

MCB/IB Supplemental Application

Applicant Checklist

- Course Proposal Form for Student-Facilitated Courses
 - Response to all seven questions
 - Faculty sponsor's signature*
 - Worksheet to Calculate Workload and Resultant Unit Value
- Syllabus (updated if repeat course)
 - Overview/Description of course
 - Key learning outcomes
 - Instruction methods/structure
 - Reading List
 - Breakdown of grading requirements by percentage/points
 - Weekly schedule with meeting dates
- MCB/IB Supplemental Application
- Faculty Sponsor Letter of Support*
- Affiliate Form

***As a courtesy to your faculty sponsor, please give him/her enough time to review your course proposal. We highly advise against gaining his/her signature and letter of support one day before the deadline.**

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 record, no more than 2 business days after the final day of instruction. (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 be no 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 via the online forms provided.

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Below are common errors that can result in decal proposals being returned to facilitators:

- Unit value worksheet includes hours not explained in syllabus.
- Missing a breakdown of grading requirements by percentage/points.
- Missing detailed weekly schedule.
- Missing reading list in bibliographic format.
- Missing response(s) to the seven questions on the Course Proposal Form.

Ensure that you have consistent information throughout the application. For example: If you indicated 11 weeks of readings on the unit value worksheet, your syllabus/weekly schedule should have 11 weeks worth of reading materials.

[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	Berkeley email address	Major	SID #
***Initial here if you would like to be enrolled in MCB/IB 199 for the amount of units your decal is worth.			

Name	Berkeley email address	Major	SID #
***Initial here if you would like to be enrolled in MCB/IB 199 for the amount of units your decal is worth.			

***Facilitators will be enrolled in MCB/IB 199 on the second week of instruction. You may check your CalCentral to verify your enrollment or drop the 199, if desired.

Course Information

This course is <input type="checkbox"/> NEW (never taught before) or <input type="checkbox"/> REPEAT of course last taught _____ sem/yr			
Course Title			
Semester/Year		<input type="checkbox"/> Permission only to restrict enrollment	
Enrollment Cap		Special Room Needs (A/V, projector, etc.)	
Waitlist Cap			
Day/Time		Alternative Day/Time	

TO BE COMPLETED BY THE DEPARTMENT:

Enrollment: _____		Waitlist: _____				
Section #	98 Class #	198 Class #	Day	Time	Room	Unit