ALI 245: Academic and Professional Writing Skills III (2 units)
Section: 10136

Instructor: Nina Kang

Office: via Zoom Classroom
Office Hours: WF 10:00-11:00 and by appointments

Class Time: T/Th 10:00-11:20am
Zoom Meeting ID: 923 6785 6208
Zoom link available on Bb

Email: ninakang@usc.edu

Midterm Exam: Tues, March 9 (TBC)

Writing Assessment: Tues, April 19 (TBC)

Wellness Days for T/Th sections:
March 23 (Tues) – no class
April 22 (Thurs) – no class

Last Day of Class:
April 27 (ALI classes)
April 30 (USC)

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
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 world. Readings and assignments cover major components of academic writing, including genre-specific rhetorical organization and styles, data commentaries, paraphrasing, summarization, and citation. These units also cover specific language issues (grammar, vocabulary, academic and professional register) that can be difficult for non-native speakers of English.

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 research paper in your field of studies.
- Practice analysis in written form through synthesis of academic papers.
- Provide constructive feedback to peers on their written work, and address issues identified by the instructor and peers when revising one's own written work.
- Correctly use the preferred citation style (e.g., IEEE, MLA) in your field of studies.
- Use standard written English's conventions or grammar, spelling, and punctuation.
- Learn strategies to avoid plagiarism and other forms of academic dishonesty.

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[1] English Proficiency. Office of Graduate Admissions: English Proficiency. Retrieved on August 13, 2020, from https://gradadm.usc.edu/lightboxes/international-students-english-proficiency/

Recommended:
Frodesen, Jan & Wald, Margi. (2016). *Exploring options in academic writing: Effective vocabulary and grammar use*. Ann Arbor: The University of Michigan Press.
(ISBN: 978-0-472-03426-0)

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)

There is no textbook required for the course. However, you are expected to access selected chapters of books/articles through the library e-reserves <ARES: https://reserves.usc.edu/ares/>

Additionally, 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 "Course Content/Assignments" section of Blackboard.

LATE ASSIGNMENTS
Late assignments are **NOT accepted**. In case of personal emergencies, consult with 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
Office hours will be one-to-one meeting with students via Zoom to address any content related questions. 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 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. Attendance will be taken every class meeting. More than 6 hours of absence (4 class meetings) will result in a course grade of NC (no credit). Absence is counted for *any* reason, including illness, emergencies, and conference attendance.

Zoom Classroom Courtesy
As a courtesy to your classmates and instructor, please make sure you come to class on time, turn on your video, mute yourself (when not speaking), and fully engage in the class instruction. Please stay focused on the class activities for maximum benefit to you and your classmates.

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 whether you will need an additional class or not.

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.

COURSE ASSIGNMENTS & EXAMS

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, final exam, and the final research paper, together with the on-going evaluation of your work will help the instructor assess your writing skills. To help the instructor evaluate your writing progress and proficiency, the course grading will be based on the following breakdown.

Assignments	Percentage of Total Grade
Selected Writing Assignments	30%
Discussions & Participation	10%
Midterm Exam	20%
Writing Assessment	15%
Final Research Paper	25%

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 writing assessment, and the final research paper, together with the on-going evaluation of your work will help the instructor assess your writing skills.

Graded writing assignments will be assigned at the discretion of the instructor and may include the following: Process Writing, Extended Definition, Process Description, Literature Review, Annotated Bibliography, Critical Reviews, and Summary Writing.

Discussion Board

There will be discussion board questions throughout the semester. This is meant to encourage communication with classmates and "free" writing that's not graded. You will simply receive credit for participating in the discussion. There will be a total of 5 discussion topics for the semester.

Midterm & End-of-Term Writing Assessment

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. The assessment will be conducted using Respondus Lockdown Browser and Monitoring system. See below for instructions on downloading the app.

Professional Writing

Depending on student interest and time, students will have the opportunity to develop a professional writing portfolio consisting of cover letter, resume, bio-statements, etc. Other aspects of professional writing, such as email and letters of complaints may also 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 5-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)

Final papers must be turned in by the due date unless a student has experienced a serious emergency (contact the instructor). The papers are submitted to turnitin.com via Blackboard to ensure that the work is not plagiarized.

LockDown Browser + Webcam Requirement

This course requires the use of LockDown Browser and a webcam for online exams. The webcam can be the type that's built into your computer or one that plugs in with a USB cable.

Watch this brief video to get a basic understanding of LockDown Browser and webcam features.

https://www.respondus.com/products/lockdown-browser/student-movie.shtml

Download Instructions
Download and install LockDown Browser from this link:

https://download.respondus.com/lockdown/download.php?id=945755274

Once Installed
- Start LockDown Browser
- Log into Blackboard Learn
- Navigate to the test

Note: You won't be able to access tests with a standard web browser. If this is tried, an error message will indicate that the test requires the use of LockDown Browser. Simply start LockDown Browser and navigate back to the exam to continue.

Guidelines (when taking the test)
- Ensure you're in a location where you won't be interrupted
- Turn off all other devices (e.g. tablets, phones, second computers) and place them outside of your reach
- Before starting the test, know how much time is available for it, and also that you've allotted sufficient time to complete it
- Clear your desk or workspace of all external materials not permitted (books, papers, etc.)
- Remain at your computer for the duration of the test
- If the computer, Wi-Fi, or location is different than what was used previously with the "Webcam Check" and "System & Network Check" in LockDown Browser, run the checks again prior to the exam
- To produce a good webcam video, do the following:
    - Avoid wearing baseball caps or hats with brims
    - Ensure your computer or device is on a firm surface (a desk or table). Do NOT have the computer on your lap, a bed, or other surface where the device (or you) are likely to move
    - If using a built-in webcam, avoid readjusting the tilt of the screen after the webcam setup is complete
    - Take the exam in a well-lit room, but avoid backlighting (such as sitting with your back to a window)
- Remember that LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted

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.

Course Schedule*

WEEK	TASK	HOMEWORK
1	Diagnostic Course Introduction	Summary & Response Writing to selected article
2	Professional Bio-Statement & Email Writing	Bio Statement, Email
3	Summary/Paraphrasing Skills, EOAW, ch. 10	Summary & Paraphrasing Exs
4	EOAW, ch. 1 (vocabulary, collocation, register) Academic Integrity & Citation	Summary 1
5	Verbs, Modals EOAW, chs. 2-3 (verbs)	Summary 2
6	Approach to Academic Writing Unit 1, pp. 4-49 (available via ARES)	Mini Lit Review
7	Articles Usage (a, an, the) Midterm Review	Take-home Practice Midterm
8	**MIDTERM EXAM** Consultations	Topic Proposal
9	Final Research Paper / Style Guides Library Research Skills	Outline & References
10 **3/23 WD**	General-to-Specific (Introductions) EOAW, chs. 4-5 (causal relationships)	Chs 4-5, TBD Problem Statement
11	Problem-Solution Text (Main Body) EOAW, chs. 7-8 (cohesion)	Chs. 7-8, TBD Draft 1
12	Data Commentary, EOAW, ch. 9 Hedging/Qualification	Ch. 9, TBD Draft 2
13	Consultations	Draft 3
14 **4/22 WD**	**Writing Assessment**	Final revisions & edits
15	Final Class Meeting ****Final Paper Due****	

Subject to change at instructor's discretion