MMW 13: New Ideas and Cultural Encounters (6 Credits)
Professor Babak Rahimi – Track C
Policy Statement for Sections C03 and C04
Spring 2015

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Course Website: MW13 Homepage is http://roosevelt.ucsd.edu/ mmw/courses/mmw13.html

MMW 13 provides a framework for understanding developments in the global past from 1200 CE to 1750 CE and the transition from the medieval to the early modern world. This course is the second of two writing-intensive quarters in the MMW sequence.

Section objective: The purpose of section is to improve your understanding of and engagement with the course content by giving you an opportunity to exercise critical thinking, writing, reading, studying, listening, and speaking skills in a small, supportive group led by a knowledgeable guide.

• Articulate how new ideas and cultural encounters shape the development of the early modern world
• Interpret and analyze course material in its historical context, developing ideas in dialogue with course readings and lectures
• Conduct academic research and use library resources
• Write coherent academic argument essays that address a significant issue; ask a specific, open-ended, arguable question; answer the question by making a claim and backing it up with sufficient, relevant, specific, compelling evidence; consider and rebut counterarguments; demonstrate significance of the argument; and accurately cite sources in MLA format
• Know the difference between primary and secondary sources and how to use them in academic writing
• Engage in substantive and respectful discussion of course concepts with peers

Letter Grade Requirement: You must take MMW courses for a letter grade. If you have selected Pass/No Pass as a grading option for MMW 13, you should immediately change your option to letter grade, or you will not fulfill the ERC General Education Requirement and will have to take MMW 13 again.
**Attendance:** Regular attendance and participation in section is mandatory. Students who miss 5 sections—excused or unexcused—will fail section. Students who miss 7 sections—excused or unexcused—will fail the course. Any absence can lower your grade. You must arrive on time and be prepared to discuss and write about course material. Consistent tardiness will lower your grade.

**Participation:** Active participation is required at all class meetings. Final grades for this section will be based in part on contributions to discussion. To earn an A, you must attend section and participate in discussion regularly. If you need to be absent, please notify me and make any necessary arrangements. Participation also includes coming to section prepared: you are required to bring all lecture notes, reading materials for the week, and be prepared to talk and engage in discussion.

**Readings:** You are required to complete the required readings for the day before each of our weekly section. For example: for the Tuesday section, being prepared entails that you read all the materials that will be covered both in section and in lecture for that same Tuesday. Please refer to course syllabus to find out about required texts and weekly readings.

**Electronic devices:** All electronic devices, including laptops, tablets, and cell phones are prohibited in section. If you lecture notes or reading material is in electronic format, please make arrangements to bring hard copies to section. Students refusing to comply with this policy will be asked to leave the classroom.

**Grading:** Section counts for 10% of the overall class grade. To earn an A, you must attend section and participate in discussion regularly.

**Writing Assignments and Late Policy:** In MMW 13, you are required to write an academic research paper in 5 stages. The assignments will build your research skills and argumentative writing skills. Assignments will be covered in section, along with the MMW “Style Sheet” for guidelines on how to format and submit your papers. Failure to meet ALL criteria for writing assignments will result in the loss of points.

All papers must be turned in directly as a hard copy to me in section, lecture, or office hours, in addition to an electronic copy uploaded to www.turnitin.com. Papers left in my mailbox or the MMW office will not be graded. You will lose one-third of a letter grade for each day a paper is late (including weekends). If you are unable to attend section the day the paper is due, you must make other arrangements to submit your work. In addition to taking the mid-term and final exams and attending section regularly, you must submit ALL writing assignments (both as a hard copy to me and to turnitin.com) in order to pass the course.
**Contact:** The best way to contact me is via e-mail. Please note that e-mails are only for more urgent matters. Before contacting me, please look at the course syllabus and this policy statement for possible questions you have that can be answered by referring to these two sources. Questions about regular office hours time and place, weekly readings, and/or summary of missed sections will not be answered via e-mail. If you have questions of this nature, please refer to the course syllabus, this policy statement or contact a classmate.

Questions regarding papers and writing assignments are too complex to be dealt via e-mail. Such inquiries are reserved for office hours ONLY.

Please follow the format below for proper e-mail etiquette:

Dear/Hello/Hi Priscilla

[Text of your message: The text should conform to Standard English, meaning you should write in complete sentences with the first letter of each sentence capitalized and with appropriate punctuation to signal the end of a sentence, introduce a new clause, or separate items on a list]

Sincerely, Cheers, Best, Thanks,
Your first name (or first and last names)

**Course Resources:**


UCSD Writing Center: [http://writingcenter.ucsd.edu/](http://writingcenter.ucsd.edu/)

The Purdue OWL (a great source for MLA citation): [https://owl.english.purdue.edu/owl](https://owl.english.purdue.edu/owl)


**Counseling and Psychological Services (CAPS)**

College life can be stressful, and it is normal to feel overwhelmed at times. UCSD has a staff of professionals that are available for confidential meetings to discuss any personal concerns you might have. Feel free to contact CAPS at anytime to set up an appointment: [http://psychservices.ucsd.edu/#students](http://psychservices.ucsd.edu/#students)

**Academic Integrity:** You are responsible for the honesty and integrity of your academic work at UCSD. The University has a strict policy prohibiting cheating of any kind. If you are suspected of cheating, you will be required to meet with an academic coordinator, who will them discuss your case with the professor. If the professor charges you with misconduct, the professor will determine the penalty for your grade in the course, which can range from deductions to failing
the paper, section, or the course. Then you will have to meet with the Dean of Student Affairs, who will determine additional penalties, which can range from failing the course and taking an academic integrity seminar to suspension to expulsion.

Throughout this process, a hold will be put on your grade. Even a first offense can result in a quarter’s suspension, and the standard sanction for a second offense is suspension or permanent dismissal from the university. Any instance of academic misconduct can be recorded in a student’s file. Such a record might interfere with a student’s acceptance into law, medical, or graduate school, or might make that student ineligible for positions requiring a security clearance, such as a government internship.

In brief, the University’s *Policy on Integrity of Scholarship* states that students are expected to complete the course in compliance with the instructor’s standards. No student shall engage in any activity that involves attempting to receive a grade by means other than honest effort; for example:

1. No student shall knowingly procure, provide, or accept any unauthorized material that contains questions, or answers to any examination or assignment to be given at a subsequent time.
2. No student shall complete, in part or in total, any examination nor assignment for another person.
3. No student shall knowingly allow any examination or assignment to be completed, in part or in total, for himself or herself by another person.
4. No student shall plagiarize or copy the work of another person and submit it as his or her own work.
5. No student shall employ aids excluded by the instructor in undertaking course work or in completing any exam or assignment.
6. No student shall alter graded class assignments or examinations and then resubmit them for regrading.
7. No student shall submit substantially the same material in more than one course without prior authorization.

Please read the full Policy: [http://students.ucsd.edu/academics/academic-integrity/policy.html](http://students.ucsd.edu/academics/academic-integrity/policy.html). If you have any questions, ask me.