

Undergraduate Student Initiated Education (USIE) 2019-20 USIE Faculty Mentor Checklist

SPRING 2019

Students interested in initiating and facilitating an 88S seminar need to secure your approval and sponsorship by SPRING 2019. As a Faculty Mentor, you are agreeing to sponsor a student and meet with the student to discuss the seminar concept. Faculty mentor expectations include the following:

- Review the content of the proposed course to determine that it is within the scope of your department's curricular offerings.
- Determine that there is a clear pedagogical rationale for offering the proposed course.
- Complete and submit the required Faculty Mentor Agreement electronically to the USIE program (usie@college.ucla.edu) by **Monday, April 15, 2019 at 5:00pm**. NOTE: Students submit their application online via e-mail but their candidacy in the USIE program will NOT be considered until the Faculty Mentor Agreement is received prior to the deadline.

The USIE Student-Faculty Advisory Committee will review the applications during Week 6 of SPRING 2019. Both you and your student will be notified via email by Week 8 of SPRING 2019 of your student's application result.

FALL 2019 & WINTER 2020

Student facilitators must be enrolled in [YOUR DEPARTMENT] 188SA by the beginning of Fall and 188SB by the beginning of Winter. Faculty mentor expectations include the following:

- Meet regularly with the student to develop a comprehensive plan for the Spring seminar (88S).
- Clarify the roles and responsibilities of the student facilitator and faculty mentor. In particular:
 - Develop a plan for supervising the student facilitator and review this plan with the student.
 - Review the content area of the seminar in both scholarly and pedagogical terms.
 - Review and approve the course syllabus prepared by the student facilitator. The syllabus includes:
 - 1) an outline of course content;
 - 2) the reading list;
 - 3) a statement about the frequency of class meetings; and
 - 4) all assignments and requirements for obtaining a passing grade.
 - Establish with the student facilitator a system for keeping accurate records and documentation support the awarding of credit to enrolled students.
 - Inform the student facilitator that you are responsible for supervising the awarding of all final grades and for reporting the grades to the Registrar's Office.

SPRING 2020

Student facilitators must be enrolled in [YOUR DEPARTMENT] 188SC by the beginning of Spring. Faculty mentor expectations include the following:

- Download the 88S enrollment roster and provide a copy to the student facilitator

SPRING 2020 CONTINUED

- Confirm that student facilitator is not enrolled in his/her own 88S seminar.
- Meet with student facilitator regularly through the 188SC to provide guidance as the 88S seminar is being facilitated.
- Visit at least one session of your student's USIE seminar, preferably in the earlier part of the quarter.
- Submit final grades for the enrolled students, based on information from the facilitator.

QUESTIONS?

Contact USIE Administration at usie@college.ucla.edu