



[SUBJECT TO CHANGE AND UPDATE]

**WRIT 340: Advanced Writing and Communication
for Engineers¹**

Units: 4

FALL 2024

66816 MW 2:00-3:20 (GFS 228)

66826 MW 3:30-4:50 (GFS 107)

**66838 MW 5:00-6:20 (GFS 112) (Engineering Global
Innovations and Perspectives)**

Instructor: Helen H. Choi, Esq.

Office: DRB 254

Mailbox: OHE 106

**Office Hours: T/Th 10:00am-1:00pm (all online via Zoom)
(sign ups on Brightspace)(contact me to make
appointments outside of these times)**

Office hours begin the second week of the semester.

**Contact Info: helenhch@usc.edu (replies within 48 hours
during semester)**

IT Help: Viterbi Information Technology (VIT) Office

Hours of Service: 8am – 5pm

Contact Info: engrhelp@usc.edu

¹ All materials contained herein and related to this course are protected and should not be shared in whole or in part with any unauthorized parties, including but not limited to Course Hero, Chegg, Open AI and other similarly situated companies, entities, individuals, and organizations.

COURSE DESCRIPTION

340 Advanced Writing (4 units; FaSpSm): Instruction in writing for various audiences on topics related to a student's professional or disciplinary interests, with some emphasis on issues of broad public concern. *Prerequisite:* WRIT 130 or WRIT 140. *Required.*

COURSE OBJECTIVES

In five years, students will exhibit:

- A variety of professional and academic engineering communication skills.
- Proficiency in writing for academic, public, and professional audiences.
- Flexibility in communicating for a variety of purposes.
- The ability to prepare effective written documentation both individually and collaboratively.
- The skills required to create and deliver effective oral presentations.
- An awareness of the ways engineering affects broader society.
- An understanding of ethics within engineering practice.
- The ability to engage in rigorous critical analysis.
- The ability to give and receive critical feedback.

Assessment of the degree to which learning objectives have been achieved will be conducted using students' course work and assignments.

COURSE OUTCOMES

At the end of WRIT 340 students should be able to:

- Write for academic, public, and professional audiences
- Demonstrate research and documentation abilities at the upper-division level.
- Identify and analyze pressing ethical issues within an engineering discipline
- Compose a professional proposal for a real-world and international constituent that reflects the importance of engineering solutions
- Revise and edit to advanced academic and professional standards.
- Prepare and give professional oral presentations for a variety of audiences and purposes
- Utilize visual aids in both written and oral communications.
- Articulate the impact engineering has on everyday life
- Work collaboratively to research, write, and present information and ideas
- Write accurate, precise technical prose.

REQUIRED TEXTS:

Subscribe to the *New York Times*, the *Los Angeles Times*, and the *Wall Street Journal*. We will be using these sources often throughout the semester. Students are eligible for free subscriptions [here](#) via the USC Libraries.

Most of the exercises in this course is based on *Style: Lessons in Clarity and Grace* by Joseph Williams and Gregory Colomb. The materials based on this text will be provided in class. However, this is a very handy book for those interested in delving further into the subject matter. It is available on Amazon.

You will do a lot of additional reading and research in this course. Most of it will be in service of your own projects, and therefore it will be chosen on an individual basis. As with all writing courses, a dictionary and a thesaurus are likely to be of use. If you are shaky on any of the details of grammar or usage, a grammar and usage manual will be of great use to you.

LEARNING MANAGEMENT SYSTEM:

USC is now using Brightspace. To access Brightspace,

1. Go to <https://brightspace.usc.edu/d21/login>
2. Enter your USC Net ID to access your Org Homepage

For technical support with BS, please reach out to brightspace@usc.edu or call 213-740-5555 (option 2>2).

Other BS resources:

- **[USC Brightspace Help Website](#)**: Provides how-to guides, troubleshooting support, and more.
- **Student Course**: Access your practice course when you log in to practice submitting assignments, taking quizzes, and more.
- **Brightspace 24/7 Virtual Assistant**: Use the 'Get Help' chat icon (the blue thought bubble icon) at the bottom right of your Main Homepage to access articles, chat, and get phone assistance around the clock through the platform.
- **[Brightspace Community Website](#)**: Visit the Brightspace Community to review resources for 'Learners'.
- **[Brightspace Student Tutorials](#)**: Watch training videos and resources on how to use Brightspace as a student.

