General Education Foundations of Society and Culture (SC) Course Information Sheet Please submit this sheet for each proposed course

Department, Course Number, and Title

1 Check the recommended GE foundation area(s) and subgroups(s) for this course

Foundations of Society and Culture

- Historical Analysis
- Social Analysis
- 2. Briefly describe the rationale for assignment to foundation area(s) and subgroup(s) chosen.

3. "List faculty member(s) who will serve as instructor (give academic rank):

Do you intend to use graduate student instructors (TAs) in this course?	Yes	No
If yes, please indicate the number of TAs		

4. Indicate when do you anticipate teaching this course over the next three years:

2019-20	Fall	Winter	Spring
	Enrollment	Enrollment	Enrollment
2020-21	Fall	Winter	Spring
	Enrollment	Enrollment	Enrollment

5. GE Course Units

Is this an *existing* course that has been modified for inclusion in the new GE? Yes No If yes, provide a brief explanation of what has changed:

Unit Guidelines: GE courses within the Society and Culture Foundation Area are all at least 5 units. Number of Units: 6. Please present concise arguments for the GE principles applicable to this course.

General Knowledge	
Integrative Learning	
Ethical Implications	
Cultural Diversity	
Critical Thinking	
Rhetorical Effectiveness	
Problem-solving	

□ Library & Information Literacy

(A) STUDENT CONTACT PER WEEK (if not applicable write N/A)

1. Lecture:	(hours)
2. Discussion Section:	(hours)
3. Labs:	(hours)
4. Experiential (service learning, internships, other):	(hours)
5. Field Trips:	(hours)
(A) TOTAL Student Contact Per Week	(HOURS)

(B) OUT-OF-CLASS HOURS PER WEEK (if not applicable write N/A)

1.	General Review & Preparation:	(hours)
2.	Reading	(hours)
3.	Group Projects:	(hours)
4.	Preparation for Quizzes & Exams:	(hours)
5.	Information Literacy Exercises:	(hours)
6.	Written Assignments:	(hours)
7.	Research Activity:	(hours)
(B) T	DTAL Out-of-class time per week	(HOURS)
GRA	ND TOTAL (A) + (B) must equal at least 15 hours/week	(HOURS)

What's in a Pronoun? Doing & Undoing the Gender Binary in Social Interaction

UCLA · Spring 2021

Instructor Info	Course Info
Amelia M. J. Hill PhD Candidate, UCLA Dept. of Sociology <u>amjhill@ucla.edu</u>	Sociology 98TW Wednesdays 1:00pm – 3:50pm
Office Hours: Tues/Thurs 2:00-3:00pm* Haines 261A *or by appointment	CCLE Site: [LINK] Units: 5 (15 hours/week) Credits: GE Society & Culture, Writing II

"My gender is not mine. It is ours."¹ - Sara J. Crawley

He, she, they, ze... what's in a pronoun?

As transgender and nonbinary people have gained visibility, the **gender binary**—the idea that people fall neatly into two categories, men and women—has been increasingly challenged. And as our understanding of gender has changed, so has our understanding of pronouns. Once a subject for little more than grade school grammar lessons, pronouns have become a hot topic. Across the U.S. (and beyond), people are putting pronouns in their email signatures, introducing their pronouns at meetings, and wearing buttons that say, "Ask me about my pronouns!". Today, when we talk about pronouns we're often not talking about grammar, but about **gender**: what it is, what it should be, and how we use it.

Our ideas about gender are intertwined with how we talk and interact with one another. Whatever gender is—and whatever it will become—depends on how we construct it together. In this seminar, we will explore the relationship between gender, talk, and social interaction. Our inquiry will be focused by these guiding questions:

- What is gender? How is gender produced through social interaction?
- How is the gender binary encoded in how we talk and interact? How is this changing?
- How can sociological theory & research help us understand gender?

We'll also take time to consider current events and connect our course material to how we experience gender in our own lives. Along the way, we'll cultivate a variety of skills for reading, writing, social scientific observation and critical analysis. By the end of this course, you will be able to provide a thoughtful sociological response to the question, "what's in a pronoun?"

¹ Crawley, Sara L. (2020, January). Are we still doing gender? Gendered and sexual embodiment as negotiation and resistance. Paper presented at the Winter Meeting of the Sociologists for Women and Society, San Diego, CA.

