

Western Academic Calendar descriptions of your course to ensure correct/current prerequisites.
(<https://www.westerncalendar.uwo.ca/Courses.cfm?Subject=WRITING&SelectedCalendar=Live&ArchiveID=>)

Late final drafts **will be penalized 5% per day – including weekends and holidays** – unless the instructor has granted you an extension of the due date; for example, an assignment submitted one day late without permission that would have earned a grade of 80 will instead receive a grade of 76.

You must contact the instructor ahead of time to request an extension and must provide a suitable reason. *See also below.*

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

Electronic Devices:

During all lectures and Peer-Reviews, the use of cell phones, any other potentially disruptive devices, and lap tops for recreational use (web surfing, e-mailing, etc.), is **NOT** permitted in the classroom.

Scholastic Offences, including Plagiarism:

The University Senate requires the following statements, and Web site references, to appear on course outlines: “Scholastic offences are taken seriously and students are directed to read the appropriate policy, specifically, the definition of what constitutes a Scholastic Offence, at the following Web site:

http://www.uwo.ca/univsec/pdf/academic_policies/appeals/scholastic_discipline_undergrad.pdf”

Students must write their essays and assignments in their own words. Whenever students take an idea, or a passage of text from another author, they must acknowledge their debt both by using quotation marks where appropriate and by proper referencing such as footnotes or citations. Plagiarism is a major academic offence (see Scholastic Offence Policy as above).

All required papers may be subject to submission for textual similarity review to the commercial plagiarism detection software under license to the University for the detection of plagiarism. All papers submitted for such checking will be included as source documents in the reference database for the purpose of detecting plagiarism of papers subsequently submitted to the system. Use of the service is subject to the licensing agreement, currently between The University of Western Ontario and Turnitin.com <http://www.turnitin.com>.

AI Policy:

“In this course, students are permitted to use AI tools for **information gathering and preliminary research purposes only** (unless otherwise indicated in the assignment instructions). These tools are intended to enhance the learning experience by providing access to diverse information sources. It is essential, however, that students critically evaluate the obtained information, exercise independent thinking, and engage in original research to synthesize, develop, and articulate their own ideas, arguments, and perspectives. The use of AI tools can serve as a starting point for exploration, but students are expected to uphold academic integrity by appropriately attributing all sources and avoiding plagiarism in any form. Note that for all assignments completed outside of class, the instructor can require you to attend an in-person interview to discuss your work before a mark is finalized. Assignments should always reflect students’ own thoughts and constitute independent written work. By

In arranging accommodation, instructors will use good judgement and ensure fair treatment for all students. Instructors must indicate on the course outline how they will be dealing with work worth less than 10% of the total course grade. In particular, instructors must indicate whether medical documentation will be required for absences, late assignments or essays, missed tests, laboratory experiments or tutorials, etc. Where medical documentation is required, such documentation must be submitted by the student directly to the appropriate Faculty Academic Counselling/Dean's office, who will make the determination whether accommodation is warranted. Given the University's Official Student Record Information Privacy Policy (https://www.uwo.ca/univsec/pdf/academic_policies/general/privacy.pdf), **instructors may not collect medical documentation.**"

Medical Accommodation Policy

"The University recognizes that a student's ability to meet their academic responsibilities may, on occasion, be impaired by medical illness. Illness may be acute (short term), or it may be chronic (long term), or chronic with acute episodes. The University further recognizes that medical situations are deeply personal and respects the need for privacy and confidentiality in these matters. However, in order to ensure fairness and consistency for all students, academic accommodation for work representing 10% or more of the student's overall grade in the course shall be granted only in those cases where there is documentation indicating that the student was seriously affected by illness and could not reasonably be expected to meet their academic responsibilities.

Documentation shall be submitted, as soon as possible, to the appropriate Dean's office (the Office of the Dean of the student's Faculty of registration/home Faculty) together with a request for relief specifying the nature of the accommodation being requested. These documents will be retained in the student's file and will be held in confidence in accordance with the University's Official Student Record Information Privacy Policy. Once the petition and supporting documents have been received and assessed, appropriate academic accommodation shall be determined by the Dean's Office in consultation with the student's instructor(s). Academic accommodation may include extension of deadlines, waiver of attendance requirements for classes/labs/tutorials, arranging Special Exams or Incompletes, re-weighting course requirements, or granting late withdrawals without academic penalty. Academic accommodation shall be granted only where the documentation indicates that the onset, duration, and severity of the illness are such that the student could not reasonably be expected to complete their academic responsibilities. (Note – it will not be sufficient to provide documentation indicating simply that the student "was seen for a medical reason" or "was ill:

completed by the attending physician, the student must request documentation sufficient to demonstrate that their ability to meet their academic responsibilities was seriously affected.”

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 penalty under an ‘Attendance’ policy in the course). **All medical documentation must** be submitted to Western@uwo.ca or AcademicPolicies@uwo.ca (Faculty of Education) or Faculty@uwo.ca (Faculty of Business Administration).

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

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](#).

Statement on Gender-based Sexual Violence

Western is committed to reducing incidents of gender-based and sexual violence and providing compassionate support to anyone who has gone through these traumatic events. If you have experienced gender-based or sexual violence (either recently or in the past), you will find information about support services for survivors, including emergency contacts, [here](#). To connect with a case manager or set up an appointment, please contact support@uwo.ca.

Under any circumstances

Intellectual Property and Copyright:

All instructor-written materials (e.g. PowerPoints, lecture notes, oral lectures) for this course are created solely for students’ personal use within the course, and remain the instructor’s intellectual property. Further reproduction, fixation, distribution, transmission, dissemination, communication, or any other uses, without securing the consent of the copyright owner (the course instructor) may be an infringement of copyright. You may not distribute, email, or otherwise communicate these materials to any other person. These limitations extend to recording, photographing, or sharing lectures (online or in-person) and lecture material without permission. Posting the instructor’s content from this course to online course sharing sites like OneClass or Course Hero without permission is both an infringement of intellectual property law and a violation of academic integrity guidelines. The instructor will pass these cases on to the Western University Ombudsperson or their Department Chair as appropriate.

Western University, London, Ontario
Department of English and Writing Studies
Writing 2101F (Section 001)

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

| Date | Meeting focus | Readings/Topics |
|----------------------------|--|---|
| Week 1: Sept. 11 | Introduction to the Course Review Syllabus | -The Communication Process: Audience, Credibility, and Purpose |
| Week 2: Sept. 18 | | -Chapter 1: The Writing Process (1a-1g) -Chapter 2: Paragraphs -Images and Graphics |
| Week 3: Sept. 25 | Review Course Material | Review Course Material |
| Week 4: Oct. 2 | -Assign: Assignment 1 (Rhetorical Analysis) C q1a8/F3 996 Tf1 0 0 1 101 | |

Week 6:
Oct. 16

-Due: First Draft of Assignment 1

-Peer-Review Workshop

-Critical Reading and Viewing

-Rhetorical Analysis

-Concision

-Emphasis: Main Ideas in Main Clauses, Sentence Cohesion, and Parallel Structure

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| Week 11: Nov. 20 | | -Chapter 32: The Research Plan -Chapter 32: Identifying and Evaluating Sources (32c) -Chapters 34-35: Acknowledging and Incorporating Sources |
| Week 12: Nov. 27 | - Due: First Draft of Assignment 3 - Peer-Review Workshop | -Write and Revise the Research Project -Chapter 36: Documentation |
| Week 13: Dec. 4 | - Due: Final Draft of Assignment 3 | |