

UCLA Undergraduate Student-Initiated Courses, 2009-10

STUDENT CHECKLIST

In order to initiate and facilitate an 88S seminar, you must have either junior or senior status in the College (90+ units), be in good academic standing and have a declared major. Your primary role is to design, propose and facilitate a course of rigorous academic content. You are allowed to facilitate only one 88S during your undergraduate career. Students may enroll in an 88S seminar only twice during their undergraduate careers. You may not enroll in an 88S of which you are the facilitator. If you wish to be a student facilitator, please review and complete the following:

Fall Quarter

- Identify and gain the support of a faculty mentor early in Fall Quarter.
- Familiarize yourself with the policies and procedures related to USIE courses, as described on the USIE website: www.usie.ucla.edu.
- Understand the role of the faculty mentor who serves as the instructor of record for a USIE course (www.usie.ucla.edu/faculty.htm), and make sure your mentor understands these responsibilities and agrees to meet them fully.
- Complete the USIE application at www.usie.ucla.edu/students.htm.
- Submit the application along with your résumé by **Monday, November 9, 2009 at 5:00pm** to the Undergraduate Education Initiatives (UEI) office in A265 Murphy Hall.

Applications will be reviewed by the joint Faculty-Student Advisory Committee during Weeks 7-9 of Fall Quarter. You will be notified via email during Week 10 whether your application is approved. If it is:

- Beginning finals week, enroll in 188SA for Winter Quarter (2 units; letter grade only). This course is offered through your faculty mentor's department and enrollment is completed through contract courses on MyUCLA.
- Beginning finals week, enroll in HNRS 101E for Winter Quarter (through URSA using a PTE number). HNRS 101E carries 2 units of course credit, Pass/No Pass only, and is offered **Week 1-10 on Tuesday, 3:00-5:00pm, no exceptions.**

Winter Quarter

During Winter Quarter, work with your faculty mentor in 188SA to develop your 88S seminar and formal course proposal. Make sure your proposed course has explicit academic content and specifies the requirements for receiving 1 unit of Pass/No Pass course credit (i.e., workload of 30 hours per quarter, including both preparatory work and time in the classroom).

- Complete a seminar proposal that includes the following:
 - Name of faculty of record (faculty mentor)
 - Name of student facilitator
 - Seminar title and brief description (40 words or less)
 - Scope and objectives
 - Grading structure to obtain a passing grade, i.e., how final grades are determined and the weight of each grading component (midterm, paper, project, etc.)
 - Outline of weekly topics, readings and assignments
- Develop a written syllabus that includes all bulleted items above. It is strongly recommended that you consult: [How to Write a Syllabus](#)

- Submit your proposal to the Undergraduate Education Initiatives (UEI) office in A265 Murphy Hall by **Friday, Feb. 12, 2010**.

Seminar proposals will be reviewed first by the chair of the relevant department and then centrally by the USIE joint Faculty-Student Advisory Committee for final approval.

- Familiarize yourself with policies and procedures related to academic accommodations for students with disabilities at www.saonet.ucla.edu/OSD/docs/Handbooks/FacultyGuide.htm.
- Beginning finals week, enroll in the departmental 188SB for Spring Quarter. 188SB carries 2 units of course credit, letter grade only.
- Attend and pass Honors 101E.

Spring Quarter

- Obtain a student roster from your faculty mentor.
- Facilitate your weekly 88S seminar.
- Meet weekly with your faculty mentor to discuss the progress of the seminar.
- Arrange a time for your faculty mentor to visit the seminar.
- Meet with your faculty mentor to discuss criteria for determining the final grades for your 88S students.
- At the end of the quarter, you will complete an evaluation of your experiences as a facilitator and of the seminar itself and offering recommendations to the committee and to future facilitators.