Learning Objectives

"[S]ignificant learning is learning that makes a difference in how people live—and the kind of life they are capable of living. We want that which students learn to become part of how they think, what they can and want to do, what they believe is true about life, and what they value—and we want to increase their capability for living life fully and meaningfully."

- L. Dee Fink, Creating Significant Learning Experiences (p. 7)²

This seminar is designed not just to give you information, but to help you grow as both a student and a person. Below are the major goals I hope you will accomplish by the end of the course.

(S) Sociology (G) Gender

(I) Social Interaction (W) Writing

Foundational Knowledge

Students will:

- (G) Understand and contrast a variety of competing conceptualizations of sex & gender
- (SG) Understand and articulate a sociological perspective of gender as a social practice
- (SG) Explain the relationship between gender and social interaction
- (SGI) Explain the significance of pronoun practices with regard to gender

Application

Students will:

- (SG) Analyze gendered social phenomena from a sociological perspective
- (S) Collect qualitative data for sociological research
- (W) Draft, self-review, revise, and respond to others' feedback

Integration

Students will:

- (SG) Apply ideas from this class to situations and events they encounter in the news and in their own lives
- (W) Use writing to develop and refine their ideas

Human Dimension

Students will:

- (SG) Develop an informed stance about gendered social arrangements and alternative possibilities
- (G) Reflect on their own experience of gender and develop empathy for others whose experience of gender is very different from their own
- (IW) Communicate effectively, even when encountering potential disagreement or conflict

Caring

Students will:

- (G) Take an interest in sociopolitical issues related to gender
- (SI) Appreciate the power they have as social agents
- (I) Value open dialogue with others they may disagree with

Metacognition

Students will:

- (W) Treat writing as a process, not a product
- (W) Develop a consistent reading/thinking/writing practice
- (SG) Become self-directed learner

² Fink, L Dee. 2013. Creating Significant Learning Experiences: An Integrated Approach to Designing College Courses. San Francisco: John Wiley & Sons.

Major Components

Weekly Activities

Seminar Participation

Our weekly meetings will be the cornerstone of this seminar-style course. Each week we will meet for three hours to discuss our readings, ask questions, develop ideas, practice skills, and workshop assignments.

Readings & Reading Logs

Each week you'll have readings to complete before we meet. Most of these readings will be assigned, but sometimes I will provide a prompt for you to find your own reading. For each reading, you will complete a reading log to help you identify and retain the readings' main arguments, key terms, and main points. Please bring your reading logs with you to seminar each week.

Poll Everywhere

Each time we meet, I'll pose polls and discussion questions using Poll Everywhere. This app lets you share anonymous answers and ideas and lets us see other's responses simultaneously. We'll use it to learn about each other, check understanding of course material, and generate discussion.

Gender Journal

Throughout the course, you'll keep a "Gender Journal." This journal is a place for you to jot down thoughts and observations relevant to our class. I'll often give you prompts to consider, but you're free to write about anything that's interesting and useful for you. These jottings will help you reflect on and develop your ideas for your writing assignments. Aim to write in your journal 2-3 times per week or more.

Quarter Research Project

Data Collection (Weeks 3-7)

To gain first-hand experience with sociological research, during the quarter you and your classmates will work in teams to gather and analyze qualitative data. Teams will be organized around research questions set during Week 2. Your teams will share data to maximize your collection.

Individual Research Proposal (Week 4)

Using the readings and other course material we've read so far, you will propose your plan for your individual research project in Week 4.

Analysis Memo (Week 6)

Having collected sufficient data to begin an analysis, you will write a memo outlining your preliminary findings. We will workshop your analyses in class and I will provide feedback to help guide your project.

Research Paper or Unessay (Week 10)

Your research project will culminate in your choice of either a paper or an "unessay." Unessays may take a creative form (e.g. podcast, poster, comic) but must involve a substantial writing process and/or component. A draft will be due Week 8.

Project Gallery

On our last day together, we'll turn our classroom into a gallery where we will get a chance to share findings, discuss major themes, and enjoy the fruits of our collective efforts. You will display your paper/unessay and give a brief, informal oral presentation of your findings. As a class, we will reflect on the progress we made over the quarter and discuss how we will use what we learned.

Practical Stuff

Emailing Me

Email is the best way to contact me outside of class and office hours. Please allow 24 hours for a response and note that I generally don't check my email on weekends.

