





you are asked or required to do this, you should immediately contact an academic counsellor or your Dean's office. If you elect to miss a class in order to write such a test, your absence will not be excused.

#### Email Policy

When you contact me using OWL Message, you can expect a response within twenty-four hours. If you email me using Outlook/Western email, you can expect a response within one week. If you email me using a non-UWO account, you will not receive a response. If I foresee that I can respond to emails within times listed above, I will post an announcement on OWL. Please be mindful that you should use email to arrange appointments, to inform me that you will miss a class and to ask relatively simple questions (i.e., questions that I can answer in one or two sentences).

#### Scholastic Offences, including Plagiarism

The University Senate requires the following statements, and Web site references, to appear in 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](http://www.uwo.ca/univsec/pdf/academic_policies/appeals/scholastic_discipline_undergrad)

Students must write their essays and assignments in their own words. Whenever students use 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. 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 service. Use of the service is subject to the licensing agreement, currently between The University of Western Ontario 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 WRIT 1031F/G.

#### Academic Accommodation and Consideration

If the conditions for a Self-Reported Absence are met, students will need to provide a Student Medical Certificate if the absence is medical, or provide appropriate documentation if there are compassionate grounds for the absence in question. Students are encouraged to contact the Faculty academic counselling office to obtain more information about the relevant documentation. All requests for consideration for assessments worth more than 30% of a final grade must be directed to the Academic Counselling office of a student's Home Faculty.

In this course, all requests for academic consideration must be directed to the Academic Counselling office of the student's Home Faculty if a SRA will not be used.

Students should also note that individual instructors are not permitted to receive documentation directly from a student, whether in support of an application for consideration on medical grounds, or for other reasons. All documentation required for absences that are not covered by the Self-Reported Absence Policy must be submitted to the Academic Counselling office of a student's Home Faculty.

For Western University policy on Consideration for Student Absence, see [Policy on Academic Consideration for Student Absences - Undergraduate Students in First Programs](#)

and for the Student Medical Certificate (SMC), see:

[http://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/medicalform.pdf](http://www.uwo.ca/univsec/pdf/academic_policies/appeals/medicalform.pdf)

#### Religious Accommodation

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

#### Special Requests (Special Examinations, Incomplete Standing, Aegrotat Standing)

Please refer to the [Information for All Students in a Writing Course](#) for more detailed information. Briefly, remember that your instructor does not have the discretion to initiate, consider, or grant (or not) such requests; you must go directly to the Dean's office of your faculty.

Students who are in emotional/mental distress should refer to Health and Wellness at <http://www.uwo.ca/uwocom/mentalhealth> 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.

#### Support Services

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

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

Services provided by the University of Waterloo <http://westernusc.ca/services/>

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

### Schedule

Week One      Introduction; Workplace Communication  
Jan. 11        Rentz, Lentz, and Campagna, Chapters 1 and 5 and Reference Chapter A

Week Two      Audience, Purpose, and Medium  
Jan. 18        Rentz, Lentz, and Campagna, Chapter 2

Week Three    Goodwill  
Jan. 25        Rentz, Lentz, and Campagna, Chapter 6

Week Four    Good-News, Neutral, and Bad-News Messages  
Feb. 1         Rentz, Lentz, and Campagna, Chapters 8 and 9

Assignment 1 draft due; peer review  
Quiz 1: Parts of Speech

