CHIN 1120 Elementary Chinese II
The University of Toledo
Department of Foreign Languages
Elementary Chinese II - 24136 - CHIN 1120
Four Credit Hours
Spring, 2014

Instructor: Lei Wang
Email: lei.wang2@utoledo.edu
Office Hours: Tuesday, Thursday 1:00 – 5:00 p.m.
Office Location: SM 1020
Class Location/Times: FH 2620, 5:30- 7:10 p.m. TU&TH
Course Website: https://blackboard.utdl.edu
Office Phone: 419-530-8580

COURSE/CATALOG DESCRIPTION

The first year Chinese program is designed to develop your basic listening, reading and writing skills in Chinese. You will have opportunities to explore, understand and appreciate Chinese cultures. The goal of this course is to enhance your communicative competence in Chinese. After completing this Elementary Chinese course, you will be able to use Chinese to communicate minimally with learned material, create sentences, ask and answer basic questions, initiate and respond to simple statements, and maintain conversations about a variety of topics. You will be able to meet practical writing needs by creating statements or questions that are within the grammatical and vocabulary parameters of the course materials.

Note: No native speakers of Mandarin Chinese are allowed to take the course. Chinese heritage speakers, who use Chinese at home other than English, need to ask for instructor’s approval for taking the course.

COURSE OBJECTIVES

This course is designed to prepare students to obtain information, express ideas, and exchange opinions comprehensively in a contextualized Chinese-speaking environment. An integrated instructional approach covering a wide range of updated readings and colorful practicing activities will be provided to students in a holistic way of understanding Chinese cultures.

After successfully completing this course, student will be able to:
1. Understand and master the basics of Chinese pronunciation system (Hanyu Pinyin), character-writing rules, and grammar structures;
2. Identify and skillfully use at least 150 Chinese words;
3. Accurately write at least 100 simple Chinese characters;
4. Confidently greet people and make self-introduction towards a general Chinese audience;
5. Demonstrate a basic ability of initiating and continuing conversational topics such as family, daily activities, making phone calls, shopping, transportation, etc.

Students are expected to read authentic materials in Chinese on a weekly basis. Verbal skills are also emphasized in class discussion, which provides opportunities for students to articulate and debate their understanding of the assigned reading materials.
REQUIRED TEXTS AND MATERIALS


Textbook audios can be found on your online Blackboard course site. Additional readings will be provided and assigned by the instructor to meet specific class goals.

TECHNOLOGY REQUIREMENTS

Students need to have access to a properly functioning computer throughout the semester. Students are also expected to complete recording assignments for verbal practice. Therefore, a headphone with Microphone may work better for you.

COURSE POLICIES

Expectations
All students taking this course are expected to:

1. Hold a positive attitude towards Chinese language learning. It is the instructor’s responsibility to provide necessary information for good Chinese language learners, yet it is the students’ responsibility to be accountable for your academic performance in this subject. A positive attitude is essential to realize this goal;
2. Pre-view the assigned readings and learning materials according to the daily class schedule before each class day;
3. Bring required classroom materials including text books, note books, pen/pencil/markers, and hard copy of completed homework to the class;
4. Finish and hand in class assignment in a timing manner. The instructor will review your late submission, but no in-time feedback is guaranteed.

Your instructor will give you participation grade every week. If you do not agree with the participation grade, you should speak to your instructor immediately. Disputes over participation grades should not wait until the end of the semester since they are much more difficult to document and handle then. Please note that the daily participation grade for any absence, excused or unexcused, is zero.

What follows is a description of the class performance of a typical A student:
Quantity: My participation was extremely active. Although not always called on, I volunteered to answer almost every question.
Effort: I spoke Chinese as much as I can at any time during class. I was a very active participant in group and partner activities. My presence made a positive impact on completing the assigned tasks during group/partner work.
**Preparedness and Attitude:** I had all the necessary materials needed for class. I was prepared for class every day. I did not speak at inappropriate times to any of my classmates. I was attentive (especially when others were speaking) and had a positive attitude during the whole class period.

