

MCB 98/198 DeCal GUIDELINES FOR FACILITATORS



Deadline for fall 2011: Wednesday, October 19, 2011

Requirements for Offering a DeCal Course through MCB

Facilitators:

- There can be no more than 2 facilitators per class.
- At least one of the facilitators must be an MCB major.
- Facilitators must be in good academic standing (GPA > 2.0, or if MCB, major GPA > 2.0)

Course Content

- The content of the course must be within the scope of the MCB academic program.

Approval Process

1. Be sure that you have included all the items on the checklist, on page 2, and have secured the approval of an MCB faculty sponsor. His/her signature should be on both the DeCal COCI Special Studies Course Proposal form and on the MCB Supplemental Application.
2. Make an appointment with Jamie Depelteau at jdepelteau@berkeley.edu, in advance of the deadline, or drop in to the UAO, 3060 VLSB, to meet with him for approximately 15 minutes. If there is more than one course facilitator, both must meet with him. He 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 MCB DeCal course facilitators
 - c. If the course is new, prepare the packet for a meeting you will have with the Head Undergraduate faculty advisor.
3. Jamie Depelteau will obtain the chair's signature, 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.

MCB 98/198 DeCal APPLICANT CHECKLIST



- Completed COCI Special Studies Course Proposal Form
- Syllabus of the proposed course
- Detailed answers to the five questions
- Course description, including the criteria required for students to pass the course
- MCB Supplemental Application Form
- MCB DeCal Workload Calculation Form
- MCB DeCal Applicant Checklist (this form)

Submit these forms to Jamie Depelteau in the MCB Undergraduate Affairs Office.

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 MCB Undergraduate Affairs Office.

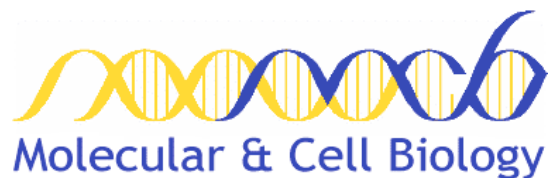
[Signature of Student Facilitator #1]

[Signature of Student Facilitator #2]

Date: _____

Questions about MCB departmental DeCal guidelines can be directed to Jamie Depelteau (jdepelteau@berkeley.edu).

MCB 98/198 DECAL SUPPLEMENTAL APPLICATION



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.)			

MCB Faculty Sponsor Name: _____

MCB Faculty Sponsor Approval: _____
Signature Date

TO BE COMPLETED BY THE MCB DEPARTMENT

MCB UAC Chair: _____
Signature Date

Scheduling information:

CCN: _____ Course Number: **MCB 98** Section: _____ #Units: _____

CCN: _____ Course Number: **MCB 198** Section: _____ #Units: _____

DAYS: _____ **TIME:** _____ **ROOM:** _____

MCB 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:			_____

<i>45 hours = 1 unit</i>	<i>90 hours = 2 units</i>	<i>135 hours = 3 units</i>
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Unit Value:

MCB Faculty Sponsor Signature

Date