

# 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 a 5+ terms in attendance and 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 with 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. Syllabus must be semester-specific, and Questions 1-7 on the Course Proposal Form must be answered.
2. Drop off the completed forms to 3060 VLSB for the departmental approver, Carina Galicia, to review. She will follow up to let you know whether it has departmental approval, or whether a meeting will be required to discuss your DeCal before approving.
3. Maria Park (MCB) or Emerita Dela Cruz (IB) will request the room from the Scheduling Department, and submit the paperwork to the Academic Senate. A copy of the approved application will be emailed to the DeCal Board and the facilitators.

# 98/198 DeCal 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)

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.

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*[ Signature of Student Facilitator #1]*

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*[ Signature of Student Facilitator #2]*

Date: \_\_\_\_\_

\_\_\_\_\_

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

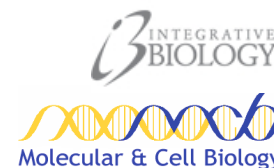
Faculty Sponsor Name: \_\_\_\_\_

**Faculty Sponsor Approval:** \_\_\_\_\_  
Signature Date

## TO BE COMPLETED BY THE DEPARTMENT

<b>Chair:</b> _____		<b>Signature</b>		<b>Date</b>		
<b>Enrollment:</b> _____		<b>Waitlist:</b> _____		<input type="checkbox"/> <b>Schedule Print</b>	<input type="checkbox"/> <b>Permission Number</b>	
SECTION	98 Class #	198 Class #	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 15<sup>th</sup> 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
<b>In-class time</b>	_____ hours per week × _____ weeks = _____
<b>Reading</b>	_____ hours per week × _____ weeks = _____
<b>Writing papers</b>	_____ hours per paper × _____ papers = _____
<b>Research/study</b>	_____ hours per week × _____ weeks = _____
<b>Other:</b>	_____ hours per week × _____ weeks = _____
<b>Other:</b>	_____ hours per week × _____ weeks = _____
<b>Other:</b>	_____ hours per week × _____ weeks = _____
<b>Total:</b>	
_____	

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

\_\_\_\_\_  
Faculty Sponsor Signature

\_\_\_\_\_  
Date