Seminar Participation

Because this is a discussion-based seminar, your attendance and participation is vital both for your own learning and for the whole class. If you have to miss class, work with a classmate or two to catch up on what you missed. I'll appreciate it if you let me know about absences in advance, but it's not required.

Laptops & Phones

Because this is a discussion-based seminar, I prefer that we all keep phones and laptops put away during class time. This helps everyone stay present and fully engaged in the conversation. When you need to use a device (e.g. for Poll Everywhere), please be mindful about your use.

Late Work

The deadlines set in this class are intended to help you work consistently throughout the quarter (as opposed to binge-working last minute) and provide structured opportunities for guidance and feedback. If you find yourself falling behind, please reach out to me as soon as possible so we can make adjustments as needed.

Academic Honesty

All assignments submitted for UCLA classes must be your own original work produced for that specific class (unless otherwise specified). When you use external sources, be sure to cite them appropriately. Accidental plagiarism is common, so when in doubt, always seek advice from me, the library, or the writing center.

Required Resources

- Readings are available on the course site ([link goes here]). There is no textbook for this course.
- You will need a Poll Everywhere account. I will provide instructions for how to create and properly register your account in the first week of class. In order to participate in polls, you will need to bring either a cell phone or laptop to class.
- You will need a blue book (free at UCLA stores) or other small notebook for your gender journal (see pg. 3).
- I also recommend a notebook for your class notes and a binder for organizing your reading logs/course materials, but that's up to you. ^(C)

If it is difficult for you to access any of these resources, please let me know as soon as possible and we will find a solution.

Evaluation

5%

25%

Weekly Learning Activities:40%Participation15%

20%	
5%	
	60%
15%	
10%	
5%	
	5% 15% 10%

Peer Feedback

Paper/Unessay

Fostering a Learning Community

A major guiding principle for this class (as in life) is: **be good to each other**. This class is a community and our actions shape the kind of community it becomes. We're all coming to this class with different knowledge and experience, and it's our collective responsibility to make room for those differences so that we can learn together. That means:

For all class discussions...

- Make time to read and prepare before class to ensure you'll be able to participate in full
- Share your questions and ideas, and listen attentively when others do the same
- Assume positive intent and seek understanding when you encounter potential conflict
- Take an active interest in your classmates' progress and wellbeing

In general...

- Help classmates when they're struggling, especially when it's something you're more confident with
- Seek and use resources when you encounter a problem (your classmates, the writing center, the internet, the library, me, etc.)
- Practice academic integrity: present your work honestly and give others credit where credit is due (i.e. cite your sources)

Classmate Contacts:

Name:		Phone:
	Email:	
Name:		Phone:
	Email:	
Name:		Phone:
	Email:	
Name:		Phone:
	Email:	
Name:		Phone:
	Email:	

	Seminar Outline	
Week 1	What's in a Pronoun? Talk & the Gender Binary	
April 3	📚 Read:	
	- This Syllabus!	
	- Baron, <u>What's Your Pronoun?</u> , Ch. 1: "Introduction" &	
	Ch. 4: "Queering the Pronoun"	
	- Call Your Girlfriend, "Pronoun Power" [Podcast]	
	🥗 In Class:	
	- Get to know each other, preview course trajectory, and	
	discuss course learning goals	
	- Set class goals and establish community guidelines	
	- Discuss our experiences with pronouns (voluntary basis):	
	What are you familiar/unfamiliar with? What is your	
	relationship to the topic? What are you most interested	
	in learning about?	
	- Read/skim & discuss Julia Serano's "There Is No Perfect	
	Word: A Transgender Glossary of Sorts"	
	Nomework:	
	- Set your own quarter goals & intentions (bullet point list	
	and 1-2 paragraphs)	
Week 2	Life Beyond the Binary	
April 10	₩ <i>Read</i> :	<i>☞Submit</i> :
	- Barbee & Schrock, "Un/Gendering Social Selves"	- Reading logs
	- Lucal, "What It Means to be Gendered Me" (15 pgs)	- Quarter goals
	- Rawson & Williams, "Transgender*: The Rhetorical	& intentions
	Landscape of a Term" (6 pgs)	
	- Engleberth, "Beyond the Narrow Expectations of	
	Gender" [Photo Essay]	
	1 Class	
	In Class: - What is the gender binary? How do we use it to structure	
	- What is the gender binary? How do we use it to structure	
	 What is the gender binary? How do we use it to structure our social world? 	
	 What is the gender binary? How do we use it to structure our social world? What is it like to (try to) live beyond the constraints of the 	
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Consingr Outlin

