



Course: Elementary Chinese 1311
School of Arts & Humanities
University of Texas at Dallas

CHIN 1311 ELEMENTARY CHINESE

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Chinese Language Placement Test

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:

https://www.utdallas.edu/ah/students/language_placement.html

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

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: 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.

OBJECTIVE

By the end of the 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.

REQUIRED MATERIALS

- Textbook: Integrated Chinese 《中文听说读写》, Integrated Chinese, Volume 1, 4th Ed., Paperback, Simplified.
- Grammar Workbook: Integrated Chinese, Volume 1, 4th Ed., Paperback, Simplified
- More learning materials online at <https://www.cheng-tsui.com/browse/integrated-chinese>

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

* Besides Chinese classes, the Chinese program at UTD and the Center for Asian Studies 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.

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	15%
93-96	A	10 Quizzes	20% (2% each)
90-92	A-	5 Homework (L1-L5)	15% (3% each)
86-89	B+	2 Compositions	10% (5% each)
83-85	B	Midterm Oral Exam (Introduction – L2)	10%
80-82	B-	Final Oral Exam (Introduction – L5)	10%
76-79	C+	Final Written Exam (Introduction – L5)	20%
73-75	C	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.	
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 class. Your instructor will evaluate your attendance and in-class oral coursework during the semester, and your grade will be 0.35pt per class period for MWF class and 0.5pt per class period for TTR class, for a total of 15 possible points. During the semester, you are allowed to have 3 unexcused absences for MWF class and 2 unexcused absences for TTR class.

MWF:

Level of participation and attendance	Grade
Uses Chinese often, exhibits excellent, cooperative behavior; does not arrive late or leave early.	0.35pt
Present in class, average participation, arrives late or leaves early (less than 15 minutes).	0.25pt
Present in class, yet does not participate; late arrival or early departure of 15 minutes or more.	0.1pt

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).	0.35pt
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

We offer a variety of cultural activities (movie, calligraphy, tea ceremony, paper cutting, Chinese knotting, Confucius Salon, conversation tables, etc.) throughout the semester, student can earn up to 4 extra credits by attending these activities (1pt for 1 attendance, 4pts maximum, students should stay for at least two-thirds of the activity time). 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 (2pts for every 4hrs). 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.

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 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.

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

CAMPUS CARRY

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

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>.