

# Student Checklist for 98 and 198 Courses

Students who wish to initiate and facilitate a 98 or 198 course need to do the following:

1. Secure faculty sponsorship (get an "instructor of record") and course approval in the semester (or summer) before the class is to be offered. 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. Know the role of the faculty member who serves as the instructor of record for student-initiated special studies courses. Faculty responsibilities include:
  - a. ensuring that the course is within the scope of the department's academic program
  - b. approving the course syllabus
  - c. supervising and mentoring students who coordinate special studies courses
  - d. supervising and awarding all final grades
  - e. reporting grades to the Registrar
  - f. responding to and resolving complaints, conflicts, and grievances brought by students taking the course
3. Consider attending pedagogical workshops offered by the Student Learning Center's Undergraduate Course Facilitator Training and Resources. These workshops are structured to help you design and teach a successful course:  
<http://slc.berkeley.edu/ucftr/>
4. Consider enrolling in the "Craft of Facilitating" offered by the Student Learning Center's Undergraduate Course Facilitator Training and Resources. This course provides unit credit.  
<http://slc.berkeley.edu/ucftr/>
5. Become familiar with policies and procedures related to special studies courses, as described on the special studies website:  
<http://education.berkeley.edu/specialstudies>
6. Become familiar with policies and procedures related to academic accommodations for students with disabilities.  
<http://dsp.berkeley.edu/berkacompolicy.html>  
<http://dsp.berkeley.edu/dspfaq.html>
7. Make sure that your 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.
8. Develop a written syllabus that includes the:
  - a. outline of course content
  - b. reading list
  - c. statement of frequency of class meetings
  - d. clear description of assignments and requirements for passing the class
  - e. key learning outcomes (what will students know or be expected to do as a result of this course?)
  - f. methods of instruction
  - g. methods of evaluation of student performance (98/198 courses are exempt from the final exam requirement)  
See <http://teaching.berkeley.edu/bgd/syllabus.html> for information on how to create a syllabus.
9. In collaboration with the sponsoring faculty member:
  - a. Develop a plan for how the faculty member will provide supervision and mentoring. The faculty member could observe your course, review your course materials, meet with you to discuss course progress, offer advice on teaching strategies, suggest readings about good teaching practices, among other options.
  - b. Identify an appropriate course evaluation form to be administered to students at the end of the term.
  - c. Identify an appropriate evaluation form for you to submit at the end of the term to the faculty sponsor that addresses your experiences in coordinating the class.
  - d. Establish a mechanism for keeping accurate records and documentation to support the awarding of credit to enrolled students.
  - e. Enroll, if you wish, in a 99/199 independent study course supervised by the sponsoring faculty member; you cannot be enrolled in the course you are facilitating.
  - f. Obtain a room assignment from your sponsoring department scheduler before instruction begins.
  - g. Talk with your faculty sponsor about the resources you will need for your course.
10. Complete the Special Studies Course Proposal Form and secure appropriate signatures.  
  
For more information:  
<http://vpapf.chance.berkeley.edu/specialstudies/index.html>