

COURSE PROPOSAL FORM FOR STUDENT-FACILITATED COURSES DIRECTED GROUP STUDY (98 AND 198)

Read the instructions on the second page before completing and submitting this form. All fields are required.

DATE SUBMITTED			
TERM TO BE OFFERED			
CAMPUS DEPARTMENT			
COURSE TITLE			
COURSE NUMBER (CHECK ONE OR BOTH)	<input type="checkbox"/> 98 (LOWER DIVISION STUDENTS) <input type="checkbox"/> 198 (UPPER DIVISION STUDENTS)		
NUMBER OF UNITS		<input type="checkbox"/> CHECK IF UNIT VALUE WORKSHEET IS ATTACHED	
STUDENT FACILITATOR NAME(S)			
STUDENT FACILITATOR EMAIL ADDRESS(ES)			
INSTRUCTOR OF RECORD NAME			
INSTRUCTOR OF RECORD EMAIL ADDRESS			

Answer the first five questions on a separate sheet or indicate the page number where the answers can be found in your syllabus (see instructions), and mark your answers to questions six and seven:	Check if on a separate sheet	or indicate syllabus page number
1. What is the nature of the subject matter or content of the course? (Include a weekly schedule that shows topics, readings, and assignments for each week.)		
2. What are the key learning outcomes? (What will students be expected to know or be able to do as a result of this course?)		
3. What are the methods of instruction (e.g., lecture, discussion, collaborative learning, etc.)?		
4. How will student performance be evaluated? (What will students be required to do to pass the class, and how much weight will each requirement have toward the final grade?)		
5. How will the instructor of record supervise the student course facilitator(s)?		
6. Has the student facilitator attended a UCFTTR*/SLC* Start-Up Workshop? or taken a Craft of Facilitating course?	<input type="checkbox"/> YES <input type="checkbox"/> YES	<input type="checkbox"/> NO <input type="checkbox"/> NO
7. Has the student facilitator consulted with the appropriate department staff person or website to verify any required department procedures? <input type="checkbox"/> YES (Print name: _____) <input type="checkbox"/> NO		

*Undergraduate Course Facilitator Training and Resources/Student Learning Center

Signatures: My signature below acknowledges my responsibility for this course.	
STUDENT COURSE FACILITATOR(S)	DATE
INSTRUCTOR OF RECORD	DATE
DEPARTMENT CHAIR	DATE

See second page for submission instructions.

COURSE PROPOSAL FORM FOR STUDENT-FACILITATED COURSES DIRECTED GROUP STUDY (98 AND 198)

Instructions: The course proposal form must be completed each semester by the sponsoring department for every student-initiated 98 or 198 course offered for academic credit. The department is responsible for the academic quality of the course and the submission of the proposal form to the Committee on Courses of Instruction (COCI). It is also the department's responsibility to ensure that forms are completely and correctly filled out and that all required information is included. However, departments may make arrangements for student facilitators to turn in the forms. The form, these instructions, and checklists for student facilitators, instructors of record, and department chairs are available on the Special Studies website (<http://vpapf.chance.berkeley.edu/specialstudies/index.html>).

On a separate sheet, student facilitators should provide a response to each of the first five questions listed on the form. Please note: a well-written syllabus should address the first four questions; if the included syllabus does, please **indicate the page number on which the answer can be found, and also write the question number on the syllabus in the appropriate section**. The fifth question is not included in a syllabus, so this question should be answered on a separate sheet. Questions six and seven should be answered on the form. The worksheet to determine unit value is available at <http://academic-senate.berkeley.edu/committees/coci/sfc>.

Deadline: The deadline for submitting the form to COCI is one month before the last day of instruction in the preceding semester (or summer). Individual department deadlines usually fall before COCI's deadline. **Late submissions**, if approved by the sponsoring department, must be accompanied by a letter from the department chair or dean (or their designate) clearly laying out the reasons for the lateness. Email is acceptable.

Submission Instructions: The sponsoring department should keep the original signed form and provide a copy to each of the following:

- **COCI**, Berkeley Division of the Academic Senate, 320 Stephens Hall # 5842. Also attach a copy of the syllabus, answers to the seven questions, and workload worksheet (if completed).
- The cognizant **dean** (if required by the dean)
- The **student facilitator**
- Optional: The Program for Democratic Education at Cal, 320 Eshleman Hall, if the facilitator wishes to affiliate and list the course with **DeCal**. For more information, visit <http://www.decal.org>. Note that DeCal is not affiliated with the Academic Senate and has different submission deadlines.

COCI will review proposals and copies will be kept on file in the Academic Senate. Due to the volume of submissions received, departments and facilitators will not be contacted to verify receipt of proposals or review by COCI. For questions about the form or directed group study courses, please contact the Academic Senate at (510) 642-4226 or acad_sen@berkeley.edu.

