CHIN 1020-1: Beginning Chinese II  
Spring 2012

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Office Hours: Wednesdays: 1:00pm-2:00pm and by appointment  
Class Meets: Mondays and Wednesdays 2:00pm-4:15pm   Classroom  SCIENCE 2001

I. Course Description:

This is a second semester course in Mandarin Chinese (a continuation of CHIN 1010). This course aims to further develop students’ proficiency in all skills focusing especially on their listening, speaking and reading abilities. Through classroom activities and homework assignments, students continue to acquire the knowledge and skills necessary to communicate in Mandarin Chinese on a variety of topics in different contexts. Various activities will be used to continue developing students’ knowledge and skills in order to function efficiently and appropriately in daily encounters and in business settings where Mandarin Chinese is spoken.

II. Texts and Materials**:

Integrated Chinese Level 1 Part 1 Textbook, by Tao-chung Yao and Yuehua Liu  
Integrated Chinese Level 1 Part 1 Workbook, by Tao-chung Yao and Yuehua Liu  
Integrated Chinese Level 1 Part 1 Character Workbook, by T. Yao & Y. Liu  
Integrated Chinese Level 1 Part 1 Audio CDs, by Tao-chung Yao and Y. Liu  

Integrated Chinese Level 1 Part 2 Textbook, by Tao-chung Yao and Yuehua Liu  
Integrated Chinese Level 1 Part 2 Workbook, by Tao-chung Yao and Yuehua Liu  
Integrated Chinese Level 1 Part 2 Character Workbook, by T. Yao & Y. Liu  
Integrated Chinese Level 1 Part 2 Audio CDs, by Tao-chung Yao and Y. Liu

* Note that we will finish the “Level 1 Part 1” textbook and begin the “Level 1 Part 2” set.  
**In addition to textbooks, supplementary handouts will be distributed during class.

Useful Websites:  
Interactive vocabulary flashcards/vocabulary quizzes:  
Integrated Chinese homepage: http://eastasia.hawaii.edu/yao/icusers/

III. Class Procedures and Schedules:

Tentative Weekly Schedule:

1/18  Introduction and Review 1010(1)  
1/23, 25  Review 1010(2) and Lesson 8  
1/30, 2/1  Lesson 8  
2/6, 8  Lesson 8 Chapter test and Lesson 9  
2/13, 15  Lesson 9  
2/20, 22  Lesson 9 Chapter test and Lesson 10
IV. Course Requirements:

Students are required to attend all classes, be prepared and to participate actively during each class. Daily homework will be assigned and students are expected to complete them on time and conscientiously. Homework assignments are to be written in characters (either hand-written or using a word-processor) and are to be turned in at the beginning of class on the due days. No late homework (or work that is completed during class time on due days) will be accepted for credit. Formative quizzes, Chapter Tests, Exams and Presentations will be scheduled in advance. Therefore no make-up tests are allowed for unexcused absences. Under extenuating circumstances when absence cannot be avoided, students must make arrangements with the instructor prior to scheduled evaluations.

1. Attendance -- Class attendance is an important part of your grade. Frequent or extended absences will not allow you to develop your oral skills and will therefore influence the instructor’s evaluation of your in-class performance. There are no free, unexcused absences. Students are responsible for obtaining handouts and/or instructions from the instructor should they need to miss classes. Also see departmental attendance policy below.

2. Class Participation-- Students are expected to preview each lesson, arrive at classes on time, be prepared and participate actively in all classroom discussions and activities using Chinese. Preparation includes 1) Read out the list of new vocabulary prior to coming to class. 2) Read aloud the texts two to three times to get familiar with the reading, 3) Be able to read aloud in class when called upon (voluntary is always better!).

3. Homework: All homework assignments are due at the beginning of class on their due dates. No credit will be given for assignments completed during class.

4. Quizzes: Students will have dictations and character quizzes in each lesson. The lowest quiz grade will be dropped; therefore there is no make-up quiz for unexcused absences or tardiness.

5. Chapter Tests: At the end of each chapter there will be an accumulative chapter test. All tests are scheduled in advance. Chapter tests are administered during the first hour of the class during the day they are scheduled. The lowest chapter test grade will be dropped; therefore there is no make-up test.

6. Oral Presentation: Topics for presentations will be determined in advance. Students will have ample time to draft and practice the content of their presentations with the instructor as well as with the course tutors. Presentations will be graded according to their content and delivery.

