

USD Humanities Center Guidelines for Humanities Center Seminar And Pop-up Courses

A Humanities Center course should have a topical focus that aligns with the Center's mission and goals. The humanities are at the heart of the university's founding principles and serve as central elements of the undergraduate education. Interdisciplinary courses that connect the humanities to other areas of study exemplify the liberal arts mission of the university. Courses with this type of integrative approach are especially encouraged.

Humanities Center courses may be offered at the lower-division (HUMC 294) or upper-division level (HUMC 394), and instructors should indicate which of these is preferred when a new course is proposed. HUMC courses must conform to USD's credit hour policy. One unit of credit typically requires 14-15 contact hours plus an expectation of 28-30 hours of student work outside of class time.

When scheduling Humanities Center courses, instructors are encouraged to identify their prospective audience in advance and schedule their course to minimize conflicts with other courses that prospective students are likely to take. Courses often will meet in the Humanities Center seminar room; available meeting times for this space can be confirmed by contacting the Humanities Center coordinator. Syllabi should be submitted to Ron Kaufmann (kaufmann@sandiego.edu), Interdisciplinary Curriculum element chair, and must be approved by the Humanities Center director and element chairs prior to the course being offered. Time frames for course submissions are indicated below.

For both seminar and pop-up courses, minimum enrollment should be eight students, with a maximum of 12-15. Courses may have a single instructor or be team-taught. Each instructor receives a stipend for teaching a pop-up course; teaching units are not considered part of a faculty member's contractual teaching load. To encourage student engagement and reduce the burden of letter grades, all Humanities Center seminar and pop-up courses will be offered on a P/F only basis.

Humanities Center Seminar Courses

Typically, Humanities Center seminar courses meet weekly for a full semester, but other scheduling models are possible, subject to the contact hours requirements listed above. Proposals for Humanities Center seminar courses should be submitted to the chair of the Center's Interdisciplinary Curriculum element by March 1 (Fall semester course) or October 1 (Spring semester course).

Humanities Center Pop-up Courses

A Humanities Center pop-up course should consider an issue of immediate relevance or interest. Course structures that promote student participation (e.g., seminar, discussion, project-based) are strongly encouraged, in contrast to lecture-only formats. Proposals for Humanities Center pop-up courses should be submitted to the chair of the Center's Interdisciplinary Curriculum element at least one month prior to the beginning of the semester when the course will be taught, but submissions at other times may be considered as well.

Humanities Center seminars and pop-up courses require instructor approval for each student who wants to enroll. After a section has been created, the instructor(s) should gather names and ID numbers from interested students and forward that list to Ron Kaufmann, who will work with the Registrar's office to enroll those students in the class.

Stipends for Humanities Center seminar and pop-up courses will be paid at the conclusion of the semester when the course is taught. Faculty should work with the Humanities Center Coordinator to fill out a stipend request form.

Draft syllabi and questions should be sent to Ron Kaufmann (kaufmann@sandiego.edu).