

**Committee on Educational Policy
Student-Directed Seminars
Required Background Check for Student Instructors**

Advisory to the Student:

As part of the review of your request to teach a Student-Directed Seminar, your record will be checked to see if disciplinary sanctions have been imposed for any violations of academic integrity policies or serious violations of other (non-academic) policies in the student code of conduct.

You will also be required to complete a brief training with the campus Title IX officer in order to insure that you understand university policies on sexual harassment and understand how they apply to the situation in which you would assume the role of directing a seminar. It is your responsibility to contact the Title IX Office, 119 Kerr Hall (9-2462) to request an appointment. Written documentation that you have completed the training from the Title IX officer is required for approval of this application.

In filing this request to lead a student-directed seminar, you are requesting that the disciplinary information be provided to the college. You are also taking responsibility for obtaining the documentation that you have completed the training from the Title IX office.

If you have reason to think that your record contains anything that might give the committee cause for concern, you should discuss the situation with your faculty mentor.

Request to College Judicial Officer:

Student:
SID:
College:

The above student has applied for permission to offer a student-directed seminar. As part of the approval process, the Committee on Educational Policy asks that you provide answers to the following questions:

Has any academic disciplinary sanction been imposed on this student? Y N

Is this student subject to any current non-academic disciplinary sanctions at or above the level of Disciplinary Probation? Y N

Attest:

Date:

**Documentation Checklist to Accompany Proposals for
Student-Directed Seminars and Productions**
Information to Accompany Request for Course Approval

- _____ Statement of qualifications; a written statement describing field work, employment, or other experiences that would provide background knowledge of relevant course work including field work and independent studies
- _____ Draft course syllabus, including a list of week-by-week readings and method of student evaluation
- _____ Annotated bibliography of key readings, indicating number of pages
- _____ A 3-5 page essay describing the purpose of the course, its central themes and approaches
- _____ Complete transcript with performance evaluations from relevant UCSC courses; unofficial student copies are acceptable
- _____ Letter of support from faculty advisor including qualifications of student, preparation of student, and a supervision plan that includes: (a) weekly meetings outside of class with the student teacher and (b) dates of the faculty advisor's attendance [a minimum of three complete class meetings are required]
- _____ Written statement from the faculty sponsor that the apprentice teacher will meet the reporting obligation as described in Santa Cruz Regulation 6.8.5
The apprentice teacher shall submit to the supervising instructor a report on his or her experience of teaching the seminar. Each student enrolled in the seminar shall make a report on the seminar to the supervising instructor. The sponsoring agency shall compile the following report materials and forward them to the Committee on Educational Policy no later than 30 days after the last day of the term in which the seminar was offered; (a) the apprentice teacher's report to the supervising instructor; (b) the supervising instructor's evaluation of the apprentice teacher (course 192 evaluation); (c) the students' evaluation the course; (d) the apprentice teacher-supervising instructor's evaluation of the work done by each of the enrolled students (course 42 evaluations).
- _____ Letter of support from Department Chair including information as to whether the student-directed seminar is a major requirement or represents a "capstone" experience for the student.
- _____ Documentation of Title IX training
- _____ Disciplinary certification (submitted by college)