

# 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.
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.
  - 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 office's Start Up Workshops and/or enroll in the SLC's "Craft of Facilitating" course (Education 97/197, Section 12) (<http://slc.berkeley.edu/ucftr/>).
  - h. The student course facilitator is not enrolled in the 98 or 198 class itself. Student facilitators may receive credit by enrolling in a 99/199 course that you supervise, or by enrolling in the SLC's "Craft of Facilitating" course.

## 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>