ALI 235
Academic and Professional Writing Skills II

Instructor: Olivia Martinez
Office hours: TBA
Office: https://usc.zoom.us/j/4203825507
Email: ovmartin@usc.edu
Phone: 310-626-2809 (text)
Slack: Add the slack app to connect with your class.

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,”¹ 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.”²

PREREQUISITES: Students are placed into ALI 235 based on the results of the International Student English (ISE) Exam³ 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:

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³ http://dornsife.usc.edu/ali/ise/
• grammar
• vocabulary use
• academic writing conventions
• writing styles

These language skills will be addressed in the process of doing various activities, such as:
• group grammar presentations
• writing exercises relevant to your field
• individual writing projects

COURSE MATERIALS:

GRADING (SHOULD AVERAGE A MINIMUM OF 80%):
• 50% - GROUP PRESENTATIONS
• 50% - WRITING ASSIGNMENTS


USC technology rental program
We realize that attending classes online and completing coursework remotely requires access to technology that not all students possess. If you need resources to successfully participate in your classes, such as a laptop or internet hotspot, you may be eligible for the university’s equipment rental program. To apply, please submit an application. The Student Basic Needs team will contact all applicants in early August and distribute equipment to eligible applicants prior to the start of the fall semester.

USC Technology Support Links

4 Available at the USC Bookstore and here: Cengage.com - Grammar for Great Writing C
Zoom information for students
Blackboard help for students
Software available to USC Campus

**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). If for some reason you cannot connect on Zoom, you will need to record your class assignments and submit them within 8 days (you can contact me for more information).

**TARDINESS POLICY:** Connecting to class on time is important since tardiness is an inconvenience to your classmates. Connecting 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 connecting late to class on a regular basis may result in a NC.

**ZOOM ETIQUETTE:** Please review the following materials for tips and reminders for our classroom meetings: [USC Tips on Virtual Meeting Etiquette](#); [YouTube Video](#) Tips on Virtual Meeting Etiquette, and this CET resource.

**NOTE:** While our class sessions will be recorded and made available to students to ensure you have access to all the information needed for you to succeed in the class.

Sharing of course materials outside of the learning environment

*SCampus Section 11.12(B)*

*Distribution or use of notes or recordings based on university classes or lectures without the express permission of the instructor for purposes other than individual or group study is a violation of the USC Student Conduct Code. This includes, but is not limited to, providing materials for distribution by services publishing class notes. This restriction on unauthorized use also applies to all information, which had been distributed to students or in any way had been displayed for use in relationship to the class, whether obtained in class, via email, on the Internet or via any other media. (SeeSection C.1 Class Notes Policy).*
## IMPORTANT DATES:

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>1/10</td>
<td>First day of school</td>
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<tr>
<td>1/17</td>
<td>Martin Luther King Jr. –NO SCHOOL (No ALI 235 Class on 1/18)</td>
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<tr>
<td>1/19</td>
<td>First day of class</td>
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<tr>
<td>2/5</td>
<td>LAST DAY FOR ADD/DROP</td>
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<tr>
<td>2/21</td>
<td>Presidents’ Day –NO SCHOOL –(No ALI 235 2/22)</td>
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<tr>
<td>2/22-2/25</td>
<td>Midterm Assessments</td>
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<tr>
<td>3/13-3/20</td>
<td>SPRING BREAK</td>
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<tr>
<td>4/18-4/26</td>
<td>Final Assessments</td>
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<tr>
<td>4/26</td>
<td>Last Day of Class</td>
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