DeCal Courses in IAS

Deadlines, Rules & Steps to Success

So, you want to create a DeCal course and offer it through the IAS Department? Great! Getting a DeCal approved through IAS requires several steps which must be completed accurately and on time.

Begin by reading our current policy on the sponsorship of DeCal courses (described below). Please note that IAS policies and deadlines may differ from those of other campus departments and from the DeCal website and office personnel. SO, please - read the info below so that you stand the best chance of putting together a fun and successful course, while also making sure that the course gets approved so you can actually teach it!

A COMPLETE DeCal PROPOSAL INCLUDES:

- A course description, syllabus, unit value worksheet & reading list - to be presented to the Faculty Sponsor prior to obtaining his/her signature approval.

- A completed "Course Proposal Form," plus a Faculty Sponsor Letter of Support.

- A copy of each facilitator's unofficial transcript

- A short summary of each facilitator's qualifications to teach the proposed course (background knowledge, other course work, teaching experience, etc.)

DEADLINES

A *complete* DeCal Course Proposal must reach the IAS DeCal advisor, in 101 Stephens by:

- November 1st, for a DeCal offered for the Spring semester
- March 30th, for a DeCal offered for the Fall semester

GENERAL RULES & REGULATIONS

- At least one of the student facilitators must be a declared major in the IAS department.
- All facilitators must provide a "berkeley.edu" email address for communication purposes.
- A copy of each facilitator's unofficial transcript must accompany the proposal.
- Each facilitator must provide a short summary of their qualifications to teach the proposed course (background knowledge, other course work, teaching experience, etc.)
- All student facilitators must meet a minimum UCB gpa requirement of 3.2 and cannot have more than one outstanding incomplete at any time between submitting the proposal and offering the course.
- The proposed DeCal course must receive approval of the IAS Director (IAS, GLOBAL, POLECON), as well as the Faculty Sponsor. The IAS advisor will help obtain the IAS Director's signature.
- DeCal courses are limited to an enrollment of 30 students.

STEPS TO SUCCESS

CREATING THE PROPOSAL PACKET

Putting together a course from scratch may seem like a daunting task. No doubt it will be hard work, but many resources are available to help you along the way. If you have any questions, need some advice, or simply want someone to bounce ideas off of, feel free to contact an IAS advisor.

STEP 1: PICKING A TOPIC

Think of a topic related to international and area studies that you find exciting and enticing and which is not necessarily covered by the courses offered at UC Berkeley. Your topic could be very specific (like "Field Projects in Rural Guatemala") or very general (like "Population Policy"). The topic you choose should deal with an area or issue that you either have some degree of expertise in or that you are willing to learn quite a bit about.

STEP 2: DESIGNING THE COURSE

After you've chosen a topic, it's time to start building the foundations of your course. Three key components of this foundation – which are also used to get your DeCal course idea approved – are a course description (and a course title!), a syllabus, and a reading list. Remember, a course description, syllabus, and reading list <u>must</u> be approved by a Faculty Sponsor **before** handing in your complete DeCal Course Proposal to the IAS Admin Office by March 30th (for DeCals offered in the Fall) or November 1st (for DeCals offered in the Spring).

<u>COURSE DESCRIPTION</u>: After choosing a topic, sit down and draft a brief description of what your course will offer students throughout the semester. What topics will be discussed? What time period spanned? What, if any, critical concepts will be questioned? After drafting this summary, choose an appropriate Course Title, which will help entice a prospective Faculty Sponsor, and prospective students.

<u>SYLLABUS</u>: The syllabus you design for a DeCal is extremely flexible; however, there are still some rules. In the syllabus, clearly detail the standards for what a student needs to do to pass the course (and, by implication, to "not pass"). Be sure to include class requirements, where the class is meeting, ways to contact you, and office hours (if you decide to hold them). Creating a weekly breakdown of the topics is helpful to both you and your students, so take some time to do this. It will save you a fair amount of hassle in the future.

<u>READING LIST</u>: Creating the syllabus and a weekly breakdown of lesson-plans will help you organize your reading list. Now that you have a better idea of what, specifically, will be discussed on any given class meeting, put together a list of readings (from books, articles, scholarly journals, etc.) that you think would aid and enrich the students' learning and understanding of the course topic. If you have trouble, try looking at some of your old course readers for potential ideas.

Remember that the course workload should be commensurate with the number of units offered for the course. No less than three hours of work per week (including class attendance, study, etc.) should be expected for each unit. For help with this, see the interactive "Unit Value Worksheet," provided both on the IAS and DeCal websites. Additional tips and useful resources on how to "Start a Course" and how to design a course syllabus can be also found on the general DeCal website.

