

Dean of Grad Ed & Postdoc Affrs

From: Dean of Grad Ed & Postdoc Affrs
Sent: Thursday, August 31, 2023 2:51 PM
To: Dean of Grad Ed & Postdoc Affrs
Subject: Syllabus Guidelines for Directed Research and Teaching Apprenticeship Courses
Attachments: Syllabus Guidelines for Directed Research and Teaching Apprenticeship Courses.pdf; SC-senate-divisions-guidance-on-directed-studies-courses.pdf

Thursday, August 31, 2023

TO: TOTAL CAMPUS DEANS
GRADUATE DEPARTMENT AND GROUP CHAIRS
GRADUATE PROGRAM ADVISORS
GRADUATE COORDINATORS
DEPARTMENT BUSINESS OFFICERS

CC: GENERAL CAMPUS ASSISTANT DEANS
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ACADEMIC SENATE GRADUATE COUNCIL CHAIR
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ASSOCIATE DEAN FOR BUSINESS AFFAIRS, SCHOOL OF PHARMACY
ASSOCIATE DEAN FOR BUSINESS AFFAIRS, SCHOOL OF PUBLIC HEALTH
LABOR RELATIONS
HEALTH SCIENCES LABOR RELATIONS

FR: JUDY KIM, Dean Designate, Senior Associate Dean - Graduate Education and Postdoctoral Affairs (GEPA)

SUBJ: Syllabus Guidelines for Directed Research and Teaching Apprenticeship Courses

Please find attached, the Syllabus Guidelines for Directed Research and Teaching Apprenticeship Courses, which have been developed by the Graduate Council.

The guidelines are intended to aid faculty in developing syllabi for any directed research and teaching apprenticeship courses for which they serve as the instructor of record. The guidelines highlight the role of instructors to define the academic expectations for each course and underscore the importance of open and transparent communication throughout the course, beginning with the syllabus, **to minimize confusion between a student's academic commitments and their employment obligations**. The guidelines were developed to supplement the Systemwide Senate's Coordinating Committee of Graduate Affairs (CCGA) guidance (*also attached*), and reviewed by Labor Relations and the Division of Graduate Education and Postdoctoral Affairs (GEPA), and shared with the Academic Senate's Educational Policy Committee and Senate Council.

After reviewing these materials, if you have questions related to the syllabus guidelines, please contact Senior Associate Dean Judy Kim (judyk@ucsd.edu) and Assistant Dean of Graduate Academic Affairs Erica Lennard (erica@ucsd.edu).

