

CALL FOR PROPOSALS – STUDENT-INITIATED SEMINARS

**Please note: this course is not open to Graduate students*

DEADLINE: MARCH 15, 2023 AT 3PM TO SAO.LAW@MCGILL.CA

SEE PAGE 3-4 FOR APPLICATION PROCEDURE & PROPOSAL OUTLINE

OBJECTIVES

The student-initiated seminar is a vehicle that is available for students to propose, organise, and run their own seminars, under the supervision of a full-time Faculty member.

Among the objectives of this vehicle are the following:

- To give students an opportunity to reflect on teaching and learning.
- To be involved in course design.
- To provide space for experimenting with innovative teaching and learning strategies.

ELIGIBILITY

- Open to students who have completed the first 2 years of the BCL/JD Program and all required courses.
- Have a minimum CGPA of 2.7.
- Students interested in convening a student-initiated seminar are encouraged to register in the Legal Education Seminar (if offered) either before or concurrently with the SIS.

RÔLES

Le superviseur / Supervisor

Le superviseur agit comme personne-ressource pour les animateurs et les autres étudiants inscrits au séminaire. Normalement, il ou elle n'assistera pas au séminaire. Il ou elle aidera les animateurs à préparer le plan du cours, la liste de lectures, la méthode d'évaluation ainsi que les stratégies d'enseignement. The supervisor is also responsible for grading the assessments completed by the convenors.

Les animateurs / Convenors

Les animateurs sont responsables du déroulement du séminaire. Toutefois, il est entendu que tous les étudiants inscrits au séminaire doivent y participer de façon active. Les animateurs pourront, par exemple, demander aux étudiants de mener la discussion à tour de rôle. Le rôle des animateurs n'est pas celui du professeur dans le cadre d'un cours magistral.

Le Secrétariat des études en droit (SED)

Tous les règlements et politiques habituels s'appliquent aux séminaires initiés par les étudiants. Il s'agit notamment de la Charte des étudiants, de la Politique d'évaluation des étudiants de l'Université, des politiques et règlements de la Faculté de droit de McGill.

Les animateurs sont fortement encouragés à collaborer étroitement avec le SED pour tout ce qui concerne les aspects administratifs du séminaire.

POLICIES

- Students can only take **one** SIS course during the program, either as a participant or a convenor.
- There can only be a maximum of 2 undergraduate law students to participate as a convenor.
- Convenors must complete the GA application form in the term prior to their course, have their supervisor sign the form and then submit it to the SAO (sao.law@mcgill.ca) for the Associate Dean (Academic)'s approval then register for WRIT 048, section 002.
- Convenors are required to register for the SIS course they are leading in the term they are leading it (LAWG 521, section 002).

EVALUATION

- The course is evaluated on a pass/fail basis.
- The convenors are responsible for grading the assessments completed by the SIS participants, however, the Faculty supervisor has ultimate responsibility for assigning and entering final marks.
 - It is possible to opt for a peer evaluation process in which comments and feedback are given by students on each other's work.
 - If peer evaluation is employed, the course convenors, in conjunction with the supervisor, must develop marking templates or guidelines and map out the process through which peer evaluation is to proceed. Decisions will need to be made as to whether evaluation will be anonymous, whether students will submit their work to one other student or to the larger group for evaluation, and how comments and feedback will be communicated. Convenors who opt for peer evaluation are strongly advised to consult Teaching and Learning Services for advice and guidance. Peer evaluation should not result in the awarding of marks or the ranking of assignments.
- Convenors must complete all course assigned assessments **or** an equivalent assessment (see requirements in the proposal section).
- The Faculty supervisor is responsible for grading the assessments completed by the convenors.

CRÉDITS OCTROYÉS POUR LA PRÉPARATION DU SÉMINAIRE

Les propositions sont rédigées, et les séminaires organisés et animés par des équipes de 2 étudiants (les « animateurs »), sous la supervision d'un membre à temps plein de la Faculté (le « superviseur »). Les animateurs des séminaires peuvent s'inscrire à un cours de 2 crédits (à titre provisionnel, nous nous servons du véhicule 'Group Assistants') pendant la session qui précède la présentation du séminaire, afin de préparer le séminaire, la liste de lectures, le site myCourses pour le cours, les méthodes d'évaluation, la planification préliminaire des sessions, et de faire tout autre travail préparatoire qui s'impose.

APPLICATION PROCEDURE

Veillez soumettre vos propositions au Secrétariat aux études (sao.law@mcgill.ca) **avant le 15 mars à 15:00**. Jusqu'à deux propositions seront sélectionnées pour l'année académique 2023-2024. Le contenu des propositions est décrit ci-dessous.

You will hear a decision from the Associate Dean (Academic) no later than two weeks after the proposal deadline.

Please direct any questions to the [SAO](#).

PROPOSAL OUTLINE

Proposals must contain the following elements:

1. Course title, course description, and learning objectives (50-100 words);
2. Name of supervisor (must be a full-time Faculty member), accompanied by a communication from the supervisor stating that they have agreed to take on this role (the supervisor may communicate directly with the Associate Dean (Academic) and SAO);
3. List of student convenors and year of study;
4. Brief description of the nature of the work that the student convenors will perform, with a description of the division of labour (a few sentences);
5. A list of the major topics to be covered and sections into which the semester will be divided, if applicable (1/2 page);
 - *Note: A detailed course outline is not required at this time.*
6. A proposed method of evaluation (one paragraph)
 - Indicate the type of method(s) of evaluation proposed (e.g. participation, written assignment, examination, etc.);
 - Provide a brief rationale for the method(s) of evaluation selected;
 - University regulations stipulate that a final examination cannot be worth more than 75%, optional assignments are permitted;
 - Convenors should ensure they are not requiring too many assessments. A benchmark is 2-3 assessments in a 3-credit, one semester course.
 - Convenors must elect which type of assessment(s) they will complete:
 - i. All the course assigned assessments; **OR**
 - ii. A reflection essay between 1,500 - 2,000 words worth 100% that would involve the following:

- It could be co-authored between all convenors or completed separately
 - Answers the question “what did you learn as an SIS Convenor?” This could include:
 1. Reflecting on what you would do the same, what you would do differently, what surprised you, and what you enjoyed.
 2. Describing how this course fit within your legal education or education more broadly.
7. A brief description of the course format and an indication of the types of teaching and learning techniques and strategies that will be used, along with a rationale (100 words).
- Preference will be given to proposals that show evidence of research and reflection on teaching and learning. Innovations in teaching strategies and approaches are strongly encouraged.
8. Curricula vitae of all convenors.