



**ALI 235**  
**Academic and Professional Writing Skills II**

Instructor: Olivia Martinez	Office: PSD 106 S
Email: <a href="mailto:ovmartin@usc.edu">ovmartin@usc.edu</a>	Office hours: By appointment
Phone: 310-626-2809 (text)	

**USC'S UNDERGRADUATE AND GRADUATE ADMISSIONS REQUIREMENT:** According to the University, "[a]cademic success in the United States depends on your ability to communicate effectively in English,"<sup>1</sup> and the "ability to communicate effectively in English—to read, write and speak the language fluently—is vital to your success as a university student."<sup>2</sup>

**PREREQUISITES:** Students are placed into ALI 235 based on the results of the International Student English (ISE) Exam<sup>3</sup> or a previous ALI written skills course.

**COURSE DESCRIPTION:** This course is designed to help you meet the above requirement by improving your written communication skills. More specifically, you will work on

- grammar
- vocabulary use
- academic writing conventions
- writing styles

These language skills will be addressed in the process of doing various activities, such as:

- group writing projects and activities
- summarizing texts
- individual writing projects
- daily written entries (style to be determined by student needs).

**COURSE MATERIALS:**

- Baker, Lida; Donnalley, Sherman, Lockwood, Robyn Brinks. (2018). *Grammar for Great Writing C*; National Geographic Cengage Publishers. ISBN: **9781337118613**<sup>4</sup>
- Vocabulary Journal: a virtual or physical place to record and keep track of new

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<sup>1</sup> International applicants. *University of Southern California: Undergraduate admissions*. Retrieved on January 4, 2013, from [http://www.usc.edu/admission/undergraduate/apply/inter\\_students.html](http://www.usc.edu/admission/undergraduate/apply/inter_students.html)

<sup>2</sup> Proficiency in English. *University of Southern California Graduate Admissions: International students*. Retrieved on January 4, 2013, from <http://www.usc.edu/admission/graduate/international/englishproficiency.html>

<sup>3</sup> <http://dornsife.usc.edu/ali/ise/>

<sup>4</sup> Available at the USC Bookstore and here: [Cengage.com -Grammar for Great Writing C](http://Cengage.com-Grammar for Great Writing C)

vocabulary and its application. This should be brought to class every day.

- Internet access to Blackboard and other online materials (any mobile electronic device that will allow you to access internet in class).
- Paper and pencil or pen for in-class exercises.

**ALI ATTENDANCE POLICY:** More than **3** hours of absence will 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.)

**TARDINESS POLICY:** Attending class on time is important since tardiness is an inconvenience to your classmates. Coming to class late will also count towards the number of hours missed, if more than 15 minutes late. Leaving class more than 15 minutes early will also be counted toward absences. Leaving class early or being late to class on a regular basis may result in a **NC**.

**ACADEMIC INTEGRITY:** ALI and USC are very diligent in keeping students honest about their work. Copying another writer's work, improperly paraphrasing or citing a source, and getting "editorial revision by another person that results in substantive changes in content or major alteration of writing style" constitute academic dishonesty and can have serious consequences on your status as a student at USC.<sup>5</sup>

**Please note:** 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. Since this is a proficiency-based course designed to help improve your writing skills, your proficiency in these skills at the end of the course determines whether you will be advised to take an additional class or not. Therefore, it is in your own interest to do your best to participate fully in every assignment.

**GRADING:** Attendance is a major and independent factor in determining your grade. Moreover, this is a skills-based course. Assessment grades throughout the semester are NOT cumulative and will serve to help you know what to focus on for the assessments at the end of the semester. Students should meet the course attendance requirement **AND** have a final minimum of **80%** at the end of the semester in order to receive a CR.

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<sup>5</sup> Behavior violating university standards and appropriate sanctions. University of Southern California: SCampus student guidebook. Retrieved on January 4, 2013, from <http://scampus.usc.edu/1100-behavior-violating-university-standards-and-appropriate-sanctions/>

**GRADING (SHOULD AVERAGE A MINIMUM OF 80%):**

- **50%** -GROUP PRESENTATIONS
- **50%** -WRITING ASSIGNMENTS

**CONFERENCING AND OFFICE HOURS:** During the semester I will be meeting with you individually/in groups to discuss your progress and strategize with you to help you reach your personal goals in English communication. You will be signing up through [signupgenius.com](http://signupgenius.com) and will receive reminders from them as well.

**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. For more information, see [http://sait.usc.edu/academicsupport/centerprograms/dsp/home\\_index.html](http://sait.usc.edu/academicsupport/centerprograms/dsp/home_index.html).

**CLASSROOM COURTESY:** As a courtesy to your classmates and teacher, please refrain from chit-chat when others are talking. Use of technology (e.g., smart phones, iPads) is permissible for in-class assignments; however, text-messaging is distracting and takes your attention from class discussion, so it is forbidden during class. 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.

**ENGLISH PRACTICE SOURCES:** Duolingo ©, Elevate ©, Illuminate ©, Grammarly ©, [The Muse - Advice](#), [USC Career Center](#), [Rachel's English YouTube Playlists](#), [Real Life Global](#)ALI Conversation Groups (details TBA).

**IMPORTANT DATES:**

1/13-1/17	First week of school
1/20	Martin Luther King Jr. -NO SCHOOL -(No ALI 235 1/21)
1/31	LAST DAY FOR ADD/DROP
2/12-2/21	Midterm Assessments
2/17	Presidents' Day -NO SCHOOL -(No ALI 235 2/18)
3/16-3/20	SPRING BREAK
4/20-4/24	Final Assessments
4/27	Last Day of 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.

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.