ASSIGNMENTS:

As much as possible, while still meeting the university's criteria for academic writing, the assignments in this class are designed to mirror the kinds of communication tasks and skills you can expect to find in the workplace. The main assignments for the course are as follows:

1. *4Cs quiz*: students will apply the 4Cs in a closed-book exam
2. *P(DOOM) paper*: students will examine and explain topics relating to AI's threat to humanity
3. *Ethics paper*: students will examine engineering ethics and analyze engineering ethical codes and norms in an academic essay for submission to [Viterbi Conversations in Ethics](#)
4. *Portfolio final exam*: students will demonstrate their understanding of course learning objectives in a closed-book exam.
5. *Wikipedia group project*: in groups, students will write for the world's encyclopedia on an engineering topic and will deliver a group verbal presentation.
6. *In-Class Work*: students will complete in-class exercises designed to reinforce course concepts and to complete portions of the writing process for their larger writing assignments and group projects. Students will also present a news item to the class as part of this in-class work. You must be in-class to complete this work; there are no make-ups. The lowest in-class work grade will be dropped at the end of the semester.

Specific parameters for each assignment are available in the **Assignment Packet** for this course and a summary of point allocation is presented below.

Assignments [subject to change]	Points
4Cs Quiz	50
P(doom) Unit	150
Ethics Unit	200
Portfolio Exam	200
Wikipedia Group Project	250
In-Class Work	100
Total	950

MAIN INDIVIDUAL ASSIGNMENTS

You have two main individual writing assignments here in WRIT 340: a p(doom) position paper and an ethics paper.

Specific assignment descriptions and parameters are noted in the Assignment Packet for this course.

P(doom) Unit (150 points)

You will explore AI's threat to humanity.

1. *Annotated Bibliography* (50 points)

As part of your research process, you will go to USC Libraries and/or Google Scholar to find appropriate and reputable sources and compile an annotated bibliography before you begin drafting your paper. Your annotated bibliography will consist of **ten** reputable sources from the USC Libraries listed in [IEEE citation format](#). Each source will be followed by a concise annotation that summarizes the central theme and scope of the source **and** that addresses all of following:

- the intended audience of the source and the type of source
- authority or background of the author
- a comparison of the work with another you have cited

This assignment will be graded using the [supplementary assignment grading rubric](#) for this course.

2. *P(doom) Paper* (100 points)

You will write a research-backed position paper on AI's threat to humanity using at least **six** of the sources listed in your annotated bibliography.

This assignment will be graded using the [portfolio assignment grading rubric](#) for this course.

Ethics Unit (200 points)

You will respond to a Call for Papers from *Viterbi Conversations in Ethics* (VCE), an on-line magazine published by the students USC School of Engineering. You will examine the role of ethics in engineering. This assignment will be graded using the [portfolio assignment grading rubric](#) for this course.

Portfolio Exam (200 points)

The summative assessment for this course is a closed-book final exam based on your p(doom) and ethics papers.

GROUP PROJECTS

The group project for this course is the Wikipedia Group Project.

Wikipedia Group Project (250 points)

The collaborative portion of WRIT 340 will consist of a substantial edit of a Wikipedia article on a topic related to engineering, along with a group presentation. You will select your own groups, and your group can select topics from a list on the Wiki Education dashboard.

We will be using the Wiki Education dashboard to complete training modules to learn how to edit in Wikipedia and draft article edits for this assignment. All students must sign up on the dashboard during the first week of the semester via the link provided on Brightspace → Announcements. Your Wikipedia Individual Trainings constitute the individually graded portion of this assignment. As you have many weeks to complete these trainings, late trainings receive zero points.

All other components of this project (such as the article, presentation, and in-class work) will be graded as a group, and all members of the group who attend class will receive the same grade for such components. However, students who do not attend class in any in-class group work will not receive credit for that work.

