

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 *gze wugf 'rt qxf gf 'f qw'f qpø'o ku'cp{ 'o qt g.*

However, if you miss a total of four to nine class hours (the equivalent of up to three full weeks of class), your final grade will be reduced by 10% (e.g. an earned final grade of 80% will be reported as a final grade of 72).

If you miss a total of more than nine hours of class meetings (the equivalent of more than three weeks of class meetings) your final grade will be reduced by 15% (e.g. an earned final grade of 80% will be reported as a final grade of 68).

This policy will be waived only for medical or compassionate reasons. If you have good reasons for waiving an absence of one class meeting (e.g. if you've missed three hours, and need or want to miss another class meeting) discuss these reasons with your instructor within one week of that absence. If your absence is extended and prolonged (over one week of continuous non-attendance), then you should discuss it with your academic advisor in your home faculty, who may require documentation. That advisor may then contact all of your instructors.

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 between The University of Western Ontario and Turnitin.com (<http://www.turnitin.com>).”

In this course, students are permitted to use AI tools for information gathering and preliminary research purposes only (unless otherwise indicated in the assignment instructions). These tools

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.

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) together with a request

accommodation on medical grounds or for related reasons (e.g. to explain an absence from class which may result in a grade penalty under an 'Attendance' policy in the course). **All medical documentation must** be submitted to the Academic Counselling or Undergraduate office of a student's home Faculty.

Students with disabilities work with Accessible Education (formerly SSD) which provides recommendations for accommodation based on medical documentation or psychological and cognitive testing. The accommodation policy can be found here:

https://www.uwo.ca/univsec/pdf/academic_policies/appeals/Academic%20Accommodation_disabilities.pdf

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.

Statement on Gender-based Sexual Violence

Western is committed to reducing incidents of gender-based and sexual violence and providing compassionate support to anyone who has gone through these traumatic events. If you have experienced gender-based or sexual violence (either recently or in the past), you will find information about support services for survivors, including emergency contacts, here. To connect with a case manager or set up an appointment, please contact support@uwo.ca.

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/>

Schedule

- Week One**
Jan. 09 **Introduction; Workplace Communication**
Rentz, Lentz, and Campagna, Chapters 1 and 5 and Reference Chapter A
CWH, Sections 3-4
- Week Two**
Jan. 16 **Audience, Purpose, and Medium**
Rentz, Lentz, and Campagna, Chapter 2, Chapter 5, pp. 150-2, and
Reference Chapter A, pp. A-13 to A-22
CWH, Section 5
- Introduce Assignment 1: Negative Messages with Positive Emphasis (up to
1000 words total for both documents/20%) due Week Five (draft due in
class, Week Four)
- Week Three**
Jan. 23 **Goodwill**
Rentz, Lentz, and Campagna, Chapter 6 and Reference Chapter A, pp. A-2
to A-13
CWH, Section 15
- Grammar Quiz #1 Online: due Sunday 11:55 p.m.**
- Week Four**
Jan. 30 **Good-News, Neutral, and Bad-News Messages**
Rentz, Lentz, and Campagna, Chapters 8 and 9 and Reference Chapter A,
pp. A-2 to A-13
CWH, Sections 16-25
- Assignment 1 draft due; peer review*
- Week Five**
Feb. 06 **Good-News, Neutral, and Bad-News Messages**
Rentz, Lentz, and Campagna, Chapters 8 and 9 and Chapter 5, pp. 136-43
- Assignment 1 due**
- Week Six**
Feb. 13 **Persuasive Messages and Proposals**
Rentz, Lentz, and Campagna, Chapter 10, Chapter 5, pp. 141-3, and
Reference Chapter A, pp. A-13 to A-14
CWH, Section 8
- Introduce Assignment 2: Unsolicited Internal Proposal (up to 1200
words/25%) due Week Nine (draft due in class, Week Eight)
- Grammar Quiz #2 Online: due Friday 11:55**
- Week Seven**
Feb. 27 **Document Design**
Rentz, Lentz, and Campagna, Chapter 3 and Chapter 5, pp. 153-9
CWH, Section 2
- Week Eight**
March 05 **Visuals**
Rentz, Lentz, and Campagna, Chapter 4

Assignment 2 draft due; peer review

**Introduce Assignment 3: Internal Formal Report (1200-1400 words
excluding front and back matter/40%) due end of classes (draft due in-class
Week Eleven)**

Grammar Quiz #3 Online: due Sunday 11:55 p.m.

***Reading Week: Saturday, February 17**