MASTER SYLLABUS AND DEPARTMENTAL POLICIES

**FOR CHINESE 1511**

Course and Instructor Information

Chinese 1, CHIN 1511, 43300

Class Schedule: Tuesday and Thursday 7:05 pm – 9:20 pm, RGC Room 219

Instructor: Lynn Lau

Office Hours: Tuesday and Thursday 6:00 pm – 7:00 pm, RGC Room\_\_\_\_\_\_\_\_

Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course Description

**Study of fundamentals of Chinese: conversation, writing, listening, and reading comprehension, vocabulary building, grammar, and culture. No prerequisites.**

**Required Texts/Materials** (All instructors should use the following books)

The following materials are for Chinese 1511:
1)  Chinese Link: Zhong Wen Tian Di (Beginning Chinese), (Traditional Text) (ISBN 0-205-69198-6) OR
     Chinese Link: Zhong Wen Tian Di (Beginning Chinese), (Simplified Text) (ISBN 0-205-63721-3)

2)  Student Activities Manual  (Traditional Text) (ISBN 0-205-696392) OR
      Student Activities Manual (Simplified Text) (ISBN 0-205-696384)

3) Character Book for Chinese Link: Beginning Chinese, Traditional and Simplified (ISBN 0-205-782981)

4)  Audio CD: Level I Part I (ISBN 0-205-783031)
      Audio links are also available at: http://wps.prenhall.com/wl\_wu\_chinese\_link\_2nd\_edition/

Instructional Methodology

**The components of listening and speaking will be emphasized in this class. We will spend most of the time using the language, not talking about it. The grammatical explanations will be kept to a minimum and you will be required to work in pairs and small groups. Your active participation in group work is required for the success of the class. You are expected to learn the phonetic system during the first two weeks. Accuracy of pronunciation will be emphasized throughout the course by focusing on grasping the phonetic sound and tone of all the words and expressions learnt. A portion of each class will be spent learning the Chinese writing system and students are expected to practice writing at home on a daily basis. The Workbook and written assignments will be helpful in developing both reading and writing skills. The CDs and online audio link will aid you in the comprehension and pronunciation of Mandarin Chinese.**

Course Rationale

**In addition to offering the fundamentals of the Chinese language, this course is intended to fulfill one semester of the foreign language requirement as needed for Associate Degree plans and transfer credit to a four-year institution. The number of courses required varies from discipline and institution.**

Chinese 1511 Learning Outcomes

**The main objective of the course is to help students develop basic skills in the areas of listening, speaking, reading and writing in the Chinese language at a basic level. The skills you learn from this course will enable you to engage in simple yet useful Mandarin Chinese conversations, read and understand basic written Chinese. Your ability to understand and communicate will develop along with your knowledge of the vocabulary and grammatical structures of the language as well as some basic awareness of the Chinese culture and society. You should allow two or three hours a day for the study of Chinese (at least one hour outside of class for each hour in class).**

At the end of one semester of Chinese 1511, students should be able to do the following:

READING

* Comprehend short written dialogues and read passages with familiar vocabulary in traditional characters (students may choose to learn the supplementary simplified characters provided in the textbook);
* Recognize about 300 characters;
* Comprehend simple questions based on familiar topics; and
* Recognize the main idea and basic details of a text dealing with situational topics, such as shopping, classroom, or seeking public transportations.

LISTENING

* Comprehend some short, learned utterances, and some sentence-length utterance;
* Comprehend some words and phrases from simple questions, statements, high frequency commands, and courtesy formulae; and
* Comprehend basic details when listening to a passage based on familiar material.

WRITING

* Write about 200 Chinese characters;
* Write Chinese phonetic symbols (*pinyin*);
* Be able to apply the rules of writing Chinese characters, such as stroke orders and basic radicals; and
* Be able to reproduce simple phrases, statements or questions within the scope of limited language experience.

