5 Steps to Facilitating a CNR DeCal

1. Course Idea
   - What are you interested in?
   - Do you have a topic you want to learn more about and share with other students?

2. Course Design
   - How do you want to put your idea into a course format?
   - Start to outline your syllabus and brainstorm how you want your course to be structured.
   - Attend a DeCal Start-Up Workshop and/or get advising from Undergraduate Course Facilitator Training & Resources. *Required

3. Find a Faculty Sponsor to Serve as Instructor of Record
   Contact faculty who:
   (1) You already know
   (2) May be interested in the topic
   (find them on department websites!)
   Reach faculty by:
   (1) Visiting Office Hours (highly preferred)
   (2) Emails

   *If a faculty is someone you don't know, be prepared to talk about yourself and what the DeCal will be about

4. Finalize the Syllabus, Complete the Course Proposal Form, & Obtain Signatures
   Once you finalize your syllabus, present it to your faculty sponsor and obtain a signature. You must also obtain a signature from the Department Chair after you receive your faculty sponsor signature.

5. Turn in your Completed & Signed Course Proposal!
   Your Packet should include:
   - Course Proposal Form (CPF) - include student, faculty, & Chair Signature
   - Unit Value Sheet that corresponds to the Syllabus schedule
   - Syllabus with Weekly Schedule that includes topics/assignments covered in each class

   Deadline for Fall 2017
   Tuesday
   June 27, 2017

   Please turn in your completed packet to 260 Mulford or email cnrscheduling@berkeley.edu

   If you would like to upload your course to the DeCal website, please visit decal.org (optional)