



## Prerequisite

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. See also: '**Medical Accommodation Policy**' below.

**Note:** a class meeting missed in order to write a test, exam, or other form of 'make-up class' in another course will count as non-attendance, and will attract penalties as defined above if applicable. Instructors at Western University **shall not require** a student to write a make-up test or similar at times which conflict with that student's other scheduled class times. If you are asked or 'required' to do this, you should immediately contact an academic counsellor in your Dean's office. If you elect to miss a Writing class in order to write such a test in another class, that is your choice; your absence will not be excused.

**Attendance also extends to tardiness.** If you are more than 20 minutes late to a tutorial, you will be penalized an hour of attendance. Please make every effort to be on time as late entry can disrupt the flow of discussion in our class. Early departures from class that have not been previously arranged with the tutorial leader will also be counted as an absence. If you leave during the break, you will be docked an hour of attendance.

### **Scholastic Offences, including Plagiarism**

All essays and assignments must be written **in your own words**. Whenever you take an idea or a passage of text from another author, you must acknowledge this debt by using quotation marks where appropriate and by proper referencing such as footnotes or in-text citations. Plagiarism also includes **double submission**: submitting work from one course for credit in another without written permission from both professors. Plagiarism is a major academic offence. Scholastic offences are taken seriously and attended by academic penalties that may include expulsion from the program. You may read the appropriate policy on what constitutes a Scholastic Offence at the following website:

[http://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/scholastic\\_discipline\\_undergrad.pdf](http://www.uwo.ca/univsec/pdf/academic_policies/appeals/scholastic_discipline_undergrad.pdf)

**Note:** *In this course you will be required to submit an electronic copy of the final version of each of your written assignments* **OWL HomePage.**

### **Prerequisite Checking**

**Ensuring you have the correct prerequisite(s) is your responsibility.** The following notation articulates the Senate regulation with respect to the student needing to be responsible for ensuring that course prerequisites have been completed successfully or special permission from the Dean obtained:

"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 necessary prerequisites."

### **Academic Accommodation**

The 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



## Class Meeting and Reading Schedule

**Note:** Quiz dates are tentative and may change depending on how much material we have (or have not yet) covered since the previous quiz. Quizzes will never be moved up—only back—and advance notice will be given if/when such a scheduling change occurs.

As a general point about electronic devices in the classroom, note as well that while laptops or tablets are certainly encouraged for note-taking purposes, **cell phones are not permitted to be at hand or anywhere in view during lecture or tutorial.** All phones must be turned off and kept in knapsacks/purses until class has concluded. If I feel that this classroom expectation regarding cell phones is not being respected, I reserve the right to ban all electronics from class for the remainder of term.

Date	Lecture/Tutorial Focus	Readings
Sept. 8	<b>Lecture:</b> Introduction to the course/syllabus; Discussion of Assignment 1  <b>Tutorial:</b> Grammar basics: word classes	(CWH): Chapters 6 (all), 7a-b, 8a-f, 10-13 (all) <i>Engineering Communication</i> (EC): Appendix C (pg. 337-39, 342-45), Appendix D, Appendix E
Sept. 14	<b>Lecture:</b> Assessing the rhetorical situation: Purpose, genre, and audience  <b>Tutorial:</b> Grammar basics continued: Sentence elements (clauses and phrases) Sentence boundary errors, agreement	<b>CWH:</b> Ch.1 a-b, 3 (all), 5a-c <b>EC:</b> Introduction, Ch. 1, Appendix A, Appendix B (pg. 333-35)
Sept. 21	<b>Lecture:</b> Purpose, genre, and audience  <b>Tutorial:</b> Writing correctly: Punctuation <b>Quiz 1</b>	<b>CWH:</b> Ch. 7c, 9, 15-18, 25; <b>EC:</b> Ch. 6 (pg. 213-16), Appendix F
Sept. 28	<b>Lecture:</b> Oral presentation basics  <b>Tutorial:</b> Writing elegantly: Emphasis ; Discussion of Assignment 2 <b>Assignment 1 Due</b>	<b>CWH:</b> Ch. 4; <b>EC:</b> Ch. 5-6, Ch. 9 (pg. 280-92)
Oct. 5	<b>Lecture:</b> Employment communications  <b>Tutorial:</b> Writing elegantly (cont.); Organizing information; Discussion of Assignment 3 <b>Quiz 2</b>	<b>EC:</b> Ch. 3
Oct. 19	<b>Lecture:</b> Developing an Argument; Discussion of Assignment 4  <b>Tutorial: Assignment 2 Speedwrite</b>	

	<b>Assignment 3 (Job Package) Due Quiz 3</b>	
Nov. 9	<b>Lecture:</b> Developing and Designing an Argument: Visual Rhetoric  <b>Tutorial: Oral Presentations (Group 1) Annotated Bibliography Due</b>	<b>EC:</b> Ch. 8
Nov. 16	<b>Lecture:</b> Citing, Incorporating, and Documenting Sources  <b>Tutorial: Oral Presentations (Group 2) Group 1 Peer Evaluations Due</b>	<b>CWH:</b> Ch. 35, 36
Nov. 23	<b>Lecture:</b> Strategies for Engaging with Sources Effectively  <b>Tutorial:</b> Research Essay Peer Review Session? <b>Group 2 Peer Evaluations Due Research Poster Due</b>	
Nov. 30	<b>Lecture:</b> Effective Engineering Communication Revisited: Some Concluding Thoughts  <b>Tutorial: Assignment 4 Essay Due</b>	
Dec. 7	<b>No lecture</b>	