

COURSE DESCRIPTION AND OBJECTIVES

Welcome to Chinese 1312, the second of a two-course elementary Chinese language and culture sequence at the University of Texas at Dallas. This course continues to emphasize spoken Chinese for students to gain listening comprehension and verbal communication skills with more extensive vocabulary and sentence patterns.

Meanwhile, students will continue to learn high-frequency characters in areas of immediate needs and bring the total number of characters to around 450. They will be able to identify these characters and use them in simple, meaningful sentences. Class will be conducted in vocabulary learning, pattern drills, dialogue practice, role-plays and group projects. By the end of the semester, students who successfully complete the course will be able to:

- Demonstrate the ability to understand simple conversational Chinese and construct their own dialogues in given situation.
- Write 450 characters and read them in meaningful context.
- Analyze basic grammatical structures and apply them in speech and sentence writing.
- Develop a deeper 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.

ELIGIBILITY: Chin 1311 or same level of language proficiency

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)
- More learning materials online at <https://www.cheng-tsui.com/browse/integrated-chinese>

* Students can purchase the e-textbook, however, in order to practice the Chinese character writing, students MUST use the paper workbooks. E-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 AccessAbility \(OSA\)](#). 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 e-learning, please go to: <http://www.utdallas.edu/elearning/>, use your NETID and password to log in.

*E-Learning 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	Grade Distribution	100pts
97-100	A+	Attendance	16%
93-96	A	10 Quizzes	20% (2% each)
90-92	A-	5 Homework	10% (2% each)
86-89	B+	1 st Composition and Oral Homework	12% (6% each)
83-85	B	2 nd Composition and Oral Presentation	12% (6% each)
80-82	B-	Mid-term Exam	15%
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 1312. Your instructor will evaluate your attendance and in-class oral coursework during the semester, and your grade will be 0.4pt per hour (42 hours in total, test days excluded), for a total of 16 possible points. During the semester, you are allowed to have 3 unexcused absences.

Level of participation and attendance	Grade
Uses Chinese often, exhibits excellent, cooperative behavior; does not arrive late or leave early.	0.4pt
Present in class, average participation, arrives late or leaves early (less than 15 minutes).	0.2pt
Present in class, yet does not participate; late arrival or early departure of 15 minutes or more.	0.1pt

ABSENCES AND ATTENDANCE POLICY

The 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 cultural activities (movie, calligraphy, tea ceremony, paper cutting, Chinese knotting, Confucius Salon, etc.) and bi-weekly conversation tables throughout the semester, student can earn up to 4 extra credits by attending these activities (0.5pt for 1 attendance, 4pts maximum). If the activity requires extra training or more dedication, e.g. attending the Chinese Bridge, volunteer in the Confucius Day, International Week or conferences, more points will be released (1pt for every 2hrs). However, the overall extra credit will not exceed 4 points.

MAKE-UP POLICY

- *Midterm exam*: if you must miss a unit 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:

If a student failed or missed a quiz, (s)he will be given the opportunities to make up an alternative quiz covering the same materials:

Number of quizzes allowed to be made up	Eligibility
3	Any students who failed a quiz and/or would like to receive a better grade.
3+ missed quiz(zes)	If a student must miss a quiz due to the authorized absence.

Note:

- The makeup quizzes are similar to the original quiz.
- All the makeup quizzes will be given together with the Final Test, on the Final Test Date.
- Quiz form: multiple choice, listening comprehension, writing characters, translation, etc.

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

IMPORTANT DATES

UTD Chinese Program – CHIN 1312 – Course Information, policies and syllabi

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 **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 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://provost.utdallas.edu/syllabus-policies> for these policies.

