**COURSE OUTLINE OF RECORD**

**Number:** ENGW G025  
**TITLE:** Writing The University Application Letter

<table>
<thead>
<tr>
<th>ORIGINATOR: Sacha Moore</th>
<th>EFF TERM: Summer 2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>FORMERLY KNOWN AS:</td>
<td></td>
</tr>
<tr>
<td>CROSS LISTED COURSE:</td>
<td></td>
</tr>
<tr>
<td>SEMESTER UNITS: 0.0</td>
<td></td>
</tr>
<tr>
<td>HRS LEC: 0.0</td>
<td>HRS LAB: 6.0</td>
</tr>
<tr>
<td>CONTACT HRS TOTAL: 6.0</td>
<td></td>
</tr>
<tr>
<td>STUDY NON-CONTACT HRS RECOMMENDED: 0.0</td>
<td></td>
</tr>
<tr>
<td>CATALOG DESCRIPTION:</td>
<td></td>
</tr>
</tbody>
</table>

This short course guides students through the process of writing the Personal Statement required with the University of California application. Open entry/open exit.

**JUSTIFICATION FOR COURSE:**

**PREREQUISITES:**

**COREQUISITES:**

**ADVISORIES:**

**ASSIGNED DISCIPLINES:**

English

**MATERIAL FEE:** Yes [ ] No [X] Amount: $0.00

**CREDIT STATUS:** Noncredit [ ] Credit - Degree Applicable [ ] Credit - Not Degree Applicable [X]

**GRADING POLICY:** Pass/No Pass [X] Standard Letter [ ] Not Graded [ ] Satisfactory Progress [ ]

**OPEN ENTRY/OPEN EXIT:** Yes [X] No [ ]

**TRANSFER STATUS:** CSU Transferable[ ] UC/CSU Transferable[ ] Not Transferable[X]

**BASIC SKILLS STATUS:** Yes [ ] No [X] LEVELS BELOW TRANSFER: Not Applicable

**CALIFORNIA CLASSIFICATION CODES:** Y - Not Applicable

**NON CREDIT COURSE CATEGORY:** Y - Not applicable, Credit Course

**OCCUPATIONAL (SAM) CODE:** E

**REPEATABLE ACCORDING TO STATE GUIDELINES:** No [X] Yes [ ] NUMBER REPEATS:

**REQUIRED FOR DEGREE OR CERTIFICATE:** No [X] Yes [ ]

**GE AND TRANSFER REQUIREMENTS MET:**

**COURSE LEVEL STUDENT LEARNING OUTCOME(S) Supported by this course:**

1. compose a two-page essay on one, or on a combination of, three topics described in the UC application booklet.
2. revise and edit writing to reflect skill in using standard English conventions.
3. demonstrate specific UC application typing guidelines.

**COURSE OBJECTIVES:**

1. Write a two-page essay on one, or on a combination of, three topics described in the UC application booklet.
2. Observe specific UC application typing guidelines.
3. Include in the essay special information pertinent to a community college transfer.
4. Observe the first UC application rationale: to enable the University to learn more about the applicant as an individual and to understand the experiences, accomplishments, and points of view he/she would bring to the undergraduate student body.
5. Observe the second UC application rationale: to discuss attributes and experiences that may not be evident through a review of the academic record.
6. Note the practical assistance contained in this syllabus, as well as in help sheets distributed by universities such as Berkeley, Riverside, Irvine, also enclosed here.
7. Note examples of essays written by previous applicants.
8. Complete the process by editing for all aspects of writing quality: relevance, interest, style, organization, spelling, diction, sentence correctness.

**COURSE CONTENT:**

**LECTURE CONTENT:**

A. The student will follow these steps:
   1. Understand the essay instructions described in the UC application booklet
   2. Understand the rationale for this essay
   3. Read the information given in this minicourse: syllabus advice -help sheets from universities -examples of essays written by previous applicants
   4. Write the essay
   5. Discuss finished essay with an instructor in the Writing Center
   6. Continue the process of editing, rewriting, submitting, until the essay is ready to send to UC

In addition, students are encouraged to attend the workshop "Writing the Essay for the UC application," traditionally given mid-October as part of the GWC Counselors' "Student Success Seminars."

**LABORATORY CONTENT:**

**METHODS OF INSTRUCTION:**

A. Lab:
B. Tutoring – noncredit:
C. Direct Study/IS:
D. Independent Study:

**INSTRUCTIONAL TECHNIQUES:**

**COURSE ASSIGNMENTS:**

**Reading Assignments**

Syllabus, provided by the Writing Center, containing all necessary instuctions, help-sheets, and essay examples.

**Writing Assignments**

An essay, known as the Personal Statement, written according to UC application booklet criteria.

**Out-of-class Assignments**

1. Discussion of finished essay with an instructor in the Writing Center.
2. Continuation of the process of editing, rewriting, submitting, until the essay is ready to be sent to UC.

**METHODS OF STUDENT EVALUATION:**

Written Assignments
Demonstration of Critical Thinking:
Students provide personal information to convince UC admissions officers of their readiness to join the university community.

Required Writing, Problem Solving, Skills Demonstration:
An essay, known as the Personal Statement, written according to UC application booklet criteria.

TEXTS, READINGS, AND RESOURCES:

LIBRARY:
Adequate library resources include:

Comments:

Attachments:
Attached Files