

WRITING 1000G THE WRITERS' STUDIO – 2019-2020

SECTION: 002

TIME/ROOM/LOCATION: Thursdays 9:30am – 12:20pm  
UC -1220

PROFESSOR: Claudia B. Manley

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OFFICE: University College, Room 1426

OFFICE HOURS: Wednesdays 12 – 1pm,  
Thursdays 1pm – 2pm, and by appointment



You may miss up to the equivalent of one week of class of class meetings during the term without explanation. That means that the week you miss will be recorded as absences but *excused provided you don't miss any more*.

However, if you miss a total of 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 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-

"Unless you have either the prerequisites 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 2101, 2121, 2111, or 2131, or b) a final grade of 70 or more in Writing 1000F/G or Writing 1030F, or c) Special Permission of the department.*

#### Medical Accommodation Policy

Western has a comprehensive policy covering requests for accommodation by students who are not registered with Student Accessibility Services. All students should review this policy here, under the heading 'Accommodation for Illness – Undergraduate Students', noting the procedures, restrictions, and notice requirements:

[http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page\\_12](http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page_12)

In Writing courses, students covered by this policy who are seeking academic consideration must proceed as follows.

Writing Studies' Basic Policy: students seeking academic consideration on medical or any other grounds for any missed tests/exams, class attendance/participation components, or late or missed assignments must either initiate a Self-Reported Absence (for a grade component worth up to 30% of their final grade, but excluding final exams scheduled during the exam period) or apply in person to the Academic Counselling or Undergraduate office of their home Faculty and provide a Student Medical Certificate (SMC) or other supporting documentation as required in accordance with official Western policy (linked above).

Students seeking academic consideration must communicate with their instructors no later than 24 hours after the end of the period covered by either:

- i. A Self-Reported Absence, or
- ii. Academic consideration supported by the Academic Counselling Office.

Exception: in Writing Studies courses, a student seeking academic accommodation on non-medical grounds for any missed in-class tests/exams, class attendance/participation components, or late or missed assignments worth less than 10% of a final grade *may* first consult directly with her or his instructor, who will – in his or her discretion – elect either to make a decision on the request directly or instruct the student to follow the procedures set out in Writing Studies' Basic Policy.

Please note that individual instructors will not under any circumstances accept or read medical documentation directly offered by a student, whether in support of an application for accommodation on medical grounds or for related reasons (e.g. to explain an absence from class which may result in a

Students who are in emotional/mental distress should refer to MentalHealth@Western:  
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## CLASS MEETING SCHEDULE

DATE	MEETING FOCUS	READINGS (SUBJECT TO CHANGE - CHECK OWL)
WEEK 1 January 9	Introduction to course Images and writing through the senses	Pick up textbooks from the bookstore
WEEK 2 January 16	Image Poem Workshop <u>Grammar</u> : <i>Subject and Verb Identification Review</i>	<u>Textbook Readings</u> : <i>Imaginative Writing</i> : "Image," p. 15-27 and "Poetry," p. 297-327 and <i>The Canadian Writer's Handbook</i> , "Paragraphs," p. 16-27 OWL Handouts

*Writer's Handbook*