

Department of Theater, Dance, and Performance Studies
Application for De-Cal Courses

THEATER 98/198

De-Cal Class Information and Policies 2013-2014

Information to Know about De-Cal Classes

De-Cal classes are an important adjunct curriculum component to the Departmental educational structure. De-Cal classes will appear in the departmental course listing. The following procedures will maintain uniformity in the expectations and responsibilities assumed in offering these courses. It is up to the applicant and their faculty supervisor to turn in a complete application. See Michael Mansfield or Robin Davidson with questions.

Student coordinators and faculty should carefully read over the information on the De-Cal website: <http://www.decal.org/>

Course Number:

De-Cal classes are numbered Special Studies 98/198.
Students who have fewer than 60 units on their transcript enroll using 98.
Students who have 60 units or more on their transcript enroll using 198.

Unit Value:

1 unit for each student participant of Special Studies 98/198.
1 unit of Independent Study 99/199 for student coordinators.
Students who have fewer than 60 units on their transcript enroll using 99.
Students who have 60 units or more on their transcript enroll using 199.
De-Cal classes may not be used to fulfill major or minor requirements.

Grades:

De-Cal courses are graded pass/no pass.

Faculty Supervisor:

The sponsoring faculty member is the instructor of record.
S/he may be a Senate faculty member or lecturer.
Lecturers must provide a statement agreeing to supervise without compensation.

Student Coordinator's Responsibilities:

- submit the completed Special Studies 98/198 course proposal form to TDPS Department by the deadline
- submit the Independent Study 99/199 application form and De-Cal Data Form to the TDPS Department by the deadline
- you will be notified if your course is selected as a TDPS De-Cal course and it will be returned to you signed by the Chair of the TDPS Department, with room confirmation approved (if possible), and CCN assigned (most student coordinators maintain control over enrollment by releasing it at first day class). TDPS may assist in room location only after your De-Cal has been approved.
- if your De-Cal is approved, you will then need to:
 - take the completed original Special Studies 98/198 course proposal form to 320 Stephens Hall (COCI)
 - take a copy of the completed Special Studies 98/198 course proposal form to 112 Hearst Gym Station 15 (De-Cal Office) and then go on-line to the De-Cal website to post your course

- take a copy of the completed Special Studies 98/198 course proposal form to 206 Evans Hall (Dean of L&S)
- finalize your room assignment by returning to the TDPS to officially open your course for registration with Graduate Assistant, Robin Davidson, who is in charge of scheduling De-Cal courses, confirming room assignments, and setting course enrollment limits, by the end of the 3rd week of the semester
- pick up your CCN for the De-Cal course from Robin too if you will hold auditions or release the CCN as coordinator
- pick up your 99/199 CCN during the first 3 weeks of the semester and enroll in your own Independent Study 99/199 for 1 unit
- make sure all enrollments are completed by the end of the 5th week
- on-going communication with Faculty Supervisor
- accurate record keeping and documentation
- submits grades, attendance records, and other relevant materials to Faculty Supervisor two days before grades are due. (Faculty Supervisor will communicate this information and date to the student coordinators.)
- administering teacher evaluation forms at the end of the semester
- any supplies, including photocopying, are the coordinator's responsibility

Faculty Supervisor's Responsibilities:

- verification of validity of course content, syllabus, course description, and course title (with the often helpful special focus in the subtitle)
- establish explicit requirements for 1) record keeping, 2) documentation, 3) criteria for grading beyond attendance with the student coordinators, and 4) audition process and criteria for admission
- course content fulfills equivalency of 1 unit:
 - 1 hour of lecture plus 2 hours of outside work/week
 - or** 3-4 hours of practical in-class work/week
 - or** some combination of the two not exceeding 4 hours
- defining a selection process in the event of class over-enrollment
- minimum of two class visits to verify attendance, course content
- verification of grading criteria beyond attendance
- confirmation of student enrollment
- timely on-line submission of final grades (Faculty Supervisor is responsible for informing student coordinators of this date)
- review of teacher evaluations with student coordinators
- on-going communication with De-Cal student coordinators
- if liability waiver forms are used, confirm all forms have been signed
- if lecturer, submit a statement waiving any form of remuneration
- **if a student is proposing a DeCal course that has a performance studies focus, it would be expected that they have taken at least one performance studies course in our department; if teaching a technique course, that they have taken a technique course in our department**

