

**ASEE 2019 ANNUAL CONFERENCE  
FIRST-YEAR PROGRAMS DIVISION CALL FOR PAPERS**

The First-Year Programs Division (FPD) seeks paper and workshop proposals on topics related to FPD's primary objective: scholarly work relating to educational activities associated with first-year engineering students, including freshman and transfer students.

There are three types of submissions: Complete Paper, Work in Progress Paper, and Workshop.

- **Complete Paper:** The criterion for a Complete Paper is that it represents, at the time of draft paper submission, work for which available results can be analyzed to yield supported and significant conclusions. **There are three subcategories for Complete Papers.**
  - **Research** papers present new findings, situated in the context of prior findings and models, including motivation and background of the work, methods, results, and implications of the work and/or future directions for research.
  - **Theory** papers provide reviews, meta-analyses or other theory-focused work, situated in the context of previous literature to reveal relationships, patterns or models, or extend existing theories.
  - **Evidence-based practice** papers provide analysis of one or more engineering education practice, including teaching approaches, instructional technology uses, and institutional strategies to support student success.

**NOTE: There is a 15 page limit for the body of the paper (excluding references and appendices)**

- **Work in Progress (WIP) Paper:** Work in Progress Papers report on work that is still in the process of study and/or implementation for which results will not be available by the time of draft paper submission, for studies where the results are as yet inconclusive, and for studies at an early to intermediate stage for which authors are seeking feedback from the community. Each submission in this category must have a title beginning with "Work in Progress:" with the colon separating the WIP phrase from the remainder of the title. Please note that FPD will not accept as a Complete Paper any submission judged to fall under the WIP criteria and may reassign such papers as WIP submissions. All WIP Papers accepted for publication will be assigned to either (1) a poster or (2) a postcard session to allow their authors maximum opportunity for extended conversations regarding their ongoing research.
- **Workshop:** Workshops are scheduled as sessions of either 2 or 4 hours in length and will be held on the Wednesday afternoon of the conference. Workshops provide attendees an opportunity to learn about a topic in depth and ways to apply the knowledge to their own settings. Topics of interest to the FPD community include, but are not limited to, those listed below as related to first-year students and their experience:
  - Advances in engineering education research as it applies to the first-year experience;
  - Retention and learner-support strategies for first-year students;
  - Innovative approaches to first-year engineering education;
  - Integrated contextual and practice-oriented curricula for the first year;
  - Project-based and hands-on courses and/or related teaching activities in the first year;
  - Retention strategies and programs applied in first-year engineering programs;
  - Aspects of programs, course materials, and engineering education that address diversity among first-year students;
  - Pre-college programs and experiences, as well as links between first-year programs and K-12 education
  - Programs, policies, or frameworks linking two-year/transfer prep/junior college institutions and first-year programs;
  - Integrating engineering design into the first-year;
  - Insights into teaming, group work and team/member assessment among first-year students;
  - Creative problem-solving courses and/or related teaching activities in first-year engineering programs;
  - Instructional use of computers and computer software in first-year engineering programs;
  - Programs to assist engineering students in making the secondary-to-college transition, such as advising, and -to-college transition, such as advising, student services, orientation, and other co-curricular engineering student development programs

**It is expected that the author(s) of a submission will support the Division by reviewing both abstracts and manuscripts submitted for the Annual Conference**

## **GUIDELINES FOR SUBMISSION**

### **Abstracts for Paper Proposals:**

Due to the competitiveness of publication in the First-Year Programs Division, the quality of a submitted abstract is of utmost importance. The abstract should contain sufficient information to enable reviewers to determine the suitability of the work for presentation in the Division and the likely impact of the results to be presented.

Therefore, abstracts must meet the following four (4) minimum requirements to be considered:

- **You must include the type of paper submission you are proposing (Complete Research, Complete Theory, Complete Evidence-based Practice, or Work in Progress) in the first sentence of your abstract** (e.g., “This Work in Progress paper will describe ...”, “This Complete Research paper will describe ...”).
- Submissions **must** follow the ASEE Abstract Format guidelines – please see the Authors Kit ([https://www.asee.org/documents/conferences/annual/2019/2019\\_Authors\\_Kit.pdf](https://www.asee.org/documents/conferences/annual/2019/2019_Authors_Kit.pdf)) for details.
- FPD customarily uses **detailed abstracts** for the abstract review process. Detailed abstracts are generally one full page of text (600-750 words maximum) and include the following: a motivation, a brief background on the problem being addressed or the theory being used to address a problem, methods/assessment, and results (or anticipated results). You may include a second page if you wish to include relevant images or tables that you believe will aid the reviewers’ understanding.
- **Abstracts and manuscripts are reviewed using a double-blind process.** Do not include the names of authors or of institutions anywhere in the body of the submitted document or its headings, in any figures/images or references provided, or in the file name or document properties.

### **Failure to follow the above guidelines may result in rejection of your submission.**

Authors of accepted Complete Paper and WIP Paper abstracts will be required to submit a full paper manuscript that meets the ASEE Paper Format guidelines provided in the Authors Kit, plus any additional guidelines put forward by the Division. These submissions will be evaluated using a detailed set of criteria to be provided at the time of abstract acceptance. Please note that abstract acceptance does not guarantee subsequent paper acceptance.

### **Workshop Proposals:**

Proposals for Workshops submitted through the First-Year Program Division are to be sent directly to the FPD Program Chair, Rachel McCord ([rmccord1@utk.edu](mailto:rmccord1@utk.edu)); DO NOT submit workshop proposals through the Monolith system. **The Division’s deadline for submitting workshop proposals is October 1.** Proposals selected by FPD will be forwarded for further consideration by ASEE, which makes the final decision. Acceptance of a workshop proposal by FPD does not guarantee that it will appear in the final program. Workshop proposals must include the following information:

- A description of the session, including its purpose, format, learning goals, content, and activities;
- A schedule (i.e., something describing the general flow of the 2 hour or 4 hour workshop);
- A list of presenters/facilitators and their contact information, along with a brief justification for their ability to successfully accomplish the stated goals.

If the workshop is approved by FPD reviewers, it is then submitted to ASEE. The submission to ASEE will include additional information such as estimated attendance, estimated ticket cost, and responsible party to subsidize the expense if ticket revenue does not cover the entire cost of the event: ASEE charges for the room, expected food and beverage requests, and audio-visual needs.

If you have any questions, please feel free to contact the 2019 Program Chair for the First-Year Programs Division, Rachel McCord ([rmccord1@utk.edu](mailto:rmccord1@utk.edu)).