The Wikipedia assignment is more specifically described in the course Assignment Packet and consists of the following components:

Wiki Education Individual Trainings (20 points)

In order learn how to edit on Wikipedia, you must complete these training exercises on the Wiki Education Dashboard:

1. Week 9 Wikipedia Individual Trainings (10 points)

2. Week 10 Wikipedia Individual Trainings (10 points)

As you will have had many weeks to complete these trainings, there is no partial credit for late trainings. This portion of the project is graded individually.

Group Wikipedia Article (130 points)

As a group, members will select a Wikipedia article to edit, and once the group has finished drafting substantial edits to an existing Wikipedia article, members will move them to the main space and go live on Wikipedia. This initial live version will be considered to be the group's final product, and will be the graded version. This assignment will be graded using the [Wikipedia group project grading rubric](#) for this course. All group members receive the same grade for this portion of the project.

Group Wikipedia Presentation (100 points)

As a group, you will deliver a presentation to the class about your Wikipedia writing experience during Week 14. All group members who participate in the presentation will receive the same grade for this portion of the project.

IN-CLASS WORK

There are ten in-class work assignments - each worth ten points. Nine of these assignments consist of in-class exercises related to building skills applicable to the individual writing assignments and the Group Projects. For example, in-class work may include practice applying analytical ethical frameworks or drafting a thesis and outline. The tenth in-class work assignment consists of a news presentation to the class which will take place in the first few weeks of the semester. Students should sign up for a presentation on BS → News Sign-Ups. This sign-up sheet also contains more information about this assignment. In-class work will be graded using the [supplementary assignment rubric](#) for this course.

These in-class work assignments cannot be made-up and must be completed in class on the day in which they are assigned. If you are not in class on a day in which we have in-class work, you will receive a zero. Not all classes have in-class work. Consult the course calendar to see when in-class work is scheduled.

Be advised that the lowest in-class work grade will be dropped at the end of the semester. Thus, if you miss one class in which we have in-class work, you need not worry, as your course grade will not be impacted.

PROFESSIONALISM

Unless you have express written permission from the university to attend this course online, you must attend in-person. You are expected to attend class, to arrive on time, and to stay until the end of the class session. You are also expected to communicate with everyone in this course in a professional manner. We need everyone to participate, attend consistently, and treat each other with respect so that we can get the most out of time together!

Missed classes: I do not count attendance as part of your grade, but if you do miss a class, you may miss in-class work that cannot be made up. The lowest in-class work grade is dropped at the end of the semester; practically speaking, this means that if you happen to miss one class in which we do in-class work, it will not count as a "0" as it will be exempted from your total course grade at the end of the semester. Not every class meeting will include in-class work.

If you plan to miss or miss a class, please refrain from emailing me and asking if you missed anything important. You should presume that you did and refer to the class materials posted on BS.

Draft review policy: Complete draft reviews by me are not feasible in light of the number of students. Please do not email your drafts and demand a review or "edits." If you come to office hours, please do not expect to sit there silently while I read your work and "pre-grade" it or "tell you what you have to fix" to get an A. The grading process and the conferencing process are fully independent of one another.

Office hours: I invite you to meet with me individually according to your own needs. **During office hours, I am happy to review up to one page of your writing and answer your questions about it.** Most students find that attending office hours can greatly enhance the learning process in WRIT 340, and I would love to meet with you in person and answer any and all of your questions during office hours.

Emails. Please feel free to email me at helenhch@usc.edu with questions or concerns. I will try my best to respond to your email queries within 48 hours of receipt.

All of the above are basic expectations for this class. If you adhere to these standards, you will be eligible to earn all available points for this class. Failure to adhere to professionalism standards will result in a loss of points and a revision of your grade downward of at least 1/3 of a letter grade. Thus, a B could be lowered to a B-, C+ or lower. However, instances of plagiarism may result in separate sanctions such as an F in the course, suspension, or expulsion, in accordance with university rules.

