



## Textbooks:

※Required for paper copy, NOT electronic copy:

Required for students who has not taken EAC 102 (**Simplified Character edition**)

1. **Integrated Chinese, Level 1 Part 2 Textbook, 3rd Edition (Simplified)** 中文听说读写

ISBN: 978-0-88727-670-5

2. **Integrated Chinese, Level 1 Part 2 Workbook, 3rd Edition (Simplified)** 中文听说读写

ISBN: 978-0-88727-674-3

[optional] 3. **Integrated Chinese, Level 1 Part 2 Character Workbook, 3rd Edition**

**(Simplified and Traditional)** ISBN: 978-0-88727-676-7

Note: We are continuing using these 3 books (IC level 1 part 2) that we have been using since last semester (EAC 102). New classmates, these 3 textbooks are also available at the **University Bookstore**. Campus center, UAlbany. (518) 442-5690

## Course Requirements

**Attendance and Make-ups:** Students are expected to attend all classes. Attendance will be taken daily. You can have 3 absences in the semester. **Bonus:** If you attend every class and arrive on time through this semester, you will receive a 2 points reward to your **final grade**. 3 coming late or leaving early for classes equals 1 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.

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

**In class assignments and tasks:** Please be aware that we will do many assignments, tasks or quizzes in class. You will either be assessed individually or in groups. These assessments are to make sure either you prepare well before class or you have better understanding after lecturing. Therefore, be prepared before class and in class.

**Homework:** Assignments will be given in the end of each class. **Late homework will NOT receive a grade after class on the due date.**

**Exams and quizzes:** After finishing each lesson there will be an exam. Exams will be given approximately once every two weeks; quizzes will be given once to 2-3 times per lesson. 1 lowest quiz and 1 lowest exam will be dropped.

**Oral Exam and Midterm/Final Exam:** There will be two oral exams, one midterm exam, one final listening comprehension exam, and one final written exam. Format to be announced.

**Grading System:**

Classroom performance (attendance and participation)	10%
Homework	20%
Quizzes	15%
Exams	20%
Oral exam	10%
Midterm exam	10%
Final exam	15%

Grades will be assigned using the following scale:

Grade	Min	Max
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	0	59

## Policies and Other Information

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

**Email:** If you need to contact me outside of class, email is your best option. Start your message with “郭老师您好” and end with “谢谢” and your name. Try your best to write in Chinese.

**Grade Disputes:** 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 find that a grade is missing for work you submitted, a grade that seems to be a posting error, OR if you would like to dispute a grade, please contact the instructor ASAP.

**Disabilities:** If you have a disability please meet with me to so we can discuss ways to help you succeed in the course. If you need accommodations that would affect the terms of this syllabus, you will need to provide documentation of you disability.

**Incompletes:** Due to the nature of this course, I do not allow any incomplete in this course.

**Academic Honesty:** An important component in learning is taking on tasks, assignments and exams in an honest effort to do your best possible work. On this note, you are expected to turn in and do original work. 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. *The student is 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, I do want to let you know that I take academic honest seriously and that **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 dishonestly is taking place.

**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 me or withdraw yourself from the course.