**Missed Class Policy**

Attendance is mandatory. You cannot learn Chinese unless you are in class. Students are expected to attend every class meeting at UT. Only in specific, unavoidable situations does the University excuse absences from class:

1. Personal emergencies, including, but not limited to, illness of the student or of a dependent of the student (as defined by the Board of Trustees' Policy on Family and Medical Leave), or death of a member of the immediate family;
2. Religious observances that prevent the student from attending class;
3. Participation in University-sponsored activities, approved by academic units, including artistic performances, R.O.T.C functions, academic field trips, and special events connected with coursework;
4. Government-required activities, such as military assignments, jury duty, or court appearances;
5. Any other absence that the professor approves.

You bear the responsibility to notifying your instructor in writing of any absences you anticipate. It is strongly recommended that you use email and writing to insure that the instructor is properly notified of the planned absence. In the event of an unavoidable short notice for a University-approved activity where you are eligible for an excused absence, you will notify instructors in writing as soon as possible upon learning of the activity. In the case of your illness or a family emergency, you should provide a written explanation for your absence immediately upon returning to class. It is the student’s responsibility to get absence excused if necessary. Documentation must be an official letter or note from a doctor with a contact phone number, letter on letterhead from place of employment, death notice/obituary, program from funeral, and so on.

Consistent late arrivals or early departures will affect your participation grade. Arriving late is impolite and disruptive. Make every effort to arrive on time. If you have a conflict that causes you to be constantly late to class or to have to leave early, you should resolve that conflict, or you will be considered as absent at your instructor’s discretion.

**Late Work and Make-ups**

Students will be expected to have read the assigned text material and completed the relevant assignments before attending class. Assignments are due at the beginning of the class on the days indicated in the schedule. No late work or make-up work will be considered without written documentation for your absence. If you are absent the day of an exam or quiz for an excusable reason, you should make an appointment to make up the exam with your instructor during the next scheduled office hours. However, you will not receive credit for the exam until your instructor has approved the absence. If you are absent on the day of an exam for an unexcused reason, you will receive a zero on the exam. Any missed assignment must be turned in the following class period, alone with above-mentioned documentation. Authorized absences do not relieve you of course responsibilities. You are still expected to have completed all the preparation for the class and the class that follows it.

Academic dishonesty will not be tolerated. Please read The University’s Policy Statement on Academic Dishonesty available at [http://www.utoledo.edu/dl/students/dishonesty.html](http://www.utoledo.edu/dl/students/dishonesty.html).
GRADING POLICIES

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<thead>
<tr>
<th></th>
<th>Final Grade %</th>
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<tbody>
<tr>
<td>Attendance</td>
<td>5%</td>
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<tr>
<td>Class Participation</td>
<td>5%</td>
</tr>
<tr>
<td>Workbook Assignment</td>
<td>15%</td>
</tr>
<tr>
<td>Verbal Presentation</td>
<td>10%</td>
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<tr>
<td>Quizzes (8 minimum)</td>
<td>15%</td>
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<tr>
<td>Cultural Projects</td>
<td>20%</td>
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<tr>
<td>Midterm Exam</td>
<td>10%</td>
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<tr>
<td>Speaking Test</td>
<td>5%</td>
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<tr>
<td>Final Exam</td>
<td>15%</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
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The Midterm and Final Exams will be proctored and administered on campus. Details, including specific times and locations, are provided in the Course Schedule. Students parking on campus are advised to contact Parking Services for parking permit options and costs at http://www.utoledo.edu/parkingservices/untitled.html.

The grading scale for this course is as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>90 – 100</td>
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<tr>
<td>A-</td>
<td>90 – 92</td>
</tr>
<tr>
<td>B+</td>
<td>87 – 89</td>
</tr>
<tr>
<td>B</td>
<td>84 – 86</td>
</tr>
<tr>
<td>C+</td>
<td>77 – 79</td>
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<tr>
<td>C</td>
<td>74 – 76</td>
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<tr>
<td>D+</td>
<td>67 – 69</td>
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<tr>
<td>D</td>
<td>64 – 66</td>
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<tr>
<td>D-</td>
<td>60 – 63</td>
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<tr>
<td>F</td>
<td>&lt; 60</td>
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</tbody>
</table>

**Workbook Assignments**

Homework will be assigned to you throughout the semester. The most effective way to do your homework is the following: First, before doing the activities, be sure to read the corresponding pages in the textbook for explanation and presentation of vocabulary, grammar and other information that is in focus. Second, do the exercises that pertain to the assigned section.

**Chinese Character**

You are expected to practice Chinese character learned in class. You will use *Intergrade Chinese Character Workbook* and practice writing the Chinese characters. Your instructor will comment on the characters you write and will correct your writing if needed. In some assignments/quizzes/exams, you must write characters only.

**Exams/Quizzes**

There will be a minimum of 8 quizzes. Your instructor may give more quizzes at his/her discretion. The quizzes will cover any combination of vocabulary, grammar, listening, reading and writing tasks. The middle/final exam is cumulative and comprehensive as far as vocabulary, grammatical structures and other text materials are concerned. More importantly, the exams should be considered an extension of the kinds of activities that you will be asked to prepare for daily classes. If you prepare conscientiously for class and attend regularly, you should do well. All exams will be returned for review in class and then kept by your instructor throughout the semester.
Verbal Presentation
There will be a minimum 4 verbal presentations in class during this semester. You are required to prepare a 1-2 minutes paragraph and give a verbal speech to the class. Grammar, sentence pattern, vocabulary usage and pronunciation, etc., will be evaluated for your oral presentations.

Speaking Test
A face-to-face or online interview will be administered at the end of the semester to assess your oral proficiency, the primary objective of the first-year course sequence. Your instructor will have a conversation with you on various topics covered throughout the semester. You should be ready to give a brief exposition of the topic and then converse with your instructor, initiate and answer questions, give your opinions. Just before your appointment time, you will be given a real life situation or a prom, e.g., a communicative task, a cartoon, or a slip of paper for role-play. You will be given 5 minutes for preparation after you choose a topic.

Cultural Project
You will work on cultural projects in pairs. You are expected to get more understanding of Chinese culture by working on collecting cultural materials, more detailed info will be provided in class later on.

COMMUNICATION GUIDELINES

Email:
Students are expected to check their UT email account frequently for important course information. This class is being taught for you, so if you are having trouble understanding any aspect of it, please let me know. I am here to help, and will do my best to respond to email within 24 to 48 hours.

Discussion:
Participation is vital to your success in this course, and your active engagement during weekly discussion is crucial to learning. At the beginning of the term, you will be assigned to a discussion group designed to help you understand assigned readings, learning activities, and course assignments.

Real-Time Communication:
A link to a real-time communication or chat tool has been added to the Course Menu. We will not be using this tool as part of our course assignments; however, the tool is available for you to use if and when you need it. To that end, I would be happy to arrange a time to meet with you in a chat room if you feel that you have questions that would best be answered in real-time. Conversely, you could also use the tool to meet with fellow students online in order to enhance your understanding of course concepts.

TECHNICAL SUPPORT

If you encounter technical difficulties with Blackboard, please contact the UT Online Help Desk at (419) 530-8835 or utdl@utoledo.edu. The Help Desk offers extended hours in the evenings and on weekends to assist students with technical problems. When calling after hours, leave a detailed message, including your Rocket Number and phone number, and an Online Learning staff member will respond on the next business day. The UT Online Help Desk website is available at: http://www.utoledo.edu/dl/helpdesk/index.html
Technical questions related to on-campus Internet access, virtual labs, hardware, software, personal website hosting, and UTAD account management can be directed to UT’s IT Help Desk at (419) 530-2400 or ithelpdesk@utoledo.edu. The IT Help Desk website is available
LEARNER SUPPORT

The University of Toledo offers a wide range of academic and student support services that can help you succeed:

**eTutoring Services**
The Ohio eTutoring Collaborative, in partnership with The University of Toledo, now provides online tutoring support for all UT students. eTutoring Services are offered in a wide array of subjects, including Writing, Math, Calculus, Statistics, Accounting, Biology, Chemistry, and Anatomy and Physiology. Learn more at: https://www.etutoring.org/login.cfm?institutionid=232&returnPage

**eLibrary Services Portal**
The eLibrary is a customized gateway to UT Libraries for online students. It was designed to help you locate the best online library resources without leaving Blackboard. Learn more at: http://www.utoledo.edu/dl/students/elibrary.html

**Office of Academic Access**
The Office of Academic Access provides accommodations and support services to students with disabilities. Learn more at: http://www.utoledo.edu/utlc/academicaccess/index.html

**Counseling Center**
The Counseling Center is the university's primary facility for personal counseling, psychotherapy, and psychological outreach and consultation services. The Counseling Center staff provide counseling (individual and group), mental health and wellness programming, and crisis intervention services to help students cope with the demands of college and to facilitate the development of life adjustment strategies. Learn more at: http://www.utoledo.edu/studentaffairs/counseling/
### Tentative Schedule (Subject to Change):

<table>
<thead>
<tr>
<th>Date</th>
<th>Preparations</th>
<th>Content Covered</th>
<th>Homework / Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Week 1</strong></td>
<td></td>
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</tbody>
</table>
| 01/07/2014   | Self introduction  
               Review Pinyin & Tone System | 1. Introduce Yourself. (20m)  
                           2. Syllabus Introduction. (20m)  
                           3. Review Pinyin System.  
                           (Textbook 1-11; Workbook 1-5, 8-9; 60m) | Workbook 6-7; 10-14.                         |
| 01/09/2014   | Review Chinese writing system, useful expressions and numerals. | 1. Review Pinyin System. (20m)  
                           2. Chinese Writing System.  
                           (Textbook 11-15; 40m)  
                           3. Useful Expressions and Numerals (Textbook 16-17; 40m) | Character Workbook 1-15                      |
| **Week 2**   |                                                   |                                                                                 |                                              |
| 01/14/2014   | Preview Lesson 1                                  | 1. Review Pinyin System. (10m)  
                           2. Review Chinese Writing System. (10m)  
                           3. Review Useful Expressions and Numerals. (20m)  
                           4. Review Lesson 1. (Textbook 19-32; Workbook 15-23; 60m) | Workbook 23-25  
                           Character Workbook 17-22  
                           Verbal Presentation (names, jobs, nationalities) |
| 01/16/2014   | Preview Lesson 2                                  | 1. Verbal Presentation (20m)  
                           2. Review Lesson 1. (Textbook 32-40; 20m)  
                           3. Review Lesson 2. (Textbook 41-49; Workbook 29-31; 60m) | Workbook 25-27; 32-34  
                           Character Workbook 23-32  
                           Verbal Presentation, introduce your family |
| **Week 3**   |                                                   |                                                                                 |                                              |
| 01/21/2014   | Preview Lesson 3                                  | 1. Right Answer of Homework. (10m)  
