

USIE Student Checklist, 2011-12

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:

Spring 2011, Summer 2011, & Fall 2012

Prior to the application deadline:

- ✓ Identify and gain the support of a faculty mentor. *Note: Due to varied faculty commitments, securing a mentor earlier in the Spring or over the summer allows for more collaboration on the application*
- ✓ Familiarize yourself with the policies and procedures related to USIE courses, as described on the USIE website: <http://www.usie.ucla.edu/howtoapply.html>.
- ✓ Understand the role of the faculty mentor who serves 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.
- ✓ Complete the online USIE application through MyUCLA.
- ✓ Submit the application (including your resume) along with the faculty mentor agreement electronically by **Monday, October 31, 2011 at 5:00pm**.

Applications will be reviewed by the joint Faculty-Student Advisory Committee during Week 8 of Fall 2011. You will be notified via email during Week 9 *if your application is approved*.

If you are selected to participate in the USIE program:

- ✓ Beginning Week 10 or Finals week, enroll in '[DEPARTMENT] 188SA' for Winter 2012 (2 units; letter grade only). This contract course is offered through your faculty mentor's department and enrollment is via MyUCLA. The deadline for enrollment is Friday, January 20, 2012.
- ✓ Beginning Week 10 or Finals week, enroll in HNRS 101E for Winter 2012 (through URSA using a PTE number). PTE #s will only be distributed to selected students who have committed to the program. HNRS 101E carries 2 units of course credit and is Pass/No Pass only. The course will be offered on Thursdays from 3-5pm in Powell 186.

Winter 2012

During Winter 2012, you will work with your faculty mentor in [DEPT] 188SA to develop your 88S seminar (your Spring 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).

Through the course of HNRS 101E, 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 bulleted items above.
- ✓ Submit your proposal electronically to your HNRS 101E instructor and to Michael Soh, Administrative Specialist in the Undergraduate Education Initiatives (UEI) office in A265 Murphy Hall by **Friday, Feb. 10, 2012**.
- ✓ Familiarize yourself with policies and procedures related to academic accommodations for students with disabilities at www.saonet.ucla.edu/OSD/docs/Handbooks/FacultyGuide.html.

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

If your proposal and syllabus is approved by the Advisory Committee:

- ✓ Beginning finals week, enroll in [DEPARTMENT] 188SB for Spring 2012. This contract course carries 2 units of course credit, letter grade only. The deadline for enrollment is Friday, April 13, 2012.

Spring 2012

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.