



How to Start a Faculty Course Proposal (FCP)



- 1) Log on to learningassistantalliance.org and select “**LA Campus**” on top
- 2) On the Left Hand Menu, select “**Course Proposals**”, then “**Start Course Proposal**”
- 3) Select “**Start New Proposal**” or “**Use Existing Proposal**” and follow the prompts.

The FCP is central to the overall LA recruitment and hiring process in LA Campus. It is designed to help you plan for how to best incorporate LAs into your active learning components, optimizing LA time and fostering student engagement.

You will be able to duplicate and edit this proposal in subsequent terms.

The FCP is the basis for students’ applications, and the Recruitment Message will feature prominently.

NOTE: LA Campus recently re-configured the FCP’s course components, and FCPs created prior to September 2020 are no longer compatible for the “Use Existing Proposal” option. However, you can still access them and copy-paste whatever wording you’d like to re-use!

The screenshot shows the 'Create course proposal' page. The navigation bar at the top has 'Home', 'LA Campus' (circled in red), 'LASSO', and 'Resources'. On the left sidebar, 'Course Proposals' is selected, and 'Start Course Proposal' is circled in red. The main content area has two radio buttons: 'Create new proposal' (selected) and 'Use existing proposal to get started'. Below this is a yellow informational box. The 'Faculty Course Proposal' form is shown with 'Course Information' selected. A dropdown menu for 'Select/Search' is open, showing a list of departments and courses, with 'ADD NEW PREFIX/COURSE' circled in red. A 'New Course Information' modal is open, showing fields for 'Course Prefix' (BIOCH), 'Course Number' (4100), and 'Course Name' (Biochemistry 4A). The 'Save Course' button is highlighted.

Student to LA Ratio

Your LA program may recommend an appropriate Student to LA ratio depending on your context.

Faculty Course Proposal: CHEM 1001 - Gen Chem 1

< Previous Student to LA Ratio Next > Save

Student to LA Ratio

You have indicated that you have 65 students.
Please tell us your desired number of LAs. [Learn More](#)

3 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 22:1, provide a brief rationale for why this number is appropriate.

This student/LA ratio is reasonable because...

Once you state how many LAs you are requesting, this box lets you know whether or not this is in line with your LA Program's guidelines.

Should it be outside the recommended range, you will still be able to continue and submit the FCP.

Faculty Information

Indicate classroom instructors and information on who will meet with LAs

Faculty Course Proposal: CHEM 1001 - Gen Chem 1

< Previous Faculty Information Next > Save

Select Faculty

F.	Se	Se	Yo	#	1
	UNKNOWN INSTRUCTOR				
	Alford, Jerome				
	Allison, Lane				
	Booker, Scarlet				
	Campos, Callum				
	Tyler, Kelly				

course. Indicate the role(s) of each as a course instructor or running weekly LA preparation sessions (or both), if either role is unassigned to a faculty member.

Classroom Instructor?	Meets with LAs
Select...	Select...
Yes	No

Add another faculty

For multiple instructors, state all and specify their roles. Please indicate who will meet with the LAs! Collaborative course preparation is a key aspect of the LA Model.

Everybody listed here can edit this FCP. This facilitates collaboration between faculty and/or Department or Program Coordinators.

Save your progress and submit FCP at a later time

Once you input Course Information, Student/LA Ratio, and Faculty Information, you can save your progress and continue at a later time.

Faculty Course Proposal: CHEM 1001 - Gen Chem 1

< Previous Faculty Information Next > Save

Faculty Information

Select Faculty

Select the faculty members in this course. You will not be able to submit the FCP until you have selected at least one faculty member.

Faculty

1 Select/Search

Add another faculty

- 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
- Additional Questions
- LA Recruitment
- Review & Submit

Use this menu to navigate within the FCP module, e.g., when you need to go back to a previous page to update information.

Submit to your LA Program for review. Your FCP may get approved, or sent back to you with feedback and requests for changes.