

Course description and objectives

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. By the end of the semester, students who successfully complete the course 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.

Eligibility

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

Required Materials:

- Textbook: Integrated Chinese 《中文听说读写》, Level 1 Part 1, 3rd edition (simplified)
- Workbook: Integrated Chinese 《中文听说读写》, Level 1 Part 1, 3rd edition (simplified)
- Character Workbook: Integrated Chinese 《中文听说读写》, Level 1 Part 1, 3rd edition (simplified and traditional)
- Audio CD or MP3 audio: Integrated Chinese 《中文听说读写》, Level 1 Part 1, 3rd edition
- Find the learning materials online: <https://www.cheng-tsui.com/browse/integrated-chinese>

Note: Students can purchase the e-textbook, however, online workbook is NOT accepted in this course.

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, grades report & other learning materials will be provided through elearning, please go to: <http://www.utdallas.edu/elearning/>, use your NETID and password to log in.
 ELearning Support Center: <http://www.utdallas.edu/elearninghelp> 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.

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		
97-100	A+	Attendance	20%
93-96	A	6 Quizzes	15% (2.5% each)
90-92	A-	5 Homework	15% (3% each)
86-89	B+	1 Composition, 2 drafts	10% (5% each)
83-85	B	Mid-term Exam	15%
80-82	B-	Oral Test	10%
76-79	C+	Final Exam	15%
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.

Participation & Oral classwork

Since regular oral practice is essential for improving proficiency in a foreign language, daily attendance and active participation are necessary for your success in Chinese 1311. Your instructor will evaluate your attendance and in-class oral coursework during the semester, and your grade will be 0.5pt per hour (40 hours in total, test days excluded), for a total of 20 possible points. During the semester, you are allowed to have 3-hour unexcused absences (that is 3 sessions for MWF or 2 sessions for TTR).

Level of participation and attendance	Grade
Uses Chinese often, exhibits excellent, cooperative behavior; does not arrive late or leave early.	0.5pt
Present in class, average participation, arrives late or leaves early (less than 15 minutes).	0.3pt
Present in class, yet does not participate; late arrival or early departure of 15 minutes or more.	0.2pt
You will automatically receive zero point for attendance/participation if you have	0pt

more than 6 unexcused absences during the semester.

Absences and attendance policy: The following 3 cases explained below are considered authorized absences:

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 credits:

There are some cultural activities (movie, calligraphy, tea ceremony, paper cutting, Chinese knotting, Confucius Salon, etc.) and weekly conversation tables during the semester, you can earn up to 4 extra credits by attending these activities (1 credit for every 4 attendances).

Make-up Policy

Unit exams: if you must miss a midterm exam, you must contact your instructor **immediately** and provide the appropriate documentation (as outlined above) within 5 working days after the absence. Only those individuals whose absences are approved by the instructor will be eligible to take a make-up exam over the material missed.

Final exam: An alternate final exam is given **ONLY** to students who have an exam conflict and/or who are scheduled for more than three (3) exams in the same day. Please notify your instructor in advance.

Quiz Policy

There will be 6 quizzes during the semester. The students who failed or missed a quiz will be given **ONE** opportunity to make up an alternative quiz covering the same material on next quiz date. The higher score will be used to calculate your semester overall grade. If the student does not take this opportunity, the quiz will be counted as a zero. The only exception is that your absence is authorized (as listed above), please contact your instructor to reschedule the quiz if you find yourself in this situation.

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.

Student Conduct and Discipline

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/titledv/>. 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/>.

Withdrawal from class

The administration at UT Dallas has established deadlines for withdrawal from any course. These dates and times are published in the Comet Calendar (<http://www.utdallas.edu/calendar>) and in the Academic Calendar (<http://www.utdallas.edu/academiccalendar>). It is the **your responsibility** to handle withdrawal requirements from any class. In other words, a professor or other instructor cannot drop or withdraw any student unless there is an administrative drop such as the following:

- Have not met the prerequisites for a specific course
- Have not satisfied the academic probationary requirements resulting in suspension
- Judicial affairs request
- Have not made appropriate tuition and fee payments
- Enrollment is in violation of academic policy
- Was not admitted for the term in which they registered

It is the your responsibility to complete and submit the appropriate forms to the Registrar's Office and ensure that you will not receive a final grade of "F" in a course if you chooses not to attend the class after being enrolled.

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 <http://go.utdallas.edu/syllabus-policies> for these policies.

Contact information

Instructor	Bei CHEN	Chen WANG
Classes to teach	Chin1311.001 Chin1312.001 Chin2311.001 Chin2312.001	Chin1311.002
Email	bei.chen@utdallas.edu	wang.chen@utdallas.edu
Office	J.O.5.308	J.O.5.504
Tel	972-883-6026	972-883-2042
Office hours	星期一/三 MW: 13:00 – 14:00 or by appointment	星期一 M: 15:00 – 17:00 or by appointment

Information regarding cultural activities will be provided through e-learning.

