

# UNIVERSITY OF MINNESOTA

## University of Minnesota Twin Cities - College in the Schools Intermediate Modern Chinese I

Fall 2019

CHN 3021

5 credits

Sponsoring U of M Department: Asian & Middle Eastern Studies

**Instructor:** Shu-Whei Miao (Miao Laoshi)

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**Class times and location:** 12:27-1:14/ HIGHLAND PARK SENIOR HIGH Room1217

**Office hours:** 7:50 am to 8:20 am and 3:10 pm to 3:40 pm Mondays & Wednesdays

### **Course Description:**

CHN 3021 is the first semester of a two-semester sequence in intermediate modern Chinese. This course will further cultivate students' four basic language skills, with a continued emphasis on the proper and appropriate use of grammar patterns and expressions in genuine language communication, especially in listening and speaking.

### **Course Objectives:**

Upon successful completion of the course, students are expected to be able to...

- Converse in detail on subject matters covered in the first ten chapters of the assigned textbook, using grammatical patterns and expressions properly
- Read materials of about 300 Chinese characters on subject matters covered in the first ten chapters of the textbook
- Write compositions of about 200 different characters on familiar daily life topics, using grammatical patterns properly

### **Textbook and Instructional Materials:**

*Integrated Chinese, Level II (textbook and workbook, 3<sup>rd</sup> ed.)* by Yuehua Liu et al. Boston: Cheng & Tsui Company, 2009.

The audio files for the textbooks and workbook are available.

### **Attendance & Participation:**

The attendance and participation grades will be based on preparation, regular attendance, participation and effort. During the whole semester, only four hours of unexcused absence (including attending funeral and wedding, accident, severe weather situation...) are allowed. Each additional unexcused absence will cost 1 point of the full percentage (10%) of the Attendance portion of the final grade. Entering the classroom 5 minutes after the class starts or leaving class earlier before class ends are considered tardiness, and three instances of tardiness will be considered as one absence. Students who are absent for 1/3 or more of the semester will fail the course.

**Excused and Unexcused Absences:** Absence from class with a physician's note is an excused absence and will not result in any deduction of point from the Attendance portion of the final grade. Notification of absence by email or telephone without a physician's note will not be accepted as excused absence, and will count toward the four hours' unexcused absences, and result in the deduction of a percentage point from the Attendance portion of the final grade, after the first four unexcused absences are taken.

**Performance, Participation, and Preparation:** Class participation is essential and graded in each class! Use of cell phones and laptops is not allowed. Doing homework, sleeping, or having English conversations during class periods will count against participation. All students should participate in the class activities with the instructor and other classmates.

Please note that preparation outside of class is critical in this course. Since this is a 5-credit course, students are expected to study 15 or more hours per week in total, of which 10 hours are to be spent outside class on homework,

preparation for classes and tests, presentations, etc. For this course, simplified Chinese characters are used exclusively by the instructor in classroom teaching and all tests. For information regarding quizzes, exams, etc., please see the general course schedule attached.

**Grading Policy for Homework:** All assigned homework (20% of final grade) must be printed out and handed in on time, and before the start of class. Late homework in the case of an unexcused absence will be corrected but not graded.

**Make-Up Tests and Quizzes:** All students are expected to take tests and quizzes as they are scheduled. No make-up test or quiz is allowed unless there is a physician's note to certify that the student cannot take the test or quiz at the scheduled time. The late test or quiz with excused absence has to be made up within one week from the absent date, or it will be corrected but not graded. A student with an unexcused absence will get 60% of the original test score. Please keep all your graded homework, quizzes and tests, in case you want to check your grades. In doing so, it can also help you to review what you have learned. Grading and Reporting: Grades will be given at the conclusion of each quarter with a progress grade given midway through the quarter. All grades will be given based upon the percentage of points earned on the measures of assessment.

