ALI 245: High Intermediate Writing Skills (2 units)

INSTRUCTOR: ZSUZSA LONDE, PH.D.  
EMAIL: LONDE@USC.EDU

OFFICE HOURS: BY APPOINTMENT  
OFFICE: PSD 106E

CLASS TIME: T/Th 11-12:20PM  
CLASSROOM: LVL 3B

SPRING RECESS: MARCH 16 – 21  
MIDTERM: TBD  
FINAL: TBD

ACCORDING TO USC: “The ability to communicate effectively in English - to read, write and speak the language fluently - is vital to your success as a university student, and may also serve as a vital tool in your future academic and professional success. USC graduate students are therefore expected to demonstrate proficiency in English at all levels of graduate study.”

COURSE DESCRIPTION
This course has been designed to give you the academic writing skills needed to succeed in an American university and be prepared for an academic or professional future. Readings and assignments cover major components of academic writing, including genre-specific rhetorical organization and styles, data commentaries, paraphrasing, summarizing, and referencing. These units also cover specific language issues (grammar, vocabulary, academic and professional register) that are essential elements of good writing.

COURSE OBJECTIVES
By the end of the course, you should be able to:
- Craft texts in different genres (e.g., summary, problem statement, annotations, etc.),
- Produce an original academic paper in your field,
- Analyze academic papers,
- Provide constructive feedback to peers on their written work, and revise your own writing,
- Correctly use citation styles (e.g., IEEE, MLA),
- Use academic written English conventions of grammar, spelling, and punctuation, and
- Learn strategies to avoid plagiarism and academic dishonesty.

**TEXT BOOK**

In addition to the textbook required for the course, selected websites and handouts will be loaded onto USC Blackboard website: https://blackboard.usc.edu for course assignments. You will find these under the “Course Documents” section of Blackboard.

**LATE ASSIGNMENTS**
Late assignments are not accepted except in the case of serious personal emergencies and with the prior approval of your instructor. You should therefore work on assignments well before the due date so that it will not have as big an impact on your work.

**OFFICE HOURS**
Your instructor is available to meet with you as needed. Please email her to request a time (londe@usc.edu). You are welcome to approach her before or after class with questions you might have, and email her any time.

**ALI ATTENDANCE POLICY**
Improving proficiency in a second language requires practice; it is important, therefore that you not miss classes. If you find it absolutely necessary to be absent from class because of illness or an emergency, keep in mind that you are responsible to master all information presented during your absence. Do not ask the instructor to repeat important information - identify a classmate who will help you.

More than 8 hours of absence will result in a course grade of NC (no credit). Absence is counted for *any* reason, including illness, emergencies, and conference attendance. (Athletes, please note that a written excuse for absence due to competitions must be filed with the ALI Student Advisor.)

**ASSESSMENT**
This is a credit/no credit (CR/NC) class, which means that you will not receive a final letter grade (A/B/C/F) on your USC transcript. Assignments are given to practice material that is covered in class. Since this is a proficiency-based course designed to help improve your academic writing skills, your proficiency in these skills at the *end of the course* determines your final assessment. Therefore, it is in your own interest to do your best on each assignment. Do not expect your writing ability to improve simply by coming to class and putting minimum effort into your assignments. You will be expected to demonstrate significant and meaningful improvement in your writing skills by the end of the semester.
To help the instructor evaluate your writing progress and proficiency, the course grading will be based on a 100% grading scale with the following breakdown.

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Percentage of Total Grade</th>
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</thead>
<tbody>
<tr>
<td>Selected writing assignments</td>
<td>40%</td>
</tr>
<tr>
<td>Midterm Exam</td>
<td>10%</td>
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<tr>
<td>Final Exam</td>
<td>10%</td>
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<tr>
<td>Final Paper</td>
<td>40%</td>
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**COURSE ASSIGNMENTS & EXAM**
There will be in-class tests and home assignments during the semester. These serve as self-assessment for you to see your strength and weaknesses as well as for the instructor to see areas where additional instruction is necessary. The in-class midterm, in-class Final Exam, and the final research paper, together with the on-going evaluation of your work will help the instructor assess your writing skills.

**Midterm & Final Exam**
Students are required to pass the midterm and writing assessment with a score equivalent to 70% in order to receive credit for the course. The Midterm will include course material covered up to that point in the semester. The writing assessment, which is cumulative, will require students to demonstrate writing skills reflecting significant, meaningful, and verifiable progress.

**Final Research Paper**
The major assignment for this course is a Final Paper. The purpose of the final project is to provide you with an experience of writing an academic paper as a specialist in your field. The final project requires demonstration of a number of distinct academic writing skills in both creation and presentation (which we will cover in the course of the semester) of your paper.