课程表					
	周一	周二	周三	周四	周五
9:00 – 9:50	CHIN1311.001 FN2.104 B.CHEN		CHIN1311.001 FN2.104 B.CHEN		CHIN1311.001 FN2.104 B.CHEN
10:00 – 10:50	CHIN1312.001 FN2.104 B.CHEN		CHIN1312.001 FN2.104 B.CHEN		CHIN1312.001 FN2.104 B.CHEN
11:00 – 11:50	CHIN2311.001 FN2.104 B.CHEN		CHIN2311.001 FN2.104 B.CHEN		CHIN2311.001 FN2.104 B.CHEN
12:00 – 12:50	CHIN1311.002 JO4.502 B.CHEN		CHIN1311.002 JO4.502 B.CHEN		CHIN1311.002 JO4.502 B.CHEN
14:30 – 15:45		CHIN2312.001 ATC1.305 C. WANG		CHIN2312.001 ATC1.305 C. WANG	

CONTACT INFORMATION

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

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

*Instructor will return the graded works (assignments, paper, quiz, exam, etc.) to students within 5 working days.

* Final Exam Schedule: Please check Orion the week before finals to verify final exam time and room assignment.

Log-in to Galaxy.

Click “Orion Student Center”, under the “Orion Self-Service” link.

Choose “Exam Schedule” using the drop down bar for “other academic.”

Select the correct term.

View your final exam assignment.

* Import the calendar to your device:

<https://calendar.google.com/calendar/ical/chineseutd%40gmail.com/private-789ccf9ca6647eb62b309798d4abd521/basic.ics> (this calendar includes all the important events of Chinese Program at UTD).

二零一六年八月						
周日	周一	周二	周三	周四	周五	周六
21 W1	22 Introduction Review	23	24 L6-1	25	26 L6	27
28 W2	29 L6	30	31 L6	1	9.2 L6 Q1L6P1	3
二零一六年九月						
周日	周一	周二	周三	周四	周五	周六

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4 W3	5 Labor Day	6	7 L6	8	9 L6	10
11 W4	12 L6-8	13	14 L7-1	15 	16 L7 Q2L6P2 HW1	17
18 W5	19 L7	20	21 L7	22	23 L7 Q3L7P1	24
25 W6	26 L7	27	28 L7	29	30 L7-8 Q4L7P2	1

二零一六年十月

周日	周一	周二	周三	周四	周五	周六
2 W7	3 L8-1 Composition and Oral 1	4	5 L8	6	7 L8 HW2	8
9 W8	10 L8	11	12 L8	13	14 L8 Q5L8P1 Rewrite of the Script (OPT)	15
16 W9	17 L8-7	18	19 L9-1	20	21 L9 Q6L8P2	22
23 W10	24 Midterm Exam HW3	25	26 L9	27	28 L9	29

二零一六年十一月

周日	周一	周二	周三	周四	周五	周六
30 W11	31 L9	1	2 L9	3	4 L9 Q7L9P1	5

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6 W12	7 L9-8	8	9 L10-1	10	11 L10 Q8L9P2 HW4	12
13 W13	14 L10	15	16 L10	17	18 L10 Q9L10P1	19
20 W14	21 Fall Break Week	22	23	24 Thanks giving Day	25	26
27 W15	28 L10 Composition 2	29	30 L10	1	2 L10-8 Q10L10P2 HW5	3
二零一六年十二月						
周日	周一	周二	周三	周四	周五	周六
4 W16	5 Oral Presentation	6	7 Oral Presentation	8 Reading Day	9 Final Exam Week	10
11 W17	12 Final Exam Week	13	14	15	16	17

COMPOSITION, ORAL HOMEWORK AND ORAL PRESENTATION

1st Composition and Oral Homework

Topic: A Phone Call about Chinese Learning

Discuss your Chinese learning experience with a Chinese person over the phone, you can talk about your daily schedule, weekly plan, study habits, in-class situation, after-class work, your strengths and weaknesses, your likes and dislikes, you can also ask for advice, schedule a tutor time, etc. Don't forget to include greeting, body and closing.

Requirement:

1. This assignment must be completed by 2 people: you and 1 Chinese person (friend, tutor, relatives, etc.)
2. The assignment should include 2 files: 1) the script of the conversation and 2) the audio file of your phone call.
3. The phone call must be saved as an appropriate audio file (such as mp3, AIFF, etc.)
4. **Type and Email** the script and the audio file to the instructor on the due date (bei.chen@utdallas.edu).
5. Your friend should ask you at least 8 questions regarding your Chinese study, you should use at least 2 sentences to answer 1 question. The total length of the composition is about 25-30 sentences.
6. **DOUBLE SPACE**
7. Rewrite: The instructor will return the script with correction guideline. Follow the guideline, correct the errors, and submit the 2nd draft to the instructor to get a better composition grade. Rewrite is optional.