                           2. Verbal Presentation (20m)  
                           3. Review Lesson 2. (Textbook 50-63; Workbook 35-39; 60m)  
                           4. Hints for Quiz 1. (10m) | Workbook 39-42  
                           Character Workbook 33-36  
                           Prepare for the quiz 1. |
| 01/23/2014   | Preview Lesson 3                                  | 1. Right Answer of Homework. (10m)  
                           2. Quiz 1. (30m)  
                           3. Review Lesson 3. (Textbook 66-82; Workbook 43-46; 60m) | Workbook 47-50  
                           Character Workbook 37-44  
                           Verbal Presentation, Who is your idol/hero? (at least 6 sentences ) |
<table>
<thead>
<tr>
<th>Week 4</th>
<th>Lesson 3</th>
<th>01/28/2014</th>
<th>Workbook 56-57 Character Workbook 45-47</th>
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<tbody>
<tr>
<td></td>
<td>1. Right Answer of Homework. (10m)</td>
<td>01/30/2014</td>
<td>Workbook 64-65, 72-74 Character Workbook 49-58</td>
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<tr>
<td></td>
<td>2. Verbal Presentation (20m)</td>
<td></td>
<td>Verbal Presentation, Little Wang’s Schedule? (at least 7 sentences )</td>
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<td>3. Review Lesson 3. (Textbook 83-95; Workbook 51-55; 60m)</td>
<td></td>
<td>Workbook 60-61</td>
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<td></td>
<td>4. Hints for Homework. (10m)</td>
<td></td>
<td>Prepare for quiz 2</td>
</tr>
<tr>
<td></td>
<td>1. Right Answer of Homework. (10m)</td>
<td>02/04/2014</td>
<td>Workbook 79 Character Workbook 59-61</td>
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<tr>
<td></td>
<td>2. Verbal Presentation. (20m)</td>
<td></td>
<td>Prepare for quiz 2</td>
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<td>3. Lesson 5 (Textbook 121-129; 50m)</td>
<td>02/06/2014</td>
<td>Workbook 80-81 Character Workbook 62-63</td>
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<td>4. Hints for Quiz 2. (10m)</td>
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<tr>
<td></td>
<td>1. Right Answer of Homework. (20m)</td>
<td>02/11/2014</td>
<td>Workbook 88 Character Workbook 64-66</td>
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<tr>
<td></td>
<td>2. Lesson 5 (Textbook 135-139; Workbook 83-87; 70m)</td>
<td>02/13/2014</td>
<td>Verbal Presentation, Visit My Friend’s House (at least 8 sentences). Cultural Project (Spring Festival Week of 2014)</td>
</tr>
<tr>
<td></td>
<td>3. Hints for Homework. (10m)</td>
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<tr>
<td></td>
<td>1. Right Answer of Homework. (20m)</td>
<td>02/18/2014</td>
<td>Character Workbook 67-69</td>
</tr>
<tr>
<td></td>
<td>2. Cultural Project Presentation. (40m)</td>
<td></td>
<td>Prepare for Quiz 3.</td>
</tr>
<tr>
<td></td>
<td>3. Lesson 6 (Textbook 149-153; 20m)</td>
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<td></td>
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<tr>
<td></td>
<td>4. Hints for Quiz 3. (10m)</td>
<td></td>
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<tr>
<td>Date</td>
<td>Lesson</td>
<td>Activities</td>
<td>Notes</td>
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<td>-------------</td>
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<td>-----------------------------------------------------------------------------</td>
<td>--------------------------------------------</td>
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</tbody>
</table>
| 02/20/2014  | Preview Lesson 6 | 1. **Quiz 3**. (30m)  
2. Lesson 6 (Textbook 154-159; Workbook 93-100; 60m)  
3. Hints for Homework. (10m) | Workbook 100-101 Character Workbook 70-73 |
| 02/25/2014  | Preview Lesson 6 | 1. Right Answer of Homework. (10m)  
2. Lesson 6 (Textbook 160-165; Workbook 103-107; 70m)  
