Are you interested in creating and facilitating your own course at GSPP?

If so, you may wish to launch a graduate student led course (PP297). This opportunity allows GSPP students to be innovative and creative in leading a course focused on a certain public policy topic within the classroom context. Please note only currently enrolled GSPP students are eligible to create and facilitate a graduate student led course at the Goldman School.

PP297 Course Description

297. Graduate Student Led Course in Public Policy. (1 unit) Course may be repeated for credit as topic varies. One and one-half hours of lecture per week. Must be taken on a satisfactory/unsatisfactory basis. Prerequisites: Open to graduate students only. Course examines current problems and issues in the field of public policy. Topics vary from year to year. (F,SP)

Procedure – 6 Steps to Develop your Graduate Student Led Course

1) Meet with the Senior Assistant Dean for Academic Programs. Schedule a meeting with Senior Assistant Dean for Academic Programs and Dean of Students, Martha Chavez, to brainstorm and discuss details of proposed course.

2) Complete PP297 Course Approval Form. GSPP students interested in launching a graduate student led course (PP297) should complete the attached PP297 course approval form. Student facilitators must be Goldman School of Public Policy students.

3) Secure GSPP Faculty Sponsor. Student facilitators must secure a GSPP faculty member who will serve as the Instructor of Record/Faculty sponsor for the course.

4) Develop Course Syllabus. Under consultation from the GSPP Head Graduate Advisor & the GSPP Instructor of Record/Faculty sponsor, the student facilitator(s) should develop a course syllabus and discuss the total number of work hours (Total hours includes in-class contact + outside work such as homework assignments, research, readings, etc). For instance, because the course is offered as 1 unit, the total work hours for the semester would need to equal 45 hours. These 45 hours can include speaker sessions, class meetings, outside readings, projects, and/or papers. The student facilitator(s) would need to submit a syllabus that would reflect who the speakers would be as well as the outline of additional work that would total to 45 hours.

Example: 1 Unit must equal 45 total hours per semester
In Class Time = 1.5 hours per week
Outside Work = 1.5 hours per week
Total Time = 3 hours per week, across the 15 week semester (45 total hours)

5) Submit Paperwork. Submit PP297 Course Approval Form, Course Syllabus, and Supplemental Questions (if applicable) to Martha Chavez by appropriate deadlines.

6) Meet with Course Scheduler. Set-up a meeting with the Course Scheduler to discuss scheduling details for the course, such as preferred days, times to offer the class and room space.

Student Enrollment Information

Students enrolled in PP297 (Graduate Student Led Course) will receive 1 unit of credit. This class is offered on a pass/no pass basis. Student can enroll in PP297 or other elective classes on a pass/no pass basis. Only 3 credits max at pass/no pass will count towards their 55 unit MPP degree. Please see MPP Handbook for more information.

Student Facilitator Enrollment Information

Student facilitators of PP297 can enroll subsequently in 2 units of independent study credits (S/SU).

Evaluation Information

Course evaluations are required for all student facilitators via the online course evaluation system. Student facilitators will ensure that course evaluations are completed during the respective semesters.
This course proposal form must be completed each semester by the sponsoring department for every student-initiated 297 course offered for academic credit.

Deadline: The deadline for submitting the form to Martha Chavez is one month before the end of instruction in the preceding semester (or summer). (i.e., Fall Term- Deadline: Last Business Day in July, Spring Term- Deadline: Last day of final exams in December)

Additional Required Documents:
Also include a copy of the syllabus and the answers to the five questions listed below.

For questions about the form or course approval process, contact Martha Chavez at (510) 643-4266 or martha_chavez@berkeley.edu.

<table>
<thead>
<tr>
<th>Date Submitted:</th>
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<tbody>
<tr>
<td>Department:  Goldman School of Public Policy (GSPP)</td>
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<tr>
<td>Name of Instructor of Record:</td>
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<tr>
<td>Title of Instructor of Record:</td>
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<tr>
<td>Name of Student Course Facilitator(s):</td>
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<tr>
<td>Email Address of Student Course Facilitator(s):</td>
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<tr>
<td>Course Number: PP297</td>
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<td>Course Title:</td>
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<td>Course Description:</td>
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Number of Units to be Credit: 1

Term to be Offered: 

In addition to submitting a copy of one’s proposed syllabus, on a separate sheet, provide a response to each of the following questions below. Please note: a well-written syllabus should address the first four questions; if one does, one may simply note “see syllabus” for those questions.

1. What is the nature of the subject matter or content of the course?
2. What are the key learning outcomes? (What will students know or be expected to do as a result of this course?)
3. What are the methods of instruction (e.g., lecture, discussion, collaborative learning, etc.)?
4. How will student performance be evaluated?
5. How will the instructor of record supervise the student course facilitator(s)?

My signature below acknowledges my responsibility for this course.

Name of Student course facilitator(s):
Signature:  
Date:  
Name Instructor of record:
Signature:  

Please submit this form to Martha Chavez: martha_chavez@berkeley.edu.