

98/198 DeCal

GUIDELINES FOR FACILITATORS



Requirements for offering a DeCal course through MCB & IB

Facilitators:

- ☐ There can be no more than 2 lead facilitators per class.
- ☐ At least one of the facilitators must be a major within the host department (MCB or IB).
- ☐ Facilitators must be in good academic standing (GPA > 2.0, or major GPA > 2.0)

Course Content

- ☐ The content of the course must be within the scope of the academic program.
- ☐ The course must be open to all students for enrollment.
- ☐ The course cannot require advocacy, fundraising, or publicity for student organizations.
- ☐ The course cannot discriminate against those students who choose not to optionally participate in the student organization's activities.

Approval Process

1. Be sure that you have included all the items on the checklist, on page 2, and have secured the approval of a faculty sponsor associated the host department (IB or MCB). His/her signature should be on both the Course Proposal Form for Student-Facilitated Courses and on the Supplemental Application.
2. Please send the completed paperworks and make an appointment with Carina Galicia (cgalicia@berkeley.edu) before the deadline to meet with her for approximately 15 minutes. If there is more than one course facilitator, both must attend the meeting. Carina will
 - a. Review the paperwork to be sure it's complete (syllabus must be semester-specific, for example, questions 1-7 must be answered, see checklist on following page);
 - b. Discuss expectations of DeCal course facilitators.
3. Maria Park (MCB) or Emerita Dela Cruz (IB) will request the room from our Scheduling Office, and submit the paperwork to the Academic Senate. A copy of the approved application will be emailed to you for your records and to be submitted to the DeCal office for advertising of the course on their website.

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APPLICANT CHECKLIST



- ☐ Course Proposal Form for Student-Facilitated Courses
- ☐ Syllabus of the proposed course (updated if repeat course)
- ☐ Detailed answers to the seven questions
- ☐ Course description, including the criteria required for students to pass the course
- ☐ Supplemental Application Form
- ☐ DeCal Workload Calculation Form
- ☐ DeCal Applicant Checklist (this form)

Please bring the original forms to the meeting with Carina.

By signing below, I agree to the following guidelines:

- At least one facilitator must be in attendance at every class meeting.
- I agree to submit an individual grade for each student in the class to the instructor of records, no more than 2 business days after the final day of classes. (Blanket statements such as “All students in the class passed the course,” will not be acceptable.)
- No money will be accepted from students for the administration of this course.
- There will no be substitutions or changes in the course subject, syllabus or conduct of this course unless those changes have been approved, in advance, by the instructor of record.
- The course will only meet at the approved schedule and location as published in the online schedule of courses.
- I will administer course evaluations in the last two weeks of the semester or last class meeting and submit them to the Undergraduate Affairs Office.

[Signature of Student Facilitator #1]

[Signature of Student Facilitator #2]

Date: _____

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TO BE COMPLETED BY STUDENT FACILITATOR(S):

Student facilitator(s)

Name	Email address	Major	SID #
1			
2			

Course Information

This course is <input type="checkbox"/> NEW (never taught before) or <input type="checkbox"/> a REPEAT of course last taught _____ sem/yr			
Course Title:			
Proposed semester/year:			
Estimated enrollment:		Day/Time Requested:	
Special Room Needs (A/V, projector, etc.)			

Faculty Sponsor Name: _____

Faculty Sponsor Approval: _____
Signature Date

TO BE COMPLETED BY THE DEPARTMENT

Chair: _____ <div style="display: flex; justify-content: space-between;"> Signature Date </div>						
Enrollment: _____ Waitlist: _____ Type (Open, CECs): _____						
SECTION	98 CCN	198 CCN	DAY	TIME	ROOM	UNITS

98/198 DECaL

UNIT CALCULATION WORKSHEET



Course Title	
Student Facilitator Name	

The standard of the University of California for determining the unit value of a course is that one unit equals three hours of work per week, or about 45 total hours over a 15-week semester. This work includes time spent in class as well as time spent doing work outside of class. Note that the 15th week of instruction is RRR week, and regular classroom meetings are not scheduled.

The worksheet below is intended to aid the student facilitator and instructor of record in developing the course and determining its workload and unit value. Since group study courses can take more than one form, all of the categories below may not be relevant to every course. Requirements should be reflected in the syllabus.

Requirement	Total Hours
In-class time	_____ hours per week × _____ weeks = _____
Reading	_____ hours per week × _____ weeks = _____
Writing papers	_____ hours per paper × _____ papers = _____
Research/study	_____ hours per week × _____ weeks = _____
Other:	_____ hours per week × _____ weeks = _____
Other:	_____ hours per week × _____ weeks = _____
Other:	_____ hours per week × _____ weeks = _____
Total: _____	

≥45 hours = 1 unit	≥90 hours = 2 units	≥135 hours = 3 units
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Unit Value:

Faculty Sponsor Signature

Date