

ASSIGNMENT FORMAT

Text assignments (#1 and #3) must be typed and double-spaced, and must have your name, course name, section number, and instructor's name on the first page. Designed/reformatted assignments (#2 and #4) must also be typed but will include creative visual page layouts (inspired by course material) to support/accentuate the content. When using sources, you will be expected to follow MLA conventions for documentation/citation.

SUBMITTING ASSIGNMENTS

Assignments are due on the date specified on the schedule (see below). **Late assignments will be penalized 5% per day unless I have granted you an extension.** You must talk to your instructor about extensions ahead of the due date; they are not automatic, nor will they be granted retroactively.

In this course, you will submit the final version of all assignments electronically through the OWL site; text assignments (#1 and #3) will be submitted as doc or docx files; designed/reformatted assignments (#2 and #4) will be submitted as PDF files. When you upload your work to OWL, it will automatically be processed through Turnitin.com (see SCHOLASTIC OFFENCES section below). No hard copies are required. Do not fax or email assignments; do not drop off assignments anywhere on campus. Also, be aware that you are responsible for keeping copies of all assignments submitted.

OWL DISCUSSION FORUMS

This course is entirely online and asynchronous, but it is not self-paced; you will be required to participate in weekly OWL discussion forums. These mandatory responses will engage with the course content and be the equivalent of class attendance.

You must attend class—defined as logging into our OWL section—by participating in all assigned OWL forums (see complete schedule below). This means at least TWO (2) separate posts during each of those weeks: one (1) that is a new thread you initiate (aim for 200-300 words) and one (1) that is a reply/response to another student (aim for 75-100 words).

For each unit, the OWL forums **will open on Monday at 9:00am and will be locked the following Monday at 9:00am.** Missed discussions cannot be made up without official accommodation from academic counselling. Posts in the OWL discussion forums must do the following:

- Contribute something meaningful (and new) to the conversation;
- Support your opinion with sufficient reasons or evidence;
- Display good grammar, effective organization, concision, and precision.

Posts **MUST NOT:**

- Contain disrespectful, insulting, or offensive language; **the use of racist language or any language that works against the values of Equity, Diversity, and Inclusion will not be tolerated.** Before posting, please review all your comments to ensure that they are appropriate.
- Be excessively long or excessively short;
- Be unrelated to the week's topic;
- Say things that do not contribute anything, e.g. "I agree with you" or "nice comment."

I will track your posts to the OWL forums, and at the end of term, I will arrive at a cumulative grade out of 100 that will constitute your 10% 'OWL Discussion Forums' mark. Note that 'attendance' in this course, as defined above, is mandatory. Failure to meet the minimum posting requirements for three weeks where there is an OWL forum will result in your final grade in this course being reduced by 10%. Failure to meet the minimum posting requirements for four or more weeks where there is an OWL forum will result in your final grade being reduced by 15%.

OFFICE HOURS/E-MAIL POLICY

This term, I will not be holding in-person office hours. Instead, I will be answering course questions and offering additional clarification/help through email. I respond to e-mails within 24 hours. If you have not heard from me in 48 hours, please resend your message. I do not check e-mail on the weekend.

STUDENT DEVELOPMENT CENTRE

Students experiencing general difficulty with the course material may contact the [Student Development Centre](#) for counselling and tutoring services, as well as writing consultation. The Student Development Centre also has staff members who specialize in assisting students with various disabilities to adjust to the university environment. Please advise me at the beginning of the ter

than 48 hours in duration, and the assessment for which consideration is being sought is worth 30% or less of the student's final grade. Students are expected to contact their instructors by email within 24 hours of the end of the period of the self-reported absence. Students are not able to use the self-reporting option in the following circumstances:

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