

*Please note that this is a preliminary syllabus, and you will be provided with a more detailed version on eLearning when the spring semester starts.



Course	CHIN 1311.001/002 (ELEMENTARY CHINESE I)
Instructor	Ying Ma
Term	Spring 2022
Meetings	MWF 10:00AM – 10:50AM (001)/11:00AM – 11:50AM (002) CB 1.219

Professor's Contact Information

Email Address yxm171930@utdallas.edu

For general questions regarding Chinese program at school of Arts & Humanities, please contact Ms. Bei Chen at bei.chen@utdallas.edu.

Office JO 5.306

Chinese Language Placement Test

Pre-requisites, Co-requisites, & other restrictions

All students who are taking Chinese for the first time at UT Dallas must take an online placement test before enrolling. To complete the Chinese Language Placement Test, please check [here](#):

<https://ah.utdallas.edu/programs/language-study/language-placement/>

- * For questions related to your Chinese course, please contact your instructor.
- * For general questions regarding Chinese program at school of Arts & Humanities, please contact Ms. Bei Chen at bei.chen@utdallas.edu.

Course Description

Welcome to Chinese 1311, this course is the first of a two-course elementary Chinese language and culture sequence at the University of Texas at Dallas. The course is learner-centered, communicative learning approach, task-based learning approach and collaboration learning approach will be used to help students obtain a firm grasp of language structure, improve their communicative ability in Chinese and cross-cultural communicative competence.

Knowledge of Chinese: CHIN1311 is designed for students with little or no knowledge of the Chinese language, or the Cantonese speakers. No previous Chinese learning experience is required.

Objective

By the end of this semester, students will be able to:

- ★ Command Chinese Pinyin and 40 Chinese radicals.
- ★ Recognize and use 172 basic Chinese words/phrases and some Chinese sentence patterns.
- ★ Recognize, read and write basic Chinese characters and write short essays with instructions.
- ★ Conduct simple Chinese conversations.
- ★ Gain a basic understanding of the diverse aspects of societies and cultures in Chinese-speaking areas of the world.
- ★ Simplified character and Mandarin Chinese will be taught in UTD's Chinese courses.

- ★ Be able to pass HSK (Chinese Proficiency Test) Level1.

Recommended Learning Materials

- ★ Textbook: Integrated Chinese 《中文听说读写》, Volume 1, 4th edition (simplified)
- ★ Workbook: Integrated Chinese 《中文听说读写》, Volume 1, 4th edition (simplified)
- ★ More learning materials can be found [here](#).

The descriptions and timelines contained in this syllabus are subject to change at the discretion of the Professor.

Students are responsible for all assignments, dates and policies contained in the syllabus. All matters associated with this course are subject to change at the instructor's discretion. Any changes will be communicated to students in writing via UTD official email. Assignments may be added to the syllabus on an ongoing basis. (Missing class does not excuse students from completing and turning in assignments on the due date).

A detailed class calendar including course content and assignment deadlines will be available on e-learning.

Course Content	Class Period
Syllabus, Course Policy	1
Introduction: Phonetic system + Characters	5
Lesson 1: Greetings	6
Lesson 2: Family	7
In-class Activity: Exchange Business Cards and Introduce Family Members	1
Midterm Exam	1
Lesson 3: Dates & Time	7
Lesson 4: Hobbies	6
4-hour Cultural Class (Mixed with all-level students): Chinese zither, chess, paper cutting, knotting, tea appreciation, etc.	1
Lesson 5: Visiting Friends	5
Final Oral Test	2
Final Exam	
Total	44

**Besides Chinese classes, the Chinese program at UTD, Mandarin Language Club and the Center for Asian Studies at UTD also offer cultural activities throughout the semester, you can also find a language partner in our language group. More learning resources will be provided through e-learning.*

Grading Scale and Grade Distribution

Your grade will be calculated according to the following scale. Please note that grades are not curved.