### Grading Scale

	B+ = 87-89.99%	C+ = 77-79.99%	D+ = 67-69.99%
A = 93-100%	B = 83-86.99%	C = 73-76.99%	D = 63-66.99%
A- = 90-92.99%	B- = 80-82.99%	C- = 70-72.99%	D- = 60-62.99%
			F = 59.99% and below

### Grading:

Attendance	10%
Participation and Performance	20% (Discussion and practicing in class)
Homework Assignments	20% (Reading: 5%, Homework sheets: 15%)
Bi-chapter Tests	25%
Vocabulary Quiz	5%
Presentation	20%
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Total:	100%

**Registration for Next Semester:** As students' achievements for this course will greatly impact continuing Chinese language learning, those whose final grades for this class are lower than C- are strongly advised not to continue into Chinese 3022 next semester unless the student takes and passes a placement test before the semester starts.

## University of Minnesota, Twin Cities Campus Academic Policies, Fall 2019

### Student Conduct Code

The University seeks an environment that promotes academic achievement and integrity, that is protective of free inquiry, and that serves the educational mission of the University. Similarly, the University seeks a community that is free from violence, threats, and intimidation; that is respectful of the rights, opportunities, and welfare of students, faculty, staff, and guests of the University; and that does not threaten the physical or mental health or safety of members of the University community.

As a student at the University you are expected adhere to Board of Regents Policy: *Student Conduct Code*. To review the Student Conduct Code, please see: [http://regents.umn.edu/sites/regents.umn.edu/files/policies/Student\\_Conduct\\_Code.pdf](http://regents.umn.edu/sites/regents.umn.edu/files/policies/Student_Conduct_Code.pdf).

Note that the conduct code specifically addresses disruptive classroom conduct, which means "engaging in behavior that substantially or repeatedly interrupts either the instructor's ability to teach or student learning. The classroom extends to any setting where a student is engaged in work toward academic credit or satisfaction of program-based requirements or related activities."

### Use of Personal Electronic Devices in the Classroom

Using personal electronic devices in the classroom setting can hinder instruction and learning, not only for the student using the device but also for other students in the class. To this end, the University establishes the right of each faculty member to determine if and how personal electronic devices are allowed to be used in the classroom. For complete information, please reference: <http://policy.umn.edu/education/studentresp>.

## Scholastic Dishonesty

You are expected to do your own academic work and cite sources as necessary. Failing to do so is scholastic dishonesty. Scholastic dishonesty means plagiarizing; cheating on assignments or examinations; engaging in unauthorized collaboration on academic work; taking, acquiring, or using test materials without faculty permission; submitting false or incomplete records of academic achievement; acting alone or in cooperation with another to falsify records or to obtain dishonestly grades, honors, awards, or professional endorsement; altering, forging, or misusing a University academic record; or fabricating or falsifying data, research procedures, or data analysis. (Student Conduct Code: [http://regents.umn.edu/sites/regents.umn.edu/files/policies/Student\\_Conduct\\_Code.pdf](http://regents.umn.edu/sites/regents.umn.edu/files/policies/Student_Conduct_Code.pdf)) If it is determined that a student has cheated, the student may be given an "F" or an "N" for the course, and may face additional sanctions from the University. For additional information, please see: <http://policy.umn.edu/education/instructorresp>.

The Office for Community Standards has compiled a useful list of Frequently Asked Questions pertaining to scholastic dishonesty: <https://communitystandards.umn.edu/avoid-violations/avoiding-scholastic-...>. If you have additional questions, please clarify with your instructor for the course. Your instructor can respond to your specific questions regarding what would constitute scholastic dishonesty in the context of a particular class-e.g., whether collaboration on assignments is permitted, requirements and methods for citing sources, if electronic aids are permitted or prohibited during an exam.

## Makeup Work for Legitimate Absences

Students will not be penalized for absence during the semester due to unavoidable or legitimate circumstances. Such circumstances include verified illness, participation in intercollegiate athletic events, subpoenas, jury duty, military service, bereavement, and religious observances. Such circumstances do not include voting in local, state, or national elections. For complete information, please see: <http://policy.umn.edu/education/makeupwork>.

## Appropriate Student Use of Class Notes and Course Materials

Taking notes is a means of recording information but more importantly of personally absorbing and integrating the educational experience. However, broadly disseminating class notes beyond the classroom community or accepting compensation for taking and distributing classroom notes undermines instructor interests in their intellectual work product while not substantially furthering instructor and student interests in effective learning. Such actions violate shared norms and standards of the academic community. For additional information, please see: <http://policy.umn.edu/education/studentresp>.