SPEAKING

* Accurately pronounce words based on their phonetic formation and tone;
* Accurately utter sentences based on the rules of tonal shifts; and
* Comprehend familiar topics including:

-Introduce themselves using appropriate gestures and use daily greetings;

-Introduce people;

-Make phone calls with basic greetings and responses;

-Use basic question formats to make requests and seek information;

-Count using common counters and use numbers in giving information such as telephone numbers and prices of food items;

-Tell the date and time;

-Order food at a Chinese restaurant; and

-Express varying degrees of likes and dislikes.

CULTURE

* Understand the common courtesy and gesture in the Chinese society;
* Understand the formation of Chinese names and mailing addresses;
* Understand the Chinese Educational System and importance of education in Chinese culture;
* Understand the family value in Chinese culture;
* Understand the traditional and modern living conditions in the Chinese society;
* Understand the language and dialects used in China;
* Understand basic geography of China, including Taiwan and Hong Kong; and
* Understand different kinds of Chinese cuisines.

**Discipline-Level Learning Outcomes for Chinese**

At the end of the fourth semester of Chinese, students should be able to:

* Comprehend written dialogues and passages with familiar vocabulary in either traditional or simplified characters; and more complex written compositions with the assistance of a dictionary.
* Comprehend the context of the whole conversation on a familiar topic, word usage, idiomatic everyday expressions, sentence structures; and details expressed with vocabulary learned during the four semesters.
* Write simple and compound sentences as well as organized compositions, notices, and letters using the common word usage and sentence structures on a variety of topics, including making descriptions, comparisons, and recommendations, expressing opinions, narrating the past, describing daily routine and habits, and planning for the future.
* Be able to express preferences, needs, and basic opinions with logical connectors; make statements or questions to clarify, confirm, describe, compare, and plan for the future.
* Perceive basic Chinese cultural norms and values, Chinese traditions, festivals, current political and economic situation in China, geography, languages and ethnicities in China; an overview of Chinese modern history.

General Education Student Learning Outcomes

Upon completion of the general education component of an associate’s degree, students will demonstrate competence in:

* **Civic and Cultural Awareness** - Analyzing and critiquing competing perspectives in a democratic society; comparing, contrasting, and interpreting differences and commonalities among peoples, ideas, aesthetic traditions, and cultural practices
* **Critical Thinking -** Gathering, analyzing, synthesizing, evaluating and applying information.
* **Personal Responsibility** - Identifying and applying ethical principles and practices; demonstrating effective learning, creative thinking, and personal responsibility.
* **Interpersonal Skills -** Interacting collaboratively to achieve common goals.
* **Written, visual and oral communication** – Communicating effectively, adapting to purpose, structure, audience, and medium.

**Grading System** (follow guidelines carefully)

Although grading criteria are different for each instructor, the course must include at least three tests given at regular intervals, as well as a comprehensive final exam. At the instructor’s discretion, quizzes, conversation activities, and short written compositions may compose part of the final grade. Oral testing must be included during the semester. At least ten percent (10%) of the final grade in languages courses must be allotted to workbook activities or quizzes based on them.

Please note: students must receive a grade of C or better in order to continue with Chinese 1512.

Sample Grading System: Grade Scale

Class Participation/Attendance 10% A 90 – 100

3 Exams (10% each) 30% B 80 – 89

Quizzes & Homework 30% C 70 – 79

Oral Exam 10% D 60 – 69

Comprehensive Final Exam 20% E 0 – 59

**Course Policies (Instructors may add policies to the list)**

Attendance / Participation

(Instructors should insert their policies on attendance and participation here.)

Withdrawals

Due to the emphasis on oral practice, attendance is mandatory and will be checked daily. Departmental policy allows instructors to drop students with more than **three** absences. Leaving class prior to class dismissal without the instructor’s approval will be counted as an absence. However, if you decide to withdraw from the class, **it is your responsibility to fill out the forms to drop the course**. If you do not do the paperwork yourself, you risk receiving an F at the end of the semester. The last day to withdraw is \_\_\_\_\_\_\_\_\_\_\_\_\_.

 Per state law, students enrolling for the first time in fall 2007 or later at any Texas college or university may not withdraw (receive a W) from more than six courses during their undergraduate college career. Some exemptions for good cause could allow a student to withdraw from a course without having it count toward this limit. Students are encouraged to carefully select courses; contact an advisor or counselor for assistance.