Percentage	Letter Grade	Grade Distribution	100pts
97-100	A+	Attendance & Participation	15%
93-96	A	10 Quizzes	20% (2% each)
90-92	A-	Homework (including tests and character writing)	20%
86-89	B+	Composition	10%
83-85	B	Midterm Exam (LRW): L1 – L2	10%
80-82	B-	Final Exam (LRW): L1 – L5	15%
76-79	C+	Final Oral Exam: L1 – L5	10%
73-75	C		
70-72	C-		
66-69	D+		
63-65	D		
60-62	D-		
Under 60	F		

A note on Incompletes: as per university policy, incomplete grades may be given, at the discretion of the instructor of record for a course, when a student has completed at least 70% of the required course material but cannot complete all requirements by the end of the semester. An incomplete course grade (grade of 'I') must be resolved completed within the time period specified by the instructor, not to exceed eight (8) weeks from the first day of the subsequent long semester. Upon completion of the required work, the symbol 'I' may be converted into a letter grade (A through F). If the grade of Incomplete is not removed by the end of the specified period, it will automatically be changed to F.

Attendance and Participation

- Attendance (12 points). I will take attendance RANDOMLY for 12 times throughout the whole semester, with each attendance (from beginning to the end of the class time) for 1 point. If you are not satisfied with the reduction associated with a certain absence, you can make up by sharing one more Chinese culture observation (one story for each documented absence). Authorized absences are excluded.
- Participation (3 points). Real-time interaction is crucial to improve your language skills, so you are required to repeat after the instructor and expected to have conversations with not only the instructor but also your peers. Your participation also includes a Chinese cultural presentation on a date of your selection. More details about the presentation will be provided later.

Excused Absences

The 4 cases explained below are considered authorized absences:

- ★ *Isolation or Quarantine Due to Covid-19:* To keep the UT Dallas community as safe as possible, the University requires students who test positive for COVID-19 or who are close contacts as determined by the campus contact tracing program to isolate or quarantine as applicable. Faculty will be notified by the Dean of Students' Office if a student in their class has been required to isolate (positive case) or quarantine

(exposed). Instructor will make lectures available for those students during the period the students must isolate or quarantine, please contact your instructor as soon as possible after the absence.

- ★ *Absence due to participation in a sponsored activity/event*: Absences due to participation in sponsored activities/events (i.e.: academic field trips, approved concert, performance, athletic event, etc.) must be approved **in advance** by the instructor. Also, you must obtain the appropriate documentation from the sponsoring unit for presentation to your instructor within 5 working days after the absence.
- ★ *Absence for Religious Holy Days*: The University of Texas at Dallas will excuse a student from class or other required activities for the observance of a religious holy day (including travel time) for a religion whose places of worship are exempt from property tax under Section 11.20, of the Texas Tax Code. Students must notify the instructor as soon as possible regarding the absence, preferably in advance of the assignment.
- ★ *Absence due to illness, family emergency, etc.* : Absence due to illness, death in the family, or other emergencies will be authorized **ONLY** if you contact your instructor immediately **AND** if you provide proof that the absence was unavoidable (a physician's statement, accident report, obituary, service bulletin, etc.) within 5 working days after the absence.

***All** other absences will be considered unauthorized.

Extra Credit: students can earn up to 3 extra points by attending the Chinese-related events at UTD, for example, the Center for Asian Studies hosts the lecture and/or workshop once or twice a month, the Mandarin Chinese Club also meets often. If you attend the activity, please email me within 3 days 1) the screenshot or a selfie of the workshop; 2) a short essay of 100 words about the year/ month/ date/ time/ location/ host/presenter/ topic/and any other related information. Please use Chinese as much as possible when you write the essay (for example, 1311 student can use 名字/姓, etc. in Chinese; 1312 students can talk about the when/where/host/presenter, etc. in Chinese). You earn 1pt per attendance.

Keeping Records

Students must keep all returned graded materials until the end of the term. In case of grade disagreement, it will be the student's responsibility to show the graded materials.

Disability Accommodation

Students who wish to request disability accommodations in this class should present the written notification to the [Office of Student Accessibility \(OSA\)](#). Students are encouraged to submit documentation 4-6 weeks in advance, and are invited to contact the Office for a confidential discussion.

