USC University of Southern California

ALI 235-10128: Academic and Professional Writing Skills II
Fall 2019

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Course Info: MW 3:30-4:50 pm LVL 3B
Office: Royal Street Structure 106
Office Hours: by appointment

Course Description:

ALI 235 is a level II course for both undergraduate and graduate students. This course explores aspects of written language in the American university setting including skills in reading comprehension and fluency, vocabulary building, writing, and written grammar. Students will work to develop reading fluency and comprehension and will gain vocabulary strategies to improve vocabulary knowledge. Students will also learn to communicate their ideas in written academic English via paraphrasing, summarizing, citing sources, and writing a complete research paper. Review of key written grammar forms with an emphasis on error identification is also included in course study. Students are expected to complete all assignments. Students should expect to develop autonomous and collaborative skills both in and outside of the classroom.

Course Goals and Objectives:

The goal of this course is to help improve various aspects of written communication of American English to help facilitate and meet the needs of university-level academic coursework. Your professor will focus on various language and communication topics in order to support your maximum development as learners and participants at this university.

Course Materials:

- College rule standard 8.5" x 11" loose-leaf notebook paper (no miniature paper please)
- Required Texts:
  - *Sourcework: Academic Writing from Sources (2nd Ed.)* by Nancy E. Dollahite and Julie Haun.
  - You must have in-class access to an ESL or American English-English dictionary. Apps such as Dictionary.com and Merriam-Webster are excellent resources, but dictionaries which give translations are not sufficient.

Major Course Requirements and Final Grade Breakdown:

- In class Assignments, Attendance, and Class Participation   25%
- Homework   25%
- Mid-semester assessment   20%
- Group and individual papers   30%

Grading Procedures and Course Assessment/Completion:
To receive credit for this class, students must:
- Attend classes regularly and arrive on time.
- Participate actively. Active participation consists of daily attendance and interaction with the professor/classmates on all group work in the classroom and out in English. In order to earn full participation points, you must communicate in English. If the professor needs to ask you repeatedly to speak in English, you will not receive a passing participation grade.
- Complete ALL course requirements successfully (a course average of less than 70% will result in a grade of NC). A successfully completed assignment is finished on time, is thorough, and is of high quality.

ALI 235 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. Since this is a proficiency-based course designed to help improve your academic writing skills, your proficiency at the *end* of the course determines whether you will need an additional class or not. Therefore, it is in your own interest to do your best to participate fully in every assignment.

Upon completion of ALI 235, many students have not achieved a release level of English mastery and will be required to take an additional writing course (typically ALI 245 Academic and Professional Writing Skills III) for more skill development and practice. Moreover, students who show minimal improvement in their writing skills may be required to retake ALI 235. In other words, even if you receive credit for ALI 235 for doing all the assignments, you may be required to take ALI 235 again or take an additional writing skills class if your writing level does not meet ALI's standards for the next level or for release. Do not expect your writing ability to improve simply by coming to class and putting minimum effort into your assignments. It will take diligent effort on your part. **As you probably know, very few students make significant progress if they don't work to improve their skills**.

You will have access to your course grade throughout the semester via Blackboard "My Grades." We will also discuss your course progress at mid-semester, but please feel free to discuss your grades with me at any time throughout the semester.

HOMEWORK INFORMATION AND POLICIES:
- ❖ All major course projects will be completed in stages and will require regular homework to be handed in on time to demonstrate progress. All homework assignments should be completed by the due date. **In the event that a homework assignment is handed in late, it can still be evaluated by the instructor and graded, but will receive a reduction in points equivalent to one letter grade for each day the assignment is late.** Do not let this occur on a regular basis as it will quickly affect your ability to receive "credit" in this class; it can result in a "No Credit" and requirement to repeat the class next semester.
- ❖ If you are unable to attend a class, you must make arrangements to submit your work via a classmate, Blackboard, or e-mail submission.
- ❖ There are no make-up days for exams. Therefore, it is not in your best interest to miss these important class days!! In the event of an extreme emergency, please contact me as soon as possible.

ALI ATTENDANCE POLICY AND TARDINESS (BEING LATE TO CLASS): Students should attend every class and be punctual. If you have 3 hours of absence, it must be reported to the ALI student advisor. **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. (Please note that a written excuse for absence due to sports or academic competitions or conferences must be filed with the professor and ALI Student Advisor). Attending class on time is also important since tardiness is an inconvenience to your classmates and professor. Coming to class late will also count towards the number of hours missed. Students who come to class *more than 10 minutes* late will also be marked absent rounded up to the next 30 minutes. Students consistently arriving more than a couple minutes late to class may also be marked absent for the time missed.

