

SYLLABUS: ENG270C

Course Description

Instructors:

Office Hours: By appointment

Texts:

Course Location and Timing

1. **Lecture:**

2. **Discussion Section Time/Location:**

Course Format

Weekly Class Schedule

CLASS 1 - Wednesday August 8th

Key concepts:

Before Class Read:

Preparation questions for cold calls:

CLASS 2 - Thursday August 9th

Key concepts:

Before Class Read:

Preparation questions for cold calls:

CLASS 3 - Friday August 10th

Key concepts:

Before Class Read:

Preparation questions for cold calls:

CLASS 4 - Monday August 13th

Key concepts:

Before Class Read:

Preparation questions for cold calls:

CLASS 5 - Tuesday August 14th

Key concepts:

Before Class Read:

Preparation questions for cold calls:

CLASS 6 - Wednesday August 15th

Key concepts:

Before Class Read:

Preparation questions for cold calls:

CLASS 7 - Thursday August 16th

Key concepts:

Before Class Read:

Preparation questions for cold calls:

CLASS 8 - Friday August 17th

Key concepts:

Before Class Read:

Preparation questions for cold calls:

Assignments

Class Participation

Students are expected to participate in class, as interaction AND JOINT CONTRIBUTION are key learning elements in the case study method. Participation is based on the *quality* of response, not *quantity*. Quality participation includes, but is not limited to, showing a depth of understanding of the materials being discussed, and/or making relevant connections between the discussion topics and students' professional experiences, and making effective arguments in answering questions posed by the professor and students.

Case Discussion Section Etiquette

No communication of "answers" is allowed between sections. You are encouraged to work together in preparation (within any particular guidelines set by the instructor). But you cannot share across sections once one student has experienced the teaching. This rule is to be fair to your fellow students but it's also good for you - it's like copying answers without experiencing the learning that gets you there. It's cheating you and your peers.

Case Discussion Participation - Grading Rubric

- 3: absent without excuse or bombs a cold call
- 2: does poorly on cold call
- 1: tardy or repeats previous comment
- 0: no comment
- 1/2 point to 1: chip shot, facts, nothing special. This is the mode.
- 2: very good comment
- 3: outstanding comment: sometimes none, or only 1 or 2 per class

Faculty will communicate their module grading policy directly to students, which will consist of participation and possibly other deliverables. To fairly account for different faculty grading styles, module grades will be normalized within your section and module. Grades will then be weighted and averaged across all modules and the final quiz.

Course Grading

List assignments and percentages [HERE](#)

Attendance and participation will impact your final grade. Each **unexcused** absence in a case discussion could result in **up to** a ½ letter grade reduction, (i.e., A to A-, or A- to B+, etc.).

Once assignment and modules grades are released you have up to one week to review/question your grade until it becomes final.

Late Assignment Policy

Unless otherwise stated by your lecturer, if you turn in an assignment after the deadline, you will automatically lose 15% of your total grade for that assignment.

Attendance Policy

There are no unexcused absences allowed for boot camp discussion sections (excused absences are exams, religious holidays, and sickness, but do not include interviews or conference attendance). Each unexcused absence will drop you up to one partial grade (for example, from an A to A-). We do not allow absences because so much learning takes place within the classroom – and because your classmates are depending on you (case discussions are not lectures – you learn from and with classmates, rather than from a broadcast lecture). Please drop us an email the week before the class if you will miss it for any reason. Tardiness is also not tolerated. Like absences, the reasons to be tardy are very, very few, and they also substantially lower your grade. Expect to be embarrassed by the professor if you are late (tardiness is a guaranteed way to ensure a very tough cold call). Anybody's tardiness will be reflected in the entire class being kept longer, in order to make up lost time.

This strict absence policy holds for all boot camp discussion sections. You are expected to attend

Friday lectures during the school as well, however, an occasional absence, agreed upon **in advance**, is acceptable. However, absences not agreed upon in advance are subject to the same restrictions and consequences as discussion sections.

