

## USIE Faculty Mentor Agreement, 2013-14

Dear Faculty Member,

Thank you for agreeing to serve as a faculty mentor for the 2013-14 Undergraduate Student Initiated Education (USIE) program. Please complete the form below and submit it via e-mail to the USIE office ([usie@college.ucla.edu](mailto:usie@college.ucla.edu)) no later than **Tuesday, April 30<sup>th</sup>, at 5.00 p.m.** Please note if you are a Unit-18 Lecturer, this is a non-compensated activity. We recommend that you consult with the chair of your hiring department for confirmation of your status.

*Student applicants are required to submit a separate application; however their file is not complete and their candidacy will NOT be considered unless the Faculty Mentor Agreement is received by the April 30<sup>th</sup> deadline.*

### FACULTY MENTOR INFORMATION

Name \_\_\_\_\_  
Department \_\_\_\_\_  
Phone number \_\_\_\_\_  
E-mail Address \_\_\_\_\_

By submitting this form, you acknowledge that you have read the agreement below and agree to serve as a faculty mentor for:

### APPLICANT'S NAME

As a USIE faculty mentor, you:

1. express a belief that the student has the intellect and character to be an effective and responsible facilitator of an academically useful course which can be adequately prepared by the end of the FALL 2013 quarter;
2. agree to meet regularly with the student during SPRING 2013 and FALL 2013 to develop the seminar syllabus and the requisite knowledge of the course material, and during WINTER 2014 to refine the seminar syllabus and solidify the seminar lesson plans;
3. agree to verify that the course is in compliance with Academic Senate regulations and that it has a clear and equitable system for grading;
4. agree to visit the seminar at least once, be available as a continuing resource for the facilitator, and serve as the instructor of record for the course (including submitting the final grades), during the SPRING 2014 quarter.

***Please review the Checklist on the next page for further details about the responsibilities of a faculty mentor.***

Write a brief letter of support for the applicant (250 words or less).