Instructor Information

Xiao Hu

World Languages and Literatures

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(214)768-2049

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Virtual office hours (Zoom): Wednesdays, Fridays, 12-1 pm (CST)
https://smu.zoom.us/j/6667643508

RESPONSE TIME

For immediate attention, I recommend contacting me during virtual office hours by way of the conferencing app Zoom. Otherwise, I will respond to messages via Canvas Conversations or email within 24 hours on weekdays and check for urgent messages on weekends. If for some reason I am unavailable, I will let you know ahead of time.

ASSIGNMENT FEEDBACK

My goal is to return graded assignments to you within 48 hours. If for some reason I am unable to do so, I will do my best to let you know in advance and will return your graded assignment to you as soon as possible.

Course Description

CHIN1401: Beginning Chinese I (4 credits) is a 5-week, fully online course. Students will develop basic Chinese language skills and acquire cultural knowledge. The class will meet synchronously online for interpersonal communication and asynchronously for all other language and culture learning activities. The course can be accessed via SMU Canvas.

PREREQUISITE

This course is reserved for students with no previous Chines experience or fewer than two years of Chinese and the appropriate placement exam score.

Learning Outcomes

COURSE LEVEL OUTCOMES (CLO)

Upon completion of the course a successful student will be able to do the following:

- CLO 1 **Listening**: Paraphrase, sentence-length speech, using familiar vocabulary and structures.
- CLO 2 **Reading**: Explain short, non-complex texts that convey basic information using familiar vocabulary and structures.
- CLO 3 **Speaking**: Express themselves in uncomplicated communicative situations related to familiar topics by responding to direct questions or requests for information, with responses typically consisting of short statements and discrete sentences.
- CLO 4 **Writing**: Write short, simple communications and requests for information in loosely connected texts framed in present time, with some references to other time frames.
- CLO 5 **Explore**: Compare cultural elements (practices, values, beliefs) of the Chinese world to their own culture (in English).

MODULE LEVEL OUTCOMES (MLO)

Throughout the modules in this course there are module-level outcomes listed. Next to each module level outcome (e.g., MLO 1.1) there is a number or numbers in parenthesis. That number or numbers correspond to the above course level outcomes (e.g., CLO 1). Everything you do in this course flows back to these course level outcomes.

Grading

Your work and overall performance will be recorded on Canvas. Students can access their current weighted average at any time under the Total Column.

Assignments	Description	Percentage
Canvas Assignments	Demonstrate progress: • in listening comprehension while listening to audio files and watching videos • in speaking via audio recordings • in reading via conversational lessons and Web searches • in writing through grammar exercises, writing compositions and characters exercises All assignments are uploaded to Canvas.	40%
Participation	Discussions board via Canvas and synchronous meetings via Zoom	25%
Quizzes	Vocabulary and character quizzes all in Canvas	10%

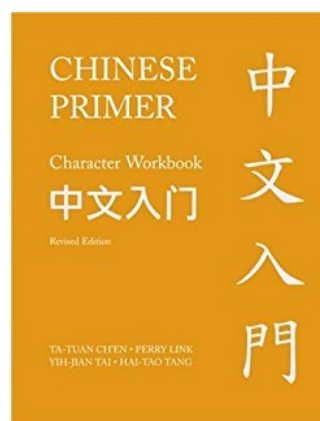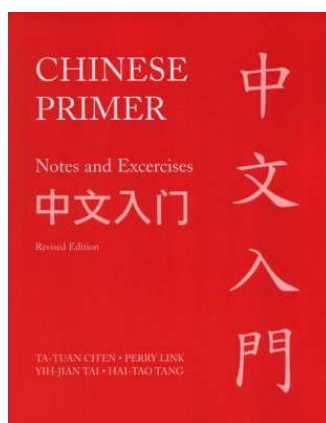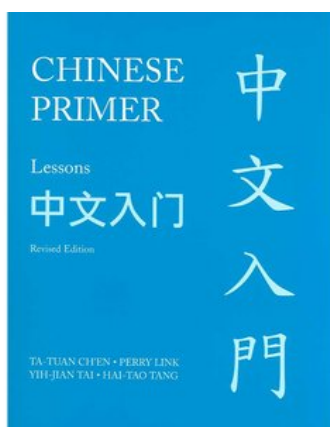| Tests & Exams	Four skills tests and a final cumulative exam all in Canvas.	25%
TOTAL		**100%**

Grading Scale

A	A -	B +	B	B -	C +	C	C -	D +	D	D -	F
100-93%	92-90%	89-87%	86-83%	82-80%	79-77%	76-73%	72-70%	69-67%	66-63%	62-60%	59% and below

Materials

REQUIRED

Textbooks

Title: *Chinese Primer*

- *Chinese Primer (Lessons) *Blue book (BB)*
- *Chinese Primer (Notes and Exercises) *Red book (RB)*
- *Chinese Primer (Character workbook) *Yellow book (YB)*

Author: *Ta-tuan Ch'en, Perry Link, Yih-jian Tai, Hai-tao Tang*

Publisher: *Princeton University Press, Revised edition (April 29, 2007)*

ISBN-13: 978-0691129914
ISBN-10: 0691129916

You can purchase the textbooks via [SMU bookstore website](#)

Technologies

To be successful in this course, students should have basic keyboarding and computer skills, and be comfortable navigating the Internet. This fully online course occurs primarily via canvas.smu.edu. Additionally, Zoom Web Conferencing is used in this course as well for virtual (i.e., real-time, synchronous) meetings. **Be sure that any computer or mobile device you use for this course meet the technical requirements listed below**.

TECHNICAL REQUIREMENTS

- Canvas.
  - Basic requirements.
  - Browser requirements.
- Zoom.