Setting Up a De-Cal Class in TDPS

1. Student coordinators becomes familiar with the De-Cal program by either visiting that office or reviewing the website: <http://www.decal.org/> Special Studies 98/198 course proposal forms are available from the De-Cal Office or on-line. Independent Studies 99/199 course proposal forms are available in the TDPS office.

2. Student coordinators approach faculty member to serve as supervisor and instructor of record for a De-Cal class with completed paperwork.

Paperwork includes:

- Special Studies 98/198 Course Proposal Form
- Independent Study 99/199 Proposal Form
- De-Cal Data Form (attached)
- Proposed space, days, and times permissions
(the Department does not guarantee space)
(TDPS may help look for space after your De-Cal has been approved and all classrooms for that semester have been set)
- Signatures of student coordinators
- Copy of liability waiver form attached (if necessary)
- Syllabus/course description (with weekly breakdown)
 - includes grade criteria
 - attendance policy
- Enrollment limits: 12 - 40 students requiring attendance at first class
(maximum: 20 registered for 98, 20 registered for 198,
or, 40 total in the section)
- Resume of student coordinators
- Copy of unofficial transcript(s)

3. Faculty Supervisor must sign off on both applications. Faculty Advisor must sign off on Independent Study 99/199 application. Mel Gordon is Theater Faculty Advisor. Lisa Wymore is Dance Faculty Advisor. Grad Students need to process this with Grad Advisor.

4. Submit the paperwork to Michael Mansfield (Undergraduate Academic Advisor) by:

October 4, 2013 for the following spring semester

March 7, 2014 for the following fall semester

Once approved, the chair will sign it. Applicants will be notified by the end of the current semester. Then the original and copies of the application will be returned to the faculty supervisor or coordinators to process (see 5, 6, and 7). As soon as the room has been confirmed, students may request release of the CCN. This normally happens within the first 3 weeks of the semester of the course, though most De-Cal coordinators do not release CCN until first class.

5. Student coordinators submit the original Special Studies 98/198 course proposal form to 320 Stephens Hall (COCI) the semester before the course is to be offered.

6. Student coordinators submit a copy of the Special Studies 98/198 course proposal form to the De-Cal Office in 112 Hearst Gym Station 15 the semester before the course is to be offered. Next, go on-line to input your course description on the De-Cal website so students will be aware of your course as soon as possible.

7. Student Coordinator(s) submits a copy of the Special Studies 98/198 course proposal form to 206 Evans Hall (Office of the Dean of L&S) the semester before the course is to be offered.

8. Final approval is provisional based on securing of classroom space. Confirm space with Robin Davidson as soon as available so class enrollment limits may be set and CCN activated. This allows all students enroll on Tele-Bears during the first 5 weeks of the semester. Most student coordinators maintain control of the CCN and admit based on first day of class attendance, picking up the CCN from Robin during the first weeks of school. Also pick up your CCN for your 99/199 so you can enter your own course onto Tele-Bears.

Timeline Information About Offering De-Cal Classes

- De-Cal classes should make every effort to begin by the third week of instruction. Coordinators should highly encourage or require students to attend the first class.

- By the end of the 5th week of instruction, all student roster must be submitted to the Faculty Supervisor who is responsible for verifying this list against the BearFacts' class list. Any discrepancies should be clarified.

De-Cal Coordinator/Faculty Supervisor Checklist

Faculty Supervisors and student coordinators need to confirm that all of these items are included in the De-Cal application before submitting it to Michael Mansfield or Robin Davidson in the TDPS Office. Faculty Supervisors and student coordinators should be aware that incomplete applications can be the cause for a De-Cal course to be rejected.

