



## Course Requirements

Assignment	Due Date
Essay 1: Rhetorical Analysis (20%)	Rough Draft: End of Week 2 Final Draft: End of Week 4
Essay 2: Inform or Persuade (30%)	Rough Draft: End of Week 6 Final Draft: End of Week 9

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Dates	Topic	Readings
Week 8 (March 8-14)	Punctuation	Other punctuation: Chapters 18-24 Chapter 25: Avoiding Common Errors in Punctuation
Week 9 (March 15-21)	<b>Final Draft of Assignment 2 due March 21</b>	Chapter 33: The Research Plan Chapter 9: Agreement Between Subject and Verb
Week 10 (March 22-28)	<b>Rough Draft for Assignment 3 due March 28 in the discussion board</b>	Chapter 35: Acknowledging Sources Chapter 36: Quotation, Paraphrase, Summary and Academic Integrity
Week 11 (March 29-April 4)	Documentation Systems Peer review workshop for Assignment 4	Chapter 37: Documentation
Week 12 (April 5-12)	<b>Final Draft of Assignment 3 due on the last day of class, April 12</b>	

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## Assignment Format

Essays are to be typed and double-spaced in a standard serif font such as Times New Roman. All assignments must have your name on the first page and be submitted as .doc, .docx, or .rtf format. Do not use a cover page, as these are particularly unnecessary for online submissions. When using sources in Essay 4, you will be expected to follow MLA, APA, or Chicago-style citations, which will be discussed in class and which are detailed in *The Canadian Writer's Handbook* section 37.

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## Submitting Assignments

Assignments are due on the dates specified on the schedule. Late essays will be penalized by **2.5% per day** unless I have permitted an extension on the due date. You must speak to me ahead of time for an extension and provide a suitable reason. Weekly class sessions will run from Monday to Sunday, so writing assignments for a particular week are due by Sunday night at 11:59PM, Eastern Time. Note that OWL is often down during Sunday mornings for regular system updates.



Each of your final drafts is automatically submitted to [Turnitin.com](https://www.turnitin.com) for plagiarism checking when you submit it for grading through the **Assignments** area of our course. Turnitin will generate a report for you, detailing the percentage of your paper that has been taken from sources, which I will also look at. I will not grade any essay until I see the report on Turnitin.com.

In addition to handing in final drafts on the due date for each assignment, you are required to submit a rough draft of each writing assignment for peer review sessions as noted in the Course Schedule above. I will assess these drafts for completeness; students who do not submit a complete draft to peer review classes will **lose 10%** from the earned grade for that assignment. In other words, an assignment that would have earned a 78, for example, will receive instead a recorded grade of 70. This penalty will be applied in addition to any other penalties incurred (e.g., for late submission). If you do the reviewing in our online discussion but submit your own draft, **the deduction is 5%**. The benefits of the peer review are having

another reader and getting to read how someone else has approached the

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discuss it with your academic advisor in your home faculty, who may require documentation. That advisor

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**Medical Accommodation Policy**

The official Western/Writing Studies Medical Accommodation Policy appears below. This remains in effect, but may be modified temporarily by the university during the academic year as conditions change. 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

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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](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 (see Scholastic Offence Policy as above).

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 between The University of Western Ontario and TurniW\*nBTt1.9(nt .m8( ))TJETQq0.000009

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