GRADING:

Grading of written work:

All assignments are assigned point values according to the following ranges:

- 90-100% (A)
- 80- 89.99% (B)
- 70- 79.99% (C)
- 60- 69.99% (D)
- 0- 59.99% (F)

Plusses and minuses equal the top and bottom 2.99 points of each grade category (i.e., 87.0 to 89.99999 = B+ and 80.0 to 82.99999% = B-). This course is not curved.

Grading Rubrics

Each assignment for this course will be graded using a rubric. Rubrics are posted on BS and also can be found [here](#).

Turning things in on time

Assignments turned in prior to the due date and time are eligible to receive the full number of points available for that assignment. There will be a 10% penalty for each 24-hour period that your assignment is submitted late. For example, if an assignment is due at 11:00 PM on Brightspace, and it is submitted at 11:00:01 PM, it will be considered late and subject to a penalty of 10% of the total value of the assignment. If you submit late in the next 24-hour period, then your paper will be subject to a penalty of 20% of the total value of the assignment. For example, if your 100-point paper is submitted between 24-48 hours late, then your paper will receive a 20% penalty (-20 points). Please plan accordingly and do not wait until the last minute.

Anything more than five (5) days late will be eligible to earn 50% of the available points, no matter how late it is, if the work is adequately completed.

Do not, under any circumstances, fail to turn in the p(doom) paper, ethics paper, and portfolio exam. Even if you have earned enough points with the other assignments to technically put you into passing territory, **you will automatically fail the class if all three of these assignments are not turned in. This is a WRIT 340 requirement.**

Exceptions: Late Wikipedia Individual Trainings receive zero points. In-class work must be completed in-class on the day that is assigned and submitted prior to the end of class time on that day.

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.

The impact of academic dishonesty is far-reaching and is considered a serious offense against the university and could result in outcomes such as failure on the assignment, failure in the course, suspension, or even expulsion from the university.

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](#).

Since creating, analytical, and critical thinking skills are part of the learning outcomes of this course, all assignments should be prepared by the student working individually or in groups. Students may not have another person or entity complete any portion of the assignment at any point in the writing process - including drafting and ideation. Developing strong competencies in these areas will prepare you for a competitive workplace. Therefore, using AI-generated tools is prohibited in this course, will be identified as plagiarism, and will be reported to the Office of Academic Integrity.

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 is strictly prohibited. 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 relationship to the class, whether obtained in class, via email, on the internet, or via any other media. ([Living our Unifying Values: The USC Student Handbook](#), page 13).

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COURSE CALENDAR [subject to change]

DATE²	ACTIVITIES³	PREPARATION and DUE DATES⁴
UNIT 1: p(doom)		
Week 1	08/26: Introductions and diagnostic 08/28: Diagnostic review and intro to p(doom) assignment	SIGN UP for Wiki Education dashboard; sign up for in-class news presentations READ: <ul style="list-style-type: none"> • BS→ Content → Syllabus • BS→ Content → Assignment Packet → p(doom) assignment • BS → Weekly Content → Week 1
Week 2	09/02: University holiday 09/04: p(doom) research, topic selection and discussion	READ: <ul style="list-style-type: none"> • BS→ Weekly Content → Week 2
Week 3	09/09: p(doom) topic- In-Class Work One 09/11: p(doom) thesis and outline - In-Class Work Two	DUE: p(doom) Annotated Bibliography due on BS prior to 11:59PM on Friday, 09/13 DUE: In-Class Work One and Two
Week 4	09/16: 4Cs 09/18: 4Cs Quiz	HOMEWORK: with your research, thesis, and outline complete, begin drafting your p(doom) paper
Week 5	09/23: p(doom) draft workshop - reverse outlining 09/25: Open class	DUE: p(doom) paper due on BS prior to 11:59PM on Friday, 09/27
UNIT 2: ETHICS		
Week 6	09/30: What's Good Part One 10/02: What's Good Part Two - In-Class Work Three	GET AHEAD: Read the ethics paper assignment on BS → Assignment Packet; read BS → Weekly Content → Week 7 → USC Libraries Research Guide and SCU Framework; complete your Week 9 and Week 10 Wikipedia trainings DUE: In-Class Work Three
Week 7	10/07: University holiday 10/09: Intro to ethics paper assignment; readings	READ: BS → Weekly Content → Week 7→ Required Ethics Reading HOMEWORK: Select ethics paper topic GET AHEAD: Complete your Week 9 and Week 10 Wikipedia trainings
Week 8	10/14:Applying frameworks; In-Class Work Four 10/16: Ethics conference day	HOMEWORK: Complete draft for ethics conference GET AHEAD: Complete your Week 9 and Week 10 Wikipedia trainings DUE: In-Class Work Four
Week 9	10/21: Ethics paper draft workshop - paragraph function 10/23: Open class	DUE: Week 9 Individual Wikipedia Trainings Monday, 10/21 prior to 11:59 PM on the Wiki Edu dashboard

