



Application Form Student Directed Seminars 2021-22

1. Seminar Title:

2. Do you want a departmental course code or do you want to request an ASTU course code?

3. Faculty Sponsor Information

Faculty Sponsor name	
Faculty	
e-mail address	

4. Student Coordinator Information¹

Student first (preferred) name	
Student last name	
Student number	
Email address	
Year level	
Major	
Faculty	

¹ If you are co-coordinating a seminar, please enter in the information pertaining to your co-Coordinator below.



4.1 Faculty Recommender Information

Faculty Recommender name	
Faculty	
e-mail address	

5. Student Coordinator Information (Co-coordinator)

Student first (preferred) name	
Student last name	
Student number	
Email address	
Year level	
Major	
Faculty	

5.1 Faculty Recommender Information

Faculty Recommender name	
Faculty	
e-mail address	



Application Checklist

A. COORDINATORS SUBMIT THE FOLLOWING via THIS [ONLINE FORM](#)

If you are coordinating a seminar with a Co-Coordinator you will only submit one application that includes both Coordinators' personal information and grades. Only one copy of your proposal is required.

- Seminar Proposal – maximum 5 pages, 12pt Times New Roman font.
- Grades Summary – downloaded from the Student Service Centre. If you are proposing a seminar with a Co-Coordinator, you will each need to submit separate Grades Summaries. To access your grades summary:
 - Login to Student Service Centre
- Click the Grades & Records option from the upper horizontal menu bar
- Choose “Your Grades Summary” from the drop down menu
- Click “Print” in the upper right corner
- Save the document as PDF.
 - If you have grades from other colleges or universities, please provide an unofficial transcript for those grades as well.

B. FACULTY MEMBERS SUBMIT THE FOLLOWING BY EMAIL TO: student.seminars@ubc.ca

These documents come directly from your Faculty Recommender and Sponsor to our program office.

- [Faculty Sponsor Form – 2-page fillable PDF](#). Coordinators are also expected to provide a copy of [the Faculty Sponsor FAQs](#) to prospective Faculty Sponsors.
- [Faculty Recommendation Form – 3-page fillable PDF](#). If you are proposing a seminar with a Co-Coordinator, you will each need separate recommendations. This is preferably from your Faculty Sponsor but can be completed by another faculty member if they are better able to comment on your suitability to be a Coordinator.

All application materials can be downloaded individually from the SDS website:

<https://students.ubc.ca/enrolment/courses/student-directed-seminars>

Application deadline: Friday May 7th, 2021 by 11:59PM PST.



Student Directed Seminar Proposal Template

1. Seminar Content & Rationale (between 200 - 500 words)

Please consider the following questions as you write this rationale:

- What is the academic focus of the seminar?
- What is important to you about having this seminar offered at UBC?
- What gaps in the UBC undergraduate curriculum do you hope that this seminar addresses?
- What is the overarching literature, research, and/or theoretical frameworks that have influenced the topic or concept that is of focus for this seminar?
- How will you ensure your seminar maintain a level of academic rigour that is expected of an upper-level course?



2. **Seminar Structure and Plans** (between 1-2 pages)

Please respond to each of the following:

- **What are the top 3-5 learning objectives for your seminar?**

Please check out this [resource](#) for how to write an effective learning objective.

- **How would you describe your role as a Coordinator in your seminar?**



- How will you foster an active, peer-based learning environment within your seminar?

- What is the desired schedule of your seminar (i.e., once a week for 3 hours, or twice a week for 90 minutes)?



- Provide a seminar plan that outlines how each seminar will build on each other and connect topics, as well as supporting readings and/or material that are considered essential to learning in this seminar.

Note: A full 13 week schedule is not required, though a general overview should be provided. A list of provisional readings and/or resources per week is also desirable. Please see below for a template you can use for your first two weeks of seminar, but is not required.

Week / Session	Part / Theme / Section	Topic	Reading / Activity	Learning Objective(s) / Purpose	Assignment/ Assessment Criteria



3. **Seminar Grading and Evaluation** (between 300 - 500 words)

Please consider the following questions as you write this rationale:

- What are the assignments that seminars participants will be required to complete?
- What form will the assignments take (e.g., collaborative research projects, class presentations, essays)?
- How will each assignment be weighted (i.e. percentage that it will contribute to overall grade)?
- What strategies are you proposing to evaluate assignments (e.g., by Faculty Sponsor, peer evaluated, through an expert in the field)?

Please provide the breakdown of how overall grade for the seminar will be determined (i.e., 10% participation, 45%presentation, etc.)

Note: Attendance is not a permissible portion of the grade. If you choose to include grades for participation, the allocation must fall between 0-10% of the overall grade.



4. **Student Recruitment & Selection** (100 – 200 words)

Please consider the following question as you think about the types of student you want in your seminar:

- What types of students, and from which disciplines, might be interested in the seminar?
- What kind of demand do you anticipate for this seminar?
- How will you select and recruit students into your seminar (i.e., will you require students to submit a statement of intention?)?
- Will interested registrants need to have prerequisite courses or submit an expression of interest? Why are these prerequisites needed?
- If you choose to select students, what criteria will you use?



5. Coordinator Suitability (between 150 – 300 words)

Please consider the following questions as you outline why you think you are suitable to act as a Student Directed Seminars Coordinator:

- How have your previous personal, professional, and/or academic experiences prepared you for coordinating and facilitating a SDS?
- What do you hope to learn from the process of facilitating a Student Directed Seminar?
- What challenges do you expect to encounter as a Coordinator and how might you plan to overcome those challenges?
- Have you participated in an SDS before? If yes, which one? What learning will you bring forward from that experience to your seminar?
- If you are proposing a seminar with a Co-Coordinator, how will you navigate sharing coordination and facilitation with a peer? What do you anticipate will be the challenges to joint facilitation and how you expect to overcome those challenges?