



- ! Assignment 1: Negative Message with positive emphasis (up to 1000 words) 20%
- ! Assignment 2: Proposal with visual (up to 1200 words) 25%
- ! Assignment 3: Formal Report with visual (1200-1400 words, excluding front and back matter) 40%
- ! Note: Each of Assignments 1, 2, and 3 includes a preliminary peer-review draft stage. In each week a peer-review session is scheduled, you must bring to class a copy (paper or electronic) of a preliminary draft of the assignment in question. This draft should be sufficiently complete (in my judgement allow you to obtain meaningful comment on it from one or more of your peers. I will ask you to show me your draft in class, during the peer-review session. Failure to attend class with a sufficiently complete draft and/or participate by reviewing at least one other student's draft will result in the earned mark for that assignment being reduced by 10%. For example, what would have been an earned mark of 78 for Assignment #3 will have a mark of 70 recorded. Note that this penalty will be applied in addition to any other applicable penalties (e.g., for late submission).

#### Attendance Policies

Attendance at class is required to improve as a writer. Here is the Writing Studies attendance policy in this class:

- ¥ You may miss up to three hours (the equivalent of one week of class) of class meetings

make-up test or similar at times which conflict with that student's other scheduled class time. If you are asked or "required" to do this, you should immediately contact an academic counselor in your Dean's office. If you elect to miss a class in order to write such a test, ~~your~~ your absence will not be excused.

#### Email Policy

When you contact me using OWL Message, you can expect a response within twenty-four hours. If you email me using Outlook/Western email, you can expect a response within one week. If you email me using a non-UWO account, you will not receive a response. If I foresee that I cannot respond to emails within times listed above, I will post an announcement on OWL. Please be mindful that you should use email to arrange appointments, to inform me that you will miss a



Week Three Goodwill

Assignment 3 draft due; peer review

Week Twelve    Researching and Writing Reports  
Dec. 7            Rentz, Lentz, and Campagna, Chapters 11 and 12

Assignment 3 due either in class Week Twelve or no later than the last day  
classes: Fall Term—midnight, Wednesday, December 8.