

ABOUT STUCO Mission Statement:

The Student College (StuCo) was established to provide members of the Carnegie Mellon community with the opportunity to share in educational course-based experiences that are not available through regular university offerings. StuCo courses are taught by Carnegie Mellon students.

Through StuCo, Carnegie Mellon students can design a semester long course from the ground up and teach that course to other Carnegie Mellon students the following semester.

Carnegie Mellon grants 3 University free elective credits to StuCo teachers and 3 University free elective credit to StuCo students. All StuCo courses are graded pass/fail.

Carnegie Mellon students can propose a StuCo course by filling out this application and submitting by the deadline mentioned. Courses are approved by the StuCo committee and assistance in writing the course application is available. Carnegie Mellon students can take a StuCo course by registering for it through OLR during normal registration periods.

Finally, StuCo is run entirely by students, though it does have a faculty advisor. To learn more, visit <http://www.cmu.edu/stuco>

APPLICATION Course Application Process

Fill out this application and submit it by the deadline posted at the top of the application. At least one faculty signature is required. Submit your application as early as possible as it allows you the most time to work with the StuCo Committee to refine your proposal before final consideration.

Upon submission of your completed course proposal (including the blank interview page), you will be contacted by the StuCo Committee to schedule a brief interview. The proceedings of that interview will be attached to your course application.

Once all the interviews of proposed courses are completed, the StuCo Executive Committee and faculty advisor will decide by majority vote upon each proposed course. Each voter will determine if the proposed course and teacher embody the StuCo mission statement. All applicants will then be promptly notified of all final decisions and told how to proceed.

READ THE ENTIRE APPLICATION AND FILL OUT ALL REQUIRED PARTS. STAPLE AND SUBMIT ALL PAGES TOGETHER. THE APPLICATION IS NOT AS HARD AS IT LOOKS!

**COURSE
TITLE** Course Title:

Teacher(s): Please Print

MIDTERM & FINAL StuCo requires its teachers to give a Midterm and a Final. These may be in any form the teacher desires. Please describe a midterm and final, what it will test, and its grading criteria for your class. E.g. written test, project, etc.

Midterm's Form:

Final's Form:

ASSIGNMENTS Please describe any other critical, significant, or major work/projects/assignments. This includes both in class and out of class. E.g. guest lectures, etc.

GRADING INFORMATION StuCo requires all teachers to give a Pass/Fail final grade for each student at the end of the semester. StuCo also requires its teachers to give some form of mid-course feedback. The final grade does not necessarily have to be based on the Midterm or Final. Please describe how you would determine on a grade (Pass or Fail) for each student, and what types of mid-course feedback you would give.

LOGISTICS INFORMATION StuCo courses are only permitted to run on weekdays, after 6:30pm. Chosen start and end times apply to all days. If two sections are being run, then specify meeting days and start/end times for both sections. The meeting days and start/end times can be the same for both sections if you would like. Classes must meet at least once per week. StuCo courses do not run into exam periods. If accepted, you will be given a classroom of appropriate size with appropriate equipment for your requested time period.

Section A:

Maximum Enrollment:

Minimum Enrollment:

Section A Meeting Days:

Section A Start Times:

Section A End Times:

Section B:

Maximum Enrollment:

Minimum Enrollment:

Section B Meeting Days:

Section B Start Times:

Section B End Times:

(Used only if you are one teacher running two sections OR if you are two teachers each running your own separate section)

MONETARY INFORMATION Books Required or Multimedia Needs:

Please describe, in brief, monetary requirements of the class. If you require funding from StuCo or are charging a lab fee, please describe the intended allocation.

ADVISOR ACCOMMODATION Accommodation
Advisor's signature: _____

I hereby attest that the above-named student is in good academic standing.

ADVISOR RECOMMENDATION Faculty recommendation should come from a faculty member who is knowledgeable in the proposed area. If you cannot find a faculty member who knows your subject, then the recommendation should come from a faculty member who knows you well. A single faculty member may sign for both potential StuCo students if he can attest to both students.

Mission Statement:
The Student College is being established to provide members of the Carnegie Mellon community with the opportunity to share in educational course based experiences that are not available through regular university offerings as led by Carnegie Mellon students.

I hereby attest that the proposed StuCo course, as described in this Course Application, are in line with the StuCo Mission Statement and _____ (StuCo applicant name) and (optionally) _____ (StuCo applicant name) is/are sufficiently able to teach this course.

Faculty Signature:	Faculty Signature:
_____	_____
Faculty Email:	Faculty Email:
_____	_____
Faculty Department:	Faculty Department:
_____	_____
	(Faculty signature for second StuCo teacher, if applicable)

APPLICANT SIGNATURE(S) I hereby recognize that, if accepted, I will run the StuCo course mentioned in this application, and adhere to the details described in this application and in the StuCo charter as closely as possible. I will abide by all StuCo and Carnegie Mellon dates, times, and deadlines. I also recognize my responsibilities to my future StuCo students and to StuCo to provide a successful and organized class. I will contact StuCo if any major situation arises.

Applicant 1 Signature:	Applicant 2 Signature:
_____	_____
Date:	Date:
_____	_____

THIS PAGE FOR STUCO COMMITTEE USE ONLY

INTERVIEW This part of the application is to be filled out and signed by two StuCo Committee members upon completion of your interview, after this application has been submitted. Only one interview will be given per course.

Oral/Aural Skills:

Competency:

Motivation:

Preparedness:

Other:

How did the applicant(s) hear about StuCo?

STUCO COMMITTEE SIGNATURE:

INTERVIEW DATE:

THIS PAGE FOR STUCO COMMITTEE USE ONLY

COURSE APPROVAL This part of the application is to be filled out and signed by the StuCo Executive Committee and faculty advisor upon approval of this course, to serve as a record of its official approval, as is. Once a course is approved, it should not stray substantially from its original design without permission from the StuCo Executive Committee.

StuCo Executive Committee Signatures
President:

Treasurer:

Secretary:

Faculty Advisor:

Approval Date:

If not accepted, reasons:
