



## Course Requirements and Grade Allocations

<b>Diagnostic Paper: Audience Analysis (up to 500 words)</b>	<b>Ungraded</b>
<b>Assignment #1: Negative Message with positive emphasis (up to 1000 words)</b>	<b>20%</b>
<b>Assignment #2: Persuasive Message with visual (up to 1200 words)</b>	<b>25%</b>
<b>Assignment #3: Formal Report (up to 1250 words, excluding front and back matter)</b>	<b>40%</b>
<b>Sentence Grammar/Structure Test (online on Owl site)</b>	<b>15%</b>
<b>Forums (see Attendance/Participation below)</b>	

### Course Policies

#### Assignment Format

All assignments must be typed and double-spaced, and must have your name, course name, section number, and instructor's name on the first page. Do not use a cover page; these are unnecessary for online submissions. When using sources in a paper, you will be expected to follow MLA, APA, or Chicago citation practice. See text (Locker/Findlay), pages 238 – 245.

#### Submitting Assignments

Assignments are due on the dates specified in the syllabus. Late papers **will be penalized 2.5% per day unless** I have permitted an extension of the due date. You must contact me ahead of time and provide a suitable reason (*see also the section 'Medical Accommodation Policy' below*). Our class 'week' runs from Monday to Friday, so assignments for a particular week are due on Friday (mid)night, Eastern Standard Time *unless otherwise stated*.

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

#### Procedure for Assignment Submission

Under policies adopted by Writing Studies, final drafts of all assignments in 2100-level writing courses must be submitted through Turnitin.com (see **Scholastic Offences, including Plagiarism** below). Consequently, you will find Turnitin submission links for each of Assignments 1 to 4. You will upload your final version of each assignment through its link, **as a single Word (.doc or .docx extension) file**,



assessments worth more than 30% of the student's final grade,  
if a student has already used the self-reporting portal twice during the academic year

If the conditions for a Self-Reported Absence are *not* met, students will need to provide a Student Medical Certificate if the absence is medical, or provide appropriate documentation if there are compassionate grounds for the absence in question. Students are encouraged to contact their Faculty academic counselling office to obtain more information about the relevant documentation.

Students should also note that individual instructors are not permitted to receive documentation directly from a student, whether in support of an application for consideration on medical grounds, or for other reasons. **All documentation required for absences that are not covered by the Self-Reported Absence Policy must be submitted to the Academic Counselling office of a student's Home Faculty.**

For Western University policy on Consideration for Student Absence, see [Policy on Academic Consideration for Student Absences - Undergraduate Students in First Entry Programs](#)

and for the Student Medical Certificate (SMC), see:  
[http://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/medicalform.pdf](http://www.uwo.ca/univsec/pdf/academic_policies/appeals/medicalform.pdf).

**Students who are in emotional/mental distress should refer to MentalHealth@Western: (<https://www.uwo.ca/health/psych/index.html>) for a complete list of options about how to obtain help.**

**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**  
Please refer to the "Information for All Students in a Writing Course" for more detailed information. Briefly, remember that I do not have the discretion to initiate, consider, or grant (or not) such requests; you must go directly to the Dean's office of your home faculty.

<b>Useful Links:</b>
Registrarial Services <a href="http://www.registrar.uwo.ca">http://www.registrar.uwo.ca</a>
Student Support Services <a href="https://student.uwo.ca/psp/heprdweb/?cmd=login">https://student.uwo.ca/psp/heprdweb/?cmd=login</a>
Services provided by the USC <a href="http://westernusc.ca/services/">http://westernusc.ca/services/</a>
Student Development Centre <a href="http://www.sdc.uwo.ca/">http://www.sdc.uwo.ca/</a>
Students who are in emotional/mental distress should refer to MentalHealth@Western: <a href="http://www.uwo.ca/uwocom/mentalhealth/">http://www.uwo.ca/uwocom/mentalhealth/</a> for a complete list of options about how to obtain help

**Scholastic Offences, including Plagiarism**