 Due to state law, a charge of $60 per credit hour ($300 for a 5-credit course and $180 for a 3-credit course) will be added to the regular tuition for a course in which you have already been officially registered twice before. You are considered officially registered after the 12th day of classes in the spring and fall, and after the 4th day of classes in the summer. The only foreign language course exempted from "the rule of three" is SPAN 0041- Spanish Lab.

Learning a foreign language requires a substantial amount of time and discipline, and these classes often have high drop rates. Therefore, it is extremely important that you carefully consider whether you have the time and dedication to successfully complete this course this semester. Otherwise, make sure that you drop it before the end of the add/drop period.

Missed or late work

(Instructors should insert their policies on missed or late work here.)

Incompletes

ACC policy states that incomplete (I) grades can only be given when there is a verifiable case of emergency occurring after the last day to withdraw. In the event you are granted an incomplete, the necessary work to complete the course should be turned in before the end of the following semester. Failure to do so will result in a grade of F for the course.

Scholastic Dishonesty

A student attending ACC assumes responsibility for conduct compatible with the mission of the college as an educational institution. Students have the responsibility to submit coursework that is the result of their own thought, research, or self-expression. Students must follow all instructions given by faculty or designated college representatives when taking examinations, placement assessments, tests, quizzes, and evaluations. Actions constituting scholastic dishonesty include, but are not limited to, plagiarism, cheating, fabrication, collusion, and falsifying documents. Penalties for scholastic dishonesty will depend upon the nature of the violation and may range from lowering a grade on one assignment to an “F” in the course and/or expulsion from the college. See the Student Standards of Conduct and Disciplinary Process and other policies at http://www.austincc.edu/current/needtoknow

Freedom of Expression

Each student is strongly encouraged to participate in class. In any classroom situation that includes discussion and critical thinking, there are bound to be many differing viewpoints. These differences enhance the learning experience and create an atmosphere where students and instructors alike will be encouraged to think and learn. On sensitive and volatile topics, students may sometimes disagree not only with each other but also with the instructor. It is expected that faculty and students will respect the views of others when expressed in classroom discussions.

Student Rights and Responsibilities

Students at the college have the rights accorded by the U.S. Constitution to freedom of speech, peaceful assembly, petition, and association. These rights carry with them the responsibility to accord the same rights to others in the college community and not to interfere with or disrupt the educational process. Opportunity for students to examine and question pertinent data and assumptions of a given discipline, guided by the evidence of scholarly research, is appropriate in a learning environment. This concept is accompanied by an equally demanding concept of responsibility on the part of the student. As willing partners in learning, students must comply with college rules and procedures.

Student discipline

All students are expected to respect others in class and behave in a non-disruptive manner. Please refer to the section on student discipline in the ACC *Student Handbook* for student discipline guidelines. The *Student Handbook* is available at <http://www.austincc.edu/handbook>.

Students with Disabilities

Each ACC campus offers support services for students with documented disabilities.  Students with disabilities who need classroom, academic or other accommodations must request them through the Office for Students with Disabilities (OSD).   Students are encouraged to request accommodations when they register for courses or at least three weeks before the start of the semester, otherwise the provision of accommodations may be delayed.

Students who have received approval for accommodations from OSD for this course must provide the instructor with the ‘Notice of Approved Accommodations’ from OSD before accommodations will be provided.   Arrangements for academic accommodations can only be made after the instructor receives the ‘Notice of Approved Accommodations’ from the student.

Students with approved accommodations are encouraged to submit the ‘Notice of Approved Accommodations’ to the instructor at the beginning of the semester because a reasonable amount of time may be needed to prepare and arrange for the accommodations.

Additional information about the Office for Students with Disabilities is available at<http://www.austincc.edu/support/osd/>

Safety

Austin Community College is committed to providing a safe and healthy environment for study and work. You are expected to learn and comply with ACC environmental, health and safety procedures and agree to follow ACC safety policies. Additional information on these can be found at http://www.austincc.edu/ehs. Because some health and safety circumstances are beyond our control, we ask that you become familiar with the Emergency Procedures poster and Campus Safety Plan map in each classroom. Additional information about emergency procedures and how to sign up for ACC Emergency Alerts to be notified in the event of a serious emergency can be found at http://www.austincc.edu/emergency/.

