SPRING 2020

Students interested in initiating and facilitating a USIE 88S seminar must secure your approval and sponsorship by Spring 2020. As a faculty mentor, you are agreeing to sponsor a student facilitator and meet with them to discuss the seminar concept. Faculty mentor expectations include the following:

☐ Review the content of the proposed course to determine that it is within the scope of your department’s curricular offerings.

☐ Determine that there is a clear pedagogical rationale for offering the proposed course.

☐ Complete and submit the required Faculty Mentor Agreement form electronically to the USIE Coordinator, Yejoo Kim, at usie@college.ucla.edu by Monday, June 1, 2020 at 12:00 PM. Please note: Student applicants are required to submit a separate application; however their file is not complete and their candidacy will NOT be considered unless the Faculty Mentor Agreement is received by the Monday, April 13th deadline.

The USIE Student-Faculty Advisory Committee will review the applications during Week 5-6 of Spring 2020. Both you and your student will be notified via email by Week 8 of Spring 2020 of your student’s application result.

FALL 2020 & WINTER 2021

Student facilitators must be enrolled in [Your Department] 188SA by the beginning of Fall and 188SB by the beginning of Winter. Faculty mentor expectations include the following:

☐ Meet regularly with the student to develop a comprehensive plan for the USIE 88S seminar.

☐ Clarify the roles and responsibilities of the student facilitator and faculty mentor:
  • Develop a plan for supervision and review this plan with the student.
  • Review the content area of the seminar in both scholarly and pedagogical terms.
  • Review and approve the course syllabus prepared by the student facilitator. The syllabus must include:
1) an outline of course content and learning outcomes; 
2) the reading list; 
3) a statement about the frequency of class meetings; and 
4) all assignments and requirements for obtaining a passing grade.

- Establish with the student facilitator a system for keeping accurate records and documentation to support the awarding of credit to enrolled students.
- Inform the student facilitator that you are responsible for supervising the awarding of all final grades and for reporting the grades to the Registrar's Office.

**SPRING 2021**

Student facilitators must be enrolled in [Your Department] 188SC by the beginning of Spring. Faculty mentor expectations include the following:

- Download the 88S enrollment roster and provide a copy to the student facilitator.
- Confirm that student facilitator is not enrolled in their own 88S seminar.
- Meet with the student regularly through the 188SC to provide guidance as they facilitate their USIE 88S Seminar.
- Visit at least one session of your student’s USIE seminar, preferably in the earlier part of the quarter. There is no obligation to visit every seminar.
- Submit final grades for the enrolled students on behalf of the student facilitator.

**QUESTIONS?**

Please contact the USIE Coordinator, Yejoo Kim, at usie@college.ucla.edu.