Week 3	Gender as a Social Accomplishment	
April 17	😎 Read:	<i>☞Submit:</i>
	- West & Zimmerman, "Doing Gender"	- Reading logs
	- Schilt & Westbrook, "Doing Gender, Determining	- Team research
	Gender"	question
	- Serano, "Gender is More than a Performance" (3 pgs)	
	Watch:	
	- GLAAD Interview with Chase Joynt & Kristen Schilt [YouTube Video, 13 mins]	
	🖐 In Class:	
	 What does it mean to understand gender as a social accomplishment? How is gender accomplished? How are pronouns part of how we accomplish gender? 	
	- Watch "Framing Agnes" [Short Film, 19 mins]	
	- How have sociologists used transgender experience to	
	study gender? What ethical concerns does this raise?	
	- What ethical issues do we need to consider for our	
	research project?	
	- Observation exercise: Go out and spend 30 mins	
	observing social interaction on campus and taking field	
	notes; return to class to share and discuss highlights	
	Jow Homework:	
	- Observe for at least 1 hour, taking detailed field notes	
Week 4	The Concept of Gender Pt. 1	
April 24	₹ Read:	<i>☞Submit:</i>
	- Fausto-Sterling, <u>Sexing the Body</u> , Ch. 1: "Dueling	- Reading logs
	Dualisms"	- Individual
	- Schilt & Westbrook, "Doing Gender, Doing	Research
	Heteronormativity"	Proposal
	- Serano, "Homogenizing Versus Holistic Views of Gender and Sexuality"	
	🥗 In Class:	
	 What do we take for granted about sex/gender/sexuality in our daily lives? How can we question our assumptions? Compare and contrast various lay models of 	
	understanding sex/gender/sexuality: what is similar, what	
	is different? How would these models shape social life?	
	How are these models reflected in & produced by how we talk and interact?	
	- How does the sociological approach help us make sense	
	 How does the sociological approach help us make sense of both the variability and consistency of gender? 	
	 How does the sociological approach help us make sense of both the variability and consistency of gender? Why have pronouns become a contentious issue? How 	
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	 How does the sociological approach help us make sense of both the variability and consistency of gender? Why have pronouns become a contentious issue? How 	

- Mid-Quarter Evaluation

Week 5	The Concept of Gender Pt. 2	
May 1	📚 Read:	<i>☞Submit:</i>
	- Connell, <u>Gender & Power</u> , Ch. 3: "Current Frameworks"	- Reading logs
	- Risman & Davis, "From Sex Roles to Gender Structure"	- Mid-Quarter
	- Valentine, "The Categories Themselves"	Evaluation
	🏽 In Class:	
	- Compare and contrast various academic models of	
	understanding sex/gender/sexuality: what is similar, what	
	is different? How do these models account for the	
	variability and consistency of gender? How do they treat	
	social interaction?	
	- Workshop preliminary data analysis	
	A Homework:	
	- Analysis Memo	
	,	
Week 6	The Sociological Study of Interaction	@Submit:
	📚 Read:	- Reading logs
	- Wilson, "Conceptions of Interaction and Forms of	- Analysis
	Sociological Explanation"	Memo
	- Clayman & Gill, "Conversation Analysis"	
	- Speer, "The Interactional Organization of the Gender	
	Attribution Process"	
	- Jefferson, "Glossary of Transcription Symbols"	
	[Reference, 1pg]	
	🂖 In Class:	
	- What is conversation analysis? How can analyzing	
	conversational data reveal important insights about the	
	social world?	
	- What is gender attribution and how does it work in	
	practice?	
	- How has gender attribution been done/treated in the	
	past and how are new pronoun practices changing that?	
	- Workshop analyses	
	A Homework:	
	- Work on rough draft of paper	
Illook 7	Duon ouro in Duo stico	
Week 7	Pronouns in Practice	☞ Submit:
	E Read:	- Reading logs
	- Lerner & Kitzinger, "Introduction: Person Reference in	- reading logs
	Conversation Analytic Research"	
	- Hopper & LeBaron, "How Gender Creeps into Talk"	
	- Kitzinger, "Heteronormativity in Action"	
	🆐 In Class:	
	- What is special about gender in the English language?	
	How does gender "creep into talk"?	
	- Why do we use pronouns so frequently?	