Use Of E-Learning

Detailed syllabus, homework, assignments, quizzes and exams, grades report & other learning materials will be provided through e-learning, please go to: <http://www.utdallas.edu/elearning/>, use your NETID and password to log in. [eLearning Support Center](#) or call 1-866-588-3192.

Use Of E-Mail

The University of Texas at Dallas recognizes the value and efficiency of communication between faculty/staff and students through electronic mail. At the same time, email raises some issues concerning security and the identity of each individual in an email exchange. The university encourages all official student email correspondence be sent only to a student's U.T. Dallas email address and that faculty and staff consider email from students official only if it originates from a UTD student account. This allows

the university to maintain a high degree of confidence in the identity of all individual corresponding and the security of the transmitted information. UTD furnishes each student with a free email account that is to be used in all communication with university personnel. The Department of Information Resources at U.T. Dallas provides a method for students to have their U.T. Dallas mail forwarded to other accounts.

**UT Dallas Information Resources Help Desk: assist@utdallas.edu or call 972-883-2911.*

Personal Communication Devices

Unauthorized texting, use of laptops, MP3s, and other personal communication devices is prohibited without prior consent. If students are caught using any of these devices, it will be count as if they were absent for the day.

Classroom Comportment/Manners

Students should stay on task at all times, which means paying attention, being prepared to respond when called on; it does not mean talking to classmates (except during group work), texting, reading emails, daydreaming, working on assignments for other classes, etc. No exceptions.

Students at UT Dallas are expected to obey and conduct themselves in accordance with both the penal and civil statutes of the local, state and federal government and the Rules and Regulations of the Board of Regents of the University of Texas System, UT Dallas regulations and administrative rules, and to observe standards of conduct appropriate for an academic institution. For more information:

<http://www.utdallas.edu/deanofstudents/titlev/>. Student Code of Conduct can be found here: <http://policy.utdallas.edu/utdsp5003>

Important Dates

You must consult the official Academic Calendar for other important deadlines and dates concerning registration, tuition payment, dropping a class, etc. It is **your responsibility** to know these dates. A link to the Academic Calendar can be found at <http://www.utdallas.edu/academiccalendar/>.

Academic Support Resources

The information contained in the following link lists the University's academic support resources for all students. Please go to [Academic Support Resources](#) webpage for these policies.

Ut Dallas Syllabus Policies and Procedures

The information contained in the following link constitutes the University's policies and procedures segment of the course syllabus. Please go to [UT Dallas Syllabus Policies](#) webpage for these policies.

COVID-19 Resources

- [Comets United webpage](#): check frequently
- [FAQ](#): check out the FAQs and reach out to your instructor or academic advisor if answers are not included
- [Student Resources](#): a variety of resources are available to help students to obtain counseling, health care, and academic support.

Sharing Confidential Information

Students considering sharing personal information in email, in person, or within assignments or exams should be aware that faculty members and teaching/research assistants are required by UT Dallas policy to report information about sexual misconduct to the UT Dallas Title IX Coordinator. Per university policy, faculty have been informed that they must identify the student to the UT Dallas Title IX Coordinator. Students who wish to have confidential discussions of incidents related to sexual harassment or sexual misconduct should contact the Student Counseling Center (972-883-2527 or after hours 972-UTD-TALK or 972-883-8255), the Women's Center (972-883-8255), a health care provider in the Student Health Center (972-883-2747), the clergyperson (or other legally recognized religious advisor) of their choice, or an off-campus resource (i.e., rape crisis center, doctor, psychologist). Students who are sexually assaulted, harassed, or victims of sexual misconduct, domestic violence, or stalking, are encouraged to directly report these incidents to the UT Dallas Police Department at 972-883-2222 or to the Title IX Coordinator at 972-883-2218. Additional information and resources may be found at <http://www.utdallas.edu/oiec/title-ix/resources>.

