

De-Cal courses sponsored by MCB or IB Planning for Spring 2013

Each semester, the MCB and IB departments sponsor several [De-Cal](#) courses that are facilitated by UC Berkeley students. If you have an idea for a course that is relevant to the majors (in terms of subject matter taught) please follow the steps below to get started. De-Cal offers [start up](#) [workshops](#) to help you.

*The deadline to submit the completed paperwork for fall 2013 MCB or IB-sponsored DeCal courses is **Friday, May 3, 2013** by 3pm to 3060 VLSB.

**Note that MCB and IB has a slightly different set of guidelines than what is on the DeCal web site.

Course Facilitation: Who qualifies?

1. You must be a junior or senior in order to facilitate an MCB or IB-sponsored DeCal, and must be in good academic standing. For non-majors, that means an overall GPA of 2.0. For majors, you must have at least a 2.0 major GPA.
2. There will be no more than two primary facilitators allowed for any single DeCal course. One of these facilitators must be a declared major.
3. All DeCal facilitators will be required to meet with James Depelteau when the forms are submitted, to review expectations for the semester.

Course Content

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

the process

1. Download the [Course Proposal Form - Student Facilitated Courses](#), review the documents to be sure that you are aware of the university regulations and policies, and prepare

your course materials (syllabus, answer the 7 questions on the course proposal form, etc.).

2. Download and complete the supplemental application ([DeCal Packet](#)).
3. Find a faculty sponsor within the appropriate department and take the materials to him/her for approval.
4. Bring the completed paperwork to James Depelteau, in the UAO, who will
 1. review it for accuracy to be sure it's complete,
 2. meet with you to discuss expectations for the semester,
 3. obtain remaining signatures (Department Chair and UAC/APCC Chair),
 4. request a room,
 5. send to the COCI before the deadline, and
 6. make copies for you to pick up and take to the DeCal office (for their on-line schedule).

If you have any questions, please get in touch with [James Depelteau](#) in the UAO.