

Undergraduate Student Initiated Education (USIE) 2019-20 Student Facilitator Timeline

FALL 2019 & WINTER 2020

PRIOR TO FRIDAY OF WEEK 2 OF EACH QUARTER, you must enroll in [DEPARTMENT] 188SA for FALL 2019 and [DEPARTMENT] 188SB for WINTER 2020 (1 unit each; letter grade only). These are contract courses offered through your faculty mentor's department and enrollment is via MyUCLA (use "Contract Courses" link).

In [DEPARTMENT] 188SA and [DEPARTMENT] 188SB, you will work with your faculty mentor to:

- Develop a course proposal based on the outline you submitted with your application
- Explicitly outline the academic content and requirements for receiving 1 unit of letter grade course credit only (i.e., workload of 30 hours per quarter, including both preparatory work and time in class)

PRIOR TO FRIDAY OF WEEK 2 OF EACH QUARTER, you must enroll in Honors Collegium 101E (1 unit each quarter; pass/no pass. PTE #s for this course will only be distributed to selected students who have committed to the program. The course will be offered on Thursday's during both Fall 2019 and Winter 2020.

In Honors Collegium 101E, you work with the seminar instructor on the following:

1. Develop a course proposal that includes:
 - Seminar title
 - Seminar description (1080 characters or less)
 - Scope and objectives
 - Grading structure to obtain a passing grade
 - Outline of weekly topics, readings and assignments
2. Develop a complete syllabus.
3. Familiarize yourself with policies and procedures related to academic accommodations for students with disabilities at <http://www.osd.ucla.edu/Faculty-Guide>.
4. Develop lesson plans for your spring seminar.
5. Focus on the pedagogical aspect of the seminar in order to refine the facilitating methodology.

Course proposals will be reviewed first by the USIE Faculty-Student Advisory Committee and then centrally by the College Faculty Executive Committee for final approval.

SPRING 2020

PRIOR TO FRIDAY OF WEEK 2, you must enroll in [DEPARTMENT] 188SC for SPRING 2020 (2 units; pass/letter grade only). This contract course will grant you credit for facilitating your spring seminar.

During the facilitation of your Spring seminar, please be sure to:

1. Obtain a student roster from your faculty mentor.
2. Meet weekly with your faculty mentor to discuss the progress of the seminar.
3. Arrange a time for your faculty mentor to visit the seminar.
4. Meet with your faculty mentor to discuss criteria for determining the final grades for your 88S students.
5. Complete an evaluation of your experiences as a facilitator and of the seminar itself while offering recommendations to the committee and to future facilitators.

QUESTIONS?

Contact USIE Administration at usie@college.ucla.edu