

Please return this completed form when you submit your syllabus for review

Instructor Name(s) _____

Course Number and Section _____

<p style="text-align: center;">Checklist for R&C courses <i>(The reading guidelines will be the same for 1A and 1B)</i></p>
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R&C reading lists must contain the following.
Please list the texts you are using that fulfill these requirements.

1. At least two works originally written in English:

2. At least two works NOT originally written in English:

3. At least two book-length works:

4. No more than two works by the same author.

5. The instructor must have read at least one of the foreign language texts in the original.

A syllabus for either 1A or 1B must contain three each of the following.
National/linguistic traditions, historical periods, and genres

1. National/linguistic traditions (please list the three texts you are using)

2. The three historical periods must be chosen from the following (please list the three texts you are using):

Classical: _____

Medieval: _____

Renaissance/Early Modern: _____

18th-19th century: _____

20th-21st century: _____

The three genres must be chosen from the following (please list the three texts you are using):

Epic: _____

Lyric: _____

Prose fiction: _____

Drama: _____

Film: _____

Literary theory: _____

Comparative Literature R1A/R1B Writing Requirements

1A Writing Requirements (College of Letters & Sciences Guidelines)

Please be sure your syllabus includes:

- A minimum of 32 pages of writing, to be divided among a number of short essays (2–4 typewritten pages).
- Students are required to revise at least two of these essays.
- A short essay at the beginning of the semester to assess the students' writing skills.
- It is also recommended that at least two papers of 5–6 pages be assigned to allow for development of substantial arguments and to prepare students for the longer writing assignments of the 1B course.

1B Writing Requirements (College of Letters & Sciences Guidelines)

Please be sure your syllabus includes:

- A short essay (approximately 3 typewritten pages) to assess the students' writing skills at the beginning of the semester and to refresh the students' recollections of the skills practiced in 1A.
- Two progressively longer essays (totaling at least 16 typewritten pages), with at least an equal number of pages of preliminary drafting and revising.

Final Exam Requirements

In Fall 09 the campus administration implemented a change in the academic calendar which is designed to allow a full week for consolidation and review between the end of formal class sessions and the beginning of exams. This new Reading, Review and Recitation (RRR) period is envisioned as a time when students can have the benefit of review and consultation with instructors without having any required commitments or having deadlines to meet. If interested, you can read the official announcement of the change at: <http://opa.berkeley.edu/AcademicCalendar/SpringCalendarCalmessageFinal.pdf> . There is also an FAQ at: <http://registrar.berkeley.edu/Default.aspx?PageID=RRRFAQ.html>

In terms of your teaching, the most important things to know about the RRR period are 1) that you can't require students to attend anything (review sessions, etc.) during the RRR and you cannot set any due dates in this period, and 2) that you should be available to students (either in person or electronically) at least as much as you would normally be. (You should be able to meet the latter requirement by holding your regular office hours and allowing for some reasonable number of appointments outside of office hours; you may also choose to convert your normal class time into an extra session of office hours.)

One important implication of this new policy is that if you have a paper in lieu of a final exam (as I believe all R1A/B classes do), you can't set the due date either before (such as during the last week of classes) or during the RRR period. The earliest you can set the due date is the first day of exams. Historically the final exam date for our R&C courses was the last day of finals but you can also use the Final exam schedule <http://registrar.berkeley.edu/Default.aspx?PageID=examsp.html> and match your class time to its assigned final exam day and use that day as the due date for your final paper. For instance if your class is T/Th 9:30-11—you'll see on the final exam schedule that all T/Th 9:30-11 classes will have their final exams Wednesday 5/12. You can, of course opt to have papers due on the last day of finals.

If you have questions about this policy please consult with the Head Adviser for GSI Affairs.