Hello, class!

I look forward to facilitating our discussions this quarter. Leading discussion groups is probably the best part of being a graduate student, so I hope you are as excited to be here as I am. I know that reading these types of things can be a drag, but please take a good, long look at this policy statement! It functions as a sort of contract between me and you, so it is important that you know it as well as I do. And trust me; your knowledge of my policies will make this quarter go a lot smoother!

**Course Objective:**
MMW 15 provides a framework for understanding developments in the global past from 1900 CE to the present day. This course is the fifth course 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.

**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 15, 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 15 again.

**Attendance, Participation, and Section Requirements:**
Regular attendance and participation in section is mandatory. Students who miss 3 sections—excused or unexcused—will fail section. Students who miss 4 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.

You are REQUIRED to bring all relevant material (including lecture notes, homework assignments, and readings) to the section each week. We will be working with this material hands-on in the classroom.

**Homework, Quizzes, In-Class Work:** As a general practice most sections will start with a warm-up exercise lasting about 10-15 minutes that is designed to help you connect your thoughts and prepare for discussion. This may take the form of small group discussion or a short writing exercise. Also, to supplement discussion, you may also be evaluated on quizzes and small
writing exercises that will be given during section. Short homework assignments may also occasionally be assigned, usually to help you collect and organize your thoughts prior to an in class activity such as a formal debate.

**Grading:**
Section counts for 10% of the overall class grade. As this is a *discussion* section you need to come prepared and willing to *discuss* the week’s readings, the ideas raised in lecture, and relevant observations about the world around you. It is not an *attendance* section, and you will not get credit for simply showing up. In class assignments and homework will also be factored into your section grade. If you have any concerns about your grades or progress in the class, please come see me earlier in the quarter rather than later so that we have time to find a solution.

**Writing Assignments and Late Policy:**
In MMW 14, you are required write an academic research paper in 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. 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**. Please note that the final paper must also be **uploaded to www.turnitin.com**.

**Classroom Environment:**
To make conversations as open and productive as possible, let’s bear in mind that we all have our own thoughts and opinions—it’s good to challenge each other, but do it without personal attacks. We all have our own feelings too, so respect them. I will not allow the classroom, which is supposed to be a place to try out new thoughts and press ourselves and some of our most deeply-held convictions, to become a hostile environment.

On the other hand, if we aren’t engaging in some debate about the readings and the perspectives offered, then we probably aren’t doing a good job of thinking critically. Additionally, there are different ways to engage in classroom discussion. Some people are more talkative, while others practice active listening. But in some way you will need to participate regularly in order to excel.

While I will certainly bring issues and questions from the readings that I think are important, I want to encourage you to learn to engage in discussion with *each other*, not just with me. Those discussions that involve engaged and lively discussion between classmates, I believe, will prove to be more useful in the long run than a series of mini-discussions between the instructor and individual students.
**Electronics:** I recognize that the online readings might be more conveniently read and notated on a laptop or other device. However, I *highly* encourage you to take notes by hand, just as in lecture. You’ll retain the information better, and you won’t be able to use the laptop, for instance, during an open-book exam. If you’re goofing off on the computer instead of participating, you may be dismissed from section and marked absent for the day.

**Communicating with Me/Office Hours:**

I would like to encourage you to come to my office hours at least once during the quarter, even if you have no pressing concerns. It is good to get in the habit of using your TA’s and professor’s office hours, as UCSD is a very large school and office hours are an excellent way to create a more personal university experience. As for electronic communication, please email me if you have any private concerns (illness, difficulty in meeting a deadline, etc). In case you do decide to e-mail me, be aware that it may take 24 hours or more for you to get a response.

**Email:**

Another good habit to form is the use of formal communication etiquette at ALL times (otherwise, you are sending a signal that you do not take the course, or their time, seriously) when writing emails to a TA or professor. Please use the following format to send courteous emails when communicating with your TAs and professors:

Subject: MMW 15 Section C0_

    Dear/Hello/Greetings [name]

    [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 and Last name (your name is not always clear from your email address)

Keep it concise! Your teachers are very busy; they will appreciate it if you can get to the point quickly and do not ask vague, open-ended questions. If your email does not follow these guidelines, you can expect to receive this format back as a response (signaling that you must revise and re-send your email).

**Course Resources:**

Course Website:

MMW15 Homepage: [http://roosevelt.ucsd.edu/mmw/courses/mmw15.html](http://roosevelt.ucsd.edu/mmw/courses/mmw15.html)

UCSD Writing Center: [http://writingcenter.ucsd.edu/](http://writingcenter.ucsd.edu/)
The Cornell Note-taking System (in case you need help with note-taking):
http://lsc.sas.cornell.edu/Sidebars/Study_Skills_Resources/cornellsystem.pdf

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

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 then 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.