

Faculty Guidelines for Senior Seminars

2/12/09

Eligible Faculty

- General Campus and Scripps Institution of Oceanography:
Ladder Rank (Professor, Associate Professor, Assistant Professor),
Emeritus,
In-Residence,
Adjunct with teaching titles,
Senior Lecturers with Security of Employment,
Lecturers with Security of Employment,
Senior Lecturers with Potential Security of Employment, and
Lecturers with Potential Security of Employment
- School of Medicine faculty with teaching titles

Stipend

- **Effective 2009-2010 academic year**, due to program funding reductions associated with the budget crisis, it will no longer be possible to provide stipends for those who offer Senior Seminars.
- Senior Seminars will be taught off-load and may not be used to substitute for regularly assigned teaching. The seminars do not affect your regular teaching assignments and department workload requirements.

Seminar Topics

- Senior Seminars could be topical seminars that have made the Freshman Seminar so successful but now approached from the perspective of the students being seniors and with three years of university course experience.
- A few creative ideas for Senior Seminar topics from departments:
 - a seminar that would look at a single work in great detail – a symphony, a painting or a collection of paintings, a collection of contemporary short stories;
 - a senior seminar that dealt with scientific writing or phenomena within a particular discipline;
 - a capstone type seminar that would posit a particular problem (perhaps a social issue such as public policy issue) and would have students examine that issue from a disciplinary base.

Submitting Individual Senior Seminar Proposals

- For Senior Seminar proposal deadlines and to submit a proposal, use the web proposal form located at:
<http://academicaffairs.ucsd.edu/r/faculty/ssp.htm>
- Please note that any prerequisites for the specific Senior Seminar being proposed must be included on the web form in the prerequisite box. Prerequisites will be included in the seminar description when posted on the Senior Seminar website. Please see the next section for more information on prerequisites.

- The instructor proposing the Senior Seminar; the Senior Seminar staff contact in the proposed seminar's department, program, or college; and April Burcham in the Office of the Associate Vice Chancellor – Undergraduate Education will receive an electronic copy by email of the proposed seminar once submitted via the web form.
- Your Department Chair, Program Director, or College Provost must approve a new Senior Seminar proposal after it has been submitted via the web form. This approval is facilitated by your Senior Seminar staff contact.
- Contact April Burcham aburcham@ucsd.edu (or x 25855) with any questions pertaining to submitting a seminar proposal.

Prerequisites

- Senior Seminars may have prerequisites. For example, any individual seminar may require that a student be a senior or a major in a specific course.
- These “conditions of enrollment” will not be computer enforced (but can be enforced by the department). Only prerequisites that apply to the department's XXX 192 as a whole (as opposed to a particular seminar) can be computer enforced. The responsibility for checking “conditions of enrollment” will rest with the department and/or individual instructor.
- Please note that all department 192s require a department stamp. If you receive any questions from students about enrollment, please direct them to your department Student Affairs office. Obtaining a department stamp is usually done by email or phone with a Student Affairs Officer.

College Senior Seminars

- Topics that do not logically fall under a faculty member's department or program, as determined by the Department Chair/Program Director, may be offered through their College, subject to the Provost's approval. Final approval rests with the CEP Sub-committee on Undergraduate Courses.
- Faculty who are not affiliated with colleges (such as colleagues in IR/PS, SIO, and SOM) may submit proposals through an appropriate campus department/program or through any undergraduate College.

Appropriate Workload for Students

- Students should typically expect two hours per week of outside class work for every one hour of in seminar work.
- The decision regarding whether or not to give students a mid-term or final exam rests with the instructor. Senior Seminars are exempt from required final exams during the University's scheduled final examination week.

Pass/Not Pass Grading (P/NP)

- All Senior Seminars are graded Pass/Not Pass (P/NP).

- Senior Seminars are intended to provide a small group of students an opportunity to engage in an academic experience with faculty for eight to ten hours in an informal, seminar-style setting on a topic of mutual interest absent the pressures of a letter grade.

Enrollment

- The enrollment maximum for Senior Seminars is 20. It is encouraged that you stay as close to the 20-student limit as possible to preserve the small group setting.
- The enrollment minimum is 10. Senior Seminars with less than 10 students enrolled may be cancelled by the end of the 2nd week of classes.
- Due to limitations of the WebReg system, graduate students can enroll in all courses (irrespective of system-imposed enrollment restrictions) including Senior Seminars. Graduate students can be administratively dropped from your seminar; however, this decision is up to you. The Senior Seminar website includes the following statement, *“Any student who enrolls in a Senior Seminar who does not have undergraduate student standing will be administratively dropped.”*

Meeting Space

- Departments, Programs, and Colleges are responsible for securing a seminar meeting location using department, program, or college space.

Seminar Evaluations

- During the second week of the quarter, the office of Course and Professor Evaluations (CAPE) will send to the CAPE Liaison staff member in the department, college, or academic program of your seminar, a packet of CAPE student evaluation forms. This process, which is referred to as “self-directed CAPE,” will enable you to have your seminar evaluated by your students without a formally scheduled CAPE appointment time. Typically a staff member or a student in the class directs the evaluation process and returns the packet to the CAPE Office.
- The CAPE form includes five instructor-determined questions that you may use to ask students specific questions about their experience in your seminar.
- Alternatively, you and/or your department may already have a separate evaluation process that you may want to use in addition to or in lieu of CAPE evaluations. Participation in the CAPE process is voluntary, as usual.