

You will submit both paper and electronic versions of your final drafts on the specified due date. In addition to doing so, you are required to submit a draft of each assignment and to participate in each of the scheduled peer-review sessions. Failure either to submit a draft sufficiently complete (in your instructor's opinion) to permit meaningful review or to participate actively in the peer-review session will result in a 10% penalty being applied to the earned grade for that assignment. In other words, an assignment that would have earned 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).

When using sources in a paper, you will be expected to follow appropriate standards for documentation, detailed in _____, Appendix B.

Late assignments will receive a grade no higher than 65% and will not receive comments unless you negotiate a new deadline with me prior to the original due date: you must request a new deadline in a memorandum that clearly states your reason(s) for needing the extension (see also Medical Accommodation Policy below).

When you contact me using OWL Message, you can expect a response within twenty-four hours. If you contact me using Outlook/Western email, you can expect a response within one week. If you contact me using a non-UWO account, you will not receive a response. If I foresee that I cannot respond to emails within times listed above, I will

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),

”

“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.

“Documentation shall be submitted, as soon as possible, to the appropriate Dean's office (the Office of the Dean of the student's Faculty of registration/home Faculty)

tutorials, arranging Special Exams or Incompletes, re-weighting course requirements, or granting late withdrawals without academic penalty. Academic accommodation shall be

should refer to

MentalHealth@Western:

(<https://www.uwo.ca/health/psych/index.html>) for a complete list of options about how to

January 26	Analyzing Audience and Purpose Peer Review of Assignment 1	Chapter 5
February 2	Writing Job-Application Materials Assignment 2: Job Package (20%, due February 16)	Chapter 15
February 9	Designing Documents Writing Effective Sentences Peer Review of Assignment 2	Chapter 11 Chapter 10
February 16	Writing Proposals Assignment 3 Assigned: Manual Proposal (30%, due March 16)	Chapter 16
March 2	Organizing Your Information Emphasizing Important Information	Chapter 7 Chapter 9
March 9	Researching Technical Subjects Citing and Integrating Sources Peer Review of Assignment 3	Chapter 6 Appendices A and B
March 16	Evaluating and Testing Documents Assignment 4 Assigned: Instruction Manual (40%, due April 6)	Chapter 13
March 23	Creating Graphics	Chapter 12
March 30	Peer Review of Assignment 4	3
April 6	Concluding Thoughts	