

## ALI 235: Academic and Professional Writing Skills II

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**Office Hours: M/W 10:00-11:30**

### **Course Description:**

ALI 235 is an intermediate level 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:  
*Grammar Choices for Graduate and Professional Writers (2<sup>nd</sup> ed).* Nigel A. Caplan

### **Major Course Requirements and Final Grade Breakdown:**

- Homework/In class Assignments, and Class Participation 50%
- Formal written assignments and academic papers 25%
- End-of-semester research paper 25%

### **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.
- 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, some students will not have achieved a release level of English mastery and will be required to take an additional writing course (typically ALI 245 High Intermediate Oral Skills) 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. 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 your professor 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. (Athletes, please note that a written excuse for absence due to competitions must be filed with the 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.

## **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](https://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](https://policy.usc.edu/scientific-misconduct).

**Support Systems:**

*Student Health Counseling Services - (213) 740-7711 – 24/7 on call*

[engemannshc.usc.edu/counseling](https://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](https://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](https://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](https://equity.usc.edu), [titleix.usc.edu](https://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](https://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](https://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](https://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](https://dps.usc.edu), [emergency.usc.edu](https://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](https://dps.usc.edu)

Non-emergency assistance or information.

Week	Date	Topics and Activities	Chapters and Assignments
1 (8/26)		Course and Student Introductions; Diagnostics	Classmate Paragraph
2 (9/2) Monday/Labor Day		Academic Reading and Writing: Paraphrasing and Summarizing  Professional Writing Resumes	Grammar Choices pgs 12-21  Summary of first article
3 (9/9)		Academic Reading and Writing: Paraphrasing, and Summary, cont. Resumes cont.	Resume and Cover Letter revisions
4 (9/16)		Academic Reading and Writing: Revising and Responding Professional Writing: Email Initial conferences	Second Summary Grammar Choices Ch 4
5 (9/23)		Verbs and Narrative Email, cont.	Grammar Choices Ch 4, cont
6 (9/30)		Research Topics	Begin Midterm papers Grammar Choices Ch 2 (26-32)
7 (10/7)		Thesis Statements and Choosing Effective Evidence	Midterm papers Grammar Choices Ch 2 (33-35)
8 (10/14) Fall Recess 10/17-18		Integrating sources	Midterm papers due
9 (10/21)		Cause and effect	Problems and Solutions
10 (10/28)		Introductions, Conclusions, Building Cohesion, and In-Text Citations  Library visit	Introductions
11 (11/4)		Data: graphs, charts, pictures	Grammar Choices Ch 5



12 (11/11)		Taking a stance	Grammar choices Ch 6
13 (11/18)		Final Paper topics	1 <sup>st</sup> draft of individual paper due.
14 (11/25)		Continue work on papers and blogs	Work on personal Blog and individual papers given.
15 (12/2)		<b>Individual paper due</b>	Final Papers due/Personal Blog Due
16		Final Consultations (optional)	