Due date:

1. Script & audio file: 10.3
2. Rewrite: 10.14 (OPT)

2nd Composition and Oral Presentation

Topic: Choose one topic:

#1: Chinese clothing: Introduce Chinese clothing to your classmates! You could choose a traditional clothes of diverse dynasties or a modern clothes, talk about its evolution, dress code, tradition, etiquette, store, designer, impact to the eastern Asian countries, etc.

#2: A Movie/Concert in China: Your favorite Chinese star is going to give a concert/release a new movie in a

major city in China and you plan to go. Let your classmate know your travel plan, you can tell the city layout, the subway map, the airlines, the ticket price, how to get to the performance, why you decide to go, the celebrity's appearance, clothes he/she wears, the song/movie you like, the reason why you like, etc.

Note: This assignment is composed of 2 parts:

1. The composition and
2. A copy of flyer/poster/city map/subway map/pictures/PPT, etc. AND a bilingual lexicon of 5-10 important keywords that will be provided to the audience during the oral presentation.

Requirement for the composition:

1. At least 20 sentences.
2. Type the composition
3. **Double Space.**

Requirement for the oral presentation:

1. Date: 12.5+12.7, during the regular class hours, depending on your oral presentation schedule.
2. Location: Regular Classroom.
3. The oral presentation is expected to be 5 minutes per student.
4. Attendance is required for all the students. Come and enjoy the lectures.
5. Oral presentation must include a short vocabulary list that will be provided to your audience.

Due date: The composition and the oral presentation accompanying document (flyer, poster, PPT, etc. and the vocabulary) must be submitted on **11.28**. **Email the assignment to your instructor (bei.chen@utdallas.edu)**

Late Composition

No composition is accepted 5 working days after the due date, unless your absence is authorized (as explained above).

Composition: Grading Rubric		
Level	Grade (100pts)	Requirement
Spelling/ Punctuation	25	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/ Word Choice	25	Make sure that you use the appropriate words and use them correctly. e.g.: 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)

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		In this case, the word selected is erroneous, thus the points will be deducted.
Grammar	25	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	25	<p>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.</p> <p>e . g . :</p> <p>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.)</p>

1312 Oral Homework Grading Rubric and Grading Form (15pts in total)

Name: _____ Grade: _____

Oral Homework: Grading Rubric (15')		
Level		Grade (15')
Pronunciation and tones (5')		
5'	Pronunciation and tones sounds natural.	

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3-4'	Few Errors in pronunciation and tones, do not prevent effective communication.	
2'	Errors in pronunciation and tones impede communication.	
0-1'	Extreme problems with pronunciation and tones cause communication to break down.	
Fluency & Pause (5')		
5'	Speaks clearly and without hesitation.	
3-4'	Speaks with some hesitation.	
2'	Speaks haltingly, with long pauses.	
0-1'	Constant hesitations.	
Communicative Success(5')		
4-5'	The message is clearly organized. The listener can understand the sequence easily or with no difficulties.	
2-3'	The organization of the message is mixed up and random. The listener must make some assumptions about the sequence and relationship of ideas.	
0-1'	The message is disorganized and you cannot understand most of the message.	

1312 Oral Presentation Grading Rubric and Grading Form (25pts in total)

Name: _____ Grade: _____

Oral Presentation: Grading Rubric (25')		
Communicative Success (8')		
7-8'	<ol style="list-style-type: none"> 1. The message is clearly organized. 2. The listener can understand the sequence and relationships of ideas easily. 3. The pronunciation and tones are mostly correct. 	

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	4.	The pace and rhythm of speech allow the audience and interlocutor to follow.	
5-6'	1.	The message is organized.	
	2.	The listeners have no difficulty to understand the sequence and relationships among the ideas.	
	3.	Few Errors in pronunciation and tones but do not prevent effective communication.	
	4.	The pace and rhythm allow the audience/interlocutor(s) to follow, yet there is a slightly noticeable increase or decrease or there are several times when sentences are not completed or seem rushed.	
3-4'	1.	The organization of the message is mixed up and random.	
	2.	The listener must make some assumptions about the sequence and relationship of ideas.	
	3.	Errors in pronunciation and tones impede communication.	
	4.	The pace and rhythm are either too fast or too slow during the majority of the dialogue.	
1-2'	1.	The message is disorganized and you cannot understand most of the message.	
	2.	Extreme problems with pronunciation and tones cause communication to break down.	
	3.	The pace and rhythm are much too fast or too slow throughout the entire presentation.	

