

PLEASE CHECK THE STUCO WEBSITE (<http://www.cmu.edu/stuco/>) FOR APPROPRIATE FALL/SPRING APPLICATION DEADLINES. IF YOU HAVE ANY QUESTIONS, PLEASE SEND EMAIL TO CATHY RIBARCHAK AT CR2@ANDREW.CMU.EDU OR CALL 412-268-8677.

MISSION
STATEMENT

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 currently-enrolled Carnegie Mellon students.

Through StuCo, Carnegie Mellon students can design a semester-long course from the ground up and teach that course the following semester. Carnegie Mellon grants three (3) University free-elective credits to the StuCo instructor* and three (3) University free-elective credits to StuCo students who register through OLR during normal registration periods. *The StuCo instructor cannot register as a student in their own class. Their course credit will be given through the StuCo Practicum course number (98-000A). The Course Administrator will enroll the teachers after the semester begins. All StuCo courses are graded Pass/No Pass (P/N). Finally, StuCo is run entirely by students, though it does have a faculty advisor. To learn more, visit <http://www.cmu.edu/stuco/>.

APPLICATION

Application Course Process

To propose a StuCo course, this application* must be completed in its entirety for consideration of the semester for which you are applying. At least ONE faculty signature is required. Please contact the StuCo Course Administrator, Cathy Ribarchak, by email at cr2@andrew.cmu.edu or by phone at 412.268.8677 if you have any questions. **Typically, Fall semester applications will be due on the first Friday in February and Spring semester applications will be due on the first Friday of September. Please **Y a U]** your completed application **žgm`Uvi gž UbX`ZJW`hmg]] bUhi fY`dU] Y`lc`Vá i gh VŁ4 [a UJ`VŁa`** by the posted deadline on the StuCo website.*

Applicants will be contacted by the StuCo Executive Committee to schedule a brief interview to assess if the proposed course and teacher(s) embody the StuCo Mission Statement. StuCo courses are approved by the StuCo Committee after ALL interviews have been completed. You will be promptly notified of all final decisions and next steps.

PLEASE READ THE ENTIRE APPLICATION AND COMPLETE ALL REQUIRED PARTS. H<9`G; B5 HI F9`D5; 9`A5M 69`DF-BH98`CI H`5 B8`G7 5 BB98`6I H`AI GH`69`G9BH`B`H<9`G5 A9`9A5`=@5`G`H<9`GM@G 6I G`5 B8`5 DD@7 5 H`CB`

Please complete the following information and circle the appropriate semester and write-in year below.

COURSE
TITLE &
INFORMATION

Semester:

Year: 20_____

PROPOSED Course Titles (long* and short**):

***Long titles** – Cannot exceed 80 characters (includes spaces and prefix (31 characters) below).

STUDENT TAUGHT COURSES (StuCo): _____

****Short titles** – Cannot exceed 20 characters (includes spaces and prefix (6 characters) below).

StuCo: _____

Teacher(s): Please Print

COURSE
INFORMATION

PROPOSED Course Title:

Course Description:

TEACHER
INFORMATION

Teacher 1

Teacher 2 (Optional)

Name:

Name:

Email:

Email:

Major:

Major:

Circle Class:

Circle Class:

Describe your knowledge in this area in detail:

Describe your knowledge in this area in detail:

SYLLABUS
INFORMATION

StuCo courses should not duplicate traditionally taught Carnegie Mellon curriculum. Please outline topics to be presented in your course. Use any appropriate format for your outline, and provide as much detail as possible. E.g. Week 1: Topic 'abc', Week 2: Topic 'xyz'.

PLEASE ATTACH A SYLLABUS. DRAFTS ARE SUFFICIENT AS LONG AS THEY SATISFY THE REQUIREMENTS.

MATERIALS

Please describe any texts/media you might use, and describe their use.

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:

| | |
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ASSIGNMENTS

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

GRADING
INFORMATION

StuCo requires all teachers to give a Pass/No Pass (P/N) 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 a student's grade, 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/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 preferred. Classes must meet at least once per week. StuCo courses do not run into exam periods. If your proposed course application is accepted, you will be given a classroom of appropriate size with appropriate equipment for your requested time period.

Section A:

Section B:

Maximum Enrollment:

Maximum Enrollment:

Minimum Enrollment:

Minimum Enrollment:

Section A Meeting Days:

Section B Meeting Days:

Section A Start Times:

Section B Start Times:

Section A End 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)

Books Required or Multimedia Needs:

COURSE FEES,
IF APPLICABLE

StuCo @

Please describe, in brief, monetary requirements of the class participants. If you are charging a lab fee, for example, please describe, in detail, the intended purpose. This fee will be included in your course description so that potential students will understand that there is a monetary requirement if they wish to enroll. The StuCo teacher will be required to collect the fees and provide a report to the Course Administrator on the total amount received and the costs incurred by said teacher(s). Unused funds shall be returned to the students.

ACADEMIC
ADVISOR
RECOMMENDATION

I hereby attest that the above-named student is in good academic standing. (must be printed out and signed)

Academic Advisor's signature: _____

(Print name): _____

FACULTY
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.

(StuCo applicant name) _____ and (optionally)
(StuCo co-applicant name) _____ is/are sufficiently able to teach this course.

I hereby attest that the proposed StuCo course as described in this Course Application, is in line with the StuCo Mission Statement.

FACULTY
SIGNATURE(S)

Faculty Signature: (must be printed out and signed)

Faculty Signature:

Faculty Email:

Faculty Email:

Faculty Department:

Faculty Department:

(Faculty signature for second StuCo teacher, if applicable)

STUCO

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
SIGNATURE(S)

Applicant 1 Signature:

Applicant 2 Signature:

Date:

Date:

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:

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:
