Beh Sci 499 is an academic course that establishes a formal mentoring relationship between a faculty mentor and a cadet for the purposes of developing the cadet's skills in research, applied practice, or pedagogy.

To participate in a Support Teaching Enrichment and Mentorship (STEaM) 499, the cadet must have an open elective course or be willing to take the 499 as an additional (i.e., extraneous) course.

To sponsor a STEaM 499, the faculty mentor must possess a PhD, or sufficient teaching and mentoring expertise as determined by the STEaM Director (Dr. Samuels).

The process to approve a STEaM 499 is as follows:

1.  Cadet and Faculty Mentor decide on a STEaM plan.

2.  Faculty Mentor prepares a proposal package consisting of this Coordination/Approval Coversheet and the USAFA Form O-498.

3. Faculty Mentor briefs the cadet’s Academic Advisor.

4. Academic Advisor identifies the course requirement (if any) the 499 will satisfy.

5.  Faculty Mentor briefs the proposal to the STEaM Director.

6.  STEaM Director reviews the proposal for

- Sufficient workload consistent with proposed credit hours

- The program’s ability to assist the Faculty Mentor if assistance is required

- Appropriate enrichment and mentorship for proposed credit hours

7.  Academic Advisor submits the package to the Director of Academics for approval.

8. Academic Advisor ensures all forms are completely filled out and submits STEaM 499 and O-498 to AIC or AAIC for processing.

8. AIC and Scheduler:

 - Reviews package and approves 499 schedule change

 - Updates DFBL 499 student matrix

 - Adds 499 to cadet’s schedule

- Scans/files all documents in AIC folder

- Files all hard copy documents

- Submits paperwork for DFR processing

Once the 499 is established, the faculty mentor should create a grader shell in Q2i and input/report grades through their Discipline Lead at Prog and at Final.

**Cadet(s):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Faculty Mentor:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please attach USAFA Form O-498 and submit this package through the cadet’s academic advisor and the STEaM Director.**

**Plan for cadet enrichment and mentorship:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Timeline: Fall 20\_\_\_\_\_ Spring 20\_\_\_\_\_ Fall 20\_\_\_\_\_ Spring 20\_\_\_\_\_**

⃝ BS499 (3.0) ⃝ BS499 (3.0) ⃝ BS499 (3.0) ⃝ BS499 (3.0)

⃝ BS499A (2.0) ⃝ BS499A (2.0) ⃝ BS499A (2.0) ⃝ BS499A (2.0)

⃝ BS499B (1.5) ⃝ BS499B (1.5) ⃝ BS499B (1.5) ⃝ BS499B (1.5)

⃝ BS499C (1.0) ⃝ BS499C (1.0) ⃝ BS499C (1.0) ⃝ BS499C (1.0)

**Academic Advisor Coordination**

This 499 will fulfill the following requirement:

⃝ An “open elective” requirement.

⃝ None; the 499 is an additional (extraneous) course.

Advisor’s Initials: \_\_\_\_\_\_\_\_\_\_

**STEaM Director (Dr. Samuels) Coordination**

⃝ Cadet workload is sufficient given the following estimates:

Beh Sci 499 (3.0) = 6-9 hrs per week Beh Sci 499A (2.0) = 4-6 hrs per week

Beh Sci 499B (1.5) = 3-5 hrs per week Beh Sci 499C (1.0) = 2-3 hrs per week

STEaM Director Initials: \_\_\_\_\_\_\_\_\_\_

**Director of Academics Approval**

Director’s Initials:\_\_\_\_\_\_\_\_\_\_

**AIC Action**

⃝ Review/approve 499 schedule change (if req) ⃝ Update DFBL 499 student matrix

⃝ Scan/file all documents in AIC folder ⃝ Schedule cadet’s 499 in Q2i

⃝ File until 499 is completed or terminated ⃝ Submit Form O-498 to DFR