

WRITING 1031G –

period. It will be designed to be written in 2 hours if written 'live', but you will have 48 hours in which to write it and submit it via Owl.

Assignment Format

Assignments must be typed, double-spaced, and submitted online (see 'Submitting Assignments' below) as Word files. All assignments must have your name, course name, section number and instructor's name on the first page.

When using sources in a paper, you will be expected to follow MLA, CMS, or APA standards for documentation (as detailed in Messenger et al. Chapter 37).

Submitting Assignments

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

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

Procedure for Assignment Submission:

Under policies adopted by Writing Studies, final drafts of all assignments in first-year and 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 3. You will upload your final version of each assignment through its link, as a single Word (.doc or .docx extension) file,* titled to identify you as author. Your graded assignment, with comments, will be returned to you in the same format, through Sakai.

*Note: Pdf or other 'read only' formats, and compressed/zipped files are not acceptable.

Please note also that Turnitin will not accept more than a single file submission. In other words, do not try to submit an assignment twice, or in parts as two or more files. Also note that I access your original uploaded Word file; typically any formatting errors etc. which show in the Turnitin 'preview' function will not appear on your uploaded file.

Attendance/Participation (Please *note* **posting requirements)**

We do not meet formally as a 'class' in a Distance Studies course. Therefore, 'attendance' and participation on the Discussion Board are intertwined. While Distance Studies classes are

generally asynchronous, they are not correspondence or self-paced. You <u>must</u> attend class (defined as logging into our Owl site) and participate by introducing yourself, and posting questions and thoughts during the first week, and by posting (by participating in a given week's set discussion topic) in subsequent weeks where there is a Discussion topic as indicated on this syllabus. This means at least **three separate posts** during each of those weeks (a week is defined as running from Monday to Sunday), **at least one of which must be a reply/response to another student and at least one of which must be a 'new' post.**

Postings on the Discussion Board must have the following characteristics:

- Must contribute something meaningful to the Board;
- Must support your opinion with sufficient reasons or evidence;
- Must display good grammar and organization.

Postings should not:

- Contain disrespectful, insulting, or offensive language;
- Be excessively long or excessively short;
- Be unrelated to the week's topic;
- Say things that do not contribute anything, e.g. "I agree with you" or "nice comment".

- To understand how that analysis can help us *shape*, *structure*, *and organize* a message in order to maximize its potential effectiveness;
- To define the concept of 'Goodwill' (including 'You-

fair tax assessments that are required for providing an educational experience at a high level of quality."

Write and Submit Online Quiz #1 (5%)

Unit/Week 4 (Jan. 30 – Feb. 5)

Objectives: As for Unit 4

Read: MacRae Chapters 7, 8 and 9; Chapter 3, p. 84-90

Read

Unit/Week 7 (Feb. 27 – March 5)

Rhetoric: Writing Persuasive Messages (Part 1)

Writing: effective sentences – the concept of agreement

Objectives:

Through this Unit's readings, you should be familiar with the following topics:

- The primary and secondary purposes of persuasive messages
- Choosing a persuasive strategy: direct or indirect?
- Analyzing another persuasive rhetorical situation: 'TeknoSport'
- Sentence Grammar: the concept of agreement

Read

Read: 'TeknoSport' case (on 'Lecture Notes' page)

No Discussion Required this week: submit Assignment 2

Assignment 2 due Friday March 10 by 11:55 p.m. (25%)

Unit/Week 9 (March 13 – 19)

Rhetoric: Overview of Issues arising from Cross-Cultural

Communication

Rhetoric: Writing Proposals and Reports – introduction to Assignment

4 (see 'Assignment Instructions' page)

Writing: effective sentences – the concepts of variety and emphasis

(including parallelism); diction

Objectives:

Through this Unit's readings, you should be familiar with the following topics:

- The concept of 'cultural difference' and its significance for communication
- The importance of recognizing cultural variations
- Cultural context as part of the rhetorical context of any message
- Mapping 'difference' in cultural context: six key categories
- Defining 'cultures' as high- or low-context
- The importance of a clear sense of 'purpose' in Assignment #4
- The roles of variety, emphasis, parallelism and diction in writing effective sentences

Read

- General rhetorical considerations for writing formal reports
- The difference between causation and correlation
- Patterns of organization common in formal reports
- Stylistic expectations in formal reports
- The individual components of a formal report
- The evaluation and use of sources

Read: MacRae

deadline unless you have secured formal academic consideration.

Exam (2 hours) during Exam Period; date/time and procedure t.b.a.

Further Course and University Policies

Academic Consideration

General Note: I am not permitted to request, receive, or review documentation – including but not limited to medical documentation – directly from you, whether in support of an application for consideration on medical grounds, or for other reasons. All such documentation must be submitted directly to the Academic Counselling Office of your Faculty of Registration.

Assessments worth less than 10% of the overall course grade:

If you miss completing and submitting one or more of the three scheduled Quizzes (5% each) you may consult directly with me – as soon as possible – to discuss making up the missed Quiz in question.

Assessments worth 10% or more of the overall course grade:

For work totaling 10% or more of the final course grade – in practice, any assignment in this course other than the three Quizzes – you <u>must</u> provide valid medical or supporting documentation directly to the Academic Counselling Office of your Faculty of Registration as soon as possible.

If you receive a recommendation for academic consideration from your Dean's office (Academic Counselling) you and I will then discuss and agree on an extension of the due date.

For further information, please consult the University's medical illness policy at

https://www.uwo.ca/univsec/pdf/academic_policies/appeals/accommodation_medical.pdf.

The Student Medical Certificate is available at

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

Absences from Final Examinations

If you miss the Final Exam, please contact the Academic Counselling office of your Faculty of Registration as soon as you are able to do so. They will assess your eligibility to write a Special Examination (the name given by the University to a makeup Final Exam).

You may also be eligible to write a Special Exam if you are in a "Multiple Exam Situation" (e.g., more than 2 exams in 23-hour period, more than 3 exams in a 47-hour period).

Again: please remember that *any* requests for SPC for the final examination, INC for the course, and so on must be directed in the first instance to the Dean's office of the student's home faculty. I do not have the authority to make these kinds of formal arrangements.

Accommodation and Accessibility

Religious Accommodation

When a course requirement conflicts with a religious holiday that requires an

absences, appeals, exam conflicts, and many other academic related matters. Do not hesitate to reach out to them if you are struggling and unsure where to go for help. Contact info for all Faculties is here:

https://registrar.uwo.ca/faculty_academic_counselling.html

<u>Students who are in emotional/mental distress</u> should refer to Health and Wellness http://www.uwo.ca/uwocom/mentalhealth/ 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.

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/

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