



## Program Syllabus University Preparation

This Program Syllabus outlines policies for all courses offered as part of the University Preparation program. For course-specific information, please refer to the Course Syllabus and Curriculum Guide, which can be accessed at [www.columbiawestcollege.edu](http://www.columbiawestcollege.edu) → Students → Syllabi and Curriculum Guides.

**Class Time:** Classes offered as part of our University Preparation program may be offered in the morning, afternoon, or evening according to the following schedule:

<u>Morning</u>	<u>Afternoon</u>	<u>Evening</u>
Monday - Thursday 9:00 a.m. – 1:30 p.m.	Monday - Thursday 1:30 p.m. – 6:00 p.m.	Monday - Thursday 6:00 p.m. – 10:30 p.m.

**Instructional Mode:** Residential Training

**Assessment and Documentation:** Your progress will be assessed throughout the 12 weeks (Introductory) / 24 weeks (Advanced) of curriculum. You will receive a formal assessment at the end of each 4-week module. This assessment will be based on attendance, class participation, and timely completion of class assignments (quizzes, tests, in-class and homework assignments, and any other projects or assignments the instructor has assigned). At the end of each four-week module, you will be provided with unofficial transcripts. Your grades and Grade Point Averages (GPAs) will be calculated as follows:

Grade	Explanation	Percentage	Grade Point	Advancement
A	Excellent ☺☺☺	90 – 100%	4	Pass
B	Good ☺☺	80 – 89%	3	
C	Satisfactory ☺	70 – 79%	2	
D	Poor ☹	60 – 69%	1	Fail
F	Failing ☹☹	0 – 59%	0	

Your four-week module grade will consist of the following:

Type of Assessment	Percentage
Written assignments/Presentations/Quizzes	50%
Homework	25%
Participation	15%
Attendance	10%

**Attendance:** Please come to class on time and return from breaks on time. You must attend at least 80% of all classes or risk being asked to leave the school (please see Student Handbook for more details). If you come to class late (fewer than 15 minutes) or leave class early (fewer than 15 minutes), you will be marked “tardy.” If you are more than 15 minutes late to class or leave



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more than 15 minutes early, you will be marked “absent.” Three tardies will have the same effect on your attendance as one absence (Three tardies = one absence).

If you need to miss class, you must inform your teacher as soon as possible. Make-up homework and in-class assignments should be discussed with your teacher. You are expected to get contact information and the missing class notes, handouts, etc. from your classmates. Quizzes are given on Thursdays (unless otherwise specified), so do not be absent on Thursdays. Makeup quizzes are not granted except in emergency situations (i.e. a medical emergency with a doctor’s note). You must get approval for makeup quizzes from Administration.

**Satisfactory Academic Progress:** Please keep in mind that in order to maintain Satisfactory Academic Progress (SAP), each student at CWC needs to have at least a **2.0 GPA** (Grade Point Average) and a minimum of **80%** cumulative **attendance**.

**In class decorum:** Out of respect for other students and your instructor, please conduct yourself according to these expectations:

- 1) **Eating & Drinking:** Limit eating in the classroom to small, low-key, odor-free snacks (nutrition bars, crackers, etc.). To avoid spills, use drinking bottles and tumblers with sealable, closed lids.
- 2) **Cell Phone Usage:** Do not use your cell phone for personal reasons during class. Turn off your ringtone or set it to vibrate. In case of emergency, please exit the class if you need to use your phone; remember that leaving the classroom for extended periods of time will result in your attendance being changed to “tardy” or “absent.”
- 3) **English Only:** Use English during class. Speaking in your native language during class will affect your participation grade. In some cases, you may be asked to leave class, and your attendance will be changed to “absent.”

**Learning Activities:** The class will include direct instruction, in-class written and oral assignments, discussion, movies and short videos, role-playing, and other exercises. You are expected to:

- 1) Attend all classes.
- 2) Actively participate in all class activities.
- 3) Read all assigned material and complete assigned work before each class.
- 4) Successfully complete all assignments (in-class assignments, homework, projects, presentations, quizzes, tests, and any other graded material the instructor assigns).

**Class Schedule:** Please refer to the Course Syllabus and Curriculum Guide. Instructors will provide students with a specific class schedule, including assignments, due dates, field trips, etc.

**School Address:** 3435 Wilshire Blvd #1700, Los Angeles, CA 90010