

Student-Facilitated Course Proposal (DeCal)

LATE OR INCOMPLETE PROPOSALS WILL NOT BE ACCEPTED

		Instructor of Record		Lead Student Facilitator	
		Initial	Date	Initial	Date
1	Instructor of Record is current School of Public Health faculty with an active teaching title				
2	Instructor of Record can sponsor only ONE (1) Student Facilitated DeCal (SF DeCal) course per term				
3	At least ONE (1) Student Facilitator is a declared Public Health major				
4	Students can facilitate only ONE (1) SF DeCal course per term				
5	All first time student facilitators have completed UCFTR/SCL training				
6	All student facilitators are included in the SF DeCal course proposal				
7	Student facilitators cannot be enrolled in this SF DeCal course themselves				
8	Each SF DeCal Course Proposal is valid for one (1) term only				
9	Grades are due in CalCentral five (5) calendar days after final exam period ends				
10	All SF DeCal courses are Pass/No Pass only				
11	Instructor of Record and Student Facilitators agree to review and comply with all updates and directives from the Academic Senate , the Office of the Registrar , the UCFTR office , the DeCal program and the School of Public Health .				

Complete SPH Student Facilitated DeCal course proposal should be submitted to sphcourses@berkeley.edu, including:

1. Updated Academic Senate DeCal Proposal Form—item 7 is Yasmin Wofford. Department Chair will sign after department review.
2. Updated and initialed Student Checklist for Student-Facilitated 98 and 198 Courses
3. Updated and initialed Faculty Checklist for Student-Facilitated 98 and 198 Courses
4. Faculty Sponsor Letter of Support
5. Updated Department Chair Checklist for Student-Facilitated 98 and 198 Courses— Department Chair will initial after department review. SPH will submit proposals directly to COCI/Academic Senate after department review.
6. DeCal Unit Value Worksheet
7. Course syllabus with detailed assignments, grading matrix and reading list

- 1) Date Submitted: ____
- 2) Term: __ FALL or __ SPRING 20____
- 3) Course Title: ____
- 4) Units: ____ 1 or ____ 2 per the attached unit worksheet
- 5) Expected Enrollment: _____
- 6) Scheduling Request: General Assignment or SPH rooms only

NOTE: Room options are only 6pm onwards: 1-hour sections must start on the hour, 90-minute options are 6:30pm-8:00pm or 8:00pm-9:30pm on Tuesday or Thursday only, 2-hour sections must start on the even hour, 3-hour sections start at either 6:00pm, 6:30pm or 7:00

1st choice

a. Day(s): __ Monday __ Tuesday __ Wednesday __ Thursday __
Friday

b. Start and End Time (must be between 6pm-10pm):

2nd choice—MANDATORY:

a. Day(s): __ Monday __ Tuesday __ Wednesday __ Thursday __
Friday

b. Start and End Time (must be between 6pm-10pm):

7) If this course has been taught before list terms, class numbers, Instructor of Record and enrollments: ____

8) Student Facilitator Independent Study Units

NOTE: Student facilitators CANNOT enroll in the DeCal they are leading. If credit is required, students must enroll in a Pass/No Pass Independent Study section with the same Instructor of Record sponsoring the DeCal. Each unit of academic credit assumes at least 3.0 hours of work per week, or at least 45.0 hours of work per semester. **All facilitators must be included on this proposal.** Students can facilitate only one Public Health DeCal per semester.

a. PH 199 section required: ____ No ____ Yes

b. Number of units facilitators will earn: ____

9) School of Public Health Instructor of Record

NOTE: The Instructor of Record can sponsor only ONE (1) DeCal course per semester, is responsible for oversight of course format and content development, student facilitator supervision and grade submission at the end of the semester. Please review the **Academic Senate Faculty Checklist for Student Facilitated 98 and 198 Courses**. During the entire academic term of the DeCal, the Instructor of Record must be School of Public Health faculty with an active teaching title, not on sabbatical or retired.

a. Instructor of Record Name: ____

b. UC Berkeley bMail: ____

c. Phone Number: ____

d. Signature confirming Sponsorship of DeCal: ____

NOTE: It is the responsibility of the student facilitators and Instructor of Record to review and comply with all updates and directives from the **Academic Senate**, the **Office of the Registrar**, the **UCFTR office**, the **DeCal program** and the **School of Public Health**.

LATE OR INCOMPLETE DECAL PROPOSALS WILL NOT BE ACCEPTED

- 10) Lead Student Facilitator Name:
- a. UC Berkeley Email:
 - b. Phone Number:
 - c. Student ID #:
 - d. Major: **MUST BE PUBLIC HEALTH MAJOR**
 - e. Expected Final Semester of Undergrad Enrollment at Cal:
 - f. Signature:
- 11) Additional Student Facilitator Name:
- a. UC Berkeley Email:
 - b. Phone Number:
 - c. Student ID #:
 - d. Major:
 - e. Expected Final Semester of Undergrad Enrollment at Cal:
 - f. Signature:
- 12) Additional Student Facilitator Name:
- a. UC Berkeley Email:
 - b. Phone Number:
 - c. Student ID #:
 - d. Major:
 - e. Expected Final Semester of Undergrad Enrollment at Cal:
 - f. Signature: