

READING AND COMPOSITION QUESTIONNAIRE

This form is used to determine if non-UC Berkeley courses meet the criteria established by the Committee on Courses for the satisfaction of the UCB Reading and Composition (R&C) requirement. R&C courses must be taken on a letter-graded basis with a grade of C- or better (unless the course is offered only on a Passed/Not Passed basis). The completed questionnaire and attached reading list *must be mailed by the instructor in an official college envelope* to: L&S EVALUATION UNIT, University of California, 206 Evans Hall # 2924, Berkeley CA 94720-2924. **INCOMPLETE QUESTIONNAIRES INCLUDING LACK OF A READING LIST, AND QUESTIONNAIRES SUBMITTED BY STUDENTS, WILL BE DENIED.**

THIS SECTION TO BE FILLED OUT BY THE STUDENT:

Student's name _____ Student's email address _____
 Are you currently a UCB student? Yes No If yes, SID _____
 If no, for which term will you apply? _____
 Institution _____ State _____
 Department _____ Course no _____ Course title _____
 Units _____ Type of units: Semester Quarter Term & year taken _____
 _____ Number of R&C questionnaires you are submitting (One questionnaire for each course)

THIS SECTION TO BE FILLED OUT BY THE INSTRUCTOR:

Your responses noted below form the sole basis for evaluation of this course by the College of Letters and Science.

Please provide information which best describes the material covered in the above-listed course.

GENERAL:

1. Is this class part of a university or departmental writing program? If not, does the course provide formal instruction in the art and technique of expository and critical writing?

WRITING:

1. a) How many papers are required? _____ b) What is the average length of each? _____
 c) Does the course include multiple revisions? _____
 2. What is the total number of typewritten pages required?
 under 10 pages (*less than 2,500 words*) 25 pages (6,250 words)
 10 pages (*2,500 words*) 30 pages (7,500 words)
 15 pages (*3,750 words*) 35 pages (*8,750 words*)
 20 pages (*5,000 words*) 40 pages or over (*10,000 words or more*)

READING: (Please attach a reading list for this course to include the number of pages assigned.)

****The student's request will not be considered in the absence of the reading list****

In choosing the texts for this class, did you include or consult: (check all boxes that apply)

- a) A booklist of readings for writing courses?
 b) A committee's recommendation of appropriate texts for a writing course?
 c) Guidelines for choosing readings for writing courses?
 d) An anthology designed for writing and composition courses?
 e) None of the above.

If you have answered "e," please attach a brief statement to indicate how the readings on the list contribute to the writing-intensive nature of the class.

Completed by _____ Title _____

Signature _____ Date _____

Email address _____

THIS SECTION TO BE FILLED OUT BY THE COLLEGE OF L&S:

Writing = _____ Reading = _____

R&C equivalent (full or 1/2) _____

Signature _____ Date _____

ADMISSIONS USE ONLY:

UCB admit term _____

Pending? Yes _____ No _____

Evaluator/ext _____