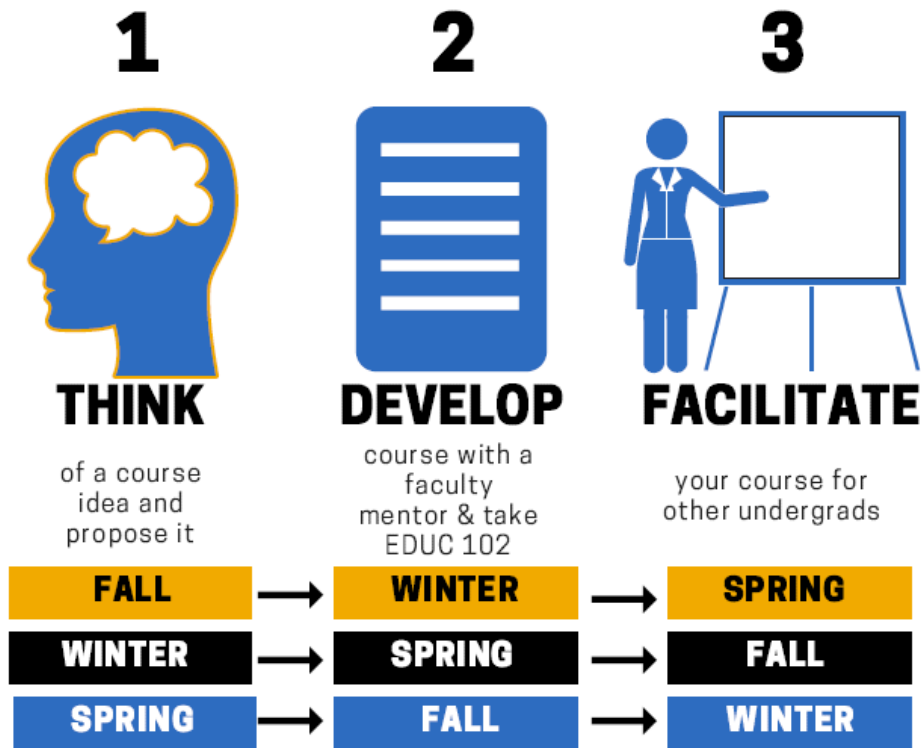


R' COURSE PROPOSAL FORM

3 Quarter R'Course Process



The course proposal form must be completed jointly by the student facilitator(s) and instructor(s) of record. This **completed proposal form** should be submitted with the **course syllabus** (using the syllabus template) and a **resume** of the student facilitator(s).

You have two weeks after the proposal deadline to turn in your department chair's signature.

The department is responsible for the academic quality of the course, overseeing the enrollment and grading basis for student participants, and providing necessary resources (e.g., classroom space and copying/printing needs). The instructor of record is responsible for assigning students' grades (S or NC) at the end of the quarter. In preparing the R'Course proposal, please review the checklists for student facilitators, faculty, and department chairs (available on the site www.rcourses.ucr.edu).

Submission Instructions: The sponsoring department should keep the original signed form and provide a copy to the student facilitator(s), instructor(s) of record, and the Student Engagement Office (email to rcourses@ucr.edu). Student facilitators should plan to email the signed proposal to rcourses@ucr.edu by 5pm on the deadline.

Proposal Submission Deadlines:

Quarter	Proposal Deadline	Dept. Chair Signature Deadline
Fall	November 1	November 15
Winter	February 1	February 15
Spring	May 1	May 15

All fields must be completed.

Date Submitted:	
Term to be offered:	
Campus department:	
Course Title:	
Short Course Title (36 characters):	
Student Facilitator Name(s):	
Student Facilitator Email Address(es):	
Instructor of Record (Faculty Member):	
Instructor of Record Email Address:	
Faculty Mentor role with student course: (be detailed)	
Course pre-requisites (should be none)	
*Preferred Location(s) Classes scheduled in the Center for Teaching and Learning in Rivera Library, unless you have a specific need, e.g. – R’Garden):	
*Requested Classroom Set-up or other Resources:	

*Departments may not be able to accommodate all preferences.

WORKSHEET TO CALCULATE WORKLOAD AND RESULTANT UNIT VALUE

An R'Course should require approximately **30 total hours** of work from each student participant over a 10-week quarter. The worksheet below is intended to aid the student facilitator and instructor of record in developing the course and determining its workload. 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. Please see the [Committee On Courses](#) document from the Academic Senate for more details.

Excerpt from the UCR Academic Senate guidelines: The number of hours per week proposed by the department should be specified as to lecture, seminar, discussion, workshop, colloquium, laboratory, practicum, research, studio, screening, consultation, field, internship, individual study, extra reading, or term paper. If none of these terms adequately describes the work, the hours may alternately be designated as "activity." The category "activity" may also be used for hours with varying content (e.g., students choose from screening, extra reading, and field trips). Hours per week per unit of credit may not be less than, but may exceed, those listed in the following guidelines:

- a. One unit for each hour per week of lecture, seminar, discussion, workshop, colloquium, or consultation. Discussion is assumed to mean that the class meets regularly each week for the purpose of group consideration of course materials as distinct from lecture. The designation of one hour for "consultation" implies a regularly assigned meeting of one hour with each student each week. If such consultation is less, the unit assignment must be appropriately adjusted. It is understood that a minimum of two hours of outside reading or other preparation is expected each week for each hour of lecture, seminar, consultation or discussion.
- b. One unit for each two to three hours per week of studio, which includes performance or individual practice.
- c. One unit for each three hours per week of lab, practicum, field work, screening, internship, clinic, thesis, tutorial, and activity.
- d. One unit for three hours of outside reading or other preparation each week is expected for individual study, research, extra reading, term paper, etc. These categories imply that the reading or research effort exceeds the standard preparation to support lecture, discussion, etc. (as described in "a" above). The content of these educational activities and the method of evaluation must be described in the syllabus.

Requirement	Total Hours
In-class time _____ hours per week × <u>10</u> weeks =	<u>10</u>
Reading _____ hours per week × _____ weeks =	_____
Writing papers _____ hours per paper × _____ papers =	_____
Research/study _____ hours per week × _____ weeks =	_____
Other: _____ hours per week × _____ weeks =	_____
Total:	_____

30 hours = 1 unit	<i>Total hours must be at least 30 to qualify for 1 unit of credit, and should not be excessive.</i>
--------------------------	--

Signatures: My signature below acknowledges that I have read the guides/checklists and understand my responsibility for this course.

STUDENT COURSE FACILITATOR(S)	DATE
INSTRUCTOR(S) OF RECORD	DATE
DEPARTMENT CHAIR	DATE

Departments acknowledge that by signing for the course you agree to the following:

1. The course fits within the academic department.
2. There are no conflicts with departmental course offering or known offerings at UCR.
3. The course will be built as a 190 or 198 course in the department and will have **open enrollment**, and **no required course permissions**.

Faculty Comments (required):

Department Chair Comments (required):