



Application Form Student Directed Seminars 2020-21

1. Student Coordinator Information¹

Student first (preferred) name	
Student last name	
Student number	
Email address	
Year level	
Major	
Faculty	
Seminar title	
Do you want a departmental course code or do you want to request an ASTU course code?²	

1.2 Faculty Sponsor Information

Faculty Sponsor name	
Faculty	
e-mail address	

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

² Coordinators and participants earn upper-level credit, either through a department or through an interdisciplinary Arts credit option (ASTU). Decisions on whether a seminar can be used to fulfill specific program or degree requirements (i.e., major/minor credits), for Coordinators or other participants, are made by specific academic program or department.



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1.3 Faculty Recommender Information

Faculty Recommender name	
Faculty	
e-mail address	

2. Student Coordinator Information (Co-coordinator)

Student first (preferred) name	
Student last name	
Student number	
Email address	
Year level	
Major	
Faculty	
Seminar title	
Do you want a departmental course code or do you want to request an ASTU course code?	

2.2 Faculty Sponsor Information

Faculty Sponsor name	
Faculty	
e-mail address	



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2.3 Faculty Recommender Information

Faculty Recommender name	
Faculty	
e-mail address	



Application Checklist

A. COORDINATORS SUBMIT THE FOLLOWING THROUGH OUR [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.

1. Seminar Proposal – maximum 5 pages, 12pt Times New Roman font.
2. 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:
 1. Login to Student Service Centre
 2. Click the Grades & Records option from the upper horizontal menu bar
 3. Choose “Your Grades Summary” from the drop down menu
 4. Click “Print” in the upper right corner
 5. 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.

3. [Faculty Sponsor Form – 2-page fillable PDF](#). Coordinators are also expected to provide a copy of [the Faculty Sponsor FAQs](#) to prospective Faculty Sponsors.
4. [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: Wednesday, April 30th, 2020 by 11:59pm.



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 the overarching literature, research, and/or theoretical frameworks that have influenced the topic or concept that is of focus for this seminar?
- What is important to you about having this seminar offered at UBC?
- What gaps do you hope that this seminar addresses?
- How does the seminar reflect the overall philosophy of the SDS program?



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

Please consider the following question as you build out your plan:

- What is your desired schedule for this seminar (i.e., once a week for 3 hours, or twice a week for 90 minutes)?
- What role do you anticipate playing in this seminar?
- How do you envision participants actively contributing to exploring the topic of this seminar?
- Will everyone have an opportunity to facilitate a discussion? What will the first two weeks of this seminar look like?
- 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. In page n. 7, you will find a template you can use for your first two weeks of seminar.



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A large empty rectangular box with a black border, intended for listing student-directed seminars.



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)?
- How will you ensure your seminar maintain a level of academic rigour that is expected of an upper-level course?

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.



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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?
- Are you hoping to position your seminar within a specific department? If so, which department and why? Or do you hope to access an ASTU course code from the SDS Program?



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?



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FIRST TWO WEEK SCHEDULE

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