USIE Student Checklist, 2010-11

The USIE program allows undergraduate students to design, propose and facilitate a course of rigorous academic content. To 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.

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 for which you are the facilitator. If you wish to be a student facilitator, please review the following information.

Spring, Summer and Fall 2010

✔ Familiarize yourself with the policies and procedures related to USIE courses
✔ Identify and gain the support of a faculty mentor to serve as the instructor of record for a USIE course (http://www.usie.ucla.edu/facultymentors.html), and make sure your mentor understands these responsibilities and agrees to meet them fully. Note: Due to varied faculty commitments, you are encouraged to secure a mentor early – during Spring or Summer – to allow for more collaboration on your application.
✔ Complete the online USIE application (accessed through MyUCLA at (https://be.my.ucla.edu/login/directLink.aspx?featureID=136&surveyID=179) and submit it no later than Monday, November 1, 2010 at 5:00 p.m.
✔ Send the faculty mentor agreement (http://www.usie.ucla.edu/facultymentors.html) to your faculty member with instructions for him/her to submit it electronically to the USIE office by Monday, November 1, 2010 at 5:00 p.m. NOTE: your application is not complete and will NOT be considered unless the Faculty Mentor Agreement is received by the deadline.

Applications will be reviewed by the joint Faculty-Student Advisory Committee during Week 8 of Fall 2010. You will be notified via email during Week 9 whether your application was approved or not.

If you are selected to participate in the USIE program:

✔ Beginning Week 10 or Finals week, enroll in [DEPT] 188SA‘ for Winter 2011 (2 units; letter grade only). This is a contract course offered through your faculty mentor’s department and enrollment is via MyUCLA. The deadline to enroll is Friday, January 14, 2010.
✔ Beginning Week 10 or Finals week, enroll in HNRS 101E for Winter 2011. Enrollment is through URSA using PTE numbers that are distributed to students who have committed to the program. HNRS 101E carries 2 units of course credit and is offered Pass/No Pass only. The course will meet on Thursdays from 3:00pm-4:50pm in Powell 186.

Winter 2011

During Winter 2011, work with your faculty mentor in [DEPT] 188SA to develop your 88S Spring seminar and the 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).
Through the HNRS 101E course you will be required to:

✓ 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 items above.

✓ Submit your proposal electronically to your HNRS 101E instructor and to the USIE office (usie@college.ucla.edu) by Friday, Feb. 11, 2011.

✓ Familiarize yourself with policies and procedures related to academic accommodations for students with disabilities at http://www.osd.ucla.edu/docs/Handbooks/FacultyGuide.htm.

Seminar proposals will be reviewed initially by the chair of the relevant department and final approval will be granted by the USIE Faculty-Student Advisory Committee.

Once your proposal/syllabus is approved by the Advisory Committee:

✓ Beginning finals week, enroll in [DEPT] 188SB for Spring 2011. This contract course carries 2 units of course credit, letter grade only. Enrollment is via MyUCLA.

**Spring 2011**

During the facilitation of your Spring seminar, please be sure to:

✓ Obtain a student roster from your faculty mentor.
✓ 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.
✓ Complete an evaluation of your experiences as a facilitator and of the seminar itself while offering recommendations to the committee and to future facilitators.

For any questions, comments, or concerns, please contact:

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