Writing 3224G: Technical Editing
Winter 2018

Section: 001

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 the University of Western Ontario **_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 class in order to write such a test, that is **_your_** choice; your absence will not be excused.

Classroom Policy

You will be expected to read the chapters assigned from your textbook before coming to class. I will not summarize the required reading. Instead, I will explain the salient issues arising from a particular chapter. Also, expect intermittent lessons on unassigned topics in response to repeated editing errors.

E-Mail Policy

When you contact me through OWL mail, you can expect a response within twenty-four hours. If you e-mail me using Convergence, you can expect a response within one week. If you e-mail me using a non-UWO account, you will not receive a response. If I foresee that I cannot respond to e-mails within that period of time, I will post an announcement on OWL. Please keep in mind that you should use e-mail to arrange appointments, to inform me that you will miss a class, and to ask relatively simple questions (i.e., questions that I can

"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."

The prerequisite for registration in this course is a) a final grade of 65 or more in one of Writing