

their instructor, who may elect to make a decision on the request directly, or refer the student to the Academic Counselling office of their home Faculty.

Students should also note that individual instructors are not permitted to receive medical documentation directly from a student, whether in support of an application for accommodation on medical grounds, or for other reasons (e.g. to explain an absence from class which may result in a grade penalty under an

Schedule (*subject to minor changes*)

Week One **Introduction: Writing and Rhetoric in a Professional Context**
Locker/Findlay, Chapters 1

Week Two **Rhetoric: The Concept of Audience**
Locker/Findlay, Chapter 2

Introduce Case and Diagnostic Paper: (Audience Analysis; up to 500 words/ungraded) due Week Three

Week Three **Introduction to the Conventions/Grammar of Standard Written English; Writing Clearly**
Locker/Findlay, Chapter

Week Nine Communicating Across Cultures Overview (Locker/Findlay, Chapter 5)
Writing Proposals and Reports: Introduction to Assignment #4 **Week Nine**