Composition



Note: Instructor can easily recognize essays that are written by native, near-native, or advanced speakers, are copied from other sources, or are completed using online translation services.

you are **not allowed to use an online translator or to ask others to proofread your work, unless asked to do so by your instructor**. As a general rule, your instructor must always be the first person to read your written work.

Composition:
Topic

我的家 My Family:

Write a brief introduction about you and your family, it could include (but not limited to) family size, composition, family members and/or pets, their ages, nationality, occupation, hobby, activities you and your family members like and/or dislike to do on weekdays and/or on weekend, or any other facts related.

Requirement

- ★ At least 200 characters.
- ★ Submit the composition on e-Learning.
- ★ Rewrite: after submitting the composition, the instructor will give you feedback and the correction guideline. Follow the guideline, correct the errors and email instructor (bei.chen@utdallas.edu) the rewrite to get a better composition grade. However the rewrite is optional.

Composition: Grading Rubric		
Level	Grade (100pts)	Requirement
Spelling/ Punctuation	5	You should make sure that each Chinese character is written or typed correctly. If you use a character “和” (and/with) in your composition but write it as “口禾”, it will be marked incorrect and points will be deducted. Punctuation must be used to indicate the end of a sentence, divide a sentence or a group of words into one or more sections.
Vocabulary/Wor d Choice	5	Make sure that you use the appropriate words and use them correctly. e.g.: 昨天晚上我 <u>参观</u> 了我父母。 (Last night I visited my parents, “参观”is incorrect since it’s applied to a place) In this case, the word selected is erroneous, thus the points will be deducted.
Grammar	5	Make sure the sentence structure is correct and you use appropriately parts of speech such as nouns, verbs, pronouns, etc. Any structural or syntactic error will be marked and points will be deducted.
Comprehen- sibility	5	The content of your composition should be relevant to the topic, sentences need to be comprehensible, ideas should be logically organized. If your composition is simply a bunch of Chinese sentences thrown together, points may be reduced for the lack of organization in the written presentation of your ideas. e.g.: 我爸爸是一位老师。我哥哥喜欢看电影。我爸爸四十五岁。我早上八点起床。将来我想去中国。 (My dad is a teacher. My older brother likes to watch movies. My dad is 45 years old. I get up at 8 a.m..I want to go to China in the future.)

Homework

Homework contributes toward consolidating your language skills and reinforces classroom learning objectives. Your homework includes:

eLearning Exercises	This type of homework needs to be completed online before the due date (check calendar on eLearning), exercises include listening comprehension, reading comprehension and writing comprehension.	
	1. Lesson 1 Dialogue 1	2. Lesson 1 Dialogue 2
	3. Lesson 2 Dialogue 1	4. Lesson 2 Dialogue 2
	5. Lesson 3 Dialogue 1	6. Lesson 3 Dialogue 2
	7. Lesson 4 Dialogue 1	8. Lesson 4 Dialogue 2
	9. Lesson 5 Dialogue 1	10. Lesson 5 Dialogue 2
	<p><i>* You have unlimited attempts to complete this homework before the due date. The homework submitted after the due date will be marked as "late" and will NOT receive the homework grade, unless your absence is authorized.</i></p> <p><i>* This homework must be completed outside of class and by the assigned dates to receive the full grade. You are responsible for keeping up with assignments. Waiting until the night before an assignment is due and encountering a technical problem is not an excuse.</i></p> <p><i>* Although instructor will use the completion grade to calculate your final grade, she will check your homework from time to time. If she finds any inappropriate behavior (for example, using online translators, using random symbols instead of character when filling out the blanks or using short phrases or single character when doing the translation questions, etc.), you will automatically get 0 point for that particular homework.</i></p>	
Character Writing Sheet	The character writing sheets can be found on eLearning, you need to download the document, print out, complete at least 10 boxes of each character, bring the completed writing sheets to the classroom and submit them to the instructor on the due date before or after the class.	
	<p><i>*Late Character Homework: If you forget to bring your character writing sheets to the class on the due date, you are allowed to submit it on the next class date. No homework is accepted after that date unless your absence is authorized.</i></p>	