

# MCB Supplemental Application

## Applicant Checklist

- Course Proposal Form for Student-Facilitated Courses
  - Response to all seven questions
  - Faculty sponsor's signature\*
  - Worksheet to Calculate Workload and Resultant Unit Value
- Syllabus (updated if repeat course)
  - Overview/Description of course
  - Key learning outcomes
  - Instruction methods/structure
  - Reading List
  - Breakdown of grading requirements by percentage/points
  - Weekly schedule with meeting dates
- MCB Supplemental Application
- Faculty Sponsor Letter of Support\*

**\*As a courtesy to your faculty sponsor, please give him/her enough time to review your course proposal. We highly advise against gaining his/her signature and letter of support one day before the deadline.**

By signing below, I agree to the following guidelines:

- At least one facilitator must be in attendance at every class meeting.
- I agree to submit an individual grade for each student in the class to the instructor of record, no more than 2 business days after the final day of instruction. (Blanket statements such as "All students in the class passed the course," will not be acceptable.)
- No money will be accepted from students for the administration of this course.
- There will be no substitutions or changes in the course subject, syllabus or conduct of this course unless those changes have been approved, in advance, by the instructor of record.
- The course will only meet at the approved schedule and location as published in the online schedule of courses.
- I will administer course evaluations in the last two weeks of the semester or last class meeting via the online forms provided.

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**Below are common errors that can result in decal proposals being returned to facilitators:**

- Unit value worksheet includes hours not explained in syllabus.
- Missing a breakdown of grading requirements by percentage/points.
- Missing detailed weekly schedule.
- Missing reading list in bibliographic format.
- Missing response(s) to the seven questions on the Course Proposal Form.

Ensure that you have consistent information throughout the application. For example: If you indicated 11 weeks of readings on the unit value worksheet, your syllabus/weekly schedule should have 11 weeks worth of reading materials.

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[Signature of Student Facilitator #1]

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[Signature of Student Facilitator #2]

Date: \_\_\_\_\_

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TO BE COMPLETED BY STUDENT FACILITATOR(S):

## Student Facilitator(s)

Name	Berkeley Email	Major	SID #	Initial*

\* Please initial if you would like to be enrolled in MCB 199 for the number of units corresponding to your decal. Facilitators will be enrolled in MCB 199 by the second week of instruction.

## Course Information

This course is <input type="checkbox"/> <b>NEW</b> (never taught before) OR <input type="checkbox"/> <b>REPEAT</b>			
of course last taught _____ sem/yr			
Course Title			
Unit		<input type="checkbox"/> <b>Permission only to restrict enrollment</b>	
Enrollment Cap		Special Room Needs (A/V, projector, etc.)	
Waitlist Cap			
Day/Time		Alternative Day/Time	

TO BE COMPLETED BY THE DEPARTMENT:

Enrollment Cap: _____ Waitlist Cap: _____					
Section #	Class #	Day	Time	Room	Unit