Craft of Facilitating Course and Start-Up Workshops

The Student Learning Center's Undergraduate Course Facilitator Training and Resource (UCFTR) Center offers a 2- or 3-unit course for student facilitators: Education 97/197, The Craft of Facilitating. This course can be taken concurrently or prior to the semester in which the course will be offered. The UCFTR Center also offers 1.5-hour start-up workshops several times per semester. Both the course and the workshop offer students assistance with developing a syllabus and learning to facilitate. Attendance at a workshop or course is highly encouraged (and may be required by the department). See <http://slc.berkeley.edu/ucftr/> for more details.

Student Checklist for 98 and 198 Courses

Students who wish to initiate and facilitate a 98 or 198 course need to do the following:

1. Secure faculty sponsorship (get an "instructor of record") and course approval in the semester (or summer) before the class is to be offered. The deadline for submitting proposals to the Committee on Courses of Instruction is one month before the end of instruction in the preceding semester (or summer). Late submissions must be accompanied by a letter from the dean or department chair (or their designate) clearly laying out the reasons for the lateness. Email is acceptable.
 2. Know the role of the faculty member who serves as the instructor of record for student-initiated special studies courses. Faculty responsibilities include:
 - a. ensuring that the course is within the scope of the department's academic program
 - b. approving the course syllabus
 - c. supervising and mentoring students who coordinate special studies courses
 - d. supervising and awarding all final grades
 - e. reporting grades to the Registrar
 - f. responding to and resolving complaints, conflicts, and grievances brought by students taking the course
 3. Consider attending pedagogical workshops offered by the Student Learning Center's Undergraduate Course Facilitator Training and Resources. These workshops are structured to help you design and teach a successful course:
<http://slc.berkeley.edu/ucftr/>
 4. Consider enrolling in the "Craft of Facilitating" offered by the Student Learning Center's Undergraduate Course Facilitator Training and Resources. This course provides unit credit.
<http://slc.berkeley.edu/ucftr/>
 5. Become familiar with policies and procedures related to special studies courses, as described on the special studies website:
<http://education.berkeley.edu/specialstudies>
 6. Become familiar with policies and procedures related to academic accommodations for students with disabilities.
<http://dsp.berkeley.edu/berkacompolicy.html>
<http://dsp.berkeley.edu/dspfaq.html>
 7. Make sure that your proposed course has explicit academic content and requirements, beyond classroom attendance, for receiving credit. In particular:
 - a. Students read, as part of the course, articles, books, and/or primary source documents that place the topic of the course in an academic context.
 - b. Students are required to write a short paper (or papers) that deal with the readings or the readings in relation to the students' experiences.
 - c. Students are informed in writing about what they need to do to pass the course.
 8. Develop a written syllabus that includes the:
 - a. outline of course content
 - b. reading list
 - c. statement of frequency of class meetings
 - d. clear description of assignments and requirements for passing the class
 - e. key learning outcomes (what will students know or be expected to do as a result of this course?)
 - f. methods of instruction
 - g. methods of evaluation of student performance (98/198 courses are exempt from the final exam requirement)

See <http://teaching.berkeley.edu/bgd/syllabus.html> for information on how to create a syllabus.
 9. In collaboration with the sponsoring faculty member:
 - a. Develop a plan for how the faculty member will provide supervision and mentoring. The faculty member could observe your course, review your course materials, meet with you to discuss course progress, offer advice on teaching strategies, suggest readings about good teaching practices, among other options.
 - b. Identify an appropriate course evaluation form to be administered to students at the end of the term.
 - c. Identify an appropriate evaluation form for you to submit at the end of the term to the faculty sponsor that addresses your experiences in coordinating the class.
 - d. Establish a mechanism for keeping accurate records and documentation to support the awarding of credit to enrolled students.
 - e. Enroll, if you wish, in a 99/199 independent study course supervised by the sponsoring faculty member; you cannot be enrolled in the course you are facilitating.
 - f. Obtain a room assignment from your sponsoring department scheduler before instruction begins.
 - g. Talk with your faculty sponsor about the resources you will need for your course.
 10. Complete the Special Studies Course Proposal Form and secure appropriate signatures.
- For more information:
<http://vpapf.chance.berkeley.edu/specialstudies/index.html>

Faculty Checklist for Student-Facilitated 98 and 198 Courses

Have you checked to ensure the following?

