



## Student Council University of Virginia

# CavEd: Student-Initiated Courses at UVa Application for the Spring 2012 Semester

### Proposing Student Information

If there are multiple student initiators, please include *one* additional page (not a full application) that lists this information for each initiator. All student initiators must initial the box and sign the statement at the end of this application.

Name: \_\_\_\_\_ Year: \_\_\_\_\_ Major(s): \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Email Address: \_\_\_\_\_@virginia.edu

Relevant Affiliated Organization (not required): \_\_\_\_\_

### Proposed Course Information

Course Title: \_\_\_\_\_

Abbreviated Course Title (to appear on transcripts; 30 character maximum): \_\_\_\_\_

Credit Hours: \_\_\_\_ Grading Type: CR/NC NG Preferred Day/Time: \_\_\_\_\_ Enrollment Cap: \_\_\_\_

Course Restrictions (if necessary): \_\_\_\_\_

To your knowledge, has this course, or a variety of it, been taught in the past? (Circle one) Yes No

\*\*\*Please include a separate sheet in which you address the following question in bullet-point form:

Student-teachers are expected to work closely with their Faculty Sponsors throughout the entire semester, not only in the planning and application process. Using specific details, indicate how you and your Sponsor plan to work together throughout the semester.

### Supporting Faculty Information

Name: \_\_\_\_\_ Department: \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Email Address: \_\_\_\_\_@virginia.edu

*I understand that by signing below, I am indicating my ability and willingness to assume responsibility for the quality and conduct of this course and to determine if a student passes the course, thus earning degree credit.*

Faculty Member Signature: \_\_\_\_\_

We encourage printing your application materials on both sides of the page in order to save paper!

A completed application consists of two copies of the following materials (#1-7; photocopies are fine), with the exception of the CCT form (#8), which should be turned in electronically:

1. This two-page form, printed and completed
2. An attached sheet addressing the above bullet-point question
3. A syllabus, including a course description, an explanation of the course requirements and expectations, and a list of readings and lecture and/or discussion topics for the entire semester
4. A signed letter of faculty support
5. A budget proposal for course expenses, or a note stating that such a budget is not applicable
6. A copy of all student-initiators' resumes
7. A copy of all student-initiators' unofficial transcripts
8. A completed CCT form (to be turned in electronically by 5 PM on the due date to [cavalier.education@virginia.edu](mailto:cavalier.education@virginia.edu))

Additional materials are not required, but may be included as applicable. Completed applications are due to the Academic Affairs Committee mailbox in the Student Council Office in Newcomb Hall (across from the Pav) on Monday, October 17<sup>th</sup>, 2011 at 5:00 PM.

**\*\*\*** [  ] Initial this box to acknowledge that you will enroll in the CavEd Pedagogy Seminar (INST 3150; 1 credit), scheduled to meet on a weekly basis throughout the semester. It will meet on Thursdays from 5-6 PM. **All student-initiators must initial this box in order for this application to be considered complete. \*\*\***

Once received, the application will be reviewed by the Academic Affairs Committee and Associate Dean (CLAS) Gordon Stewart, Administrative Chair of the Committee on Educational Policy and the Curriculum. Students and sponsoring faculty can expect to receive a decision within two weeks of the due date. Funding for course expenses CANNOT BE GUARANTEED and will be awarded separately through the Student Council Academic Affairs Committee on the merits of this application.

I understand that this application is subject to review, that application submission alone does not qualify the proposed course for inclusion in SIS, and that the application review committee may contact me with further questions about my application. I understand that only complete applications will be reviewed – no exceptions. I understand that funding for course expenses is awarded by the Student Council Academic Affairs Committee in a competitive process and that my application will be evaluated solely on its merit. I understand that during the semester in which I am teaching, I will be required to attend the weekly, one-credit CavEd Pedagogy Seminar (INST 3150), and that failure to maintain enrollment in the seminar will result in cancellation of my course. I understand that I cannot enroll in my own course. I understand that, upon successfully leading this course to completion, I will receive a letter indicating my achievements signed by Dean Stewart. I understand that by submitting this application, I am making it available to review by future members of the Academic Affairs Committee (with the exception of my transcript and resume) and by the deans and other University administrators. I agree to lead the proposed course and assist the faculty sponsor in meeting student needs throughout the semester.

Signature(s) of Student Teacher(s): \_\_\_\_\_