7. Final Exam: All students are required to take the final exam in order to pass the course regardless of grade standing prior to the exam.
V. Grading:

1. Class attendance and in-class participation  20%
2. Written homework  15%
3. Dictation and character quizzes  10%
4. Chapter tests  25%
5. Mid-term examination (including a 5 minute oral presentation)  10%
6. Final Examination (including a 10 minute oral presentation)  20%

VI. Classroom Conduct:

Students are expected to turn off all beepers and cell phones during class. No text messaging or checking email is allowed during class. Adherence to the Student Conduct Code is expected throughout this semester during this course. No food or chewing gum is permitted during class (except for documented medical reasons). Lunch can be consumed during the break. Mandarin is the official classroom language. Students are expected to strive to communicate in the target language only. Students are expected to participate actively during each class.

VII. Disability Accommodations:

The University of Colorado is committed to providing reasonable accommodation and access to programs and services to persons with disabilities. Students with disabilities who want academic accommodations must register with Disability Resources and Services (DRS), 177 Arts Building, 303-556-3450, TTY 303-556-4766, Fax 303-556-2074. Approved accommodations will be provided once the students provide a copy of DRS’s letter.

VIII. Official Department of Modern Languages Policy:

For exact wording on the Department of Modern Languages Official Policies on attendance, grading scale and incompletes, see the Department of Modern Languages website at:
http://thunder1.cudenver.edu/clas/modlang/policiesAttendance.html. The followings are partial excerpt of the policy:

For Classes Meeting Twice a Week

Any student who is absent more than 20% of the semester will automatically fail the course. (20% = a total of three weeks of class in a typical academic semester.) This translates to a total of six class sessions for this course. The DML attendance policy is enforceable regardless of the nature of the absence, whether excused or unexcused. See complete policy at http://thunder1.cudenver.edu/modlang/id72.htm

I (Incomplete) Conditions and the philosophy behind Incomplete:

1. The student must complete at least 75% of the course; this includes a minimum of 12 weeks of attendance.
2. The student is passing the course. Instructors will not assign an incomplete to students failing the course.
3. The student must provide written documentation of a true emergency (to the DML and the CLAS—College of Liberal Arts and Sciences).
4. The instructor arranges the incomplete on or before the final day of classes prior to the beginning of final exams.
5. The instructor fills out an incomplete agreement form, and the student attains all the required signatures.
6. Students must make up the incomplete within a calendar year.

For the philosophy behind an incomplete: see the Department of Modern Languages website at: [http://thunder1.cudenver.edu/clas/modlang/policiesIncomplete.html](http://thunder1.cudenver.edu/clas/modlang/policiesIncomplete.html) for details

**Student Placement Policy:**

A student may not enroll in a lower-division course that is below his/her level of language proficiency. Students wishing to enroll in a lower-division course that does not directly follow their last completed course in the regular sequence must consult with an appropriate faculty member of the Department of Modern Languages prior to enrollment.

**IX: CLAS Academic Policies and Important Dates:**

**Spring 2012 CLAS Academic Policies**

The following policies pertain to all degree students in the College of Liberal Arts and Sciences (CLAS).

- **Schedule verification:** It is each student’s responsibility to verify online that his/her official registration is correct: verify before classes begin and prior to the drop/add deadline. Failure to verify schedule accuracy is not sufficient reason to justify a late add or drop.

- **E-mail:** Students must activate and regularly check their official student e-mail account for CU Denver business: [http://www.ucdenver.edu/student-services/Pages/WebMail.aspx](http://www.ucdenver.edu/student-services/Pages/WebMail.aspx). Those who forward email must check CU Denver e-mail regularly for messages not automatically forwarded.

- **Waitlists:**
  - Students are **not** automatically notified if they are added to a class from a waitlist.
  - Students are **not** automatically dropped from a class if they never attended, stopped attending, or do not make tuition payments.
  - Waitlists are purged after the 1st week of classes, after which a paper Schedule Adjustment Form (drop/add form) is required. It is the student’s responsibility to get the form (online or at the Advising Office, NC 4002), have it signed, deliver it to the Registrar (Annex 100) or the Student Services Center (NC 1003), and verify her/his schedule online.

