**EAC 101: Elementary Chinese 1 初级中文**

**Blended Class, Fall 2018**

There are two sections for this class. You are (or must be) enrolled in one of these sections:
- Class #4982 meets on Tuesdays and Thursdays from 11:45 to 1:05 in EDU 126.
- Class #4697 meets on Tuesdays and Thursdays from 1:15 to 2:35 in HU 111.

**Welcome!**

This is the course description and class syllabus for Elementary Chinese 1 (AEAC 101). This class is designed for true beginners—that is, students who have no background or knowledge of the Chinese language. The variety or “kind” of modern, spoken Chinese we will be studying is the standardized version of Beijing dialect (sometimes called “Mandarin” in English), known in Mainland China as *Putonghua* (普通话, lit., common speech) and in Taiwan as *Guoyu* (國語, lit., national language). The Chinese written characters we will study are called “Simplified Characters” (*Jianhuazi*), which are used today in Mainland China.

**INSTRUCTOR CONTACT INFORMATION**

<table>
<thead>
<tr>
<th>Instructor:</th>
<th>Ms. Ning Guo</th>
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<tbody>
<tr>
<td>Course Numbers:</td>
<td>#4697 and #4982</td>
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<tr>
<td>Semester:</td>
<td>Fall 2018</td>
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<tr>
<td>Email Address:</td>
<td><a href="mailto:nguo@albany.edu">nguo@albany.edu</a></td>
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**Private Communications:**

For *private* communication with me, please use the UAlbany Email tool on the course menu in Blackboard or contact me directly at the email address above.

Anything other than a private communication should be posted in the Ask-A-Question forum in the course.

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<tr>
<th>Office Hours:</th>
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<tr>
<td>HU 283 (office)</td>
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<td>MW 3:00pm-4:00pm, or by appointment</td>
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OVERVIEW

This course is a blended course which means that part of the course is taught online and part of the course is taught in person on campus. You will work online on Mondays and Wednesdays. You will come to class on campus on Tuesdays and Thursdays. You must know which class number you registered for in order to know which time to attend class. See the notation at the top of the syllabus.

After initial study of Pinyin, the course is divided into Lessons. In each main Lesson of the course, you will learn new vocabulary and sentence patterns. You will watch videos and related materials to master new vocabulary, grammar, and Chinese characters. You will engage in practice exercises through video files and other materials. When practice exercises are completed, you will check your comprehension and knowledge of the assigned material by completing homework exercises.

Assignments for each class meeting of the semester are listed below in the COURSE SCHEDULE. It is essential that you study and master new vocabulary, sentence patterns, and Chinese characters before class meetings. You must be prepared to participate in the in class activities. There will be quizzes in class on most days (not listed on the Course Schedule) as well as exams that are listed on the Course Schedule.

Please note that online sessions are asynchronous, which means you do not need to login to Blackboard at any specific time on Mondays and Wednesdays. However, you must login and complete the lessons (that is, master the new vocabulary, sentence patterns, and Chinese characters, and complete the assigned homework) on or before the date/time specified on Blackboard. *You can always use blackboard.albany.edu to log into your blackboard page, even if the campus home page is down. Something wrong with your device is NOT an excuse for late homework. You can ask ITS Help Desk for help if some problems happened while you are doing homework.

COURSE OBJECTIVES

This course is designed for you to learn both spoken and written Modern Chinese. Emphasis will be on the training of the four communicative skills - namely, listening, speaking, reading, and writing. Each lesson will focus on a typical daily conversation topic to teach you how to use the language in linguistically and socially appropriate ways. The situation exercises and the interaction with fellow students will help you to integrate what you have learned into everyday practice.

By the end of the course, it is expected that you will move from the novice to the intermediate level in both oral and written communicative proficiency, a standard set by the American Council on the Teaching of Foreign Languages (ACTFL). To be specific,
students are expected to be able to communicate their ideas correctly at sentence level and handle simple survival situations.

**GENERAL EDUCATION**

A EAC 101 fulfills the General Education Category of **Foreign Language**.

**REQUIRED TEXTBOOKS**

*Integrated Chinese, Level 1, Part 1, Textbook, 4th Edition (Simplified)* 中文听说读写

*Integrated Chinese, Level 1, Part 1, Workbook, 4th Edition (Simplified)* 中文听说读写


These textbooks are available for purchase at the University Bookstore in the Campus Center. Please note: You must purchase copies of the printed versions of the textbooks. No E-books or other electronic forms (including rentals) are allowed.

**HOW YOU WILL BE EVALUATED**

**Attendance/Participation:** You are expected to complete all online activities and to attend all Tuesday and Thursday classes. Attendance will be taken. You can have up to 3 absences in the semester. Arriving late or leaving class early equals one absence.

