

SPRING 2027

Students interested in initiating and facilitating a USIE 88S seminar must secure your approval and sponsorship by Spring 2027. 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, March 29, 2027, 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 2027. Both you and your student will be notified via email around Week 5, of your student's application result.

FALL 2027 & WINTER 2028

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 2028

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.