- **Late adds** (after 1 February) will be approved only when circumstances surrounding the late add are beyond the student’s control. This will require a written petition and verifiable documentation. Petition forms are available in NC 4002. The signature of a faculty member on a Schedule Adjustment Form does not guarantee that a late add petition will be approved.

- **Late drops** (after 1 February) will be approved only when circumstances
surrounding the late drop have arisen after the published drop deadline and are beyond the student's control. This will require a written petition and verifiable documentation. The signature of a faculty member does not guarantee that a late drop petition will be approved.

- **Tuition:** Students are responsible for completing arrangements with financial aid, family, scholarships, etc. (depending on tuition plan selected) to pay their tuition prior to Census Date (1 February). Students who drop after that date are (1) financially responsible for tuition and fees, (2) academically responsible and will receive a "W" grade, and (3) are ineligible for a refund of COF hours or tuition.

- **Graduation:**
  - Undergraduate students wishing to graduate in spring 2012 must complete the online Intent to Graduate Form and meet with their academic advisor to obtain a graduation application. This application must be submitted by Census Date (1 February). You can obtain an application only after meeting with your advisor. There are no exceptions to this policy.
  - Graduate students wishing to graduate in spring semester 2012 must complete the online Intent to Graduate form and have a Request for Admissions to Candidacy on file with the CU Denver Graduate School (LSC 1251) no later than 5 PM, February 1, 2012.

## Important Dates and Deadlines

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>January 17, 2012</td>
<td>First day of classes.</td>
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<tr>
<td>January 22, 2012</td>
<td>Last day to add or waitlist a class using the UCDAccess student portal.</td>
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<tr>
<td>January 23, 2012</td>
<td><strong>Last day to drop without a $100 drop charge--this includes section changes.</strong></td>
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<tr>
<td>January 24, 2012</td>
<td><strong>Waitlists are dropped.</strong> Students are no longer automatically added from a waitlist (and names not on the official course roster are not registered for the course). Adding a course now requires the completion of a Schedule Adjustment Form. This is the first day an instructor may approve a Schedule Adjustment Form to add a student to a closed course.</td>
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<tr>
<td>January 24 - February 1, 2012</td>
<td>Students are responsible for verifying an accurate spring 2012 course schedule via the UCDAccess student portal. Students are <strong>not</strong> notified of their waitlist status by the University. All students must check their schedule prior to February 1 for accuracy.</td>
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<tr>
<td>February 1, 2012</td>
<td><strong>Census date.</strong></td>
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<tr>
<td>2/1/12, 5 PM</td>
<td>Last day to add structured courses without a written petition for a late add. <strong>This is an absolute deadline and is treated as such.</strong> This deadline does not apply to independent studies, internships, project hours, thesis hours, dissertation hours, and late-starting modular courses.</td>
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<tr>
<td>2/1/12, 5 PM</td>
<td>Last day to drop a spring 2012 course or completely withdraw from all spring 2012 courses using a Schedule Adjustment Form and still receive a tuition refund, minus the drop fee. After this date, tuition is forfeited and a &quot;W&quot; will appear on the transcript. <strong>This includes section changes. This is an absolute deadline and is treated as such.</strong></td>
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<tr>
<td>2/1/12, 5 PM</td>
<td>Last day to apply for spring 2012 graduation. Undergraduates</td>
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must make an appointment and see their academic advisor before this date to apply for graduation. Graduate students must complete the Intent to Graduate and Candidate for Degree forms.

- **2/1/12, 5 PM**: Last day to request pass/fail or non-credit option for a course.
- **2/1/12, 5 PM**: Last day to petition for a reduction in Ph.D. dissertation hours.
- **February 13-22, 2012**: Faculty can use the Early Alert system.
- **March 19-25, 2012**: Spring break (no classes/campus open).
- **April 2, 2012 at 5 PM**: Last day for non-CLAS students to drop or withdraw without a petition and special approval from the academic dean. After this date, a dean’s signature is required.
- **April 16, 2012 at 5 PM**: Last day for CLAS students to drop or withdraw with signatures from the faculty and dean but without a full petition. After this date, all schedule changes require a full petition. Petition forms are available in NC 4002 for undergraduates and LSC 1251 for graduates.
- **May 7 - 12, 2012**: Finals Week. No schedule changes will be granted once finals week has started. There are NO exceptions to this policy.
- **May 21, 2012**: Final grades available on UCDAccess (tentative).