

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

Section: 10147

Instructor: Nina Kang

Office: PSD 106J OR via Zoom Classroom  
Office Hours: TR 10:00-11:00 and by appointments

Class Time: T/Th 12:00-1:20pm (PST)

Zoom Meeting ID: 950 7440 8204

*\*Zoom link available on Bb*

Email: [ninakang@usc.edu](mailto:ninakang@usc.edu)

Midterm Exam: Tues, Oct 12 (TBC)

Writing Assessment: Tues, Nov 23

## University Recess/Holidays:

Sept. 6 (Mon) – Labor Day

Oct. 14-15 (Thurs/Fri) – Fall Recess

Nov. 24-28 (Wed-Sun) – Thanksgiving

## Last Day of Class:

Nov. 30 (ALI classes)

Dec. 3 (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.”<sup>1</sup> 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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<sup>1</sup> English Proficiency. Office of Graduate Admissions: English Proficiency. Retrieved on August 19, 2021, from <https://gradadm.usc.edu/lightboxes/international-students-english-proficiency/>

## **COURSE MATERIALS**

### *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.

<b>Assignments</b>	<b>Percentage of Total Grade</b>
Selected Writing Assignments	35%
Midterm Exam	20%
Writing Assessment	15%
Final Research Paper	30%

### **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.

### **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 courtesy letters 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 (1500 words) 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 Requirement

This course requires the use of LockDown Browser and a webcam (via Zoom) for online exams.

### 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.

## 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](https://policy.usc.edu/scampus-part-b) (or see complete pdf: <https://policy.usc.edu/wp-content/uploads/2021/08/SCampus-Part-B-Student-Conduct-Code.pdf>)

**Support Systems:**

*Student Health Counseling Services - (213) 740-9355 (WELL) – 24/7 on call*

[engemannshc.usc.edu/counseling](http://engemannshc.usc.edu/counseling) [studenthealth.usc.edu](http://studenthealth.usc.edu)

Free and confidential mental health treatment for students, including short-term psychotherapy, group counseling, stress fitness workshops, and crisis intervention.

Includes *Relationship and Sexual Violence Prevention Services (RSVP)* – free and confidential therapy services, workshops, and training for situations related to gender-based harm.

*National Suicide Prevention Lifeline - 1 (800) 273-8255 – 24/7 on call*

[suicidepreventionlifeline.org](http://suicidepreventionlifeline.org)

Free and confidential emotional support to people in suicidal crisis or emotional distress 24 hours a day, 7 days a week.

*Office for Equity, Equal Opportunity, and Title IX - (213) 740-5086*

<https://eetix.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.

*Office of Student Accessibility Services - (213) 740-0776*

<https://osas.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) 740-0411*

<https://campussupport.usc.edu/>

Assists students and families in resolving complex personal, financial, and academic issues adversely affecting their success as a student. Due to COVID-19, the services provided have adapted to accommodate current needs.

*USC Emergency - UPC: (213) 740-4321, HSC: (323) 442-1000 – 24/7 on call*

[dps.usc.edu](http://dps.usc.edu), [emergency.usc.edu](http://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) 442-1200 – 24/7 on call*

[dps.usc.edu](http://dps.usc.edu)

Non-emergency assistance or information.

## COVID-19 Resources & Protocols

Please adhere to all University rules and guidelines regarding COVID-19 restrictions. All students, staff, and faculty are required to complete the daily Wellness Assessment on Trojan Check to access the campus.

### As a reminder:

- Masks are required indoors! Masks remain on for the entire duration of the class
- Do not come to class if you are feeling sick. If your symptoms are consistent with COVID-19, please get tested by making an appointment on MySHR: <https://studenthealth.usc.edu/myshr/>.
- Please note, I am also obligated to pass the daily Wellness Assessment check and may need to cancel in-person class last minute if I've been exposed. Be sure to check your emails regularly including the Bb announcement page.
- Please email to let me know about your ability to come to class and participate if you are ill and cannot be present for class. Communication is key!
- The course will take a hybrid approach in meeting in person as well as online in anticipation of unforeseen events due to COVID-19 exposures or illnesses. All USC courses have Zoom links automatically generated in Blackboard. Be flexible in terms of class being in-person and/or online.
- Eating in class is prohibited. Briefly drinking for hydration is okay, but immediate re-masking is required.
- There will be in-person as well as online office hours to accommodate student needs and preferences. Please set this up with me as needed.
- I will not compel students who are feeling unwell to come to class to avoid missing an exam, incurring an unexcused absence, or to avoid the feeling that they are falling behind their classmates. I will do my best to create a positive, supportive, and safe environment to optimize your learning. In response, I ask that you fulfill your role as a student to do your best in keeping up with the course requirements and making necessary progress to successfully pass the course.
- Most update information on USC's COVID-19 status can be found on the COVID-19 Resource Center page: <https://coronavirus.usc.edu/>
- Additionally, you can email [covid19@usc.edu](mailto:covid19@usc.edu) or call 213-740-6291 to report any cases or for additional support.

## 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	<b>MIDTERM EXAM</b> **Fall Recess (10/14-15)**	Topic Proposal
9	Final Research Paper / Style Guides Library Research Skills	Outline & References
10	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 Writing Workshop	Draft 3
14	<b>Writing Assessment on 11/23</b> **Thanksgiving Break (11/24-28)**	Final revisions & edits
15	Final Class Meeting (11/30) **Final Paper Due on 12/3**	

*\*Subject to change at instructor's discretion*