Grammar Competence (4')

1-2 errors, 4'	The student almost always chooses and uses correct grammatical forms.	
3-4 errors, 3'	The student uses some correct grammatical forms, and they are appropriate for the chosen mode of expression at least half of the time.	
5-6 errors, 2'	The student uses few correct grammatical forms, which may or may not be appropriate for the chosen mode of expression.	
7+ errors, 0-1'	The student uses almost no correct grammatical forms, which may or may not be appropriate for the chosen mode of expression	

Sociolinguistic Competence/Vocabulary Choice/Use (4')

4'	Structures and vocabulary are used correctly and appropriately (formality or informality, appropriate for the context, etc.)	
3'	Any errors in structures and vocabulary do not distort the meaning or inhibit communication. (formality or informality, appropriate for the context, etc.)	
2'	Errors in structures and vocabulary are frequent and distort the meaning or inhibit communication. (formality or informality, appropriate for the context, etc.)	
0-1'	Errors in structures and vocabulary are pervasive and distort the meaning and prevent effective communication. (formality or informality, appropriate for the context, etc.)	

Development and preparation (4')

4'	Composition and accompanying document submitted on the due date.	
2-3'	Composition and accompanying document submitted after the due date, but at least 1 day before the oral presentation .	
1'	Composition and accompanying document submitted right before, during or after the oral presentation.	
0'	Composition and accompanying document not submitted or submitted 1 day after the oral presentation.	

Presentation Delivery (5')

4-5'	Student has prepared well enough and does not read the document (composition, poster, flyer, PPT, etc.), or student only reads 1-2 short quotations or lines from the prepared document.	
2-3'	Student reads several quotations or lines from the prepared document and maintains eye contact for much of the time with the document instead of the audience/interlocutor.	
0-1'	Student reads most or all of the prepared document instead of maintaining eye contact with audience/interlocutor.	

*Your oralwork grade is based on 40 possible points. Your oral exam score will be converted into a percentage within the Oralwork category (worth 12% of your overall grade in Chinese 1312).

HOMEWORK POLICY

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

	CHIN1312	Grade
Exercise Workbook Level 1 Part 1	Lesson 6 – Lesson 10	10pts each lesson, 50pts total

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Character Workbook Level 1 Part 1	Lesson 6 – Lesson 10	10pts each lesson, 50pts total
Total Grade		100pts

The assignments will be checked on the due date, the instructor will ONLY check the completion, not the correctness. 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 10% of your overall grade in Chinese 1312).

Requirement:

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

HOMEWORK

	Workbook		Character workbook	Due date
	Part 1	Part 2		
Lesson 6	<ul style="list-style-type: none"> Listening comprehension Reading comprehension Writing comprehension: ABC 	<ul style="list-style-type: none"> Listening comprehension Reading comprehension Writing comprehension: ABCD 	Part 1 & Part 2	09.16
Lesson 7	All except II Speaking exercises	All except II Speaking exercises	Part 1 & Part 2	10.07
Lesson 8	<ul style="list-style-type: none"> Listening comprehension Reading comprehension Writing comprehension: ABCD 	<ul style="list-style-type: none"> Listening comprehension Reading comprehension Writing comprehension: ABCDEFG 	Part 1 & Part 2	10.24
Lesson 9	<ul style="list-style-type: none"> Listening comprehension Reading comprehension Writing comprehension: ABCE 	<ul style="list-style-type: none"> Listening comprehension Reading comprehension Writing comprehension: ABCDE 	Part 1 & Part 2	11.11
Lesson 10	All except II Speaking exercises	<ul style="list-style-type: none"> Listening comprehension Reading comprehension Writing comprehension: ABCD 	Part 1 & Part 2	12.02