

Assignment Format

Written assignments are to be typed, double-spaced, and stapled. All assignments must have your name, _____, on the first page. When using sources in a paper, you will be expected to follow APA standards for documentation, as detailed in *The Handbook* sections 37B, or Chapter 8 of *Healthcare Writing*.

Submitting Assignments

Assignments are due in-class on the date specified on the schedule. **Late assignments will be penalized a full letter grade unless I have granted you an extension.** You must talk to your instructor about extensions ahead of the due date; they are not automatic.

In this course you will be required to submit the final version of each of your written assignments electronically, through OWL, to Turnitin.com.

If necessary, please submit assignments to the Department of English and Writing Studies Drop Box outside of University College 2401, making sure you include both _____ name and your section number. However, do not fax or email assignments. Also, be aware that **you are responsible for keeping copies of all assignments submitted.**

Attendance policies

Attendance at class is required to improve as a writer. Here is the Writing Studies attendance policy in this class:

You may miss up to three hours (the equivalent of one week of class) of class meetings during the term without explanation. That means that the first three class hours you miss will be recorded as absences but

However, if you miss a total of four to nine class hours (the equivalent of up to three full weeks of class), your final grade will be reduced by 10% (e.g. an earned final grade of 80% will be reported as a final grade of 72).

Scholastic Offences, including Plagiarism

specifically, the definition of what constitutes a Scholastic Offence, at the following Web site:
http://www.uwo.ca/univsec/pdf/academic_policies/appeals/scholastic_discipline_undergrad.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.

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 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 Western and Turnitin.com <http://www.turnitin.com>.

Note: In this course you will be required to submit an electronic copy of the final version of each of your essays to turnitin.com through your section's SAKAI HomePage.

Prerequisites

Unless you have either the requisites for this course or written special permission from your Dean to enroll in it, you may be removed from this course and it will be deleted from your record. This decision may not be appealed. You will receive no adjustment to your fees in the event that you are dropped from a course for failing to have the necessary prerequisites.

Medical Accommodation Policy

Western has a comprehensive policy covering requests for accommodation by students who are not registered with Student Accessibility Services. All students should review this policy here, under the Undergraduate Student

notice requirements:

http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page_12

In Writing courses, students covered by this policy who are seeking academic consideration must proceed as follows.

Writing Studies' Basic Policy: Students seeking academic consideration on medical or any other grounds for any missed tests/exams, class attendance/participation components, or late or missed assignments must either initiate a Self-Reported Absence (for a grade component worth up to 30% of their final grade, but excluding final exams scheduled during the exam period) or apply in person to the Academic Counselling or Undergraduate office of their home Faculty and provide a Student Medical Certificate (SMC) or other supporting documentation as required in accordance with official Western policy (linked above).

Students seeking academic consideration must communicate with their instructors no later than 24 hours after the end of the period covered by either:

- i. A Self-Reported Absence, or
- ii. Academic consideration supported by the Academic Counselling Office.

Exception: In Writing Studies courses, a student seeking academic accommodation on non-medical grounds for any missed in-class tests/exams, class attendance/participation components, or late or missed assignments worth less than 10% of a final grade may first consult directly with her or his instructor, who

will in his or her discretion elect either to make a decision on the request directly or instruct the student to follow the procedures set out in (above).

Please note that individual instructors will not under any circumstances accept or read medical documentation directly offered by a student, whether in support of an application for accommodation on medical grounds or for related reasons (e.g. to explain an absence from class which may result in a grade

me Faculty.

Students who are or who feel they should be covered under Student Accessibility Services should review Western policy here:

http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page_10

Students who are in emotional/mental distress should refer to MentalHealth@Western (<https://www.uwo.ca/health/>) for a complete list of options about how to obtain help.

Class Meeting Schedule

Note: Quiz dates are tentative and may change depending on how much material we have (or have not yet) covered since the previous quiz. Quizzes will never be moved up only back and advance notice will be given if/when such a scheduling change occurs.

As a general point about electronic devices in the classroom, note as well that while laptops or tablets are certainly encouraged for note-taking purposes, **cell phones are not permitted to be at hand or anywhere in view during lecture**

Week 5 Feb. 7	Effective Sentences: Active vs. Passive Voice, Parallelism Commas, Semicolons, Colons	CWH: Ch. 4e-i, 5h, 8h; Ch. 15-17, 25 (all) HW: Ch. 6 (pg. 125-31, 142-4)
Week 6 Feb. 14	Assignment 2 Due Quiz 2 Effective Sentences: Modifiers Dashes and apostrophes Diction Plan your research: Literature review	CWH: Ch. 5d-g; 18-24 (all), 32l-n; Ch. 7e, 14 (all), Ch. 33 (all) HW: Ch. 6 (pg. 131-3, 139-41), Ch. 8 (pg. 173-82)
Week 7 Feb. 28	Taylor Library Research Information Session	
Week 8 Mar. 6	Assignment 3 Literature Review Due Evaluating and Incorporating Sources	CWH: Ch. 34-36 HW: Ch. 8 (pg. 176-86)
Week 9 Mar. 13	Quiz 3 Evaluating and Incorporating Sources (continued) Pronoun Case/Reference Preparing for the Oral Report	CWH: Ch. 34-36; Ch. 7b,d HW: Ch. 2 (pg. 37-41), Ch. 6 (pg. 115-18)