Syllabus is subject to change at the discretion of the instructor.

2015/08						
SUN	Mon	TUE	WED	THU	FRI	SAT
23 3	24 1 st class day Syllabus course policy characters introduction	25	26 Pinyin-1	27	28 Pinyin-2	29

2015/09						
SUN	Mon	TUE	WED	THU	FRI	SAT
30 6	31 Pinyin-3	1	2 Pinyin-4	3	4 Characters/Writing system	5
6 8	7 Labor Day	8	9 L1-1	10	11 L1 Quiz1: Intro: Pinyin/radical/stroke/stroke order	12
13 11	14 L1	15	16 L1	17	18 L1	19
20 14	21 L1-6 L2-1	22	23 L2-1	24	25 L2 HW1: L1 Quiz2: L1: voca	26
27 17	28 L2	29	30 L2	Notes:		

2015/10						
SUN	Mon	TUE	WED	THU	FRI	SAT
				1	2 L2	3
4 20	5 L2-6 HW2: L2 Quiz3: L2: voca	6	7 L3-1	8	9 L3	10
11 23	12 Midterm Exam (Intro – L2)	13	14 L3	15	16 L3	17
18 26	19 L3	20	21 L3	22	23 L3	24

2015/10						
SUN	Mon	TUE	WED	THU	FRI	SAT
25 29	26 L3-8	27	28 L4-1	29	30 L4 HW3: L3 Quiz4: L3: voca	31

2015/11						
SUN	Mon	TUE	WED	THU	FRI	SAT
1 32	2 L4 Composition 1 st draft	3	4 L4	5	6 L4	7
8 35	9 L4	10	11 L4-7	12	13 L5-1 HW4: L4 Quiz5: L4: voca	14
15 38	16 L5 Composition 2 nd draft	17	18 L5	19	20 L5	21
22	23 Fall Break	24 Fall Break	25 Fall Break	26 Thanksgiving	27 Thanksgiving	28

2015/12						
SUN	Mon	TUE	WED	THU	FRI	SAT
29 41	30 L5	1	2 L5	3	4 L5-7 HW5: L5 Quiz6: L5: voca	5
6 43	7 Oral Test	8	9 Last class day Oral Test	10 Reading Day	11	12

2015/12						
SUN	Mon	TUE	WED	THU	FRI	SAT
13	14	15	16	17	18	19

Final Exam Schedule: <http://www.utdallas.edu/registrar/final-exam-assignments/#>

Composition:

	Topic	Due date	Requirement
1 st draft Handwritten <u>DOUBLE SPACE</u>	My Family	Nov. 2nd	Write a brief introduction about you and your family, it could include (but not limited to) family size, composition, family members, their ages, nationality, occupation, hobby, etc. At least 15 sentences.
2 nd draft Typed <u>DOUBLE SPACE</u>		Nov. 16th	The instructor will return your composition with correction guideline. Follow the guideline, correct the errors, and submit the 2 nd draft on the due date.

Late Composition

As a proof of completion, send an electronic copy of the composition to your instructor if you forget to bring the composition to the class on the due date, then make a hard copy and turn it in. It is NOT the instructor's responsibility to make the hard copy for you. Instructor will NOT grade the electronic copy. No composition is accepted 5 working days after the due date, unless your absence is authorized (as explained above).

Composition: Grading Rubric

Each composition is graded on four levels

- Spelling and punctuation
- Vocabulary
- Grammar
- Comprehensibility

Each category is worth 25 points, for a total of 100 possible points. **No extra credit** is awarded on compositions.

Spelling, punctuation

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. Double check your composition draft before handing it in.

Punctuation must be used to indicate the end of a sentence, divide a sentence or a group of words into one or more sections, and separate items in a list within a sentence.

Vocabulary/Word choice:

Make sure that you use the appropriate words and use them correctly. Example is as follow:

昨天晚上我参观了我父母。(Last night I visited my parents)

“参观”is incorrect since it’s applied to a place (museum, factory, attraction sites, etc.) In this case, the word selected is erroneous, thus the points will be deducted.

Grammar

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.

Comprehensibility

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.

I.E.: 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:

	CHIN1311	Grade
Exercise Workbook Level 1 Part 1	Lesson 1 – Lesson 5	10pts each lesson, 50pts total
Character Workbook Level 1 Part 1	Lesson 1 – Lesson 5	10pts each lesson, 50pts total
Total Grade		100pts

The assignments will be checked on the due date, the written correct answers will be provided through [e-learning](#). You are expected to turn in the homework on time, any incompleteness will result in partial or no credit for homework grade.

