R’Courses Faculty Guide

R’Course Program Overview
The purpose of R’Courses is to provide an opportunity for UCR undergraduate students to develop leadership skills, innovate the undergraduate curriculum, and promote democratic, experiential education on campus.

Each student applicant must identify a faculty mentor who will assist him/her with developing the course. The faculty mentor will sign the proposal if they approve the concept and are willing to assist the facilitator by fulfilling the terms outlined in the agreement. During the second quarter the student will take:

- 1 unit of Directed Study (190) credit with the faculty mentor the quarter before offering the R’Course to complete the necessary content preparation for the course
- 1 unit of EDUC 102, which is a series of training workshops in which facilitators will develop lesson plans, assessments, class activities, and practice giving sample lessons.

The faculty mentor will also be the instructor of record for the R’Course offered by the facilitator. This activity can be included in the faculty member’s merit and promotion file as an Undergraduate Mentorship experience.

Faculty Expectations

First Quarter - Proposal
- Review the student facilitator’s syllabus/proposal form and make suggestions for revisions or additions
- Sign the mentor agreement and assist in facilitating departmental approval
- Meet to outline expectations for the 190 directed study course (1 unit, either S/NC or letter grade—at your discretion)

Second Quarter – Directed Study – 1 unit
- Assist the student in creating classroom assignments, resource/reading lists, guest speakers, etc.
- Assign appropriate readings/assignments for the 190 directed study course with the student facilitator
- Assign a grade to the facilitator for the work completed in the 190 course
- Optional continuation of the 190 course for the third quarter—at the discretion of the faculty and student facilitator

Third Quarter – Facilitation of R’Course
- Serve as instructor of record for the R’Course (a 190 or 198 through your department)
- Meet (in person or via phone/email) with the student periodically to discuss the progress of the course
- Periodically attend class sessions
- Assign a grade (S or NC) to each of the course participants in collaboration with the student facilitator

Faculty Checklist

☐ The proposed course is in compliance with Academic Senate guidelines on unit values, is graded on an S/NC basis, and has regularly scheduled meeting times.
☐ The 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.
☐ The content of the proposed course is within the scope of your department’s academic program and does not duplicate existing courses offered in the department or at the university.
☐ Course is not based off a previous student’s R’Course that was offered at the University. (Each R’Course may only be taught a maximum of two times, for which you would need to provide the same assistance to the student should you both choose to offer it again in a future semester).
☐ You have clarified the respective roles and responsibilities of the student course facilitator and the instructor of record. In particular:
  ☐ You have reviewed and approved the course syllabus prepared by the student course facilitator. The syllabus includes an outline of course content, the reading list, and specifies clearly assignments and the requirements, beyond classroom attendance, for obtaining a passing grade.
You have developed a plan for supervising the student course facilitator and reviewed this plan with the student course facilitator. Supervision should take the form of in-class observations, review of course materials, and meetings with the student course facilitator, along with additional support as necessary.

The student course facilitator understands that you, as the instructor of record, are the one who has the responsibility for supervising the awarding of all final grades and for reporting the grades to the Registrar.

You and the student course facilitator have established a mechanism for keeping accurate records and documentation to support the awarding of credit to enrolled students.

You, as the instructor of record, are aware that you are the appropriate person to respond to and resolve complaints, conflicts, and grievances brought by students taking the course.

You have checked to see that the resources needed for this course can be provided by the department or are otherwise available to the student.

You have worked with the department to assign a space and time for the course (either through the general assignment process or independently). You, as the instructor of record, are aware that you are ultimately responsible for the success of your R’Course. In particular,

You are aware that R’Courses must comply with the same university policies that apply to other courses taught for unit credit at UCR. You should pay particular attention to issues of course content, instructional standards, and academic integrity. It is your responsibility to ensure compliance with applicable policies.

You understand that if the student facilitator does not comply with recommendations made by you, the department, or the R’Courses Board after the course has begun, or if the student is unable to continue as the instructor, that you may be responsible for completing instruction of the course.

**Next Steps:**

1. Sign the proposal if it meets the criteria for approval.
2. Retain a copy for your files.
3. Submit the proposal to the department chair for review prior to final submission to the R’Course Governing Board. The department chair **must** approve the proposal for the course to be offered.

**Department Chair Checklist**

1. Have you checked to ensure the following:
   - The proposed course content is NOT already covered by a course in the department.
   - The department is willing to provide appropriate administrative support for this course (including enrolling and adjusting the grading basis for each student participant, if required).
   - The resources needed for this course can be provided by the department or are otherwise available to the student.
   - There is an appropriate space and time for this course (either through general assignment scheduling or independently).

2. In the event that the student does not comply with recommendations made by the faculty mentor, the department, or the R’Course Board after the course has begun, or if the student is unable to complete instruction of the course, the Department Chair (in consultation with the faculty mentor and the R’Course Board), may terminate a course or request that the faculty mentor complete the instruction.

**Next Steps:**

1. Sign the proposal if it meets the criteria for approval, and submit to rcourses@ucr.edu on or before the deadline.
2. Retain the original approved proposal with your department records.
3. Provide the student with a copy of the approved proposal.

**Completed and Signed Proposal Due-dates:**

- **Fall quarter deadline:** November 15, by 5pm (to facilitate Spring Quarter R’Course)
- **Winter quarter deadline:** February 15, by 5pm (to facilitate Winter Quarter R’Course)
- **Spring quarter deadline:** May 15, by 5pm (to facilitate Fall Quarter R’Course)

Contact the R’Course coordinator at rcourses@ucr.edu, Ext. 2-7739, for more information