The Final Research Paper must meet the following requirements:
- Approximately 10-pages in length (double-spaced) in 12-point font
- Minimum of 2 illustrations (e.g., table, graph, chart) with data commentary
- Minimum of 5 scholarly sources (preferably peer-reviewed journals)
- Documentation of sources using the style in your field (e.g., APA, IEEE)
• “Reference/Works Cited” page at the end of your essay where you list the sources you used in your paper (not counted towards the required minimum)

ACADEMIC CONDUCT

Academic Conduct

Plagiarism—presenting someone else’s ideas as your own, either verbatim or recast in your own words—is a serious academic offense with serious consequences. Please familiarize yourself with the discussion of plagiarism in SCampus in Section 11, Behavior Violating University Standards. Other forms of academic dishonesty are equally unacceptable. See additional information in SCampus and university policies on scientific misconduct.

Discrimination, sexual assault, and harassment are not tolerated by the university. You are encouraged to report any incidents to the Office of Equity and Diversity, or to the Department of Public Safety. This is important for the safety whole USC community. Another member of the university community—such as a friend, classmate, advisor, or faculty member—can help initiate the report, or can initiate the report on behalf of another person. The Center for Women and Men, provides 24/7 confidential support, and the sexual assault resource center webpage, sarc@usc.edu, describes reporting options and other resources.

Support Systems

A number of USC’s schools provide support for students who need help with scholarly writing. Check with your advisor or program staff to find out more. Students whose primary language is not English should check with the American Language Institute, which sponsors courses and workshops specifically for international students. The Office of Disability Services and Programs, provides certification for students with disabilities and helps arrange the relevant accommodations. If an officially declared emergency makes travel to campus infeasible, USC Emergency Information, will provide safety and other updates, including ways in which instruction will be continued by means of Blackboard, teleconferencing, and other technology. For more information go to: https://sarc.usc.edu/

STUDENTS WITH DISABILITIES

Any student requiring accommodation based on a disability is required to register with the Disability Services and Programs office (DSP) each semester. A letter of verification for approved recommendations can be obtained through DSP. Please be sure the letter is delivered to me as early in the semester as possible. DSP is located in STU 301 and is open 9:00am-5:00pm, M-F. The DSP phone number is (213) 740-0776.
**CLASSROOM COURTESY**
As a courtesy to your classmates and teacher, please make sure that your cell phones are off during class time and refrain from conversation when your teacher or others are talking. Text-messaging is distracting, please stay focused on the class activities for maximum benefit. Also, please use English only in the classroom.

**PLEASE DO NOT KEEP YOUR CELL PHONES ON THE DESK DURING CLASS, DO NOT TEXT UNDER THE TABLE DURING CLASS, AND TURN THE PHONE OFF!**
YOU CAN SIGNIFICANTLY IMPROVE YOUR LEARNING BY FULLY PARTICIPATING IN THE CLASS ACTIVITIES.
BECAUSE PHONE USE DISTRACTS THE INSTRUCTOR AND THE OTHER STUDENTS, IT WILL BE TAKEN AWAY UNTIL THE END OF THE CLASS, IF NECESSARY

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**Course Schedule***

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<tr>
<th>WEEK</th>
<th>TASK</th>
<th>HOMEWORK</th>
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<tbody>
<tr>
<td>1</td>
<td>Diagnostic Course Introduction</td>
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<td></td>
<td>Unit 5, Summary Writing</td>
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<tr>
<td>2</td>
<td>Summary Writing</td>
<td></td>
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<td></td>
<td>Professional Writing</td>
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<tr>
<td></td>
<td>(Bio Statements, Resume, Cover Letter, Email)</td>
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<tr>
<td>3</td>
<td>Library Orientation</td>
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<td></td>
<td>Database Research using RefWorks</td>
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<tr>
<td>4</td>
<td>Cont. Professional Writing</td>
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<tr>
<td></td>
<td>Academic Integrity &amp; Citation</td>
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<tr>
<td>5</td>
<td>Approach to Academic Writing</td>
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<tr>
<td></td>
<td>Unit 1, pp. 4-49</td>
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<tr>
<td>6</td>
<td>*President’s Day Holiday</td>
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<tr>
<td></td>
<td>General-Specific Text</td>
<td></td>
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<tr>
<td></td>
<td>Unit 2, selections from pp. 55-87</td>
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*President’s Day Holiday is a reference to a specific event or holiday designated for the unit of study.
<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
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| 7    | Cont. Unit 2  
MIDTERM EXAM Review |
| 8    | MIDTERM EXAM  
Grammar Review |
| 9    | Problem-Solution Text  
Unit 3, pp. selections from pp.100-130; 137-8 |
| 10   | ***SPRING BREAK*** |
| 11   | Data Commentary  
Unit 4, selections from pp. 139-180 |
| 12   | Cont. Units 3 & 4 |
| 13   | Writing Workshop |
| 14   | Writing Workshop |
| 15   | Writing Assessment  
Final Paper Presentation |
| 16   | Consultation |

*Subject to change at instructor's discretion*