

COURSE DESCRIPTION AND OBJECTIVES

Welcome to Chinese 2311. This course is the first semester of a two-semester intermediate-level review of Chinese. The course, oriented toward students who have completed Chinese 1311/1312 at UTD (or the equivalent), is designed to reinforce the material learned in previous Chinese courses. Upon completion of this course, students' vocabulary and grammar knowledge will be expanded (approx. 160 new characters & phrases), the reading and writing skills will be improved, the communication skill in real-life situation will be further enhanced. In addition to the linguistic skills, the course will integrate a wide range of cultural context into the language study to promote students' cross-cultural awareness and understanding.

ELIGIBILITY: Chin 1311, Chin1312 or same level of language proficiency

REQUIRED MATERIALS

- Textbook: Integrated Chinese 《中文听说读写》, Level 1 Part 2, 3rd edition (simplified)
- Workbook: Integrated Chinese 《中文听说读写》, Level 1 Part 2, 3rd edition (simplified)
- Character Workbook: Integrated Chinese 《中文听说读写》, Level 1 Part 2, 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 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

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.

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 (L11-L15)	12% (2.4% each)
86-89	B+	2 Compositions	12% (6% each)
83-85	B	Oral Exam	10%
80-82	B-	Midterm Exam (L11-12)	15%
76-79	C+	Final Exam (L11-15)	15%
73-75	C		
70-72	C-		
66-69	D+		
63-65	D		
60-62	D-		
Under 60	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 2311. 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

Student can take the makeup quiz if the absence is authorized (situations listed above). The makeup quiz will be given together with the Final Exam, on the Final Exam Date. The makeup questions will be similar to the original ones but not the same.

Quiz form: writing characters, listening comprehension, reading comprehension, multiple choice, 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

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.

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

4 UTD Chinese Program – CHIN 2311 – Course Information, policies and syllabi

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>.

CAMPUS CARRY

The University's concealed handgun policy is posted on the campus carry website: <https://www.utdallas.edu/campuscarry/>

CONTACT INFORMATION

Instructor	Bei CHEN			
Classes to teach	Chin1301	Chin1302	Chin1312	Chin2311
Email	bei.chen@utdallas.edu			
Office	J.O.5.308			
Tel	972-883-6026			
Office hours	星期一/三 MW: 12:30 - 13:30 or by appointment			

* Syllabus is subject to change at the discretion of the instructor. Detailed syllabus will be provided through e-learning.

Course Content	Class Period
Syllabus, Course Policy, Lesson 11	1
Lesson 11	8
Lesson 12	8
Midterm Written Test	1
Lesson 13	8
Lesson 14	8
Lesson 15	8
Final Oral Test	2
Final Written Test	

Besides Chinese classes, the Chinese program at UTD and the Confucius Institute at UTD also offer cultural activities throughout the semester, you can also find a language partner at our language group. More learning resources will be provided through e-learning.

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. When you write the essay, you may use bilingual dictionaries to find a single word, but using the translation site or software to translate the whole sentence and/or paragraph is NOT allowed. The assistance from a native speaker is NOT authorized for the 1st draft, but is acceptable for the 2nd draft (rewrite). If you are unsure about your particular situation, please ask your teacher for clarification BEFORE you turn in an assignment as your own work.

1st Composition

Topic: Choose one:

#1: A Restaurant Review: Write a brief review on a restaurant, you can comment the decoration, evaluate the service and the food (taste, presentation, recipe, etc.), describe your overall impression and your suggestions for improvement, etc.

#2: Chinese Cuisine: Introduce Chinese cuisine to your classmate! The composition could focus on one Chinese dish, its flavor, appearance, color, taste, recipe, etc. or one of the eight distinct regional cuisines (八大菜系)

2nd Composition

Topic: Party Planning: you are planning a party for your friend. The plan needs to include information such as whom you are inviting, where the party takes place, what food people can bring to the party, what activities there will be, how long each activity will last, and what gifts your friend might wish to receive. Some of the party guests may need a ride to the party, include suggestions for their travel plans. You can also add other facts you consider necessary.

Late Composition

No composition is accepted 5 working days after the due date, unless your absence is authorized.

HOMEWORK POLICY

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

	CHIN2311	Grade
Exercise Workbook, Level 1 Part 2	Lesson 11 – Lesson 15	10pts each lesson, 50pts total
Character Workbook, Level 1 Part 2	Lesson 11 – Lesson 15	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 12% of your overall grade in Chinese 2311).

Requirement:

- For the character workbook: you need to write at least 2 rows for each character, in other words, practice 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
Lesson 11	Part 1: All except II Speaking exercises Part 2: All except II Speaking exercises	Part 1 & Part 2	TBA
Lesson 12	Part 1: All except II Speaking exercises Part 2: All except II Speaking exercises	Part 1 & Part 2	
Lesson 13	Part 1: All except II Speaking exercises Part 2: All except II Speaking exercises	Part 1 & Part 2	
Lesson 14	Part 1: All except II Speaking exercises Part 2: All except II Speaking exercises and Writing exercise G	Part 1 & Part 2	
Lesson 15	Part 1: All except II Speaking exercises Part 2: All except II Speaking exercises	Part 1 & Part 2	