3. Hints for Homework and Quiz 4. (20m) | Character Workbook 74-76 Prepare for Quiz 4. |
| 02/27/2014  | Preview Lesson 6 | 1. **Quiz 4**. (30m)  
2. Lesson 6 (Textbook 166-173; Workbook 108-110; 60m)  
3. Hints for Homework. (10m) | Write Email Message (at least 6 sentences)  
Verbal Presentation, Plan a Perfect Date (at least 10 sentences). |
| 03/11/2014  | Preview Lesson 7 | 1. Verbal Presentation. (20m).  
2. Lesson 7 (Textbook 175-184; 50m)  
3. Hints for Midterm Exam (30m) | Prepare for Midterm Exam. |
| 03/13/2014  | Preview Lesson 7 | 1. **Midterm Exam** (40m)  
2. Lesson 7 (Textbook 185-187; Workbook 111-114; 50m)  
3. Hints for Homework. (10m) | Workbook 117 Character Workbook 77-80 |
| 03/18/2014  | Preview Lesson 7 | 1. Right Answer of Midterm Exam. (20m)  
2. Lesson 7 (Textbook 188-192; Workbook 115-118, 119-121;70m)  
3. Hints for Quiz 5. (10m) | Character Workbook 81-83 Prepare for Quiz 5. |
| 03/20/2014  | Preview Lesson 7 | 1. **Quiz 5**. (30m)  
2. Lesson 7 (Textbook 193-200; Workbook 122-125; 60m)  
3. Hints for Homework. (10m) | Workbook 124 Verbal Presentation, Are you a fan of someone? (At least 10 sentences) |
| 03/25/2014  | Preview Lesson 8 | 1. Right Answer of Homework. (10m)  
2. Verbal Presentation. (20m)  
3. Lesson 8 (Textbook 201-210; Workbook 127-128; 50m)  
<table>
<thead>
<tr>
<th>Date</th>
<th>Lesson</th>
<th>Content</th>
</tr>
</thead>
</table>
| 03/27/2014 | Preview 8| 1. Quiz 6. (30m)  
2. Lesson 8 (Textbook 211-214; Workbook 129-134; 60m)  
3. Hints for Homework. (10m)  
Workbook 135-136  
Character Workbook 88-90 |
| Week 12    |          |                                                                         |
| 04/01/2014 | Preview 8| 1. Right Answer of Homework. (10m)  
2. Lesson 8 (Textbook 215-221; Workbook 137-141; 50m)  
3. Hints for homework (10m)  
Workbook 144-145  
Character Workbook 91-94 |
| 04/03/2014 | Preview 8| 1. Right Answer of Homework. (10m)  
2. Lesson 8 (Textbook 221-224; Workbook 141-144; 50m)  
3. Hints for homework (10m)  
Workbook 144-145  
Character Workbook 91-94 |
| Week 13    |          |                                                                         |
| 04/08/2014 | Preview 9| 1. Verbal Presentation. (20m)  
2. Lesson 9 (Textbook 225-234; Workbook 147-148; 50m)  
3. Hints for homework and Quiz 7. (10m)  
Workbook 152-153  
Character Workbook 95-97  
Prepare for Quiz 7. |
| 04/10/2014 | Preview 9| 1. Quiz 7. (30m)  
2. Lesson 8 (Textbook 235-238; Workbook 148-152; 60m)  
3. Hints for Homework. (10m)  
Workbook 152-153  
Character Workbook 95-97  
Prepare for Quiz 7. |
| Week 14    |          |                                                                         |
| 04/15/2014 | Preview 9| 1. Verbal Presentation. (20m)  
2. Lesson 9 (Textbook 239-244; Workbook 155-158; 50m)  
3. Hints for homework and Quiz 8. (10m)  
Workbook 161-162  
Character Workbook 101-103  
Prepare for Quiz 7. |
| 04/17/2014 | Preview 9| 1. Quiz 8. (30m)  
2. Lesson 9 (Textbook 244-250; Workbook 159-160; 60m)  
3. Hints for Homework. (10m)  
Workbook 161-162  
Character Workbook 101-103  
Prepare for Quiz 7. |
| Week 15    |          |                                                                         |
| 04/22/2014 | Preview 10| 1. Verbal Presentation. (20m)  
2. Lesson 10 (Textbook 251-260; Workbook 165-167; 50m)  
3. Hints for homework. (10m)  
Workbook 169-171  
Character Workbook 109-111  
Verbal Presentation, Little Wang’s Plan to the Airport (at least 5 sentences).  
Character Workbook 109-111  
Verbal Presentation, Little Wang’s Fashion Sense (at least 10 sentences).  
Character Workbook 109-111  
Verbal Presentation, Little Wang’s Plan to the Airport (at least 5 sentences).  
Character Workbook 109-111  
Verbal Presentation, Little Wang’s Fashion Sense (at least 10 sentences).  
Character Workbook 109-111
**Lesson 10**

