

Course Proposal Form—Student-Facilitated Courses

Directed Group Study (98 and 198)

This course proposal form must be completed each semester by the sponsoring department for every student-initiated 98 or 198 course offered for academic credit.

Deadline: The deadline for submitting the form to the Committee on Courses of Instruction (COCI) is one month before the end of instruction in the preceding semester (or summer). Please note: individual department deadlines may be earlier. 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.

Submission Instructions: The sponsoring department should keep the original signed form and provide a copy to each of the following:

- COCI, Berkeley Division of the Academic Senate, 320 Stephens Hall #5842. Also include a copy of the syllabus and the answers to the five questions listed below.
- The cognizant dean.
- The student facilitator(s).
- (optional) The Program for Democratic Education at Cal (should the facilitator(s) wish to affiliate and list the course with DeCal. For more information visit www.decal.org).

For questions about the form or directed group study courses, contact the Academic Senate at (510) 642-4226 or acad_sen@berkeley.edu.

Date submitted	
Department	
Name of instructor of record	
Title of instructor of record	
Name(s) of student course facilitator(s)	
Email address(es) of student course facilitator(s)	
Course number (check one or both)	<input type="checkbox"/> 98 (lower division students) <input type="checkbox"/> 198 (upper division students)
Course title	
Number of units to be credited	
Term to be offered (e.g., Fall 2007)	

On a separate sheet, provide a response to each of the following questions. Please note: a well-written syllabus should address the first four questions; if yours does, you may simply note "see syllabus" for those questions.

1. What is the nature of the subject matter or content of the course?
2. What are the key learning outcomes? (What will students know or be expected to do as a result of this course?)
3. What are the methods of instruction (e.g., lecture, discussion, collaborative learning, etc.)?
4. How will student performance be evaluated?
5. How will the instructor of record supervise the student course facilitator(s)?

My signature below acknowledges my responsibility for this course.	
Student course facilitator(s)	
Signature	
Date	
Instructor of record	
Signature	
Date	
Department chair	
Signature	
Date	