Meets: TuTh 2:45 – 4:05 p.m. in Humanities 123.

Instructor: Anthony DeBlasi
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Office Hours: Tuesday 12:00 – 1:30 p.m.; Thursday 9:00-10:00 a.m.; and by appointment

Course Description:
This course will cover research and bibliographic methods in Chinese Studies. Students will learn how to navigate library catalogs and the internet with specific emphasis on Chinese databases and resources. Students will also learn how to use Chinese reference materials, such as character dictionaries. This course has a strict prerequisite of at least one year of Chinese language or its equivalent. Students who do not have this prerequisite are not qualified or prepared for the course.

General Education Information
This course fulfills the General Education requirement of “Information Literacy”

Characteristics of all General Education Courses:
1. General Education courses offer introductions to the central topics of disciplines and interdisciplinary fields.
2. General Education courses offer explicit rather than tacit understandings of the procedures, practices, methodology and fundamental assumptions of disciplines and interdisciplinary fields.
3. General Education courses recognize multiple perspectives on the subject matter.
4. General Education courses emphasize active learning in an engaged environment that enables students to be producers as well as consumers of knowledge.
5. General Education courses promote critical inquiry into the assumptions, goals, and methods of various fields of academic study; they aim to develop the interpretive, analytic, and evaluative competencies characteristic of critical thinking.

Learning Objectives for General Education Information Literacy Courses:
Approved courses introduce students to various ways in which information is organized and structured and to the process of finding, using, producing, and distributing information in a variety of media formats, including traditional print as well as computer databases. Students acquire experience with resources available on the Internet and learn to evaluate the quality of information, to use information ethically and professionally, and to adjust to rapidly changing technology tools. Students must complete this requirement within the freshman or sophomore year.

Courses that satisfy the Information Literacy requirement will have three characteristics:
1) Classroom activities on finding, evaluating, citing, and using information in print and electronic sources from the University Libraries, World Wide Web, and other sources. Courses should address questions concerning the ethical use of information, copyrights,
and other related issues that promote critical reflection.

2) Assignments, course work, or tutorials that make extensive use of the University Libraries, World Wide Web, and other information sources. Assignments should include finding, evaluating, and citing information sources.

3) At least one research project that requires students to find, evaluate, cite, and use information presented in diverse formats from multiple sources and to integrate this information within a single textual, visual, or digital document.

Required Texts:

1) Students should choose an appropriate dictionary. Dictionaries will be discussed on the first day of class; students will be given two weeks in which to acquire an appropriate dictionary.

2) The following texts are also required and available for purchase at the campus bookstore and Mary Jane Books (downtown):

3) Students must have an active e-mail account, from which they can send and receive attachments. They also must have a valid student ID that allows them to access UAlbany library materials. An ID invalidated because of unpaid fines, etc. is NOT an excuse for late/incomplete work. It is also recommended that students bring a CD-RW disk or flash memory drive with them to class on the days that involve computer use.

4) A CD-ROM of *A Sino-Western Calendar for Two Thousand Years*. This will be provided at cost by the instructor (not the bookstore), probably about $1.00.

5) This course uses two important internet resources:
   - An extensive web page at [http://www.albany.edu/eas/EAC205/](http://www.albany.edu/eas/EAC205/). You should ALWAYS check the web page before class and “surf” the links for each unit. All homework assignments will be on this site, as well as reference materials and useful links.
   - ERES (Electronic Reserves). The course password will be announced in class; if you forget your password, please e-mail the instructor. There are not many ERES materials, but in the event that I want you to read a small portion of a copyrighted text, I will use ERES.
Assignments:
Attendance will be taken regularly; students are expected to attend class unless extenuating circumstances prevent it. Students are also expected to be active participants in this class. Class format will be largely hands-on activities aimed at developing good research skills. There will be weekly in-class assignments and/or homework. Late assignments will receive a penalty. The capstone project for this class will be an annotated bibliography. There will be a mid-term exam. Grading is as follows:

- Attendance/participation: 15%
- Homework: 20%
- Midterm: 20%
- Final Examination: 20%
- Annotated Bibliography: 25%

Grading policies:
Please note the following policies:
1. Letter grades are assigned according to the following scale: A=93-100, A-=90-92, B+=87-89, B=83-86, B-=80-82, C+=77-79, C=73-76, C-=70-72, D+=67-69, D=63-66, D-=60-62, E=less than 60. Please note that work never turned in counts as a zero (0).
2. Late bibliographies lose one grade step for each day late (thus a B+ that is two days late receives a B-). Late homework assignments lose 2 points for each day late.
3. I do not give make-up examinations or extensions unless you have an acceptable and documented excuse (for example, a medical excuse signed by a physician).
4. I will not consider requests for incompletes without a clearly documented and acceptable reason.
5. Plagiarism is using or purchasing the words or ideas of another and passing them off as one’s own work. If a student quotes someone in an assignment, that student must use quotation marks and give a citation. Paraphrased or borrowed ideas are to be identified by proper citations. Plagiarism will result, at the minimum, in a zero (0) for the assignment. I reserve the right to fail you for the course if I catch you plagiarizing or cheating on examinations or quizzes.
6. If there are extenuating circumstances that you anticipate will unduly affect your grade, it is your responsibility to speak with me IN ADVANCE.