1. **Verbal Presentation.** (20m)
2. **Lesson 10 (Textbook 260-263; Workbook 168-170; 50m)**
3. **Hints for homework.** (10m)

**Workbook 170-171**
**Character Workbook 112-114**
**Culture Project**

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**Week 16**

**04/29/2014**

1. **Right Answer of Homework.** (10m)
2. **Hints for Speaking Test and Final Exam.** (30m)
3. **Culture Project Presentation.** (60m)

**05/01/2014**

**Speaking Test** (100m)

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**Week 17**

**05/06/2014**

**Final Exam** (100m)

**05/08/2014**

**N/A**

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**OTHER IMPORTANT INFORMATION**

**Academic Dishonesty**

Academic dishonesty by students enrolled in undergraduate or graduate courses and programs offered by the Department of Foreign Languages will not be tolerated. Academic dishonesty includes but is not limited to:

1. Obtaining assistance from another individual during an examination.
2. Giving assistance to another individual during an examination.
3. Unauthorized use of study material or books during an examination.
4. Changing answers on an examination after it has been returned and then submitting it for regarding.
5. Plagiarizing written assignments. Plagiarizing includes but is not limited to:
   a. copying course work from previous years
   b. copying or paraphrasing work prepared by other students
   c. unauthorized collaboration in the preparation of course work
   d. unauthorized input concerning grammar and/or content from another individual presented as one’s own work
   e. using another author’s materials without appropriate acknowledgement through quotation and citation.
6. Attempting to bribe or otherwise induce an instructor to alter either a grade or an examination score.
7. Obtaining or attempting to obtain a copy of an examination prior to its administration.

In accordance with policies stated in the current Student Handbook and University Catalog, instructors have the responsibility and right to report cases of alleged dishonesty to departmental, college, and university administrative units. Students involved in academic dishonesty may expect to receive a grade of F on specific assignments as well as in the course for which the assignment was completed. In addition, disciplinary action may be recommended through appropriate college and university disciplinary committees. Please consult your instructor for instructions on the implementation of this policy.

**Foreign Language Learning Center** (410-530-5959, Field House 2330)
Students are expected to go to the Foreign Language Learning Center (FLLC) to complete the homework required to use the audio CDs of the textbook or workbook. Be sure to bring your own headphones to the lab (FLLC) for reason of hygiene.

**Placement Test**
If you have taken one or more years of Chinese language at high schools, you may take a placement test in Chinese at 1080 Field House or at Confucius Institute. If you are placed higher than 1110, you will be recommended to take other classes this or next semester. The test covers grammatical structures, vocabulary, and reading comprehension. For more info, visit [http://www.utoledo.edu/utlc/gateway/High_School_Outreach/PSEOP/placementtesting.html](http://www.utoledo.edu/utlc/gateway/High_School_Outreach/PSEOP/placementtesting.html) or call 419.530.1269.

**Extra credit assignments** will NOT be made to individuals; as such arrangements are inequitable if not offered to the entire class.

**Midterm and Final Exams**
All exams are the property of the Department of Foreign Languages and must be returned to the instructor upon his/her request. If you wish to look over your midterm exams before final exam, you may make an appointment with your instructor.

**AMERICANS WITH DISABILITIES ACT**

The Americans with Disabilities Act (ADA) requires that reasonable accommodations be provided for students with physical, sensory, cognitive, systemic, learning, and psychiatric disabilities. In accordance with the ADA and university policy, if you have a documented disability and require accommodations to obtain equal access in this course; please contact the instructor at the beginning of the semester to discuss any necessary accommodations. Please contact the Office of Academic Access for verification of eligibility at 419-530-4981 (voice) or 419-530-2612 (TDD).