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.
    - 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 secure appropriate signatures.
  - Complete your Curriculum Vitae to attach to the proposal form and syllabus.
  - Get your faculty mentor signature on your proposal.
  - Get your department chair signature at least 2 weeks before your proposal deadline (they can be busy so it might take some time, and you don’t want your proposal to be late!)
  - Submit your full proposal (Proposal form, Syllabus, Resume or CV, and both signatures).
  - 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
  - Obtain a room assignment from your sponsoring department scheduler.
  - Complete 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>Submit to Department Chair</th>
<th>Final Submission</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>
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<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.
- Don’t stress about the Curriculum Vitae (CV) section of the syllabus – take your resume and highlight your academics (courses you have taken that are relevant, large papers you have written, research you have done, etc.) – it shouldn’t be more than a page; two if you have a lot of experience!
- 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):**

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)