

From: **Sphcourses Departmental** <sphcourses@berkeley.edu>

Date: Thu, Aug 24, 2017 at 1:54 PM

Subject: Spring 18 SPH DeCal Course Proposal Deadline October 26, 2017

Hello All,

The School of Public Health deadline to submit Spring 2018 Student Facilitated (DeCal) Course Proposals is Thursday, October 26th, 2017.

Student facilitated course proposals need to be submitted in person on Thursday, October 26th, and will be reviewed on the spot prior to acceptance.

1. The reviews will be approximately 15 minutes, from 9am-11am and 2pm-4pm in Rm 401 University Hall on a first come, first served basis.
2. In person submission and review is required
3. One course facilitator present is sufficient; they should be knowledgeable of the course format and curriculum
4. Please bring two (2) single sided copies of the entire course proposal packet.

Effective Spring 2018, the requirements and documents have been updated by the Academic Senate/COCI and the School of Public Health, please see attached.

Complete course proposal includes:

1. SPH Student Facilitated Course Proposal 2018 form
2. Updated COCI Student Facilitated Course Proposal form (#7 is Yasmin Wofford)
3. Unit Value Worksheet
4. Faculty Sponsor's Letter of Support (on department letterhead)
5. Syllabus
6. Reading list

The information in the documents of the course proposal must be consistent; do not submit a reading list of 5 articles and calculate 2 hours reading for 10 weeks on the unit value worksheet.

Any late, incomplete or unsigned documents will result in denial of DeCal proposal.

Please contact sphcourses@berkeley.edu for any questions or clarifications.

NOTE:

1. SPH will submit the proposals directly to COCI/Academic Senate after department approval
2. Student facilitators have the option to submit approved proposals to Decal.org for promotion; this is not required
3. **All first time student facilitators must complete UCFTR/SLC training**

4. **Every course must have at least one facilitator who has completed UCFTR/SLC training**
5. Primary student facilitator must be an SPH declared student
6. **Students can facilitate only ONE Public Health student facilitated (DeCal) course per semester.** A course may have multiple sections
7. The Instructor of Record must be an SPH faculty member with an active teaching title, not on sabbatical, retired, or from another department
8. **An Instructor of Record can sponsor only ONE student facilitated (DeCal) course per semester.** A course may have multiple sections
9. Student facilitators CANNOT be enrolled in the course they are facilitating. If you need credit for facilitating, have the Instructor of Record contact sphcourses@berkeley.edu to request a 199 independent study section
10. All Public Health DeCal courses will be a 198 section, no longer both 98/198. The academic rigor should be confirmed by the Instructor of Record upon reviewing the course materials
11. **Room options are only 6pm onwards: 1-hr sections must start on the hour, 90-minute options are 6:30-8pm or 8-9:30pm only, 2-hr sections must start on the even hour, 3-hr sections start at either 6pm, 6:30pm or 7pm**

Thank you,
SPH Course Scheduling