via Rutgers’ purchasing system.

- Reimbursement may be provided to faculty for items not available through Purchasing.

- Please note that Byrne does not have the ability to reimburse students.
Seminar Enhancement Funding

- **Field Trips**: All field trips for which you want support from our office must be approved beforehand. A trip itinerary and waiver forms must be submitted at least two business days in advance of the trip. 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**: Reasonable requests for refreshments, snacks or pizza during special events or public presentations to the Rutgers community will also be supported. 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.
Compensation

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

- Research stipends 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 james.register@rutgers.edu no later than September 28, 2018.

- Our office will notify you once the funds have been transferred. Please work with your business contact person to use your funds. Our office is not responsible for any issues regarding use of funds once they have been transferred.
Compensation

- **Please note:** 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.

- **Example of a GL String:**

<table>
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<tr>
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<th>Division</th>
<th>Org</th>
<th>Location</th>
<th>Fund Type</th>
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<td>6498</td>
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- **Example of a Project String:**

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Your Feedback