OWL and Tech Support
Students are responsible for checking the course OWL site (https://westernu.brightspace.com/) regularly for news and updates. This is the primary method by which information will be disseminated to all students in the class. If students need assistance with the course OWL site, they can seek support on the OWL Brightspace Help page. Alternatively, they can contact the Western Technology Services Helpdesk. They can be contacted by phone at 519-661-3800 or ext. 83800.

Assignment Format (including citations)
All drafts and scripts are to be electronic (typed) documents and must have your name, course name,

unnecessary for online submissions. When using sources for written assignments, you will be expected to follow MLA, APA, or Chicago citation practice. See pages 457-464 in   *et. al.*
In
                                    heritage website lists   of
                                    Attach a Works Cited your submission on Brightspace.

Submitting Assignments
Assignments are due on the dates specified in the syllabus. Missed presentations receive zero, and late penalties for written work are outlined below unless I have permitted an extension. You must contact me ahead of the due date and provide a suitable reason (see also **Academic Accommodation**, below). Any term work not submitted by the last day of classes will receive a grade of zero without official academic accommodation. *Importan*t: you are responsible for keeping a copy of all assignments you submit.

Scripts
            Scripts/outlines (keyboarded) are due on Brightspace

Procedure for Assignment Submission

Scripts and slides must be submitted to Brightspace on the speaking date. For the Informative and Persuasion Draft assignments you will find Turnitin submission links. You will upload them 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 Brightspace.

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 <u>or in parts as two or more files</u>. Also note that I access your original uploaded Word file; typically, any formatting errors (etc.) that show in the Turnitin preview function will not appear on your uploaded file.

Attendance Policies

Speaking dates
Speakers will be given the opportunity to submi81.54 o uploaded Word

Starting in October, the record of missed hours will be updated regularly on Brightspace. It is your responsibility to keep track of how many hours you have missed.

This policy will only be waived on medical or compassionate grounds. If you have good reasons for waiving an absence from one class (e.g., you have already missed six hours), discuss the reasons with your instructor within one week of the anticipated 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 advisor may then contact all your instructors.

Attendance also extends to tardiness. If you are 20 minutes late, you will be penalized an hour of attendance. Please do not enter the room when speeches and Q & A are in progress. Early departures from class, which have not been previously arranged with the instructor, will also be counted as absences. If you leave during the break, you will be docked 1-1.5 hours.

*Note: - course *will* count as non-attendance and *will* attract penalties as defined above if applicable. Instructors at the University of Western Ontario ***shall not require*** a student to write a make-up test or similar at times