



2101G: Introduction to Expository Writing
Winter 2022/23

Section: 001
Time/Room: Mondays, 9:30am-12:30pm,
UC 1220

Email: shalpern@uwo.ca
Office:

Course Policies

Attendance:

Attendance at class is required to improve as a writer. Here is the Writing Studies attendance policy in this class:
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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*

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:

definition of what constitutes a Scholastic Offence, at the following Web site:

<http://ww>

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>.

Academic Accommodation:

A student seeking academic accommodation for any work worth less than 10% must contact the instructor or follow the appropriate Department or course specific instructions provided on the course outline. In arranging accommodation, instructors will use good judgment 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

(https://www.uwo.ca/univsec/pdf/academic_policies/general/privacy.pdf), instructors may not collect medical

Medical Accommodation Policy:

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 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 (Faculty of registration/home Faculty) together with a request for relief specifying the nature of the

Information Privacy Policy. Once the petition and supporting documents have been received and assessed, appropriate academic accommodation shall 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 accommodation should provide notification and documentation in advance of due dates, examinations, etc. Students must fol

Documentation from Family Physicians/Nurse Practitioners and Walk-In Clinics

A Western Student Medical Certificate (SMC) is required where a student is seeking academic accommodation. This documentation should be obtained at the time of the initial consultation with the physician/nurse practitioner or walk-in clinic. An SMC can be downloaded at http://www.uwo.ca/univsec/pdf/academic_policies/appeals/medicalform.pdf.

Documentation from Student Health Services

At the time of illness, students should make an appointment with a physician/nurse practitioner at Student Health Services. During this appointment, request a Student Medical Certificate from the Physician/Nurse Practitioner.

Documentation from Hospital Urgent Care Centres or Emergency Departments

Information for Writing Studies Instructors Fall/Winter 2022-2023 Students should request that an SMC be filled out. Students may bring this form with them, or request alternative Emergency Department documentation. Documentation should be secured at the time of the initial visit to the Emergency Department. Where it is not possible for a student to have an SMC completed by the attending physician, the student must request documentation sufficient to demonstrate that their ability to meet their academic responsibilities was seriously

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 policy in the course). **All medical documentation** must be submitted to the Academic Counselling or

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.

