

USIE is a program for undergraduate students who want to facilitate a seminar of their own design and enhance their overall experience at UCLA. The USIE Program has received glowing reviews and is considered a true hallmark of undergraduate education. If you wish to participate in this program as a student facilitator, please review the information provided below.

ELIGIBILITY CHECKLIST

At least 90 units completed by the end of Spring quarter 2025;

Good academic standing;

Prepared to enroll in a two-quarter pedagogy seminar:

Honors Collegium 101E (1 unit, P/NP) during Fall

Honors Collegium 101E (1 unit, P/NP) during Winter

Prepared to enroll in a three-quarter contract course:

[Faculty Mentor's Dept] 188SA for Fall (1 unit, letter grade)

[Faculty Mentor's Dept] 188SB for Winter (1 unit, letter grade)

[Faculty Mentor's Dept] 188SC for Spring (2 unit, letter grade)

Applicants seeking to co-facilitate a seminar must speak with the USIE Coordinator prior to submitting their application. Please request a meeting via email at [**usie@college.ucla.edu**](mailto:usie@college.ucla.edu).

APPLICATION CHECKLIST

The following materials must be submitted by the application deadline:

USIE Application;

Current Resumé; and

Faculty Mentor Agreement

STAY ON SCHEDULE WITH OUR TIMELINE-AT-A-GLANCE

SPRING 2025: Applicants work with their faculty mentors to select a topic and develop a course proposal. Student applications are reviewed by the Faculty-Student Advisory Committee. Selection decisions are relayed to students in Week 8 of Spring quarter.

FALL 2025 & WINTER 2026: Working closely with their pedagogy seminar instructors and faculty mentors, students complete a syllabus development seminar (**Fall**) to create a formal syllabus and a pedagogy seminar (**Winter**) to develop lesson plans and facilitation skills.

SPRING 2026: Facilitators offer their spring USIE seminars under the close supervision of their faculty mentor.

QUESTIONS?

Please contact the USIE Coordinator at usie@college.ucla.edu.

Complete all of the following sections. Additionally, you must upload your resume together with the application form in a single PDF [HERE](#). Please label with your first and last name. Your Faculty Mentor must send in their Faculty Mentor Agreement SEPARATELY to the USIE Coordinator via e-mail at usie@college.ucla.edu by **Monday, April 21, 2025, by 5:00 PM PST**.

NOTE: Applicants seeking to co-facilitate a seminar must speak with the USIE Coordinator before submitting their application.

APPLICANT INFORMATION

Name (Full Legal): _____ Student ID #: _____

E-mail Address: _____ Phone Number: (____) _____

Class Standing: _____ Cumulative Units: _____

Major: _____ Cumulative GPA: _____

FACULTY MENTOR INFORMATION

Name (Last, First): _____

Department: _____ Campus Phone: (____) _____

E-mail Address: _____

USIE SEMINAR INFORMATION

Title of Proposed USIE Seminar: _____

Provide a description of your proposed seminar (450 words or less).

Provide a tentative 10-week plan for your proposed seminar (include discussion topics, assignments, and readings). You may also attach the plan as a separate document.

STATEMENT OF PURPOSE

Share with the committee why you are interested in facilitating a USIE seminar (450 words or less). Please be sure to emphasize why this course would be a unique offering for the UCLA community. You may also attach the statement as a separate document.

SPRING 2025

Students interested in initiating and facilitating a USIE 88S seminar must secure your approval and sponsorship by Spring 2025. As a faculty mentor, you are agreeing to sponsor a student facilitator and meet with them to discuss the seminar concept. Faculty mentor expectations include the following:

Review the content of the proposed course to determine that it is within the scope of your department's curricular offerings;

Determine that there is a clear pedagogical rationale for offering the proposed course; and

Complete and submit the required **Faculty Mentor Agreement Form** electronically to the USIE Coordinator at usie@college.ucla.edu, no later than **Monday, April 21, 2025, at 5:00 PM PST**. *Please note: Student applicants are required to submit a separate application; however their file is not complete and their candidacy will NOT be considered unless the Faculty Mentor Agreement is received by the deadline.*

The USIE Student-Faculty Advisory Committee will review the applications during Week 6 of Spring 2025. Both you and your student will be notified via email (tentatively) around week 8, of your student's application result.

FALL 2025 & WINTER 2026

Student facilitators must be enrolled in [Your Department] 188SA by the beginning of Fall and 188SB by the beginning of Winter. Faculty mentor expectations include the following:

Meet regularly with the student to develop a comprehensive plan for the USIE 88S seminar; and

Clarify the roles and responsibilities of the student facilitator and faculty mentor:

- Develop a plan for supervision and review this plan with the student;
- Review the content area of the seminar in both scholarly and pedagogical terms;
- Review and approve the course syllabus prepared by the student facilitator. The syllabus must include:

- 1) an outline of course content and learning outcomes;
 - 2) the reading list;
 - 3) a statement about the frequency of class meetings; and
 - 4) all assignments and requirements for obtaining a passing grade.
- Establish with the student facilitator a system for keeping accurate records and documentation to support the awarding of credit to enrolled students; and
 - Inform the student facilitator that you are responsible for supervising the awarding of all final grades and for reporting the grades to the Registrar's Office.

SPRING 2026

Student facilitators must be enrolled in [Your Department] 188SC by the beginning of Spring. Faculty mentor expectations include the following:

Download the 88S enrollment roster and provide a copy to the student facilitator;

Confirm that student facilitator is not enrolled in their own 88S seminar;

Meet with the student regularly through the 188SC to provide guidance as they facilitate their USIE 88S Seminar;

Visit at least one session of your student's USIE seminar, preferably in the earlier part of the quarter. There is no obligation to visit every seminar; and

Submit final grades for the enrolled students on behalf of the student facilitator.

QUESTIONS?

Please contact the USIE Coordinator at usie@college.ucla.edu.

Dear Faculty Member,

Thank you for agreeing to serve as a faculty mentor for the 2025-26 Undergraduate Student Initiated Education (USIE) Program. Please submit this form no later than **Monday, April 21, 2025, at 5:00pm PST** directly to the USIE Coordinator at **usie@college.ucla.edu**. Student applicants are required to submit a separate application; however, their file is not complete and their candidacy cannot be considered unless the faculty mentor agreement is received by the April 21, 2025 deadline. *Please note: If you are a Unit-18 Lecturer, this is a non-compensated activity. We recommend that you consult with the chair of your hiring department for confirmation of your status.*

FACULTY MENTOR INFORMATION

Name: _____ Department: _____ UID#: _____

E-mail Address: _____ Campus Phone: (_____) _____

By submitting this form, you acknowledge that you have read the agreement below and

agree to serve as a faculty mentor for : _____

(student name)

FACULTY AGREEMENT

As a USIE faculty mentor, you agree to:

1. Affirm that the student has the intellect and character to be an effective and responsible facilitator of an academically useful course which can be adequately prepared by the end of the Winter 2026 quarter;
2. Meet regularly with the student during Spring 2025, Fall 2025, and Winter 2026 to develop the seminar syllabus and course material; and
3. Visit the seminar at least once, be available as a continuing resource for the facilitator, and serve as the instructor of record for the course (including submitting final grades), during the Spring 2026 quarter. There is no obligation to visit every seminar.

Please review the Faculty Mentor Checklist form for further details about faculty mentor responsibilities.

LETTER OF SUPPORT

Please write a brief letter of support for the applicant (250 words or less). You may attach it as a separate file.