

# AD HOC SEMINAR PROPOSAL FORM

Updated July 2009

**Law School Rule 3-12(2): Ad Hoc Seminars.** A group of at least five and not more than ten students may plan, conduct, and take for not more than two credits their own ad hoc research and seminar program. A student may enroll in an ad hoc seminar after completing his or her second semester of law school. Dual-degree students who started in the summer session are eligible to enroll in an ad hoc seminar starting in the spring of their first year, with permission of the Dean's Office. All other students are eligible to enroll in an ad hoc seminar starting in the fall semester of their second year. The students organizing the ad hoc seminar shall submit to the Dean a written prospectus containing a syllabus and a list of required readings for such a program. Students organizing the ad hoc seminar may build on work done by other students in connection with an earlier ad hoc seminar or the same or a similar topic, but they are expected to make a significant, independent contribution to the work previously done. The organizing students shall seek a faculty member to assess the academic merit and the feasibility of the proposal and, if that assessment is favorable, to observe and supervise the conduct of the program and to evaluate student performance. Each participating student must submit a paper of the kind generally produced in seminars. The papers shall be evaluated by the supervising faculty member, at his or her discretion, either according to the Law School's numerical grading scale or on a credit/no credit basis. [See Rule 3-1(3)(b).] Students are permitted to enroll in only one ad hoc seminar per semester, and may enroll in no more than a total of four credits in ad hoc seminars for credit toward the JD degree. Proposals for ad hoc seminars must be submitted to the Office of Student Affairs by June 1 for the upcoming fall semester and December 1 for the upcoming spring semester.

1. **Course Proposal:** Please attach to this form a proposal containing the following components:
  - a. Statement of the course goals/description of the course
  - b. Draft syllabus and reading list
  - c. Writing requirements (generally one seminar-length paper due at the culmination of the course or an equivalent number of shorter, weekly papers)
  - d. List of students intending to organize and enroll in the course.

2. **Credits:** Circle the number of credits the seminar will offer: ONE TWO

Will the seminar be GRADED \_\_\_\_\_ or CREDIT/NO CREDIT \_\_\_\_\_ ?

3. **Faculty Supervisor:** Students proposing ad hoc seminars must solicit and collaborate with a faculty supervisor to help them develop the ad hoc seminar proposal for approval. The faculty member must sign here, indicating his or her agreement to supervise the ad hoc seminar, grade the required written products, and otherwise ensure that the seminar is of the appropriate academic rigor for the number of credits awarded.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

4. **Organizing Student:** The student organizing the proposed ad hoc seminar must sign here, affirming that the seminar will conform to the attached course proposal and will otherwise satisfy Rule 3-12(2).

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Please return this form to the Office of Student Affairs, Room 2007.**