

applicable

the Student Medical Certificate (SMC), see

http://www.uwo.ca/univsec/pdf/academic_policies/appeals/medicalform.pdf

Religious Accommodation:

Students should consult the University's list of recognized religious holidays, and should give reasonable notice in writing, prior to the holiday, to the Instructor and an Academic Counsellor if their course requirements will be affected by a religious observance. Additional information is given in the Western Multicultural Calendar.

Special Requests (Special Examinations, Incomplete Standing, Aegrotat Standing):

3 OHDVH UHIHU WR WKH ³, QIRUPDWLRQ IRU \$OO 6WXGHQW information. Briefly, remember that your instructor does not have discretion to initiate, FRQVLGHU RU JUDQW RU QRW VXFK UHTXHVWV \RX PXV faculty.

Antirequisite:

COVID symptoms, and therefore do not demonstrate mastery of the learning outcomes of the course, will not receive credit for the course.

Contingency Plan for an In-Person Class Pivoting to 100% Online Learning:

In the event of a COVID-19 resurgence during the course that necessitates the course delivery moving away from face-to-face interaction, all remaining course content will be delivered entirely online, either synchronously (i.e., at the times indicated in the timetable) or asynchronously (e.g., posted on OWL for students to view at their convenience). The grading scheme will not change. Any remaining assessments will also be conducted online as determined by the course instructor. In the event that online learning is required, a stable v1 (2021.09.03) internet connection with working microphone and webcam will be required. As has been the case in the past, the decision to pivot to online learning will be made by Western, and not individual instructors or departments (excepting temporary online instruction in the event of instructor illness).

COVID -Related Regulations Summary:

Western has both a vaccine and a mask mandate

Students must complete the symptom checklist every day. Students who are found to be on campus who have not completed the symptom checklist or have failed the daily symptom check will be referred for investigation under the Student Code of Conduct. Students are expected to carry their student cards to campus each day in anticipation of spot checks by Building Ambassadors.

Students not wearing masks will be asked to leave the classroom. Students with accommodations approved by Accessible Education must make arrangements with the instructor before coming to class, lab, practicum or clinical site.

Eating and drinking is prohibited in the classroom to facilitate proper mask wearing. Individuals found to have attended class without appropriate vaccination, or who are found to have engaged in fraud related to the vaccination policy, will face academic sanctions up to and including expulsion.

Students who are not fully vaccinated by October 12th and who are not granted an exemption under the policy will be issued a trespass order. Enforcement of this trespass order will be carried out by campus police, and will be accompanied by academic sanctions, including expulsion.

Please be respectful of your classmates and your instructors at all times, as we navigate re-entry.

Please See Course Schedule on Next Page

Western University, London, Ontario
Department of English and Writing Studies
Writing 2111F (Section 003)

Sept.-Dec. 2021: Wednesdays 9:30-12:30pm, UC 1220

Please Note that all Drafts Must be Hard Copies and are Due at the Start (within the First 20 Minutes) of Class

CLASS MEETING SCHEDULE

Week One
Sept. 8

No Class (Rosh Hashanah)

Introduction; Workplace Communication
Rentz, Lentz, and Campagna, Chapters 15, and
Reference Chapter A (lecture posted on OWL)

Week Two:
Sept. 15

Audience, Purpose, and Medium
Rentz, Lentz, and Campagna, Chapter 2

-Introduce Assignment 1: Negative Message with Positive Emphasis
(maximum 1000 words total for both documents) (20%)
-Due Date of First Draft: Week Four
-Due Date of Final Draft: Week Five

Week Three:
Sept. 22

Goodwill
Rentz, Lentz, and Campagna, Chapter 6

Messenger, Chapters 8 (Verbs) and 15 (Commas)

Week Four:
Sept. 29

Good-News, Neutral, and Bad-News Messages
Rentz, Lentz, and Campagna, Chapters 8 and 9

-Due: First Draft of Assignment 1 + Peer Review

Week Five
Oct. 6

Good-News, Neutral, and Bad-News Messages
Rentz, Lentz, and Campagna, Chapters 8 and 9

Messenger, Chapters 16 (Semicolons) and 17 (Colons)

-Due 00 RG [ET BT 1 0 0 1 198.05 24(e)9(w)] TJ m 0 Tc[()] TJ ET BT 1 0 0 T

Week Six Oct. 13	Persuasive Messages and Proposals Rentz, Lentz, and Campagna, Chapter 10
	-Introduce Assignment 2: Proposal with Visual (maximum 1200 words) (25%) -Due Date of First Draft: Week Eight -Due Date of Final Draft: Week Ten
	-Quiz #1 (5%)
Week Seven Oct. 20	Document Design Rentz, Lentz, and Campagna, Chapter 8
	Messenger, Chapters 14 (Diction) and 5 (Modifiers and Construction)
Week Eight Oct. 27	Visuals Rentz, Lentz, and Campagna, Chapter 4
	-Due: First Draft of Assignment 2; Peer Review
	-Introduce Assignment 3: Formal Report (1200-1400 words excluding front and back matter) (40%) -Due Date of First Draft: Week Twelve -Due Date of Final Draft: Week Fourteen
Week Nine Nov. 3	- No Class: Fall Term Reading Week: Friday, October 29, 5:00pm- Sunday, November 7, midnight
Week Ten Nov. 10	Communicating Across Cultures, Researching and Writing Reports Rentz, Lentz, and Campagna, Chapter 7; Chapters 11 and 12
	-Due: Final Draft of Assignment 2
Week Eleven Nov. 17	Employment Communications Rentz, Lentz, and Campagna, Chapter 15
	-Quiz #2 (10%)
Week Twelve Nov. 24	Researching and Writing Reports Rentz, Lentz, and Campagna, Chapters 11 and 12
	-Due: First Draft of Assignment 3; Peer Review
Week Thirteen: Dec. 1	-Essay Consultation
Week Fourteen: December 8	-Due: Final Draft of Assignment 3