

COURSE REQUIREMENTS

ASSIGNMENT FORMAT and SUBMISSION

In this course, you will be required to submit the final version of each of your assignments electronically, through OWL to turnitin.com and provide your instructor with a hard copy in class the day the assignment is due.

Hard-copy assignments must be typed, double-spaced, and stapled, and they must have your name, course name, section number, and instructor's name on the first page.

When using sources in an assignment, you will follow MLA standards for documentation, detailed in *The Canadian Writer's Handbook*, chapter 37.

Late assignments will receive a penalty of 5% per day, and they will not receive comments. To qualify for an extension, you must have a valid reason and contact your instructor prior to the deadline. Please see the medical accommodation policy below.

If necessary, please submit essays to the English and Writing Studies Department Drop Box outside University College 2401. When submitting your assignment through the drop box, please use a cover sheet including only your instructor's name, your name, and your course and section number (a cover sheet is not necessary for assignments that you give directly to the instructor in class). However, do not fax or email assignments. You must keep copies (electronic, paper, or both) of all assignments submitted.

ATTENDANCE POLICIES

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>”).

ANTIREQUISITES

The antirequisite for this course is WRIT 1031F/G. You cannot take this course if you have taken WRIT 1031F/G.

ACADEMIC ACCOMMODATION

Senate language requires all requests for accommodation for a grade component of 10% or more to go to academic counselling. That same section, however, allows for (and encourages) instructors to deal directly with accommodation requests for grade components less than 10%. Here's the relevant Senate language:

“Accommodation by Instructor for work worth less than 10% of the overall grade in a course: Instructors are encouraged, in the first instance, to arrange participation requirements and multiple small assignments in such a way as to allow students some flexibility. A student seeking academic accommodation for any work worth less than 10% must contact the instructor or follow the appropriate Department or course specific instructions provided on the course outline.

In arranging accommodation, instructors will use good judgment and ensure fair treatment for all students. Instructors must indicate on the course outline how they will be dealing with work worth less than 10% of the total course grade. In particular, instructors must indicate whether medical documentation will be required for absences, late assignments or essays, missed tests, laboratory experiments or tutorials, etc. Where medical documentation is required, such documentation must be submitted by the student directly to the appropriate Faculty Academic Counselling/Dean's office, who will make the determination whether accommodation is warranted. Given the University's Official Student Record Information Privacy Policy (https://www.uwo.ca/univsec/pdf/academic_policies/general/privacy.pdf), **instructors may not collect medical documentation.**”

MEDICAL ACCOMMODATION POLICY

“The University recognizes that a student's ability to meet their academic responsibilities may, on occasion, be impaired by medical illness. Illness may be acute (short term), or it may be chronic (long term), or chronic with acute episodes. The University further recognizes that medical situations are deeply personal and respects the need for privacy and confidentiality in these matters. However, in order to ensure fairness and consistency for all students, academic accommodation for work representing 10% or more of the student's overall grade in the course shall be granted only in those cases where there is documentation indicating that the student was seriously affected by illness and could not reasonably be expected to meet their academic responsibilities.

Students who are in emotional/mental distress should refer to MentalHealth@Western: (<https://www.uwo.ca/health/psych/index.html>) for a complete list of options about how to obtain help. Immediate help in the event of a crisis can be had by phoning 519-661-3030 (during class hours) or 519-433-2023 after class hours and on weekends.

Religious Accommodation

Students should consult the University's list of recognized religious holidays and should give reasonable notice in writing (email), prior to the holiday, to the Instructor and an Academic Counsellor if their course requirements will be affected by a religious observance. Additional information is given in the Western Multicultural Calendar.

OTHER STUDENT SUPPORT SERVICES

Registrarial Services <http://www.registrar.uwo.ca>

Student Support Services <https://student.uwo.ca/psp/heprdweb/?cmd=login>

Services provided by the USC <http://westernusc.ca/services/>

Academic Support and Engagement <http://www.sdc.uwo.ca/>

INTELLECTUAL PROPERTY AND COPYRIGHT

All instructor-written materials (e.g., PowerPoints, lecture notes, oral lectures) for this course are created solely for students' personal use within the course and remain the instructor's intellectual property. Further reproduction, fixation, distribution, transmission, dissemination, communication, or any other uses, without securing the consent of the copyright owner (the course instructor) may be an infringement of copyright. You may not distribute, email, or otherwise communicate these

Assignment 1 draft due; peer review

Week Five **Good-News, Neutral, and Bad-News Messages**
Oct. 11 **Rentz, Lentz, and Campagna, Chapters 8 and 9**

Assignment 1 due in class
Quiz 1: Parts of Speech

Week Six **Persuasive Messages and Proposals**
Oct. 18 **Rentz, Lentz, and Campagna, Chapter 10**

Introduce Assignment 2: Persuasive message with visual

Week Seven **Document Design**
Oct. 25 **Rentz, Lentz, and Campagna, Chapter 3**

October 28 (5 p.m.)–November 6: Fall Reading Week: No Classes

Week Eight **Visuals**
Nov. 8 **Rentz, Lentz, and Campagna, Chapter 4**

Introduce Assignment 3: Formal report with visual

Assignment 2 draft due; peer review
Quiz 2: Punctuation

Week Nine **Communicating Across Cultures; Researching and Writing Reports**
Nov. 15 **Rentz, Lentz, and Campagna, Chapters 7 and 11**

Assignment 2 due in class
Quiz 3: Editing Exercise

Week Ten **Researching and Writing Reports**
Nov. 22 **Rentz, Lentz, and Campagna, Chapters 11 and 12**

Week Eleven **Employment Communications**
Nov. 29 **Rentz, Lentz, and Campagna, Chapter 15**

Assignment 3 draft due; peer review

Week Twelve **Researching and Writing Reports**
Dec. 6 **Rentz, Lentz, and Campagna, Chapters 11 and 12**

Assignment 3 due in class on December 6.