

## SPRING 2026

Students interested in initiating and facilitating a USIE 88S seminar must secure your approval and sponsorship by Spring 2026. 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](mailto:usie@college.ucla.edu), no later than **Monday, March 30, 2026, 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 4 of Spring 2026. Both you and your student will be notified via email around Week 5, of your student's application result.

## FALL 2026 & WINTER 2027

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 2027

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](mailto:usie@college.ucla.edu).