

Faculty Checklist for Student-Facilitated 98 and 198 Courses

1. Verify eligibility:

- 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). **The School of Social Welfare does not accept any late submissions.**
- The content of the proposed course is within the scope of our department's academic program.
- Proposed course is in compliance with Academic Senate guidelines on unit values according to Unit Value Calculation Worksheet, which must be included in application packet.
- Proposed course has regularly scheduled meeting times.

2. Review and approve explicit academic content and requirements:

- 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.
- Students are required to write a short paper (or papers) that deal with the readings or the readings in relation to the students' experiences.
- Students are informed in writing about what they need to do to pass the course.

3. Clarify respective roles and responsibilities of student course facilitator and instructor of record:

- You have reviewed and approved the course syllabus. 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.

- You have developed a plan for supervising the student course facilitator and reviewed this plan with the student course facilitator.
- You and the student course facilitator have identified an appropriate course evaluation form to be administered to students at the end of the term.
- 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.
- 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.
- You understand and agree that student facilitators and participating students of Social Welfare Special Study classes are responsible for confirming the accuracy of all enrollments prior to the Semester Deadline for adding and dropping courses. The Department will not support late adds or drops if enrollment mistakes are not resolved by that deadline.
- 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.
- 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/>).
- 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.

AFTER REVIEWING THIS LIST:

If the proposed course meets the criteria for approval, please sign the Instructor of Record Responsibilities on reverse **and** the Course Proposal Form, and return both to the student facilitator to submit for final departmental approval.

Instructor of Record Responsibilities for Student-Facilitated Courses

Instructors of record must accept specific responsibilities when agreeing to supervise a student-facilitated course.

Please review the Faculty Checklist on the reverse side.

If you are willing to accept these responsibilities, please verify that you agree to the following statements by checking each section below. **This completed form should be included in the course proposal.**

- I have reviewed and approved the attached syllabus and ensured that the course has explicit academic requirements. The syllabus includes an outline of course content and a reading list, states the frequency of class meetings, and clearly specifies assignments and the requirements (which must exceed classroom attendance) for obtaining a passing grade.
- I have developed a plan for supervising the course facilitator and reviewed this plan with him or her. The plan is as follows (or attach separate sheet):

- The course facilitator and I have established a mechanism for keeping accurate records and documentation to support the awarding of credit to enrolled students.
- The content of the proposed course is within the scope of my department's academic program, or, if not, the course is being offered in my department for the following reason:

- I am sponsoring only one student-facilitated course this semester, or have obtained permission from the cognizant dean to sponsor more than one.

Course Title

Student Facilitator Name

Instructor of Record Signature

Date Signed