



STUDENT ORGANIZED SEMINARS

STUDENT ORGANIZED SEMINAR RATIONALE

A Student-Organized Seminar (SOS) consists of a small group of students under the sponsorship of one or more faculty members who organize a course to explore a specific topic not covered, but deemed appropriate to, the Northwestern University curriculum. Typically, a SOS comprises nine or fewer students. One or more School of Communication students take responsibility for developing the syllabus, organizing the weekly seminar work, advertising the seminar, distributing permission numbers, and attending scheduled sessions at the Searle Center for Teaching Excellence for guidance on how to effectively lead a seminar.

Rules for SOS Seminars in SoC

The ground rules for all seminars are as follows:

1. The student organizers must be School of Communication students who enroll in the seminar. A copy of the proposal for the seminar and detailed syllabus are presented to and signed by the faculty sponsor and department chair. The forms must then be submitted to the Student Resource Center (Frances Searle 1-102) for the approval of the SoC Undergraduate Dean.
2. Student organizers are required to meet with the Undergraduate Dean Sally Ewing for final approval of the seminar. A preliminary meeting to discuss the draft proposal is also recommended.
3. In order to receive credit for the course, student organizers are required to attend scheduled training sessions at the Searle Center for Teaching Excellence throughout the quarter for guidance on how to effectively lead a seminar.
4. A student may take or teach only one SOS per quarter, and must register for the class as pass/no pass. Credit will not be given for multiple enrollments in the same seminar topic without the permission of the Undergraduate Dean. A student may be dropped from the class if this condition is not met.
5. Eligibility requirements must be detailed and specific on the course proposal form and appropriate to the content of the seminar. There are to be no restrictions such as class or grade-point average.
6. All students completing the work in a seminar will receive one unit of elective graduation credit, on a pass/no pass grading basis. This unit of credit is not applicable to a major requirement.
7. There will be no compensatory reduction in other teaching duties for the faculty volunteer sponsoring a Student Organized Seminar. No faculty member should feel obliged to sponsor such seminars, and no Faculty volunteer will sponsor more than one seminar a year. A faculty sponsor agrees to attend at least 2 seminar sessions, including one during the first or second week of the quarter.
8. The faculty sponsor gives grades for the seminar.
9. In addition to an oral presentation, each seminar participant will produce written work, such as seminar papers, essay exams, journal entries, etc. Student Organizers will submit this course work to the Undergraduate Dean for subsequent review.



SCHOOL OF COMMUNICATION – NORTHWESTERN UNIVERSITY

STUDENT ORGANIZED SEMINAR COURSE PROPOSAL

DEADLINES FOR ACADEMIC YEAR 2011-2012:

WINTER 2012: OCT 21st 2011, SPRING 2012: FEB 3rd 2012, FALL 2012: April 27th 2012

COURSE LOGISTICS

COURSE TOPIC: _____ TIME: _____

DAY(S) _____

CLASS TITLE: _____

COURSE: GEN_CMN 396-0 Section _____ Maximum enrollment: 9

SPACE AND EQUIPMENT REQUIRED:

STUDENT ORGANIZER INFORMATION

NAME: _____ MAJOR: _____

EMAIL: _____ PHONE: _____

FACULTY SPONSOR: _____

PLEASE ATTACH THE FOLLOWING ON A SEPARATE SHEET: (Be specific as possible)

- **DESCRIPTION AND SCOPE OF TOPIC**
- **PREREQUISITES FOR THE COURSE**
- **CLASS REQUIREMENTS AND BASIS FOR EVALUATION**
- **COMPLETE SYLLABUS**

I have read and understand all Student Organized Seminar Instructions (initial here): _____

COURSE APPROVAL (Sponsor agrees to **attend at least 2 class sessions**, including one during the first two weeks of class.):

SPONSOR'S SIGNATURE: _____ DATE: _____

DEPARTMENT CHAIR'S SIGNATURE: _____ DATE: _____

SoC DEAN'S APPROVAL: _____ DATE: _____