Messenger, de Bruyn et al. rrs . ss s . Oxford University Press, 2017.

**Final Course Grades:** your final grade in the course will be based on your performance in the required work, weighted as shown below.

! In-class quizzes on sentence structure/grammar issues 15%

! Diagnostic Paper: Audience Analysis; ungraded -

may require documentation. That advisor may then contact all of your instructors. See also: 'Medical Accommodation Policy' below.

<u>Note</u>: a class meeting missed in order to write a test, exam, or other form of 'make-up class' in another course <u>will</u> count as non-attendance, and <u>will</u> attract penalties as defined above if applicable. Instructors at Western University <u>shall not require</u> 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 <u>your</u> choice; your absence will not be excused.

Attendance also extends to tardiness. If you are more than 20 minutes late, 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, which have not been previously arranged with the instructor, will also be counted as an absence. If you leave during the break, you will be docked an hour of attendance.

## **Late Assignments Policy**

Assignments are due on the dates specified in the syllabus.

Late papers will be penalized 5% per day – including weekends and holidays – unless I have granted you an extension of the due date. For example, an Assignment submitted one day late without permission that would have earned a grade of 80 will instead receive a grade of 76.

You must contact me ahead of time to request an extension and must provide a suitable reason.

s s A y w

Important: you are responsible for keeping a copy of all assignments you submit.

## **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 writing errors.

Note: In this course, the final versions of your assignments must be submitted electronically to turnitin.com through your section's Sakai HomePage. Your instructor will provide you with further information and instructions on this procedure.

## **Prerequisites**

The University Senate requires the following statement to appear on course outlines:

Week Seven Oct. 29 Writing Persuasive Messages Locker/Findlay, Chapter 9
Quiz 2: Punctuation (5%)

Week Eight Writing Persuasive Messages Nov. 5 Locker/Findlay, Chapter 9