

**MEMORANDUM**

To: Academic Deans and Faculty  
From: Jean Morrison, Vice Provost for Academic Affairs  
and Graduate Programs  
Gene Bickers, Vice Provost for Undergraduate Programs  
Date: 22 March 2010  
Subject: Welcome Week Micro-Seminars 2010

Office of the Provost

Jean Morrison  
Vice Provost for  
Academic Affairs and  
Graduate Programs

Professor of  
Earth Sciences

We invite you to apply to participate in USC's **Welcome Week Micro-Seminars Program**, which takes place this year on August 19 and 20. Faculty presenters will receive a stipend of \$500 as compensation for their work. **The due date for receipt of applications is Monday, April 12.**

This is the fifth year for the Micro-Seminars Program, whose purpose is to enhance interactions between our faculty and undergraduate students. A particularly important time for promoting interactions and fostering a sense of academic engagement is the first week of campus life for our newly arrived freshmen. Over 900 students participated in 52 different micro-seminars in August 2009, and the response from faculty and students was excellent.

The program is described in detail below, and a one-page application form is included as an attachment.

**Description of the Program**

As part of their introduction to academic life at USC, incoming freshmen are encouraged to enroll in a two-session Welcome Week Micro-Seminar. The micro-seminars are not graded and do not carry course credit. This year the sessions are scheduled to take place from 2:30-4:00 PM on **Thursday, August 19**, and from 10:00-11:30 AM on **Friday, August 20**.

The purpose of the micro-seminars is two-fold:

- To introduce students to new subject matter in a field of interest to both them and the participating faculty member; and
- To promote discussions between students and faculty in an informal, small group setting before the official start of classes.

The enrollment in each micro-seminar is limited to **twenty students**. Students enroll on-line, and participant lists are forwarded to faculty in advance. In 2009 many faculty welcomed their students by e-mail before they arrived on campus.

Micro-seminar topics may be proposed from the full range of humanities, social and natural sciences, arts, and professions, as well as pop culture. In 2009 micro-seminar titles included “Climate Change and the Future of Energy”; “Bubbles and Busts: What History Can Tell Us About Financial Crises and Trust”; “Arts and Culture: USC and Los Angeles”; and “New Directions in Documentary Film.”

**All full-time faculty are invited to participate**, including both those who routinely teach undergraduates and those who teach in graduate and professional programs across all of our eighteen schools on the University Park and Health Sciences Campuses. This is a unique opportunity for faculty in our graduate programs to interact with our first-year undergraduates.

To submit a micro-seminar topic for consideration, please complete the attached form, which requires a title and short topic description. **Keep in mind that the scheduled contact time is three hours spread out over two sessions.** It is necessary to commit to teaching on both Thursday, August 19, and Friday, August 20. Forms may be submitted by e-mail to Gene Bickers ([bickers@usc.edu](mailto:bickers@usc.edu)) or as a hardcopy to the Office of Undergraduate Programs, GFS 227, MC 1695. The due date for receipt of submissions is **Monday, April 12**. Notifications of approval and additional information will be provided by early May.

cc: C. L. Max Nikias  
Elizabeth Garrett  
Michael Jackson

## WELCOME WEEK 2010 MICRO-SEMINARS APPLICATION

Submission of an application indicates availability to conduct a two-session micro-seminar on **Thursday, August 19**, and **Friday, August 20**. Notifications of approval and additional information will be provided by early May. Participating faculty will receive a stipend of \$500. Any full-time faculty member is eligible to participate.

This application may be submitted by e-mail to Gene Bickers ([bickers@usc.edu](mailto:bickers@usc.edu)) or as a hardcopy to the Office of Undergraduate Programs, GFS 227, MC 1695. The deadline for receipt of applications is **Monday, April 12**.

### Contact Information

Name of Faculty:

School/Department:

USC Employee Number (for processing stipends):

E-mail:

Phone:

**Proposed Micro-Seminar Title:**

**Brief Description/Syllabus:**

**One-Paragraph Faculty Bio:**