

ALI 245 (10157) : High Intermediate Writing Skills (2 units)

INSTRUCTOR: ZSUZSA LONDE, PH.D.

EMAIL: LONDE@USC.EDU

OFFICE HOURS: BY APPOINTMENT

OFFICE: PSD 106E

CLASSROOM: SOS B45

CLASS TIME: MW 3:30-4:50PM

MIDTERM EXAM: 10/5

FINAL ASSESSMENT: 11/23

SEMESTER HOLIDAYS:

SEPTEMBER 7 (LABOR DAY)

NOVEMBER 25-27 (THANKSGIVING)

LAST DAY OF CLASS:

DECEMBER 1. – ALI COURSES

(DECEMBER 4 – USC COURSES)

REQUIRED TEXT BOOK:

Swales, John M., & Feak, Christine B. (2012) *Academic writing for graduate students: Essential tasks and skills* (3rd ed.). Ann Arbor: The University of Michigan Press. (ISBN: 978-0-472-03475-8)

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.”¹

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),

¹ Proficiency in English. USC Graduate Admissions: International Students. Retrieved on Jan. 10, 2014, from <http://www.usc.edu/admission/graduate/international/english.html>

- Use academic written English conventions of grammar, spelling, and punctuation, and
- Learn strategies to avoid plagiarism and academic dishonesty.

TEXT BOOK

Swales, John M., & Feak, Christine B. (2012) *Academic writing for graduate students: Essential tasks and skills* (3rd ed.). Ann Arbor: The University of Michigan Press. (ISBN: 978-0-472-03475-8)

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 of 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.

Assignments	Percentage of Total Grade
Selected writing assignments	40%
Midterm Exam	10%
Final Exam	10%
Final Paper	40%

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 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 7-10-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 INTEGRITY

USC upholds high standards of academic integrity. ALI, in keeping with these standards, has to ensure that international students, new to the university understand, internalize, and practice academic integrity. Copying another writer’s work, improperly paraphrasing or

citing a source, and getting outside assistance with your work constitute academic dishonesty and can have serious consequences on your status as a student at USC. In this course, we will discuss ways to promote academic integrity in your work (for information on how to avoid plagiarism, see http://www.usc.edu/student-affairs/student-conduct/grad_ai.htm). Please note that while it may be helpful to have a native speaker proof-read a paper for a class in your major, this would be considered cheating in this class because you are being evaluated on *your* English skills, not someone else's.

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 GFS 120 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 TURN OFF YOUR PHONE, DO NOT KEEP IT ON THE
DESK, AND DO NOT TEXT UNDER THE TABLE
DURING CLASS!**

**YOU CAN SIGNIFICANTLY IMPROVE YOUR
LEARNING AND PERFORMANCE BY DEDICATING
YOUR FULL ATTENTION TO THE
CLASS.**

**(Because phone use distracts the instructor and the other students, if
necessary, it will be taken away until the end of the class.)**

Course Schedule*

WEEK	TASK	HOMEWORK
1	Diagnostic Course Introduction Unit 5, Summary Writing	
2	Summary Writing Professional Writing (Bio Statements, Resume, Cover Letter, Email)	
3	Library Orientation Database Research using RefWorks	
4	Cont. Professional Writing Academic Integrity & Citation	
5	Approach to Academic Writing Unit 1, pp. 4-49	
6	General-Specific Text Unit 2, selections from pp. 55-87	
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		
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*