- **One grade lower** for more than 4 inexcusable absences.
- **Two grades lower** for more than 6 inexcusable absences.
- **One letter grade lower** for more than 8 inexcusable absences.
- Additional one grade lower for every 2 times of inexcusable absences after 9.

**Bonus:** If you attend every class and arrive on time through this semester, you will receive a 2 points reward added to your **final grade**.

**Homework Assignments:** Late homework will **NOT** receive a grade. Please hand in your homework in class before class starts. It is necessary to complete your homework
before class. Working on your homework in class will distract you (and others) from learning Chinese and is not permitted.

**Exams and quizzes:** Quizzes may be required during any in class session; no quizzes will be taken online. Exams will occur at the end of most Lessons. One lowest quiz and one lowest exam will be dropped.

**Make-ups:** Make-ups for missed quizzes and exams will be given only when the absence was due to a documented medical issue (this means you must have a signed note from a doctor saying you were physically unable to attend class) or documented personal emergency. If possible, consult with the instructor before the absence.

**Other Exams and Final Exam:** In addition to the exams and quizzes mentioned above, there are two Review Exams and a Final Exam required for this course.

**Course Grade:** Your grade will be determined based on the following grading system.

- Classroom performance (attendance and participation) 15%
- Homework 15%
- Quizzes 20%
- Exams 25%
- Review Exams 10%
- Final Exam 15%

Grades will be assigned using the following scale:

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<th>Grade</th>
<th>Minimum</th>
<th>Maximum</th>
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<td>A</td>
<td>93</td>
<td>100</td>
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<tr>
<td>A-</td>
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<td>92</td>
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<td>B+</td>
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Please check your grades on Blackboard regularly to make sure that your grades are being posted and appear to be in line with what you expect them to be. If you have concerns about your grades – e.g., a grade is missing for work you submitted, a grade seems to be posted in error - OR if you would like to dispute a grade, please contact the instructor ASAP.

INSTRUCTOR’S EXPECTATIONS

Classroom etiquette is essential.

- Greet your instructors at the start of class and say thank you after class.
- When your instructors give things back to you, use BOTH hands to receive them.
- Wearing a hat in class is not considered polite.
- No food, drinks (except for water), or chewing gum.
- Do not text or check your cell phone during class.
- While in class, prepare yourself to learn.

Email Etiquette: If you need to contact me outside of class, email is your best option. Start your message with “Guo laoshi hao” and end with “xiexie” and your name. An email that starts with only “hi” or “hello” will NOT get a response.

Academic Integrity: An important component in learning is taking on tasks (e.g., assignments and exams) in an honest effort to do your best possible work. You are expected to turn in your original work.

Plagiarism (from the University website): Presenting as one’s own work the work of another person (for example, the words, ideas, information, data, evidence, organizing principles, or style of presentation of someone else)… Plagiarism includes paraphrasing or summarizing without acknowledgment, submission of another student’s work as one’s own, the purchase of prepared research or completed papers or projects, and the unacknowledged use of research sources gathered by someone else. Failure to indicate accurately the extent and precise nature of one’s reliance on other sources is also a form of plagiarism. You (the student) are responsible for understanding the legitimate use of sources, the appropriate ways of acknowledging academic, scholarly, or creative indebtedness, and the consequences for violating University regulations. More information can be found at http://library.albany.edu/usered/plagiarism/index.html

On this note, the instructor in this class takes academic honesty seriously. If you are found to be engaging in dishonest behaviors you will be reported to the University and
will receive, at a minimum, a failing grade for the assignment or exam. Severe cases will result in a failing grade for the course and possible expulsion from the University. It is your responsibility to inform me if you know of any situations where academic dishonesty is taking place.

COURSE SCHEDULE

The course schedule is a separate document, but is considered part of the syllabus. Print the Course Schedule and use it to guide your participation in the course.

SYLLABUS AS CONTRACT

The course syllabus is a contract for the terms and conditions of your participation in this course. If, after reading the syllabus, you are unclear about or do not agree to the terms stated within, please speak with the instructor or withdraw from the class.

DISABILITY RESOURCE CENTER

Policy Statement: Reasonable accommodations will be provided for students with documented physical, sensory, systemic, cognitive, learning and psychiatric disabilities. If you believe you have a disability requiring accommodation, please notify the Director of Disability Resource Center. That office will provide the course instructor with verification of your disability, and will recommend appropriate accommodations.

How to find out more: The University provides a great deal of information on the services it offers to disabled students which can be found on the Disability Resource Center page.

DRC@albany.edu
Campus Center 130
Phone: (518) 442-5490
Fax: (518) 442-5400