





1. Regular attendance at lectures is essential. Absenteeism can result in debarment from writing the final examination, which in the Department of English results in failure of the course.
2. Essays are due on the dates specified above, but each student will be allowed a total of FIVE grace days to be used at his/her discretion. Two percent per day (including weekends) will be deducted from late essays once the 5 grace days have been used up. No paper will be accepted later than three weeks after the due date.
3. All essays should be double-spaced and typewritten or printed in a standard font. Please follow MLA format (see attached guidelines). Essays should be handed in during class or dropped off in the Department of English Essay Drop-Off Boxes (location TBA). Do not leave essays under office doors.
4. Plagiarism: Students must write their essays and assignments in their own words. Whenever students take an idea or a passage from another author, they must acknowledge their debt both by using quotation marks where appropriate and by proper referencing such as footnotes or citations. Plagiarism is a major offense (see Scholastic Offence Policy in the Western Academic Calendar). Any student who commits this or any other act of academic dishonesty will receive a grade of zero and a note will be placed on his or her academic record.
5. Plagiarism Checking: The University of Western Ontario uses software for plagiarism checking. Students may be required to submit their written work in electronic form for plagiarism checking.
6. The Tutorial Grade, which will be assigned by your tutorial leader, will reflect your presence in tutorial and your lively participation in discussions, exercises, and other marked work.
7. All grades, once assigned and/or posted, are final. While formal appeal processes do exist in the Department of English and Writing Studies, grades will not be changed after the fact in response to emailed requests and/or GPA requirements, nor will the weighting of assignments be altered for individual students.





Jane Doe

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English 2033E

16 November 2010

A cfU`5 a V][i ]m]b`F ""@`GH] YbgcbEg *Treasure Island*

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Your title should indicate your topic and the works you will be discussing. Titles of books should be *italicized*. Titles of short poems, articles, and short stories (including fairy tales) should be put in quotation marks.

Introduce quotations in your own words, identifying the speaker and context: i.e. 6YhY`\\Y]a`Uf[i Yg`h`Uhf`H\Y`ZU]fmiH`U`Y`Ä`VcbZfcbhg`h`Y`W]`X`gei`UfY`mik`]h`h`Y`VUg]W`humUb`dfYX]Wla`Ybhj`f]l`&`E""l`g`Y`Y`dgYg`hc`]bX]WUHY`k`\\YfY`nci`\\Uj`Y`ca`]hYX`a`UHYf]U""Z`you are using an online version of a novel which has no page numbers, you may use chapter numbers instead (ch. 13). If the quotation is longer than four lines, do not use quotation marks; instead, indent the passage ten spaces from the left and continue to Xci`V`Y`gdUW""]Y"A`UW8`cbU`X`i`gYg`8`Ufk`]bEg`h`YcfmcZ`Yj`c`i`h]cb`hc`Yl`d`U]b`h`Y`[`cV`]bgD`origin:

Those who had caught sight of them said that they had greatly altered

]b`h`Y`Vci`fgY`cZ`[`YbYfU]cbg]Ä`Vch`]b`ZUW`UbX`Zcfa`""fW""%Ł

8c`bch]bWl`XY`h`Y`U`h`cfEg`bLb`Y`]b`h`Y`dUfYb`h`Y]h]W`fYZfYbW`]Z`h`Y`]XYbh]hmcZ`

the author is already clear from the context. List all the works you have refer.63 ks y058s12ion mQnF7 ©CP

### *Scholastic Offences, including Plagiarism*

The University Senate requires the following statements, and Web site references, to appear on course outlines:

Students are directed to read the appropriate policy, specifically, the definition of what constitutes a Scholastic Offence, at the following Web site: <http://www.uwo.ca/univsec/handbook/appeals/scholoff.pdf>

Students must write their essays and assignments in their own words. Whenever students take an idea, or a passage of text from another author, they must acknowledge their debt both by using quotation marks where appropriate and by proper referencing such as footnotes or citations. Plagiarism is a major academic offence (see Scholastic Offence Policy as above).

The University has purchased commercial plagiarism detection software under license to the University for the detection of plagiarism. All papers submitted for such checking will be included as source documents in the reference database for the purpose of detecting plagiarism of papers subsequently submitted to the system. Use of the service is subject to the licensing agreement currently between The University of Western Ontario and Turnitin.com (<http://www.turnitin.com>)

### *Prerequisites*

The University Senate requires the following statement to appear on course outlines:

Students must ensure that their selection of courses is appropriate and accurately recorded and that all course prerequisites have been successfully completed, and that they are aware of any antirequisite course(s) that they have taken. If the student does not have the requisites for a course, the University reserves the right to remove the student from the course and to delete it from the student's record. The student will receive no adjustment to his or her fees in the event that he or she is dropped from a course.

For UWO Policy on Accommodation For Medical Illness, see:

<http://www.uwo.ca/univsec/handbook/appeals/medical.pdf>

(downloadable Student Medical Certificate (SMC): <https://studentservices.uwo.ca> under the Medical Documentation heading)

Students seeking academic accommodation **on medical or other grounds** for any missed tests, exams, participation components and/or assignments **worth 10% or more of their final grade** must apply to the Academic Counselling office of their home Faculty and provide documentation. Academic accommodation on medical grounds cannot be granted by the instructor or the Program in Writing, Rhetoric, and Professional

Communication