

ALI 275: Writing for Publications and Dissertations

Instructor: Richard Jones

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106

Classroom: THH 221

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Time: TTh: 4:00 - 5:20 pm

Office Hours: By appointment

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 students are therefore expected to demonstrate English-language proficiency.”¹

Course Description

ALI 275 Publication and Dissertation Writing is for graduate students who are non-native speakers of English and who are working or beginning to work on theses or dissertations, or who are beginning to write for publication. The course will cover conventions of advanced academic writing and will address problems in syntax, vocabulary, and register more common to written than to spoken English. Students will work within the guidelines of the style manuals of their respective fields. Classroom instruction will be conducted in workshop style and will be supplemented through individualized tutorial sessions in which participants receive specific feedback and suggestions on their writing.

Course Guidelines

Students who are enrolled in the class for the first time are required to attend all in-class sessions held during the first five weeks. After the first five weeks of class, the course will assume a tutorial form. Students will work with the instructor during the first weeks of class to establish a convenient timetable for **individual consultations (approximately 7 hours)**, and together with the instructor will set semester goals appropriate to each student’s writing project. **Students are expected to turn in work on a weekly basis or according to a schedule arranged with the instructor.**

Consultations/Conferences

We will have scheduled one-on-one consultations on a weekly or bi-weekly basis. **Weekly drafts must be submitted no later than 48 hours before each scheduled consultation--not counting weekends, and are limited to five pages per student per week.** If papers are submitted later than this, there is no guarantee that the instructor will comment beforehand. In this case, students should still plan to attend the consultation, although the conference will cover only what is possible within the allotted time.

Students should therefore work on assignments well before the due date so that they can receive appropriate feedback, which is essential to improving writing skills. In the case of serious personal emergencies, please consult with the instructor.

Important: All students will be expected to learn to edit their own writing based on instructor feedback and instruction and learn to master the concepts discussed in our classes and individual consultations.

Files submitted for editing should be titled/labeled with the student's last name followed by the numerical date of the submission (month and day) An example would be SMITH315 (= last name SMITH + Date March 15).

ALI Attendance Policy

Improving proficiency in a second language requires practice; hence, it is important that ***you not miss classes or consultations/conferences***. If you find it absolutely necessary to be absent from class or a consultation because of illness or an emergency, you must make sure to notify the instructor by email and reschedule your consultation.

Too many absences will result in a course grade of NC (no credit).

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. Students who plagiarize, do not attend classes/consultations or who do not submit any drafts during the course will naturally receive a No Credit in the course.

Academic Conduct/Academic Integrity

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. A very important component of this course will concern the proper documentation of sources. Students will be expected to develop a clear sense of what constitutes plagiarism and to avoid it. ***The course instructor assumes that ALL attendees have completed the mandatory tutorials offered by the Office of Academic Integrity at USC.*** Please familiarize yourself with the discussion of plagiarism in *SCampus* in Section 11, *Behavior Violating University Standards*, https://studentaffairs.usc.edu/files/2015/11/SCampus-Final-112015_v8.pdf. Other forms of academic dishonesty are equally unacceptable. See additional information in *SCampus* and university policies on scientific misconduct, <http://policy.usc.edu/scientific-misconduct/>.

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 your instructor as early in the semester as possible. For more information, see: http://sait.usc.edu/academicsupport/centerprograms/dsp/home_index.html.

Classroom Courtesy

As a courtesy to your classmates and teacher, please make sure that your cell phones are off during class time and refrain from conversation when your teacher or others are talking. Text-messaging is distracting, so please stay focused on the class activities for maximum benefit.

CONTENT:**Week One:**

Course overview, introductions and diagnostic writing.

Homework:

- Bring in a representative sample of the type of project you will be working on from your field.
- Make sure to complete and submit a certificate of completion for USC's online tutorial on academic integrity and plagiarism.

Focus Points: Academic vs. non-academic register and usage conventions; lexical choice; punctuation; flow; citation styles and referencing.

We will discuss the **INTRODUCTION, METHODS/MATERIALS, RESULTS, and DISCUSSION** sections of research papers. Students will be asked to access the specific formatting guidelines from their respective departments/journals. Students will also be required to submit a certificate of completion of USC's online tutorial on academic integrity and plagiarism.

We will look at elements, language conventions (verb tenses and forms), and organization of the **ABSTRACT**. Sample abstracts with concise key words will be provided.

Please note that the instructor will include various lexico-grammatical tasks to help students gain greater mastery over important but challenging aspects of English grammar.

FROM WEEK 2 ON – INDIVIDUAL CONFERENCES

Students will schedule conferences on a weekly or bi-weekly basis. All work must be turned in at least 48 hours prior to meeting times.

¹ Proficiency in English. USC Graduate Admissions: International Students. Retrieved on Jan. 7, 2016, from <http://www.usc.edu/admission/graduate/international/english.html>