



College of Creative Studies

Guidelines for Student-led Colloquia

Creative Studies students may propose leading a Creative Studies Colloquium on a topic of their design under the supervision of a UCSB faculty member.

Colloquia should not be conceived of as student-taught courses, but rather as a way of documenting and assigning units for advanced study by a group of select students.

UC policy vests authority and responsibility for curricula in the faculty. Consequently, all colloquium proposals are subject to review and approval by the program committee of faculty in the discipline indicated. Final approval of the proposed colloquium resides with the Dean of CCS.

Policy

- Students are eligible to propose and lead a colloquium when they are in the third or fourth year of their current academic program. If co-teaching, all students involved must meet this criterion.
- No more than two students may lead a single colloquium.
- Colloquia must fall within the scope of one of the nine academic disciplines taught in CCS, however it may be interdisciplinary.
- Only one colloquium per discipline may be offered in any given quarter.
- Colloquia must meet for a minimum of one and one-half hours per week.
- A maximum of 2.0 units may be earned by students in any colloquium. Units earned in colloquia are considered lower-division.
- Colloquium leaders may contract for and earn 199 units with their faculty sponsor in relation to their offering of a colloquium.
- Faculty who do not hold an appointment in CCS may be approved to sponsor a colloquium by the student's CCS faculty advisor, in consultation with the program committee most aligned with the subject of the proposed colloquium.
- The faculty member sponsoring the colloquium is the instructor of record and is responsible for assigning units to enrolled students.
- The faculty sponsor should meet regularly with the colloquium leader and must attend at least half of the colloquium sessions.

The docuSign may request the email address(es) for, and will route as follows:

1. Your **CCS Faculty Advisor(s) for review (email required)**. If the faculty advisor(s) supports the proposal, they will sign the form, and will provide a brief written analysis of the merits of the proposal and the capability of the student to serve as a colloquium leader.
2. The **Faculty Sponsor (email required)** will then review the student's proposal and the advisor's comments. If the proposed sponsor agrees to serve in this capacity, they will sign the form and add their own brief analysis of the merits of the proposal and the capability of the student(s) to lead a discussion on this topic.
3. The proposal is then submitted to the **Student Affairs Manager** by the deadline who will verify all proposal requirements have been met, and will forward completed applications to the **Program Committee Chair** for approval.
4. **Program Committee Chairs** will be asked to verify and submit their ranked preferences for colloquiums if multiple applications are eligible for the same discipline in the same quarter. This information will be presented to the **Dean**.
5. **The Dean** will review all applications for a given quarter at the same time and consult with the relevant faculty as necessary. In the case of an Interdisciplinary Studies student-led colloquium, the Dean may consult with the CCS Faculty Executive Committee in order to establish whether the proposed colloquium is an appropriate addition to the curriculum. On occasion, more than one colloquium per major.

Proposal Deadlines listed by quarter in which the colloquium is to be offered:

Quarter to be offered:

FALL
WINTER
SPRING

Signed forms due to Undergraduate Advisor:

by the end of the week 4 of Spring Quarter
by the end of the week 2 of Fall Quarter
by the end of the week 2 of Winter Quarter

Any late application requests should be discussed with the CCS **Student Affairs Manager** prior to submitting an application.



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Student-led Colloquium Proposal

Will this colloquium be co-taught?

Proposed Colloquium Quarter:

Name

Major

Email

PERM

Faculty Advisor

Faculty Sponsor (may be same as Faculty Advisor)

Proposed Colloquium Primary Discipline

Colloquium Proposed Title:

ALL FIELDS and ATTACHMENTS are REQUIRED before submission.

Course Description

Outline of Weekly Study Topics/Required Readings

Proposed Units:

Proposed Meeting Length and Frequency:

Faculty Advisor's analysis and recommendation:

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Advisor's signature affirms that the proposed student leader has the necessary background and ability to serve as a discussion leader.

Advisor's Signature: _____ **Date:** _____

Faculty Sponsor's analysis and recommendation:

Sponsor's initials to confirm agreement to:
Attend at least one half of the meetings
Be the instructor of record

Sponsor's Signature: _____ **Date:** _____

Dean's Notes:

Dean's Signature: _____ **Date:** _____

Approved: _____ Denied: _____ Other: _____
(notes)

If approved, please be in touch with Staff Advising to schedule your course and provide any materials requested to advertise your course.

Preview Only