1. The student has approached you the semester (or summer) before a class is to be offered to secure your approval and sponsorship. The deadline for submitting proposals to the Committee on Courses of Instruction is one month before the end of instruction in the preceding semester (or summer). Late submissions must be accompanied by a letter from the dean or department chair (or their designate) clearly laying out the reasons for the lateness. Email is acceptable.
2. The Committee on Courses of Instruction (COCI) has approved this course to be taught in your department at the appropriate level (i.e., 98 for lower-division students; 198 for upper-division students).
3. The course number matches the content of the course (i.e., 98 and 198 are group studies courses).
4. The proposed course is in compliance with Academic Senate guidelines on unit values, is graded on a pass/not pass basis, and has regularly scheduled meeting times.
5. The proposed course has explicit academic content and requirements, beyond classroom attendance, for receiving credit. In particular:
 - a. Students read, as part of the course, articles, books, and/or primary source documents that place the topic of the course in an academic context.
 - b. Students are required to write a short paper (or papers) that deal with the readings or the readings in relation to the students' experiences.
 - c. Students are informed in writing about what they need to do to pass the course.
 - d. All 98/198 courses (including but not limited to DeCal courses) are permanently exempt from the final exam requirement. Assignments may be due the last week of classes, as long as they are not designated as final exams or assessments. In general, such assignments should not have significantly more weight than other assignments given during the semester.
6. The content of the proposed course is within the scope of your department's academic program.
7. You have clarified the respective roles and responsibilities of the student course facilitator and the instructor of record. In particular
 - a. You have reviewed and approved the course syllabus prepared by the student course facilitator. The syllabus includes an outline of course content, the reading list, states the frequency of class meetings, and specifies clearly assignments and the requirements, beyond classroom attendance, for obtaining a passing grade. (See <http://teaching.berkeley.edu/bgd/syllabus.html> for information on how to create a syllabus.)
 - b. You have developed a plan for supervising the student course facilitator and reviewed this plan with the student course facilitator. Supervision can take the form of in-class observations, review of course materials, and/or meetings with the student course facilitator, among other options.
- c. You and the student course facilitator have identified an appropriate course evaluation form to be administered to students at the end of the term.
- d. The student course facilitator understands that you, as the instructor of record, are the one who has the responsibility for supervising the awarding of all final grades and for reporting the grades to the Registrar.
- e. You and the student course facilitator have established a mechanism for keeping accurate records and documentation to support the awarding of credit to enrolled students.
- f. You, as the instructor of record, are aware that you are the appropriate person to respond to and resolve complaints, conflicts, and grievances brought by students taking the course.
- g. You ask that the student course facilitator participate in the Student Learning Center's Undergraduate Course Facilitator Training and Resources and/or enroll in the SLC's "Craft of Facilitating" (<http://slc.berkeley.edu/ucftr/ucftr.htm>).
- h. The student course facilitator is not enrolled in the 98 or 198 class itself. You may, however, enroll the student course facilitator in a 99/199 course that you will supervise.
8. You have checked to see that the resources needed for this course can be provided by the department or are otherwise available to the student.

Next Steps

1. Sign the proposal if it meets the criteria for approval.
2. Retain a copy for your files.
3. Submit the proposal to the department chair for review. The department chair must approve the proposal for the course to be offered.

For more information:

<http://vpapf.chance.berkeley.edu/specialstudies/index.html>

Department Chair Checklist for Student-Facilitated 98 and 198 Courses

Have you checked to ensure the following?

1. The course proposal has been submitted for your approval prior to the deadline of one month before the end of instruction in the semester (or summer) before the class is to be taught. If the proposal is being submitted after the deadline, it must be accompanied by a letter from you (or your designate) clearly laying out the reasons for the lateness. Email is acceptable.
2. The Committee on Courses of Instruction (COCI) has approved this course to be taught in your department at the appropriate level (i.e., 98 for lower -division students; 198 for upper-division students).
3. The instructor of record, per Academic Senate regulation A205, is not supervising more than one Passed/Not Passed undergraduate course in any given term, exclusive of individual study or research courses, unless approval to do so has been given by the Dean of the School or College in which the course is offered.
4. The department is willing to provide appropriate administrative support for this course.
5. The resources needed for this course can be provided by the department or are otherwise available to the student.

Have you verified that the instructor of record has made the appropriate decisions on the following?

1. The course number matches the content of the course (i.e., 98 and 198 are group studies courses).
2. The proposed course is in compliance with Academic Senate guidelines on unit value, is graded on a Passed/Not Passed basis, and has regularly scheduled meeting times.
3. The proposed course has explicit academic content and requirements, beyond classroom attendance, for receiving credit. In particular:
 - a. Students read, as part of the course, articles, books, and/or primary source documents that place the topic of the course in an academic context.
 - b. Students are required to write a short paper (or papers) that deal with the readings or the readings in relation to the students' experiences.
 - c. Students are informed in writing about what they need to do to pass the course.
 - d. All 98/198 (including but not limited to DeCal courses) are permanently exempt from the final exam requirement. Assignments may be due in the last week of classes, as long as they are not designated as final exams or assessments. In general, such assignments should not have significantly more weight than other assignments given during the semester.
4. The content of the proposed course is within the scope of your department's academic program.
5. The instructor of record has:
 - a. Reviewed and approved the most current version of the syllabus.
 - b. A plan for supervising the student course facilitator.
 - c. Has established with the student course facilitator a mechanism for keeping accurate records and documentation to support the awarding of credit to enrolled students.
 - d. Has ensured that the student course facilitator is not enrolled in the course. The instructor of record may enroll the student course facilitator in a 99/199 course that he/she will supervise.

Next Steps

1. Sign the course proposal form if it meets the necessary criteria for approval.
2. Retain the original approved proposal with your department records.
3. Send a copy of the approved proposal form to the Committee on Courses of Instruction (Academic Senate, 320 Stephens Hall, MC 5842).
4. Provide your Dean with a copy of the approved proposal form.
5. Provide the student with a copy of the approved proposal.

For more information:

<http://vpapf.chance.berkeley.edu/specialstudies/index.html>