² This may be subject to change.

³ Some classes may include in-class work. You must be in-class to complete any and all in-class work. Such in-class work may not be made up; the lowest grade for in-class work will be dropped at the end of the semester.

⁴ Preparation should be completed prior to the start of the week. Please refer to the Assignment Packet and other course materials for specific due dates and times.

		DUE: Ethics Paper on BS prior to 11:59PM on Friday, 10/25
SPRING BREAK (March 10-17)		
UNIT 3: COLLABORATIVE WORK AND PORTFOLIO EXAM		
Week 10	10/28: Wikipedia project begins; group and topic selection; In-Class Work Five 10/30: Mandatory in-class group meetings; In-Class Work Six	DUE: Week 10 Individual Wikipedia Trainings due Monday, 10/38 prior to 11:59PM on Wiki Edu dashboard. DUE: In-Class Work Five; In-Class Work Six
Week 11	11/4: Mandatory in-class group meetings; In-Class Work Seven 11/6: Mandatory in-class group meetings; In-Class Work Eight	GET AHEAD: Review p(doom) and ethics comments and attend office hours with portfolio exam questions DUE: In-Class Work Seven; In-Class Work Eight
Week 12	11/11: University holiday 11/13: In-class group meetings	GET AHEAD: Review p(doom) and ethics comments and attend office hours with portfolio exam questions DUE: Wikipedia article due Friday, 11/15 prior to 11:59 PM
Week 13	11/18: Presentation conferences with groups 11/20: Presentation conferences with groups	GET AHEAD: Finish reviewing your ethics and p(doom) assignments in preparation for portfolio exam.
Week 14	11/25: Portfolio exam workshop and portfolio exam review	GET AHEAD: Finish reviewing your ethics and p(doom) assignments in preparation for portfolio exam. DUE: In-Class Work Nine
Week 15	12/2: Presentations 12/4: Presentations	
FINAL	Portfolio Exam	See Finals Schedule

Statement on Academic Conduct and Support Systems

Academic Integrity:

The University of Southern California is a learning community committed to developing successful scholars and researchers dedicated to the pursuit of knowledge and the dissemination of ideas. Academic misconduct, which includes any act of dishonesty in the production or submission of academic work, compromises the integrity of the person who commits the act and can impugn the perceived integrity of the entire university community. It stands in opposition to the university's mission to research, educate, and contribute productively to our community and the world.

All students are expected to submit assignments that represent their own original work, and that have been prepared specifically for the course or section for which they have been submitted. You may not submit work written by others or "recycle" work prepared for other courses without obtaining written permission from the instructor(s).

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

The impact of academic dishonesty is far-reaching and is considered a serious offense against the university. All incidences of academic misconduct will be reported to the Office of Academic Integrity and could result in outcomes such as failure on the assignment, failure in the course, suspension, or even expulsion from the university.

Since creating, analytical, and critical thinking skills are part of the learning outcomes of this course, all assignments should be prepared by the student working individually or in groups. Students may not have another person or entity complete any portion of the assignment at any point in the writing process - including drafting and ideation. Developing strong competencies in these areas will prepare you for a competitive workplace. Therefore, using AI-generated tools is prohibited in this course, will be identified as plagiarism, and will be reported to the Office of Academic Integrity.

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.

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.

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 is comprised 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) 740-5086 or (213) 821-8298

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.