## Grading and Transcripts

The University utilizes plus and minus grading on a 4.000 cumulative grade point scale in accordance with the following:

A	4.000 - Represents achievement that is outstanding relative to the level necessary to meet course requirements
A-	3.667
B+	3.333
B	3.000 - Represents achievement that is significantly above the level necessary to meet course requirements
B-	2.667
C+	2.333
C	2.000 - Represents achievement that meets the course requirements in every respect
C-	1.667
D+	1.333
D	1.000 - Represents achievement that is worthy of credit even though it fails to meet fully the course requirements
S	Represents achievement that is satisfactory, which is equivalent to a C- or better.

For additional information, please refer to: <http://policy.umn.edu/education/gradingtranscripts>.

## Sexual Harassment

"Sexual harassment" means unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or academic environment in any University activity or program. Such behavior is not acceptable in the University setting. For additional information, please consult Board of Regents

Policy: [https://regents.umn.edu/sites/regents.umn.edu/files/policies/Sexual\\_Harassment\\_Sexual\\_Assault\\_Stalking\\_Relationship\\_Violence.pdf](https://regents.umn.edu/sites/regents.umn.edu/files/policies/Sexual_Harassment_Sexual_Assault_Stalking_Relationship_Violence.pdf)

### **Equity, Diversity, Equal Opportunity, and Affirmative Action**

The University provides equal access to and opportunity in its programs and facilities, without regard to race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status, sexual orientation, gender identity, or gender expression. For more information, please consult Board of Regents

Policy: [http://regents.umn.edu/sites/regents.umn.edu/files/policies/Equity\\_Diversity\\_EO\\_AA.pdf](http://regents.umn.edu/sites/regents.umn.edu/files/policies/Equity_Diversity_EO_AA.pdf).

### **Disability Accommodations**

The University of Minnesota views disability as an important aspect of diversity, and is committed to providing equitable access to learning opportunities for all students. The Disability Resource Center (DRC) is the campus office that collaborates with students who have disabilities to provide and/or arrange reasonable accommodations.

- If you have, or think you have, a disability in any area such as, mental health, attention, learning, chronic health, sensory, or physical, please contact the DRC office on your campus (UM Twin Cities - [612.626.1333](tel:612.626.1333)) or CIS Associate Director, Jan Erickson ([eric1@umn.edu](mailto:eric1@umn.edu) or 612.624.9898), to arrange a confidential discussion regarding equitable access and reasonable accommodations.
- Students with short-term disabilities, such as a broken arm, **can** often work with instructors to **minimize** classroom barriers. In situations where additional assistance is needed, students should contact the DRC as noted above.
- If you are registered with the DRC and have a disability accommodation letter dated for this semester or this year, please contact your instructor early in the semester to review how the accommodations will be applied in the course.

Additional information is available on the DRC website: (UM Twin Cities - <https://diversity.umn.edu/disability/>) or e-mail (UM Twin Cities - [drc@umn.edu](mailto:drc@umn.edu)) with questions.

### **Mental Health and Stress Management**

As a student you may experience a range of issues that can cause barriers to learning, such as strained relationships, increased anxiety, alcohol/drug problems, feeling down, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance and may reduce your ability to participate in daily activities. University of Minnesota services are available to assist you. You can learn more about the broad range of confidential mental health services available on campus via the Student Mental Health Website: <http://www.mentalhealth.umn.edu>.

### **Academic Freedom and Responsibility: for courses that do not involve students in research**

Academic freedom is a cornerstone of the University. Within the scope and content of the course as defined by the instructor, it includes the freedom to discuss relevant matters in the classroom. Along with this freedom comes responsibility. Students are encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth. Students are free to take reasoned exception to the views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.\*

Reports of concerns about academic freedom are taken seriously, and there are individuals and offices available for help. Contact the instructor, the Department Chair, your adviser, the associate dean of the college, or the Vice Provost for Faculty and Academic Affairs in the Office of the Provost. *[Customize with names and contact information as appropriate for the course/college/campus.]*

\* *Language adapted from the American Association of University Professors "Joint Statement on Rights and Freedoms of Students".*

Fall 2019 Policies