Please note, you are expected to conduct yourself professionally with respect and courtesy to all. Anyone who thoughtlessly or intentionally jeopardizes the health or safety of another individual will be dismissed from the day’s activity, may be withdrawn from the class, and/or barred from attending future activities.

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Use of ACC email

All College e-mail communication to students will be sent solely to the student’s ACCmail account, with the expectation that such communications will be read in a timely fashion. ACC will send important information and will notify you of any college related emergencies using this account. Students should only expect to receive email communication from their instructor using this account. Likewise, students should use their ACCmail account when communicating with instructors and staff. Instructions for activating an ACCmail account can be found at <http://www.austincc.edu/accmail/index.php>.

Copyright violations

By college policy, there shall be no copying of or from works intended to be “consumable” in the course of study or of teaching. These include workbooks, exercises, standardized tests and test booklets and answer sheets and like consumable material. Copying shall not substitute for the purchase of books, publishers’ reprints or periodicals.

Student And Instructional Services

ACC strives to provide exemplary support to its students and offers a broad variety of opportunities and services. Information on these services and support systems is available at:  [http://www.austincc.edu/s4/](http://www.austincc.edu/current/)

Links to many student services and other information can be found at: http://www.austincc.edu/current/

ACC Learning Labs provide free tutoring services to all ACC students currently enrolled in the course to be tutored. The tutor schedule for each Learning Lab may be found at: <http://www.autincc.edu/tutor/students/tutoring.php>

For help setting up your ACCeID, ACC Gmail, or ACC Blackboard, see a Learning Lab Technician at any ACC Learning Lab.

Testing Center Policy

Under certain circumstances, an instructor may have students take an examination in a testing center. Students using the Academic Testing Center must govern themselves according to the Student Guide for Use of ACC Testing Centers and should read the entire guide before going to take the exam. To request an exam, one must have:

* [**ACC Photo ID**](http://www.austincc.edu/support/admissions/student_id.php)
* Course Abbreviation (e.g., ENGL)
* Course Number (e.g.,1301)
* Course Synonym (e.g., 10123)
* Course Section (e.g., 005)
* Instructor's Name

Do NOT bring cell phones to the Testing Center. Having your cell phone in the testing room, **regardless of whether it is on or off**, will revoke your testing privileges for the remainder of the semester. ACC Testing Center policies can be found at http://www.austincc.edu/testctr/

**Class Outline** (See Sample syllabus for an example of a daily schedule of work)

The first 11 chapters of ***Chinese Link*** must be covered in Chinese 1511.

All the grammar and vocabulary in the material specified above of ***Chinese Link*** and additional handouts with additional vocabulary and grammatical points must be taught. The methodology of ***Chinese Link*** as outlined in the *Instructor's Manual* should be adapted and used for any classroom activities. The listening and written exercises from the *Workbook* must be completed as homework assignments.

**Pronunciation**: Finish teaching phonetic symbols (*pinyin*) by the end of second week.

**Writing:** Assign two compositions during the semester. Students may choose from topics such as introducing myself or a friend and my hometown and neighborhood. They will choose one of the compositions and give a speech to the class.

The following schedule of work is for classes meeting twice weekly, thirty-one times per semester. After allotting six days for testing, twenty-five days remain for instruction. You should spend approximately the number of days indicated below on each unit. You will have four extra days for review or other activities. The instructor may want to use class-time to show a subtitled movie or an animated film.

Introduction to the course 1 day

Lesson 1-2 & Phonetics 3 days

Lessons 3-4 3 days

Review 1 day

Test 1 1 day

Lessons 5-7 6 days

Review 1 day

Test 2 1 day

Lessons 8-11 8 days

Review 1 day

Test 3 1 day

Comprehensive Review 1 day

Oral Interview 2 days

Final Exam 1 day

31 days

Testing Center

The Testing Center hours and Faculty and Student Summary Guide for Use of ACC Testing Centers are on the web at <http://www.austincc.edu/testtr/>.