ALI 275: Writing for Publications and Dissertations
Two Units

Class Time: T/Th 4:00-5:50

Location: THH 211

Instructor: Richard Jones
Office: Royal Street Parking Structure 106
Office Hours: T/Th 2:00-3:00 and by appointment
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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**

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

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.

Papers will be submitted to **turnitin** on the class's Blackboard site, and students may also be requested to come to conferences with a copy of their most recent drafts. Turnitin is a useful tool that helps students learn about and avoid plagiarism.

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.

The last day to turn in final drafts of writing projects is December 6

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.

Course schedule and content:

Weeks One and Two:
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.

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.

Academic Integrity

The University of Southern California is foremost a learning community committed to fostering successful scholars and researchers dedicated to the pursuit of knowledge and the transmission of ideas. Academic misconduct is in contrast to the university's mission to educate students through a broad array of first-rank academic, professional, and extracurricular programs and includes any act of dishonesty in the submission of academic work (either in draft or final form).

This course will follow the expectations for academic integrity as stated in the USC Student Handbook. All students are expected to submit assignments that are original work and prepared specifically for the course/section in this academic term. You may not submit work written by others or "recycle" work prepared for other courses without obtaining written permission from the instructor(s). Students suspected of engaging in academic misconduct will be reported to the Office of Academic Integrity.

Other violations of academic misconduct include, but are not limited to, cheating, plagiarism, fabrication (e.g., falsifying data), knowingly assisting others in acts of academic dishonesty, and any act that gains or is intended to gain an unfair academic advantage.

Academic dishonesty has a far-reaching impact and is considered a serious offense against the university. Violations will result in a grade penalty, such as a failing grade on the assignment or in the course, and disciplinary action from the university itself, such as suspension or even expulsion.

For more information about academic integrity see the student handbook or the Office of Academic Integrity's website, and university policies on Research and Scholarship Misconduct.

Please ask your instructor if you are unsure what constitutes unauthorized assistance on an exam or assignment or what information requires citation and/or attribution.

AI and Generative Writing Program use: permitted on *specific assignments*

In this course, I encourage you to use artificial intelligence (AI)-powered programs to help you with assignments that indicate the permitted use of AI. You should also be aware that AI text generation tools may present incorrect information, biased responses, and incomplete analyses; thus they are not prepared to produce text that meets the standards of this course. To adhere to our university values, you must cite any AI-generated material (e.g., text, images, etc.) included or referenced in your work and provide the prompts used to generate the content. Using an AI tool to generate content without proper attribution will

be treated as plagiarism and reported to the Office of Academic Integrity. Please review the instructions in each assignment for more details on how and when to use AI Generators for your submissions.

Course Content Distribution and Synchronous Session Recordings Policies

USC has policies that prohibit recording and distribution of any synchronous and asynchronous course content outside of the learning environment.

Recording a university class without the express permission of the instructor and announcement to the class, or unless conducted pursuant to an Office of Student Accessibility Services (OSAS) accommodation. Recording can inhibit free discussion in the future, and thus infringe on the academic freedom of other students as well as the instructor. (Living our Unifying Values: The USC Student Handbook, page 13).

Distribution or use of notes, recordings, exams, or other intellectual property, based on university classes or lectures without the express permission of the instructor for purposes other than individual or group study. This includes but is not limited to providing materials for distribution by services publishing course materials. 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 relation to the class, whether obtained in class, via email, on the internet, or via any other media. Distributing course material without the instructor's permission will be presumed to be an intentional act to facilitate or enable academic dishonestly and is strictly prohibited. (Living our Unifying Values: The USC Student Handbook, page 13).

Course Evaluations

Course evaluation occurs at the end of the semester university-wide. It is an important review of students' experience in the class.

Statement on University Academic and Support Systems

Students and Disability Accommodations:
USC welcomes students with disabilities into all of the University's educational programs. The Office of Student Accessibility Services (OSAS) is responsible for the determination of appropriate accommodations for students who encounter disability-related barriers. Once a student has completed the OSAS process (registration, initial appointment, and submitted documentation) and accommodations are determined to be reasonable and appropriate, a Letter of Accommodation (LOA) will be available to generate for each course. The LOA must be given to each course instructor by the student and followed up with a discussion. This should be done as early in the semester as possible as accommodations are not retroactive. More information can be found at osas.usc.edu. You may contact OSAS at (213) 740-0776 or via email at osasfrontdesk@usc.edu.

Student Financial Aid and Satisfactory Academic Progress:
To be eligible for certain kinds of financial aid, students are required to maintain Satisfactory Academic Progress (SAP) toward their degree objectives. Visit the Financial Aid Office webpage for undergraduate- and graduate-level SAP eligibility requirements and the appeals process.

Support Systems:
Counseling and Mental Health - *(213) 740-9355 – 24/7 on call*
Free and confidential mental health treatment for students, including short-term psychotherapy, group counseling, stress fitness workshops, and crisis intervention.

988 Suicide and Crisis Lifeline - *988 for both calls and text messages – 24/7 on call*

The 988 Suicide and Crisis Lifeline (formerly known as the National Suicide Prevention Lifeline) provides free and confidential emotional support to people in suicidal crisis or emotional distress 24 hours a day, 7 days a week, across the United States. The Lifeline consists of a national network of over 200 local crisis centers, combining custom local care and resources with national standards and best practices. The new, shorter phone number makes it easier for people to remember and access mental health crisis services (though the previous 1 (800) 273-8255 number will continue to function indefinitely) and represents a continued commitment to those in crisis.

Relationship and Sexual Violence Prevention Services (RSVP) - *(213) 740-9355(WELL) – 24/7 on call*
Free and confidential therapy services, workshops, and training for situations related to gender- and power-based harm (including sexual assault, intimate partner violence, and stalking).

Office for Equity, Equal Opportunity, and Title IX (EEO-TIX) - *(213) 740-5086*
Information about how to get help or help someone affected by harassment or discrimination, rights of protected classes, reporting options, and additional resources for students, faculty, staff, visitors, and applicants.

Reporting Incidents of Bias or Harassment - *(213) 740-2500*
Avenue to report incidents of bias, hate crimes, and microaggressions to the Office for Equity, Equal Opportunity, and Title for appropriate investigation, supportive measures, and response.

The Office of Student Accessibility Services (OSAS) - *(213) 740-0776*
OSAS ensures equal access for students with disabilities through providing academic accommodations and auxiliary aids in accordance with federal laws and university policy.

USC Campus Support and Intervention - *(213) 740-0411*
Assists students and families in resolving complex personal, financial, and academic issues adversely affecting their success as a student.

Diversity, Equity and Inclusion - *(213) 740-2101*
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*
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*
Non-emergency assistance or information.

Office of the Ombuds - *(213) 821-9556 (UPC) / (323-442-0382 (HSC)*
A safe and confidential place to share your USC-related issues with a University Ombuds who will work with you to explore options or paths to manage your concern.

Occupational Therapy Faculty Practice - *(323) 442-2850 or* otfp@med.usc.edu
Confidential Lifestyle Redesign services for USC students to support health promoting habits and routines that enhance quality of life and academic performance.