Late Homework: If you forget to bring your homework to the class, you are allowed to submit it on the next class date. No homework is accepted after that date unless your absence is authorized.

Grade	Homework
10 points	90%+ complete
7-8 points	More than half complete
3-4 points	Less than half complete
0 point	No homework

Your homework grade is therefore based on 100 possible points. Your homework score will be converted into a percentage within the **Homework** category (worth 15% of your overall grade in Chinese 1311 and 1312).

Requirement:

1. For the character workbook: you need to write at least 2 rows for each character, in other words, repeat each character 30 times.
2. Tear out the workbook pages of each lesson, staple them together for submission to your instructor.

Workbook	Character workbook	Due date (1311.001)
----------	--------------------	------------------------

Lesson 1	Part 1: All except II Speaking exercises Part 2: All except II Speaking exercises	Part 1 & Part 2	09.25
Lesson 2	Part 1: All except II Speaking exercises Part 2: All except II Speaking exercises	Part 1 & Part 2	10.05
Lesson 3	Part 1: All except II Speaking exercises Part 2: All except II Speaking exercises	Part 1 & Part 2	10.30
Lesson 4	Part 1: All except II Speaking exercises Part 2: All except II Speaking exercises	Part 1 & Part 2	11.13
Lesson 5	Part 1: All except II Speaking exercises Part 2: All except II Speaking exercises	Part 1 & Part 2	12.04

2015 年秋季文化活动：2015 Fall Chinese Program Cultural Activities

日期	活动	时间	地点
09/01	汉语角 Chinese Conversation Table	6:30pm-7:30pm	Chinese Culture Experience Corner, on the fourth floor of Jonsson Performance Hall
09/05	德州中文教师 2015 年年会 CLTA-TX Annual Conference 协会简介及注册会员: http://clta-texas.org/	9 :00am-5 :00pm	JO2.604
09/05	孔子沙龙 Confucius Salon <i>Topic: Ethnic Minority Groups in China : Their Past and Present</i>	4:00pm -5:30pm	JO4.102
09/09	茶艺 Tea Ceremony	1:00pm-2:00pm	JO5.504
09/11	汉语角 Conversation Table	1:00pm-2:00pm	Chinese Culture Experience Corner
09/15	汉语角 Chinese Conversation Table	6:30pm-7:30pm	Chinese Culture Experience Corner
09/18	书法 Calligraphy	1:00pm-2:00pm	JO5.504
09/23	学术讲座 Lecture: <i>Topic: Remembrance: World War II and the holocaust</i>	7:00pm-9:00pm	JO2.604
09/30	孔子学院日 Confucius Institute Day	10:00am-5:00pm	Clark Center
10/2	汉语角 Conversation Table	1:00pm-2:00pm	Chinese Culture Experience Corner
10/3	孔子沙龙 Confucius Salon <i>Topic : China on the Tip of the Tongue : Chinese Food Culture</i>	4:00pm-5:30pm	JO4.102
10/4	中秋晚会 Mid-Autumn Festival Gala (UTD 中国学生会主办)	7:00pm-9:30pm	Clark Center

12 UTD Chinese Program – CHIN 1311 – Course Information, policies and syllabi

10/6	汉语角 Chinese Conversation Table	6:30pm-7:30pm	Chinese Culture Experience Corner
10/12	茶艺 Tea Ceremony	1:00pm-2:00pm	JO5.504
10/16	电影：催眠大师 Movie: The Great Hypnotist	1:00pm-3:00pm	GR2.530
10/20	汉语角 Chinese Conversation Table	6:30pm-7:30pm	Chinese Culture Experience Corner
10/30	中国结 Chinese knotting	1:00pm -2:00pm	JO5.504
11/3	汉语角 Chinese Conversation Table	6:30pm-7:30pm	Chinese Culture Experience Corner
11/7	孔子沙龙 Confucius Salon <i>Topic: Jewish Thinkers' Fascination with Chinese Thought</i>	4:00pm-5:30pm	JO4.102
11/7	音乐会：四季中国 Concert : 4 Seasons in China	7 :30pm-9 :00pm	Clark Center
11/13	书法 Calligraphy	1:00pm-2:00pm	JO5.504
11/17	汉语角 Chinese Conversation Table	6:30pm-7:30pm	Chinese Culture Experience Corner
11/18	茶艺 Tea Ceremony	1:00pm-2:00pm	JO5.504
12/1	汉语角 Chinese Conversation Table	6:30pm-7:30pm	Chinese Culture Experience Corner
12/4	电影：小时代 Movie: Tiny Times	1:00pm-3:00pm	GR2.530