	 How do the ways we use pronouns and other gendered language produce and reflect broader assumptions about the social world? Homework: 	
	- Finish rough draft of your paper/unessay	
Week 8	 Putting it All Together Schegloff, "Reflections on Talk and Social Structure" Zimman, "Trans Self-Identification and the Language of Neoliberal Selfhood" Serano, "Recognizing Invalidations" In Class: Deepen the discussion: combining insights from what we've read with our own preliminary research, how do pronoun practices reflect and shape shared understandings of gender? Peer review: workshop drafts Homework: Finish peer review exercise & send to partner 	☞ Submit: - Reading logs - Rough Draft Paper/Unessay
Week 9	 Where Do We Go From Here? <i>Read:</i> Zimman, "Transgender Language Reform" Serano, <u>Excluded</u>, Ch. 17: "Expecting Heterogeneity," Ch. 18: "Challenging Gender Entitlement," Ch. 21: "Balancing Acts" <i>In Class:</i> Read and discuss series of Op-Eds: (1) Saguy & Williams, "Why We Should All Use They/Them Pronouns"; Hanna et al., "Actually, We Should Not All Use They/Them Pronouns Eventually" Workshop research projects <i>Homework:</i> Finalize your paper/unessay and prepare for project gallery 	<i>☞ Submit:</i> - Reading logs - Peer Review
Week 10	 -Writer's memo Project Gallery & Celebration <i>™ Class:</i> - Share and discuss findings of research papers/unessays - Culminating discussion: reflect on what we learned and how we will use what we learned 	<i>☞ Submit:</i> - Research Paper/Unessay - End of quarte evaluation

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Additional Resources & Support

This is just a **small selection** of resources available to students at UCLA. You can find many more by searching the UCLA website. Here's a good place to start: <u>www.ucla.edu/students/current-students</u>

Accessibility

If you have or suspect you may have a disability that will prevent or limit your ability to participate in any aspect of our seminar, please let me know as soon as possible and contact the **Center for Accessible Education** (A255 Murphy Hall/ www.cae.ucla.edu) to learn about options for accommodations.

Writing Center

The Undergraduate Student Writing Center (146 Humanities Building/ www.wp.ucla.edu) offers appointments and walk-in support for students at all stages of the writing process. I encourage you to use this service for this class and throughout your undergraduate career. You can also find the UWC's Social Science Satellite at Powell 238 (Inquiry Lab 1)!

The Library

Looking for help with your papers, assignments, and research projects? You can drop by one of our libraries (Young Research Library/Powell Library/ www.library.ucla.edu), schedule a free research consultation at the Inquiry Labs, get research help online 24/7, or reach out to a subject librarian.

Subject Librarian for Sociology: Diane Mizrachi, <u>mizrachi@library.ucla.edu</u> Subject Librarian for Gender Studies: Diana King, <u>diking@library.ucla.edu</u>

Basic Needs/Food Resources

If you ever need help getting access to meals or groceries, check out **Basic Needs** (www.basicneeds.ucla.edu/Hungry/Resource-List) for information about a variety of on- and offcampus resources available to students.

Mental Health

If for any reason you find yourself feeling mentally unwell, I encourage you to use the high-quality, low- or no-cost resources available on campus at **Counseling and Psychological Services (CAPS)** (Wooden Center West/<u>www.counseling.ucla.edu</u>). For urgent matters or after-hours counseling by phone, call 310-825-0768. For emergencies, call 911.

