ALI 235: Academic and Professional Writing Skills II (2 units)

Section No.: 10123

Instructor: Nina Kang

Classroom: VKC 208

Class time: TTh 2:00-3:20pm

Midterm Exam: Oct. 15 (TBC)

Office: PSD 106J

Email: ninakang@usc.edu

Office Hours: Mon 11-2pm & by appointment

Writing Assessment: Nov. 21 (TBC)

Semester Holidays:
Sept. 2 (Mon) - Labor Day
Oct. 17-18 - Fall Recess
Nov. 27-29 (Wed-Fri) - Thanksgiving

Last Day of Class:
ALI – Dec. 3
USC – Dec. 6

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. USC graduate applicants are therefore expected to demonstrate English-language proficiency."[1] A degree from USC signifies that the holder has achieved the proficiency in English that is required for professional and academic endeavors.

Course Description

In this course you will work on writing skills needed to succeed in the academic environment at USC. The course will use instructor provided as well as student provided authentic materials on academic topics. The assignments and course work cover major components of academic writing, including understanding the organizational structure of academic papers, paraphrasing and summarizing others' ideas, and using outside sources to support arguments. The course will also cover specific language issues (grammar, vocabulary, register) that are often problematic for non-native speakers of English.

Course Objectives

The overall goal of this course is to make your writing more accurate and academically appropriate. Accordingly, in this class you will do the following:
- Learn about the conventions of academic writing
- Apply the process of synthesizing and citing outside sources through research
- Use paraphrasing /summarizing skills to avoid plagiarism.

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[1] English Proficiency. Office of Graduate Admissions: English Proficiency. Retrieved on August 23, 2019, from https://gradadm.usc.edu/lightboxes/international-students-english-proficiency/

- Vary sentence structure to improve cohesiveness, conciseness and precision
- Edit your writing and vocabulary to develop awareness of greater usage accuracy
- Use standard written English's conventions or grammar, spelling, and punctuation.

Course Materials
RECOMMENDED
Caplan, Nigel A. (2012). *Grammar Choices for Graduate and Professional Writers.* Ann Arbor: University of Michigan. (ISBN: 9780472035014)

In addition to selected chapters via ARES, selected websites and handouts will be loaded onto USC Blackboard website: https://blackboard.usc.edu for course assignments and readings. You will find these under the "Weekly Lessons/Course Content" sections of Blackboard. During the course, you will also be required to find academic journals that specifically address issues related to your Final Research Paper.

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 has scheduled regular office hours for one-to-one meeting with students. Office hours provide you with a time to ask questions and discuss the course content. If you are unable to attend the scheduled office hours, please feel free to contact your instructor and set up a time to meet.

ALI Attendance Policy
Improving proficiency in a second language requires practice; hence, it is important that you do 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 6 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 prepare for and 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. Hence, 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.

Selected Writing Assignments 35%
Midterm Exam 20%
Writing Assessment 15%
Final Research paper 30%

Course Assignments & Exam

There will be an in-class exam 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, writing assignments, and the final research paper, together with the on-going evaluation of your work will help the instructor assess your writing skills.

Midterm & End-of-Term Writing Assessment

Students are required to pass the midterm and the final 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 will require students to demonstrate skills reflecting significant, meaningful, and verifiable progress.

Professional Writing

Students will have the opportunity to develop a professional writing portfolio consisting of resume, bio-statements, etc. Other aspects of professional writing, such as email and cover letters may be discussed in class.

Final Research Paper

The major assignment for this course is a Final Research Paper. The purpose of the final project is to provide you with an experience of writing a research 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.

Please note, your topic must be approved prior to officially starting your research writing process. You may NOT change your topic without instructor's approval. Therefore, be thoughtful and conscientious about your topic choice. The Final Research Paper must meet the following requirements:

- Approximately 4-5 pages in length (double-spaced) in 12-point font
- Minimum of 3 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)

Additionally, final papers must be turned in by the due date unless a student has experienced a serious emergency (contact the instructor). In addition to submitting a hardcopy of the paper, student may be additionally asked to submit their final paper to turnitin.com via Blackboard to ensure that the work is not plagiarized.

