

## First-Year Odyssey Seminar

### Request for Compensation Instructions

The First-Year Odyssey Seminar Program will allocate \$3,500 for each seminar taught. The faculty member responsible for teaching a First-Year Odyssey Seminar may choose to receive these funds either as extra compensation or as scholarly support.

**Extra Compensation:** Will be paid in 5 paychecks throughout the semester, \$700 per paycheck, and is subject to taxes. It will not count towards retirement.

**Scholarly Support:** May be used for any expenditures allowed for state funds; for example, travel, equipment, salary for a teaching assistant, or books. It may not be spent on food or personal items. The money will be distributed to the department at the beginning of the semester and must be spent by the end of the fiscal year.

A First-Year Odyssey Seminar Request for Compensation form must be completed for each faculty member teaching an FYO Seminar. The form is available online at [www.fyo.uga.edu](http://www.fyo.uga.edu) under View Resources. In the case where more than one faculty member is teaching an FYO Seminar, each faculty member must complete a compensation form.

If the seminar is co-taught, the percentage time each faculty member is teaching must be provided. The \$3,500 will be divided based on the percentage taught.

Upon completion, the form should be routed to the Department Head and Dean and then submitted to the First-Year Odyssey Program Office at 104B Holmes-Hunter Academic Building or [fyo@uga.edu](mailto:fyo@uga.edu).

Please email [fyo@uga.edu](mailto:fyo@uga.edu) or call 706-542-6358 if you have any questions.