LGBTQIA Resources

The UCLA LGBT Campus Resource Center (Student Activities Center/www.lgbt.ucla.edu) provides a wide range of services supporting intersectional identity development as well as fostering unity, wellness, and an open, safe, and inclusive environment for UCLA's LGBTQIA community. UCLA also has a range of policies and services specially relevant to transgender students—find more information here: www.lgbt.ucla.edu/Trans-At-UCLA

Assault, Harassment, & Discrimination

You have the right to an education free of violence, harassment, or discrimination. For information about your rights, check out the **Title IX Office** (Murphy Hall 2255/

www.sexualharassment.ucla.edu/). If you witness or experience sexual harassment, assault, or stalking, **Campus Assault Resources & Education** (CARE) (Murphy Hall A223/

www.careprogram.ucla.edu) provides confidential advocacy, healing programs, and many other kinds of support. You are also welcome to talk to me—just be aware that as an instructor I am legally required to notify the Title IX office of such incidents, including names of those involved. UCLA Course Inventory Management System - New Course Proposal

 UCLA Course Inventory Management System

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New Course Proposal

Sociology 98TW What's in a Pronoun? Doing & Undoing the Gender Binary in Social Interaction

Course Number Sociology 98TW

<u>Title</u> What's in a Pronoun? Doing & Undoing the Gender Binary in Social Interaction

Short Title

Units Fixed: 5

Grading Basis Letter grade only

Instructional Format Seminar - 3 hours per week

TIE Code SEMT - Seminar (Topical) [T]

<u>GE Requirement</u> Yes

Major or Minor Requirement No

- **<u>Requisites</u>** Enforced: Satisfaction of entry-level Writing requirement. Freshmen and sophomores preferred.
- <u>Course Description</u> Seminar, three hours. Requisite: satisfaction of Entry-Level Writing requirement. Freshmen/sophomores preferred. What's in a pronoun and what does it have to do with gender? This seminar offers a social scientific investigation of gender, exploring how one of the most fundamental divisions in society is built and transformed through everyday social interaction.
 - <u>Justification</u> Part of the series of seminars offered through the Collegium of University Teaching Fellows

Syllabus File <u>Syllabus Hill.pdf</u> was previously uploaded. You may view the file by clicking on the file name.

Supplemental InformationInstructor (Amelia M. J. Hill) UID: 504433479Professor Abigail C. Saguy is the faculty mentor for this course.UID:202971896Approved by the Collegium of University Teaching Fellows Faculty Advisory
Committee on April 13, 2020

Grading StructureWeekly Learning Activities:40%
Participation 15%
Reading Logs 20%
Gender Journal 5%
Research Project:60%
Data Contributions15%
Analysis Memo10%
Rough Draft5%
Peer Feedback5%
Paper/Unessay25%

Effective Date Spring 2021

Instructor Name

Discontinue	Summer 1	2021
Date		

Title	
Teaching	Fellow

Quarters Taught 🗌 Fall 🗌 Winter 🗹 Spring 🗌 Summer

Amelia M. J. Hill

E-mail

ALISON FEDYNA

afedyna@teaching.ucla.edu

Routing Help

ROUTING STATUS

Role: Department/School Coordinator - Palomo, Pia F. (ppalomo@college.ucla.edu) - 61667

Status: Pending Action

Role: L&S FEC Coordinator - Corrado, Leah Marcos (lcorrado@college.ucla.edu) - 310/825-1021

Status: Returned for Additional Info on 9/2/2020 3:44:29 PM

Changes: No Changes Made

Comments: Routing for writing credit approval.

- Role: Department/School Coordinator Fedyna, Alison (afedyna@teaching.ucla.edu) 310/825-9149
- Status: Returned for Additional Info on 8/31/2020 3:02:20 PM

Changes: Course Number

Comments: Added the "W" extension to the course title in this form.

Role: CUTF Coordinator - Corrado, Leah Marcos (lcorrado@college.ucla.edu) - 310/825-1021

Status: Returned for Additional Info on 8/28/2020 2:40:11 PM

Changes: No Changes Made

Comments: Syllabus list the course as 98TW. Confirming for that you are W extension if not remove W from the course number on the syllabus.

Role: CUTF Coordinator - Fedyna, Alison (afedyna@teaching.ucla.edu) - 310/825-9149

Status: Approved on 8/28/2020 11:58:21 AM

Changes: No Changes Made

Comments: on behalf of Professor Kathleen L. Komar, Chair, CUTF Faculty Advisory Committee

Role: Initiator/Submitter - Fedyna, Alison (afedyna@teaching.ucla.edu) - 310/825-9149

Status: Submitted on 8/28/2020 11:36:37 AM

Comments: Initiated a New Course Proposal



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 Registrar's Office
 MyUCLA
 SRWeb

Comments or questions? Contact the Registrar's Office at publications@registrar.ucla.edu or (310) 825-6704