Western University Writing 2223F Elements of Style Fall 2017 accommodations made for students who miss assignments or important messages because their UWO account is full and not receiving new e-mails. You are also to have a working knowledge of our Sakai website. There will be required online discussions assigned throughout the semester.

Students should also carefully consider how they address me via email as well as the content of said email. While we may engender an informal community in class, email is a mode of professional communication

inappropriate. Please read this post on proper email etiquette: medium.com/@lportwoodstacer/how-(c)4(om/)4(@)-

Students who are in emotional/mental distress should refer to MentalHealth@Western: <u>http://www.uwo.ca/uwocom/mentalhealth/</u> for a complete list of options about how to obtain help.

Special Requests: Special Examinations, Incomplete Standing, Aegrotat Standing for more detailed information. Briefly,