A Statement on Academic Conduct and Support Systems

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 Part B, Section 11, "Behavior Violating University Standards" policy.usc.edu/scampus-part-b. Other forms of academic dishonesty are equally unacceptable. See additional information in SCampus and university policies on scientific misconduct, policy.usc.edu/scientific-misconduct.

Support Systems:

Student Health Counseling Services - (213) 740-7711 – 24/7 on call
engemannshc.usc.edu/counseling
Free and confidential mental health treatment for students, including short-term psychotherapy, group counseling, stress fitness workshops, and crisis intervention.

National Suicide Prevention Lifeline - 1 (800) 273-8255 – 24/7 on call
suicidepreventionlifeline.org
Free and confidential emotional support to people in suicidal crisis or emotional distress 24 hours a day, 7 days a week.

Relationship and Sexual Violence Prevention Services (RSVP) - (213) 740-4900 – 24/7 on call
studenthealth.usc.edu
Free and confidential therapy services, workshops, and training for situations related to gender-based harm.

Office of Equity and Diversity (OED) | Title IX - (213) 740-5086
equity.usc.edu, titleix.usc.edu
Information about how to get help or help a survivor of harassment or discrimination, rights of protected classes, reporting options, and additional resources for students, faculty, staff, visitors, and applicants. The university prohibits discrimination or harassment based on the following protected characteristics: race, color, national origin, ancestry, religion, sex, gender, gender identity, gender expression, sexual orientation, age, physical disability, medical condition, mental disability, marital status, pregnancy, veteran status, genetic information, and any other characteristic which may be specified in applicable laws and governmental regulations.

The Office of Disability Services and Programs - (213) 740-0776
dsp.usc.edu
Support and accommodations for students with disabilities. Services include assistance in providing readers/notetakers/interpreters, special accommodations for test taking needs, assistance with architectural barriers, assistive technology, and support for individual needs.

USC Support and Advocacy - (213) 821-4710
studentaffairs.usc.edu/ssa
Assists students and families in resolving complex personal, financial, and academic issues adversely affecting their success as a student.

Diversity at USC - (213) 740-2101
diversity.usc.edu
Information on events, programs and training, the Provost's Diversity and Inclusion Council, Diversity Liaisons for each academic school, chronology, participation, and various resources for students.

USC Emergency - UPC: (213) 740-4321, HSC: (323) 442-1000 – 24/7 on call
dps.usc.edu, emergency.usc.edu
Emergency assistance and avenue to report a crime. Latest updates regarding safety, including ways in which instruction will be continued if an officially declared emergency makes travel to campus infeasible.

USC Department of Public Safety - UPC: (213) 740-6000, HSC: (323) 442-120 – 24/7 on call
dps.usc.edu
Non-emergency assistance or information.

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. If you need to take an important call, step outside. If you're falling asleep, step outside. Please stay focused on the class activities for maximum benefit to you and your classmates. Also, please **use English only** in the classroom.

Use of Technology
Computer use as a tool to learning may be acceptable in the classroom, but it is NOT ALLOWED unless instructed otherwise. Use of the computer/technology can be very distracting to classmates around you. NO social media use should go on during class time.

Course Schedule*

WEEK	TASK	HOMEWORK
1	Diagnostic Course Introduction	Classmate Report Writing
2	Professional Writing (Bio Statements, Resume, Email)	Bio Statement, Email
3	Cont. Professional Writing	Resume/CV
4	GC, Unit 4 (verbs) Academic Integrity & Citation	Cont. revising prof writings Unit 4, TBD
5	Summary Writing	Summary Writing
6	General-Specific Text/Choosing a Topic	Introduction Writing Term Definition
7	Final Research Paper Midterm Exam Review	Take-home Practice Midterm
8	MIDTERM EXAM Consultations	Topic Proposal
9	Library Orientation Database Research using RefWorks	Unit 3, TBD Outline & References
10	Final Research Paper Style Guides	Annotated Bibliography
11	Problem-Solution Text	Hedging exercises
12	Hedging/Qualifications GC, Unit 6	Writing Final Paper
13	Writing Assessment	Writing Final Paper
14	Writing Day	Writing Final Paper
15	Consultation	

Subject to change at instructor's discretion

American Language Institute   *Course Syllabus, ALI 235*