

Assignment Format

All assignments must be typed and stapled; make sure that prose assignments are double-spaced and that verse assignments are single-spaced. All assignments must have your name, course name, section number, and the instructor's name on the first page. Whenever using sources in a paper, you will be expected to follow MLA style.

Submitting Assignments

Assignments are due in-class on the date specified on the schedule. **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.

In this course you will be required to submit the final version of each of your written assignments electronically, through OWL, to Turnitin.com. If necessary, please submit hard copy assignments to the Department of English and Writing Studies Drop Box outside of University College 2401, **making sure you include your instructor's name, the course code, and your name on the first page.** Do not fax or email assignments. Also, be aware that you are responsible for keeping backup copies of all assignments submitted.

Office Hours & E-mail Policy

This term, my office hours will be held via Zoom on Thursdays from 2:00-4:00pm; I am also happy to book Zoom appointments and answer questions in person during (or directly after) our class each week. I try to 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.

Attendance Policies

Attendance at class is required to improve as a writer. Here is the Writing Studies attendance policy in this class:

You may miss up to three hours (the equivalent of one week of class) of class meetings during the term without explanation. That means that the first three class hours you miss will be recorded as absences but

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In-class Mask Policy

Scholastic Offences, including Plagiarism

"Scholastic Offences are taken seriously and students are directed to read the appropriate policy, specifically, the definition of what constitutes a Scholastic Offence, which can be found here:

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.

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>."

Note: In this course you will be required to submit an electronic copy of the final version of each of your assignments to turnitin.com through your section's OWL HomePage.

Prerequisites

"Unless you have either the requisites for this course or written special permission from your Dean to enroll in it, you may be removed from this course and it will be deleted from your record. This decision may not be appealed. You will receive no adjustment to your fees in the event that you are dropped from a course for failing to have the

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

Documentation from Hospital Urgent Care Centres or Emergency Departments

Students should request that an SMC be filled out. Students may bring this form with them, or request alternative Emergency Department documentation. Documentation should be secured at the time of the initial visit to the Emergency Department. Where it is not possible for a student to have an SMC completed by the attending physician, the student must request documentation sufficient to demonstrate