

Goldman School of Public Policy

PubPol 297 Graduate Student Led Course Instructions

Questions? Contact: GSPP Curriculum Planner and Course Scheduler at gsppscheduler@berkeley.edu

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

If so, you may wish to launch a graduate student led course (PubPol 297). 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.

PubPol 297 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 Assistant Dean for Academic Affairs.** Schedule a meeting with the Assistant Dean for Academic Affairs, Annie Campbell Washington, to brainstorm and discuss details of proposed course.
- 2) **Secure GSPP Faculty Sponsor.** Student facilitators must secure a GSPP faculty member who will serve as the Instructor of Record or Faculty sponsor for the course. The faculty will also submit the final grades at the end of the semester.
- 3) **Complete PubPol 297 Course Approval Form.** GSPP students interested in launching a graduate student led course (PubPol 297) should complete the attached PubPol 297 course approval form (page 2). Student facilitators must be Goldman School of Public Policy students.
- 4) **Develop Course Syllabus.** Under consultation from the GSPP Faculty sponsor, the student facilitator(s) should develop a course syllabus. A detailed syllabus addresses the key learning outcomes, student expectations, weekly readings/activities, and submission deadlines. The syllabus should include the total number of student work hours. Total hours includes in-class hours and outside work hours. For a 1 unit course, the total student hours must add up to 45 hours.
Example:
1 Unit must equal 45 total hours per semester (1 unit = 3 hours of work/week)
In Class Time = 1.5 hours per week (e.g. class meetings, lectures)
Outside Work = 1.5 hours per week (e.g. readings, homework, research)
Total Time = 3 hours per week, across the 15 week semester (45 total hours)
- 5) **Submit Paperwork.** Email the PubPol 297 Course Approval Form (page 2), Course Syllabus, and Supplemental Questions (if applicable) to gsppscheduler@berkeley.edu by appropriate deadlines.
- 6) **Coordinate Your Teaching Schedule.** The GSPP Course Scheduler will prepare your class for enrollment and post the course description on the GSPP Course Information page. Send an email to gsppscheduler@berkeley.edu with the scheduling details for the course, such as preferred days, times to offer the class, enrollment limit, and room space.

Student Enrollment Information

Students enrolled in PubPol 297 (Graduate Student Led Course) will receive 1 unit of credit. This class is offered on a *satisfactory/unsatisfactory* (S/U) basis only.

Student Facilitator Enrollment Information

Student facilitators can earn up to 2 units of PubPol 298 independent study (S/U) as teaching credit.

Course Evaluation

Course evaluations are required for all student facilitators. Enrolled students will complete the evaluation at the end of the semester.

Goldman School of Public Policy
PP 297 Graduate Student Led Course Approval Form

This course proposal form must be completed each semester by the sponsoring department for every student-initiated 297 course offered for academic credit.

Deadline: For Fall semester, the proposal must be submitted by June 15th. For Spring semester, the proposal must be submitted by October 25th. Email the documents to gsppscheduler@berkeley.edu.

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 GSPP Scheduler at gsppscheduler@berkeley.edu.

Date Submitted:
Semester:
Name of Faculty Sponsor:
Name of Student Course Facilitator(s):
Email Student Course Facilitator(s):
Course Title:
Course Description (be included in the Course Information Page):

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)? (e.g., plan to meet weekly, observe the class, etc.)

My signature below acknowledges my responsibility for this course.

Name of Facilitator(s):_____

Signature of Facilitator(s):_____

Name of Faculty Sponsor:_____

Signature of Faculty Sponsor: _____ **Date:** _____