- _____ Completed Special Studies 98/198 Course Proposal Form
 - ___ course title with appropriate focusing subtitle
 - ___ Faculty Supervisor's name and signature
 - ___ day and time
 - ___ space and permission for space/room assignment
 - ___ enrollment limit
 - ___ unit value of one
 - ___ student coordinators names and contact information and email
- _____ Completed Independent Study application 99/199
 - ___ Faculty Supervisor's signature
 - ___ Faculty Advisor's signature
- _____ Completed DeCal Data Form (see attached)
- _____ Syllabus (with weekly breakdown)
 - ___ with grading criteria
 - ___ attendance policy
- _____ Liability Waiver (if necessary)
- _____ Course description
- _____ Resumes of student coordinators
- _____ Content fulfills equivalency of one unit
- _____ Copy of unofficial transcript
- _____ Waiver statement by lecturer supervisor (if necessary)

The Department of TDPS will host no more than 4 De-Cal Courses in any semester. There is no such thing as an established or guaranteed De-Cal in the TDPS. Proposals are considered each semester and coordinators should be fulltime and enrolled Berkeley students.

Department of Theater, Dance, and Performance Studies
Application for Independent Study

THEATER 99/199

Procedure:

1. Check in with Student Academic Advisor, Michael Mansfield, with questions or to get a sense of how to get started.
2. Fill out this form completely working with your faculty supervisor. Have your faculty supervisor sign off on and confirm the unit value of project. [1 unit represents 3 hours of work per week for 15 weeks, so 1 unit = 45 hours, 2 units = 90 hours, or 3 units = 135 hours.
3. If you are a major, obtain the signature of the Faculty Advisor. Dance and PS Majors see Professor SanSan Kwan. Theater and PS Majors see Mel Gordon.
4. Submit proposal by the 13th week of **the semester before the semester** the Independent Study is to begin and to acquire a Course Control Number from Michael.
5. Using the CCN, add the course through Tele-Bears by the 5th week of the semester.

Important Notes:

You may earn up to 16 units toward graduation for courses numbered 98, 99, 197, 198, and 199. You may not take more than 4 units of 98, 99, 197, 198, and/or 199 courses in any one semester. **These courses are offered P/NP. To enroll in a 197, 198, or 199, you must have successfully completed 60 units. You must have a GPA of 3.0 to enroll in a 99/199 course. Freshmen rarely engage in an independent study. 99 is intended for sophomores. 199 intended for upper division majors/minors who have completed 2 years of work in the department/college.**

Name: _____ SID:

Email Address: _____ Telephone:

Faculty Supervisor: _____ Semester/Year:

Course Number (99, 199): _____ Units (1-3):

Working with your supervisor, answer these 4 questions fully to explain your proposal scope and limits.

A. Describe your proposed independent study project in-depth. What question(s) will you be addressing in your work?

B. Describe your preparatory background in this area of study and how this particular work is relevant to your current course of study.

C. How many hours will you work on your own each week and how often/long will you meet with your faculty supervisor during the semester?

D. List specific dates work will be submitted to faculty supervisor.

Faculty Supervisor's Signature

Faculty Advisor Signature

University of California, Berkeley
Department of Theater, Dance, and Performance Studies

Non-Employee / Unpaid Student Affiliate Appointment

(Please Print)

Name _____ Date _____
(Last) (First) (Middle)

Present Address _____
(Number) (Street) (City) (State) (Zip)

Telephone #: _____

E-mail address: _____

Date of Birth: _____

Student I.D.#: _____

Have you ever been employed by the University of California? _____ (yes / no)

If "yes," Name of Department _____

Title of Position _____

Dates employed: From _____ to _____

Are you a citizen of the U.S.? _____ Green card # _____

If "no:" Visa Class _____ Intended stay _____

Date entered U.S. _____ Country of res. _____

Faculty Supervisor: _____

Current Academic Semester and Year: _____