

Student Facilitated 98/198 Courses FAQ

Q: How do I know when my course is approved?

A: Have your instructor of record and department chair reviewed and signed your proposal? If so, then your course is approved. Submitting it to the Academic Senate is the last step. You won't hear anything after that unless there are any problems or questions. If you are unsure whether the department chair has signed your proposal please check with the sponsoring department.

Q: How should the proposal packet be presented?

A: Generally speaking, think of these like submitting a final paper. The proposal and syllabus should be typed, or written legibly. Information should be consistent and coherent. Reading lists should be presented in bibliographical form (e.g.: title, author, date, publication source). These are official documents presenting your proposal to facilitate a course.

Q: What are reasons proposals get returned?

A: If the proposal is missing any of the required components (Course Proposal Form, syllabus, unit value worksheet, or faculty sponsor letter) or if any of the components are incomplete the proposal will be automatically returned to the department. If any of the information in the proposal packet is confusing, incomplete, or not aligned to policy the proposal will also be returned.

Q: How do I get a room and get CCNs?

A: Your department scheduler will help you do this.

Q: How do I get my course on the DeCal website?

A: You need to drop off a copy of the proposal to the DeCal office in 320 Eshleman Hall. The Academic Senate does not forward proposals to DeCal.

Q: Can I get a copy of my proposal?

A: Your department is responsible for keeping the signed original and supplying you with a copy. Please check with your sponsoring department if you did not receive a copy of your approved course proposal.

Q: I missed the deadline—can I still facilitate a course?

A: It's up to your department. If the department accepts your proposal late, turn it in to the Academic Senate along with a letter from the department chair/dean (or their designate) explaining why it is late.

Q: Who can help me with my course proposal?

A: Your department scheduler or SAO (varies by department), or Liz Keithley, Undergraduate Course Facilitator Training & Resources Director at the Student Learning Center, 135 Chavez Student Center. Liz Keithley can be reached at keithley@berkeley.edu or see <http://slc.berkeley.edu/ucftr>