STEP 3: THE FACULTY SPONSOR

In order to teach a class through the DeCal program, you need a Professor (not a GSI) to sponsor your class. S/he should have some background or sense of the course topic. Your Professor should also be someone you find approachable and accessible.

The faculty sponsor must agree to monitor the course closely, and s/he will ultimately be responsible for any administrative issues that come up, including grades. In addition, s/he must agree to attend at least three of the class meetings. When looking for a Faculty Sponsor, remember (and please remind them) that *no instructor may sponsor more than one DeCal course per semester* (as noted in Academic Senate Regulation A205A). *No student facilitator may teach more than one DeCal course per term*, either. Also, if your Faculty sponsor is a Lecturer, remind them that in order to be a Faculty Sponsor of your DeCal, they must sign a waiver of compensation.

Some additional rules to be aware of:

- The Program Chair must limit the number of DeCal courses taught in his or her program to a maximum of one per semester.
- Any Program Chair may, in concert with his or her faculty advisory board, adopt a policy of denying all DeCal course proposals within his/her program.
- Any exceptions to these policies must be approved by the Program Chair and should be made in consultation with the IASTP Council of Chairs.

STEP 4: COURSE APPROVAL

Ok, great – you should now have a topic, a title, a course description, a syllabus, a reading list, AND a Faculty Sponsor. You're ready to start the official approval process! Remember, in order for your course to be approved, you must get approval FIRST from your Faculty Sponsor, SECOND from the IAS Admin Office, and THIRD from the appropriate IAS Program Chair. The IAS advisor will help with the 2nd & 3rd approvals.

Let's begin:
   A. Download the **"Course Proposal Form"** and the **"Unit Value Worksheet"** (found on the Academic Senate Committee on Courses of Instruction website - https://academic-senate.berkeley.edu/committees/coci/sfc).

   This web site includes important forms and handouts essential to compiling a complete DeCal proposal.

   B. After downloading, reading, and filling out the "Course Proposal Form," submit a complete proposal (the "Course Proposal Form," your course description, syllabus, unit value worksheet, and reading list) to your Faculty Sponsor and request their sponsorship. If they agree, obtain their signature on the "Course Proposal Form".

   C. After getting your Faculty Sponsor's signature on the "Course Proposal Form" and the Faculty Sponsor Letter of Support, gather the rest of the materials that are required for a *complete* Course Proposal (for a reminder, see the "A Complete DeCal Course Proposal Includes" box on pg.1 of this handout!). Submit the signed Proposal Form, along with the rest of the proposal materials, to the IAS Admin Office, located at 101 Stephens Hall, by Mar. 30th (for a course offered in the Fall) or Nov. 1st (for a course offered in the Spring).

If your proposal is approved by the IAS Admin Office, your DeCal course proposal will be handed off to the appropriate Program Chair for him or her to review. The Department Chair will notify the Department Scheduler which DeCal courses are approved for the future term and which have been denied.

STEP 5: CLASSROOM ASSIGNMENTS

Once your course is approved, the Department Scheduler will help you with classroom assignments and will be a great liaison when dealing with administrative stuff (like accessing class lists and enrolling students). The Department Scheduler can be reached at ias-scheduler@berkeley.edu.

STEP 6: ADVERTISING YOUR COURSE

The DeCal folks will post a short snippet of information on their website about your course if you provide them this information, and that will be one of the main channels through which people will learn about your class. You can also create flyers or posters to display.

STEP 7: TEACHING & FACILITATOR CREDIT

Remember, most classes will only meet once a week for an hour to two hours at a time, so it might be useful to think of each class meeting as a specific seminar (if you're doing a big topic). For a more precise topic, you will need to make sure to review with your students each week so they don't get lost. In addition to the information found in this handout, the Student Learning Center provides regularly scheduled workshops on how to design and facilitate a class which may also give you some helpful hints on teaching.

Since you will be doing a substantial amount of work planning and teaching your DeCal course, there are two ways that student facilitators can receive course credit for their contribution. One way is through signing up for the Student Learning Center's class "The Craft of Facilitating." The second option is to talk to your faculty sponsor and set up an Independent Study course. Keep in mind that any Independent Study 199 credit counting towards the facilitation of a DeCal can count for *no more than the number of units of the DeCal itself* (e.g. if the DeCal is a 2 unit class, then the facilitator can only get up to 2 units of Independent Study credit for being a facilitator).

STEP 8: GRADING

Once the semester comes to a close, submit your grades to your Faculty Sponsor, who will post them for you.