If you want to check on your performance at any point in the semester, feel free to come to my office and we'll run through the numbers.

**WEEKLY SCHEDULE**

<table>
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<tr>
<th>Aug. 31 T</th>
<th>Topic</th>
<th>Reading (do before class)</th>
<th>Homework (due on that day) /Notes</th>
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<td>Course Introduction; Dictionaries, required texts, etc.</td>
<td>None</td>
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<td>Date</td>
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| Sept. 2 | Th | Navigating the University Library | ► Read [Recommended Dictionaries for Chinese Language Students](#)  
► Take the Virtual Tour at [http://library.albany.edu/usered/tuttour/index.html](http://library.albany.edu/usered/tuttour/index.html)  
► Read the [International Students’ Guide to the Libraries](#)  
► Read the [Welcome to Minerva](#) | None |
| 7 | Tu | EAS databases and online resources (JSTOR; BAS; Project Muse) | ► Take the [Library Tutorial on Finding Scholarly Articles](#) | |
| 9 | Th | HOLIDAY |  |  |
| 14 | Tu | Word Processing | ► Read [Word Processing basics](#) and Inputting symbols and Chinese characters | [Homework: Finding things in the library](#) |
| 16 | Th | Chinese Studies databases and online resources (OCLC) | ► Review [packet on FirstSearch/Webcat/OCLC](#) |  |
| 21 | Tu | Radicals | ► Read “Radicals of Chinese Characters”  
► How to Use a Chinese Dictionary  
► Read Nelson’s pp. 1002-1013 “How to Determine the Radical…” (on ERES) | [Homework: Chinese Word Processing and First Search](#) |
| 23 | Th | Electronic and Online Dictionaries | NONE |  |
| 28 | Tu | Romanization | ► Read “Romanization of Chinese”  
► Browse Web Resources on Romanization | [Homework: Radicals and Online Dictionaries](#) |
| 30 | Th | Simplification | ► Read: Course material on simplification |  |
| Oct. 5 | Tu | Calligraphy | ► Calligraphy Reading  
► Introduction to Handwriting  
► Table of Comparative Forms | [Homework: Romanization and Simplification](#) |
| 12 | Tu | Morohashi’s Dictionary | ► Read: Course material on Morohashi’s Dictionary | [Homework: Calligraphy](#) |
| 14 | Th | Citation | ► Turabian, pp.133-59 and 216-26.  
► Complete: Library Introduction to Plagiarism |  |
| 19 | Tu | MIDTERM EXAMINATION |  |  |
| 21 | Th | Annotated Bibliographies | ► Read packet on [writing an annotated bibliography](#) |  |
| 26 | Tu | Structuring a paper (putting everything together) | ► Read Library reading on research papers  
► Read Turabian, pp.5-61. | [Homework: Citation and Plagiarism](#) |
► Review course materials on eras |  |
| Nov. 2 | Tu | Chronology; telling time | ► Read: [Manual](#), pp.198-219.  
► Look at Dates in East Asian History and A Practical Guide to East Asian date conversion |  |
► Read: Course Materials on Units of Measure | [Homework: Dates and Time](#) |
| 9 | Tu | Biographical Resources | ► Read: Course material on Names  
| 11 | Th | Historical Resources—Ranks | ► Read: Course Materials on Rank  
► Read: [Manual](#), pp.522-31. | [Homework: Units of Measure and Who’s Who](#) |
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| 16 | Tu | Historical Resources: Part 1 | ►Read: [Course materials on Historical Research](#)  
| 18 | Th | Historical Resources: Part 2 | ►Read: [Course Materials](#) |
Homework: Historical Resources |
| 25 | Th | HOLIDAY |  |
| 30 | Tu | Geographical Resources | ►Read: [Course Materials on Geography](#)  
[ANNOTATED BIBLIOGRAPHY DUE](#) |
| Dec. 2 | Th | Religion Resources | ►Read: Course Materials on Religion  
| 7 | Tu | Philosophy Resources | ►Read: Course Materials on Philosophy  
Homework: Geography and Literature |

**FINAL EXAMINATION:** Friday, December 17, 2010 from 1:00 to 3:00 p.m. in HU-123