To facilitate interaction and discussion, we have a limited laptop or Internet usage policy for both the lecture and discussion sections for this course. Bring your laptop to class so that you can reference the case discussions off your electronic reader. **Please do not use your computer, iPad or cell phone during class time outside of viewing the study.net reader, unless expressly asked for by the professor.**

Honor Code

The community at UC Berkeley has adopted the following Honor Code: “As a member of the UC Berkeley community, I act with honesty, integrity, and respect for others.” We should all strive to live up to this ideal and support others to do so as well.

Collaboration and Independence: Reviewing lecture and reading materials and studying for exams can be enjoyable and enriching things to do with fellow students. This is recommended. However, unless otherwise instructed, homework assignments are to be completed independently and materials submitted as homework should be the result of one’s own independent work.

Cheating: A good lifetime strategy is always to act in such a way that no one would ever imagine that you would even consider cheating. Anyone caught cheating on a quiz or exam in this course will receive a failing grade in the course and will also be reported to the University Center for Student Conduct. In order to guarantee that you are not suspected of cheating, please keep your eyes on your own materials and do not converse with others during the quizzes and exams.

Plagiarism: To copy text or ideas from another source without appropriate reference is plagiarism and will result in a failing grade for your assignment and usually further disciplinary action. For additional information on plagiarism and how to avoid it, see, for example: <http://www.lib.berkeley.edu/instruct/guides/citations.html#Plagiarism>
<http://gsi.berkeley.edu/teachingguide/misconduct/prevent-plag.html>

Academic Integrity and Ethics: Any test, paper or report submitted by you and that bears your name is presumed to be your own original work that has not previously been submitted for credit in another course unless you obtain prior written approval to do so from your instructor.

In all of your assignments, including your homework or drafts of papers, you may use words or ideas written by other individuals in publications, web sites, or other sources, but only with proper attribution. “Proper attribution” means that you have fully identified the original source and extent of your use of the words or ideas of others that you reproduce in your work for this course, usually in the form of a footnote or parenthesis.

As a general rule, if you are citing from a published source or from a web site and the quotation is short (up to a sentence or two) place it in quotation marks; if you employ a longer passage from a publication or web site, please indent it and use single spacing. In both cases, be sure to cite the original source in a footnote or in parentheses.

If you are not clear about the expectations for completing an assignment or taking a test or examination, be sure to seek clarification from your instructor or GSI beforehand.

Finally, you should keep in mind that as a member of the campus community, you are expected to demonstrate integrity in all of your academic endeavors and will be evaluated on your own merits. So be proud of your academic accomplishments and help to protect and promote academic integrity at Berkeley. The consequences of cheating and academic dishonesty – including a formal discipline file, possible loss of future internship, scholarship, or employment opportunities, and denial of admission to graduate school – are simply not worth it.

Students with Disabilities: If you need accommodations for any physical, psychological, or learning disability, please contact Claire Trias, M.Eng. Student Services Advisor at ctrias@berkeley.edu, or the [Disabled Students' Program](#). An “individual with a disability” means any person who has a physical or mental impairment, which substantially limits one or more major life activities, who has a record of such an impairment, or who is regarded as having such an impairment.

Accommodation of Religious Creed: It is the official policy of the University of California, Berkeley to permit any student to undergo a test or examination, without penalty, at a time when that activity would not violate the student’s religious creed, unless administering the examination at an alternative time would impose an undue hardship that could not reasonably have been avoided. Requests to accommodate a student’s religious creed by scheduling tests or examinations at alternative times shall be submitted directly to the faculty member responsible for administering the examination.

Reasonable common sense, judgment, and the pursuit of mutual goodwill should result in the positive resolution of scheduling conflicts. The regular campus appeals process applies if a mutually satisfactory arrangement cannot be achieved.

<https://rtl.berkeley.edu/>

Disclaimer: This syllabus is subject to change at any time by the instructor. Every effort will be made to give students ample notification of any changes.