



## Assignment Format

Written assignments are to be typed, double-spaced, and stapled. **All assignments must have your e on the first page.** When using sources in a paper, you will be expected to follow APA standards for documentation, as detailed in *The Canadian Writer's Handbook* section 37B. Please consult the *Publication Manual of the APA* (7<sup>th</sup> Edition, 2019) for comprehensive and up-to-date documentation standards.

## Submitting Assignments

Assignments are due in-class on the date specified on the schedule. **Late assignments will be penalized 5% per day unless you have received an extension.** You must talk to your instructor about extensions ahead of the due date; they are not automatic and cannot be granted retroactively.

In this course, you will also be required to submit the final version of each of your written assignments electronically, through OWL, to Turnitin.com.

If necessary, please submit assignments to the Department of English and Writing Studies Drop Box outside of University College 2401. Do not fax or email assignments. Also, be aware that you are responsible for keeping copies of all assignments submitted.

## 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 during the term without explanation. That means that the first three class hours you miss will be recorded as absences but *excused provided you don't miss any more.*

However, if you miss a total of four to nine class hours (the equivalent of up to 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 nine hours of class meetings (the equivalent 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

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

### Medical Accommodation Policy

**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

**Classroom Policies**

You will be expected to read all the chapters assigned from your textbook before coming to class. Your

than 10% of the total course grade. In particular, instructors must indicate whether medical documentation

**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 grade). **All medical documentation must** be submitted to the Academic Counselling or Undergraduate office.

**Students with disabilities work with Accessible Education** (formerly SSD) which provides recommendations for accommodation based on medical documentation or psychological and cognitive testing. The accommodation policy can be found here: [https://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/Academic%20Accommodation\\_disabilities.pdf](https://www.uwo.ca/univsec/pdf/academic_policies/appeals/Academic%20Accommodation_disabilities.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. Immediate help in the event of a crisis can be had by phoning 519-661-3030 (during class hours) or 519-433-2023 after class hours and on weekends.

### **Religious Accommodation**

Students should consult the University's list of recognized religious holidays and should give reasonable notice in writing (email), 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](#)

### **Other Student Support Services**

Registrarial Services <http://www.registrar.uwo.ca>  
Student Support Services <https://student.uwo.ca/psp/heprdweb/?cmd=login>  
Services provided by the USC <http://westernusc.ca/services/>  
Academic Support and Engagement <http://www.sdc.uwo.ca/>

### **Class Meeting Schedule (subject to minor changes)**

**An Important Note:** I am the owner of the Intellectual Property in my lecture materials. Even when those lecture materials are posted to OWL, students are strictly prohibited from posting or sharing them to any other websites or platforms or from using the lecture materials for any other purpose outside of the work of this course without my consent.

Quiz dates are tentative and may change depending on how much material we have (or have not yet) covered since the previous quiz. Quizzes will never be moved up only back and advance notice will be given if/when such a scheduling change occurs.

Date	Meeting focus	Readings
Week 1 (Tues Sept 13)	Introduction to the course/syllabus Introduction to grammar basics: Word classes	

Week 3  
(Tues Sept 27)

**Assignment 1 Due**

APA basics: A (very) brief overview

Grammar basics continued: Sentence  
elements and types  
Sentence Boundary Errors

**CWH:** Ch. 3 (all), 4a-d, 5a-c; Ch. 37b

**HW:** Ch. 6 (pg. 123-5, 136-9), Ch. 8 (pg. 186-92)