



The Many Faces of Harry Potter -

### General Information

1. All written assignments should be double-spaced and should use a standard font such as 12-pt Times Roman. Please follow MLA format (see attached guidelines). Essays must be uploaded as documents to the Assignments tool. Email is not an accepted method of submission. To count as on time, an essay must be uploaded to the OWL by 11:55 pm on the due date. Two percent per day (including weekends) will be deducted from late essays. No paper will be accepted beyond three weeks after the due date or after the last day of classes (December 9GB)

**USE OF SOURCES**

- < Is there textual evidence to back up each claim in the paper?
- < Is there an attention to detail (word choice, imagery, etc.) that adds intricacy to the argument?
- < Are quotations integrated smoothly and cited correctly?

**STYLE**

- < Is the writing style clear, concise, and readable, so that the focus falls on the ideas in the paper?
- < Are sentences punctuated correctly?

A+ (90-100) = Excellent [A+]  
A (80-89) = Very Good [A]  
B (70-79) = Good [B]  
C (60-69) = Fair [C]



### Academic Consideration for Missed Work

Students who are temporarily unable to meet academic requirements (e.g. attending lectures or labs, writing tests or midterm exams, completing and submitting assignments, participating in presentations) may submit a self-reported absence form online (available on your Student Center) provided that the absence is 48 hours or less and the other conditions specified in the Senate policy are met. Students can self-report only two absences per academic year. See policy here:

[https://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/Academic\\_Consideration\\_for\\_absences.pdf](https://www.uwo.ca/univsec/pdf/academic_policies/appeals/Academic_Consideration_for_absences.pdf).

Students whose absences are expected to last longer than 48 hours, or where the other conditions detailed in the policy are not met (e.g., work is worth more than 30% of the final grade, the student has already used 2 self-reported absences, the absence is during the final exam period), may receive academic consideration by submitting a Student Medical Certificate (for illness) or other appropriate documentation (for compassionate grounds) to Academic Counselling. Academic accommodation cannot be granted by the instructor or department. The Student Medical Certificate is available online at [https://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/medicalform.pdf](https://www.uwo.ca/univsec/pdf/academic_policies/appeals/medicalform.pdf).

All students pursuing academic consideration, regardless of type, must contact their instructors no less than 24 hours following the end of the period of absence to clarify how they will be expected to fulfill the academic responsibilities missed during their absence. Students are reminded that they should consider carefully the implications of postponing tests or midterm exams or delaying submission of work, and are encouraged to make appropriate decisions based on their specific circumstances.

Students who have conditions for which academic accommodation is appropriate, such as disabilities or ongoing or chronic health conditions, should work with Accessible Education Services to determine appropriate forms of accommodation.

### Academic Offences

Scholastic offences are taken seriously and students are directed to read the appropriate policy, specifically, the definition of what constitutes a Scholastic Offence, at [http://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/scholastic\\_discipline\\_undergrad.pdf](http://www.uwo.ca/univsec/pdf/academic_policies/appeals/scholastic_discipline_undergrad.pdf)

### **Plagiarism:**

Students must write their essays and assignments in their own words. Whenever students take an idea or 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 academic offence.

**Plagiarism Checking:**

All required papers may be subject to submission for textual similarity review to the commercial plagiarism detection software under license to the University for the detection of plagiarism. All