

# Undergraduate Student Initiated Education (USIE) 2019-20 Facilitator Checklist

Interested in facilitating your own seminar? USIE is a unique program designed to allow students to facilitate a seminar of their own design and enhance their overall undergraduate experience at UCLA. The USIE program has received glowing reviews from students, faculty, and administrators, and is considered a true gem in undergraduate education. If you wish to participate in this program, please review the information provided below.

## ELIGIBILITY CHECKLIST

- Junior or senior (90+ units) by the end of the Spring in which you apply.
- Good academic standing.
- Have a declared major.
- Prepared to enroll in a two-quarter pedagogy seminar (1 unit each quarter, pass/no pass) during Fall and Winter quarters.
- Prepared to enroll in a two-quarter pedagogy seminar: [DEPARTMENT] 188SA for Fall, [DEPARTMENT] 188SB for Winter (1 unit each quarter; letter grade only).
- If applicable, applicants seeking to co-facilitate must schedule a meeting with the Director and Program Representative of the USIE Program prior to submitting the application. Email [usie@college.ucla.edu](mailto:usie@college.ucla.edu) for an appointment.

## APPLICATION MATERIALS CHECKLIST

The following materials must be submitted by the application deadline:

- [USIE Application](#)
- Current resume
- [Faculty Mentor Agreement](#)

## STAY ON SCHEDULE WITH OUR TIMELINE AT A GLANCE

**SPRING 2019:** Applicants work with their faculty mentors to select a topic and develop a course proposal.

**FALL 2019 & WINTER 2020:** Selected student facilitators participate in a syllabus development seminar and work closely with their seminar instructor and faculty mentor to develop a formal syllabus. Facilitators also participate in a pedagogy seminar to develop lesson plans and facilitation skills in preparation for their spring USIE seminars.

**SPRING 2020:** Facilitators offer their spring USIE seminars under the close supervision of their faculty mentor.

**The 2019-20 USIE application deadline is **Monday, April 15, 2019 at 5:00PM.****

Applications will be reviewed by the joint Faculty-Student Advisory Committee during Week 6 and you will be notified via e-mail of your application results by Week 8. All approved applicants will be expected to follow the complete 2019-20 [USIE Student Facilitator Timeline](#).