

A&PB 36

Thursdays 2:30pm – 5:20pm
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Wednesdays 12 – 1pm

Please read this post on proper email etiquette: medium.com/@lportwoodstacer/how-to-email-your-professor-without-being-annoying-af-cf64ae0e4087#.oaxpj163l

Please note that I only check my UWO e-mail Monday through Thursdays (10am – 6pm), and it may take up to 24 hours to receive a response. I will neither be reading nor responding to e-mail on Fridays, Saturdays, or Sundays.

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 the equivalent of one week of class of class meetings during the term without explanation. That means that the week you miss will be recorded as absences but *excused provided you don't miss any more*.

However, if you miss a total of 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).

If you miss a total of more than three weeks of class meetings, your final grade will be reduced by 15% (e.g. an earned final grade of 80% will be reported as a final grade of 68).

This policy will be waived only for medical or compassionate reasons. If you have good reasons for waiving an absence of one class meeting (e.g. if you've missed three hours, and need or want to miss another class meeting) discuss these reasons with your instructor within one week of that absence. If your absence is extended and prolonged (over one week of continuous non-attendance), then you should discuss it with your academic advisor in your home faculty, who may require documentation. That advisor may then contact all of your instructors. See also: ' ' below.

_____: a class meeting missed in order to write a test, exam, or other form of 'make-up class' in another course ____ count as non-attendance, and ____ attract penalties as defined above if applicable. Instructors at the University of Western Ontario _____ a student to write a make-up test or similar at times which conflict with that student's other scheduled class times. If you are asked or 'required' to do this, you should immediately contact an academic counsellor in your Dean's office. If you elect to miss a class in order to write such a test, that is _____ choice; your absence will not be excused.

See also: ' ' below.

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

"Scholastic offences are taken seriously and 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/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

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

“Unless you have either the requisites for this course or written special permission from your Dean to enroll in
