R’Course Student Facilitator Guide

Student Checklist

Timeline:

- **First Quarter**
  - Secure faculty sponsorship and course approval (Preferably in the term **before** you will be submitting your proposal). Give your faculty mentor the faculty guide.
  - Know the role of the faculty member (professor) who serves as the instructor of record for student-initiated course. Look over the faculty guide and checklist.
  - Check the course catalog thoroughly to make sure you are not overlapping with content in any current courses.
  - Check the past R’Course offerings to make sure your course isn’t similar to a previously offered course. We want you to create your own original content for a course.
  - Develop a written syllabus using the template on the R’Courses website.
    - Become familiar with policies and procedures related to independent study courses in the academic department.
    - Become familiar with policies and procedures related to academic accommodations for students with disabilities (see [http://www.specialservices.ucr.edu/Pages/default.aspx](http://www.specialservices.ucr.edu/Pages/default.aspx)).
    - Make sure that your proposed course has explicit academic content and requirements, beyond classroom attendance, for receiving credit. In particular:
      - **Students read, as part of the course, articles, books, and/or primary source documents that place the topic of the course in an academic context.**
      - **Students are informed in writing about what they need to do to pass the course.**
  - In collaboration with the sponsoring faculty member:
    - Develop a plan for how the faculty member will provide supervision and mentoring. The faculty member could observe your course, review your course materials, meet with you to discuss course progress, offer advice on teaching strategies, suggest readings about good teaching practices, among other options.
    - Establish a mechanism for keeping accurate records and documentation to support the awarding of credit to enrolled students.
    - Talk with your faculty sponsor about the resources you will need for your course (if any).
  - Complete the R’ Course Proposal Form and submit to the R’Course Coordinator at rcourses@ucr.edu by the deadline for review. Make sure to include your faculty mentor signature.
  - You will receive some revision notes from the R’Courses Coordinator for your course and you may attend one of the Proposal Prep sessions to work on your final proposal.
  - **You have 2 weeks following the deadline to obtain your Department Chair signature.**
  - At this point, the R’Course Governing Board meets to discuss all outstanding proposals and votes to move them forward or will require changes. You should receive an answer on your course acceptance within 3 weeks of the final deadline for submitting the Department Chair signature.
  - Once your course has been approved by the board to continue, you may enroll in the following courses for the second quarter:
    - 190 Independent study course (1 unit) with your faculty mentor
    - ECUC 102 (1 unit)

- **Second Quarter**
  - Complete 190 independent study course, in which you will:
    - Develop your reading list, resources, and guest speakers
• Complete any additional research, reading, or academic work assigned by your faculty mentor

☐ Enroll in EDUC 102, in which you will:
  • Prepare prompts, discussion questions, assessments
  • Write lesson plans and receive feedback
  • Practice leading lessons and discussions
  • Observe fellow students and excellent faculty

  ▪ Third Quarter
    ☐ Lead your course!!
    ☐ Schedule frequent check-ins with your faculty mentor

Proposal Submission Deadlines:

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<tr>
<th>Quarter</th>
<th>Proposal Deadline</th>
<th>Department Chair Signature Deadline</th>
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<tbody>
<tr>
<td>Fall</td>
<td>November 1</td>
<td>November 15</td>
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<tr>
<td>Winter</td>
<td>February 1</td>
<td>February 15</td>
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<tr>
<td>Spring</td>
<td>May 1</td>
<td>May 15</td>
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Tips and best practices from past students:

• Start with your course objectives! Write them down. This will really help you to focus everything else, and to speak clearly to the professor you want to work with.
• Get together with an R’Courses ambassador by attending an information session or signing up for an appointment. Email at rcourses@ucr.edu to make an appointment.
• Start promoting your course early – as soon as it’s approved.
• JUST ASK! – proactively reach out to faculty, UE staff, and other students

Suggested email to a faculty mentor (attach the faculty guide along with any supporting documentation you may have for the course topic you are interested in teaching):

Dear (professor's name),

My name is _____ and I'm a (year & major) here at UCR. I'm working on my proposal for the R'Courses program, which allows undergraduate students to create and facilitate a course. I've (looked at some of your research/taken a class of yours) and I would love the opportunity to work with you as my faculty mentor on this project. I'm attaching my preliminary syllabus for you to look over. If this sounds like a project you'd be interested in, or if you have any questions about the R'Courses program and the role of faculty advisor, I would love to meet with you in person to discuss it more in depth. I look forward to hearing from you!

Best, (Student full name)