CLASSROOM COURTESY AND ETIQUETTE:
- As a courtesy to your classmates and professor, please refrain from chatting with classmates when others are talking.
- The goal of this class is to improve your skill in all aspects of written English including reading, writing, vocabulary, and grammar. Since this is an English class, the focus will be on communicating in English. Please use English as your mode of communication at all times while in the classroom. Also, while it is understandably easier to speak your native language to others from your home country, this can be uncomfortable to others in the class who don't speak your language and certainly defeats the purpose of being in an English class, so please use English only in the classroom.
- If you need to look up an unfamiliar word, first consider asking the professor to explain the meaning or give a synonym; your question may help others with the same question and can create an opportunity for classroom learning.
- Use of electronic devices during class can be distracting. In order to promote a learning environment conducive to discussions and focused practice with your professor and classmates, please do not use cell phones, laptops, iPads, etc. during class unless instructed to do so. Reserve time to check your e-mail, surf the web, text message, etc. for before/after class.

ACADEMIC INTEGRITY: 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*, *http://studentaffairs.usc.edu/scampus/)* Other forms of academic dishonesty are equally unacceptable. See additional information in *SCampus* and university policies on scientific misconduct, http://policy.usc.edu/scientific-misconduct/ .
General principles of academic honesty include the concept of respect for the intellectual property of others, the expectation that original work will be submitted unless otherwise allowed by an instructor, and the obligations both to protect one's own academic work from misuse by others as well as to avoid using another's work as one's own. All students are expected to understand and abide by these principles. Students will be referred to the Office of Student Judicial Affairs and Community Standards for further review, if there is any suspicion of academic dishonesty.

EMERGENCIES: If an officially declared emergency makes travel to campus infeasible, *USC Emergency Information*, http://emergency.usc.edu/ , will provide safety and other updates, including ways in which instruction will be continued by means of Blackboard, teleconferencing, and other technology.

SUPPORT SYSTEMS:

WRITING AND LANGUAGE: 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*, http://ali.usc.edu/ , which sponsors courses and workshops specifically for international students.

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. 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.

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. 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.

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*, http://equity.usc.edu/, or to the *Department of Public Safety*, http://dps.usc.edu/contact. This is important for the safety of the 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. *Relationship and Sexual Violence Prevention & Services*, https://engemannshc.usc.edu/rsvp/counseling-services/, offers counseling free of charge, and the *Title IX Office* webpage, https://titleix.usc.edu, describes reporting options and other resources.

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.

ALI 235 Course Calendar (M/W)
FALL SEMESTER

Week	Date	Topics and Activities	Chapters and Assignments
1	8/26, 8/28	Diagnostics	
2	9/2 (NO CLASS) 9/4	NO CLASS 9/2: LABOR DAY HOLIDAY Course and Student Introductions Open Reading and Vocabulary 1: Diagnostic article and class vocabulary list	Vocabulary 1: Class vocabulary list
3	9/9, 9/11	Academic Reading and Writing: Responding to a Reading	*Sourcework* Chapter 1: Exploring Ideas
4	9/16, 9/18	Academic Reading and Writing: The Formal Summary	*Sourcework* Chapter 1: Academic Writing Skills
5	9/23, 9/25	Identifying and Editing Grammatical Errors Open Reading and Vocabulary 2: Theme article and class vocabulary list Academic Reading and Writing: Paraphrasing Strategies	Vocabulary 2: Class vocabulary list and sentences *Sourcework* Chapter 2: Achieving Focus for Your Paper
6	9/30, 10/2	Research Questions and Focused Reading	*Sourcework* Chapter 2: Achieving Focus for Your Paper
7	10/7, 10/9	Thesis Statements and Choosing Effective Evidence **Midterm Assessment**	*Sourcework* Chapter 3: Organizing Your Paper **10/9: Writing Skills and Vocabulary Assessment**
8	10/14, 10/16	Thesis Statements and Choosing Effective Evidence Writing the Body of Your Paper and Integrating Evidence	Group Research Paper Begins *Sourcework* Chapter 3: Organizing Your Paper

	10/17-10/18	FALL BREAK: NO CLASS	
9	10/21, 10/23	Thesis Statements vs. Topic Sentences Integrating Evidence and Plagiarism	*Sourcework* Chapter 4: Writing Your Paper 1st draft of group research paper due
10	10/28, 10/30	Integrating Evidence and Plagiarism Introductions, Conclusions, Building Cohesion, and In-Text Citations	*Sourcework* Chapter 4: Writing Your Paper *Sourcework* Chapter 5: Refining Your Paper Feedback given to group papers
11	11/4, 11/6	Introductions, Conclusions, Building Cohesion, and In-Text Citations Identifying and Editing Grammatical Errors	*Sourcework* Chapter 5: Refining Your Paper Final draft for group paper due.
12	11/11, 11/13	Choosing a Research Topic and Creating a Research Proposal Library Research: Librarian Session	*Sourcework* Chapter 6 Introduction to Library Research: Librarian Session Individual research papers begin
13	11/18, 11/20	Identifying and Editing Grammatical Errors	1st draft of individual paper due. .
14	11/25, 11/27 (NO CLASS)	Individual Consultations NO CLASS 11/27: THANKSGIVING HOLIDAY	Feedback for individual papers given
15	12/2 12/4 (NO CLASS)	Course wrap-up; Course Evaluations NO CLASS 12/4: ALI FACULTY DAY	Final draft for individual papers due.

**Professor reserves the right to alter assignments and due dates depending on individual course section needs.