



Faculty Sponsor Form

You have been chosen as a prospective Faculty Sponsor by a student who is applying to coordinate a Student Directed Seminar (SDS). To understand the roles and responsibilities of a Faculty Sponsor, and for more information on the SDS program, please read the Faculty Sponsor FAQs, which should be provided to you with this form.

Responsibilities of the Faculty Sponsor:

- Reviewing and approving the student's proposed seminar plan including sample syllabus, reading list, assignments, grading procedures, and grade allocations
- Providing guidance in the revision of the student's proposal if conditionally approved based on feedback provided by the Advisory Committee
- Actively support the design and facilitation of the student's seminar if approved
- Providing guidance on academic related issues including but not limited to: grade disputes, interpersonal classroom issues, and seminar content selection
- Ensuring the student's seminar maintains the academic rigour expected of a upper-year undergraduate course
- Interest in the field of the proposed seminar
- Manages any Centre for Accessibility or official academic concessions for student participants

While this support does not include attending seminars, it does include being accessible and available to answer student's questions and/or concerns in a timely manner and contribute to the overall successful development and implementation of the seminar and the Coordinator(s)' learning experience in this role.

We are looking for students who have:

- Interest in the field of the proposed seminar
- Ability to facilitate and lead the learning of others
- Ability to manage time, prioritize responsibilities, be reliable and demonstrate good judgment
- Ability to maintain professional learning relationships with others, especially mentors
- Leadership characteristics including: good communication, fairness, critical thinking, coachability

By signing this form, you are stating your belief that the student(s) proposing the seminar is well suited to coordinate a Student Directed Seminar at the level of rigor expected of an upper-year undergraduate course at UBC and you agree to execute the responsibilities outlined within the above section, as well as other duties required of a Faculty Member overseeing a course . If you agree, please fill in the information below. If you have any questions, feel free to contact our staff at student.seminars@ubc.ca.

For more information about the SDS program, please visit: <https://students.ubc.ca/enrolment/courses/student-directed-seminars>.

Coordinator Information

Coordinator Name(s)

Seminar Title

Faculty Sponsor Information

First Name

Last Name

Faculty/School

Department

Phone number

E-mail address

Employee ID

Have you sponsored
a seminar in the
past?

Yes
No

We collect this information to ensure you have access to the course evaluations through the University's online evaluation module.

I have read the Faculty Sponsor FAQs and understand the roles and responsibilities of a Faculty Sponsor. I agree to sponsor the above Student Directed Seminar in the upcoming academic school year.

Date

Signature