TECHNICAL SUPPORT

- If you run into any technical problems, there are a number of resources available to you. First, you can always check with me; in many cases, I can walk you through technical issues. Also, you can contact the SMU IT Help Desk. for assistance with Canvas and Zoom. *NOTE: The Help Desk will be closed for Winter holiday Dec. 23 - Jan. 1. If you encounter technical difficulties while the University is closed, please refer to me directly.*
- Canvas.
  - Click Help on the Global Navigation. to search the Guides, Chat. or contact Instructure Support via email or phone.
- Zoom.
  - Search their Knowledge Base. or Submit a Request.

RESPONDUS LOCKDOWN BROWSER and MONITOR

This course requires the use of LockDown Browser and a webcam for online exams. The webcam can be built into your computer or can be the type that plugs in with a USB cable. Watch this short video. to get a basic understanding of LockDown Browser and the webcam feature. A student Quick Start Guide (PDF). is also available.

Then download and install LockDown Browser from this link:

http://www.respondus.com/lockdown/download.php?id=951749825.

To ensure LockDown Browser and the webcam are set up properly, do the following:

- Start LockDown Browser, log into http://canvas.smu.edu., and select this course.
- Locate and select the **Help Center** button on the LockDown Browser toolbar.
- Run the **Webcam Check** and, if necessary, resolve any issues.

- Run the **System & Network Check**. If a problem is indicated, see if a solution is provided in the Knowledge Base. Troubleshooting information can also be emailed to our institution's help desk.

When taking an online exam that requires LockDown Browser and a webcam, remember the following guidelines:

- Ensure you're in a location where you won't be interrupted
- Turn off all other devices (e.g. tablets, phones, second computers)
- Clear your desk of all external materials not permitted — books, papers, other devices
- Remain at your computer for the duration of the test
- If the computer or networking environment is different than what was tested above, repeat the Webcam and System checks prior to starting the test
- To produce a good webcam video, do the following:
  - o Avoid wearing baseball caps or hats with brims
  - o Ensure your computer or tablet is on a firm surface (a desk or table) — not on your lap, a bed, or other surface that might move
  - o If using a built-in webcam, avoid tilting the screen after the webcam setup is complete
  - o Take the exam in a well-lit room and avoid backlighting, such as sitting with your back to a window
- Remember that LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted.

Additional resources related to Respondus LockDown Browser and Monitor, including a link to download the LockDown Browser iPad App, are located at https://www.smu.edu/OIT/Services/LockDownBrowser.

PRIVACY POLICIES

- Canvas by Instructure.
- Kaltura Video App in Canvas.
- Respondus LockDown Browser.
- SMU OIT Policies and Legislation.
- Zoom.

ACCESSIBILITY

- Canvas
  - o Accessibility within Canvas.
  - o Voluntary Product Accessibility Template.
- Kaltura Video App in Canvas.
- Respondus LockDown Browser.

- [Zoom](#).

Course Guidelines

As this course will be taught completely online, there are certain expectations that should be adhered to. The following guidelines detail the most important aspects of the online format:

EXPECTATIONS

As an intensive language learning course online that involves independent skills-building, it is expected that you complete activities on a daily basis. For this reason, late work will receive reduced credit. You are also responsible for keeping appointments for the synchronous elements of the class (partner and group work, individual meetings with the instructor). Missing a synchronous meeting deprives not only you but also your learning partner(s) of an opportunity to practice Chinese. If you have questions, you can always check in with me on Zoom during my virtual office hours or send me an email.

WORKLOAD

The minimum expected time required to complete all of the activities in this course is approximately five to six hours per day (40 hours per week). This is a general estimate and will vary from student to student. The course requires weekly 30-minute synchronous meetings. You will be able to schedule an appointment for every Thursday afternoon or evening.

ASSESSMENT

Unlike a classroom, your participation will consist mainly of submitting work online. There will, however, be multiple collaborative projects throughout the semester. We will use discussion boards and google docs as well as live chats and video conferencing via Zoom. For all of these activities, your participation is crucial for the entire class to function efficiently. For this reason, the attendance/participation grade is heavily weighted in the course. To demonstrate that you have met the outcomes of the course, you also will complete a series of tests and quizzes that will be timed and taken on a secure website (see assignment weight above for breakdown of grading criteria).

COMMUNICATION PATTERNS

This online course will work very differently from a typical classroom language class. In the classroom, everything goes on at once for a specified period. Here, you will see that much of the work is asynchronous; that is, you will be asked to complete reading, writing, speaking, and listening tasks on Canvas by a certain date. It's up to you to decide when to do it within the given time frame. You will also find synchronous activities set up for the purposes of practicing spontaneous conversation. These

activities will be scheduled at a specific time for you to complete with a partner, in a small group, with the instructor, and occasionally with entire class.

Emoticons
In your discussion posts you are welcome to use emoticons to express how you feel while writing.

Student Services

The following services and resources are available to SMU students:

- [Altshuler Learning Enhancement Center](#). ALEC offers study-skill workshops and can help you with learning strategies and test preparation. Their phone number is (214) 768-3648.
- [Altshuler Writing Center](#). The Altshuler Writing Center is open to all students who need technical advice on their assigned papers. The writing center is open most afternoons and a few evenings. To work with someone at the writing center you must make an appointment in advance. To contact please call (214) 768-3648.
- [DASS](#). Students needing academic accommodations for a disability must first contact [Disability Accommodations & Success Strategies](#).(DASS) at (214) 768-1470 to verify the disability and to establish eligibility for accommodations. (See [University Policy No. 2.4](#).; an attachment describes the DASS procedures and relocated office.) If you have a disability accommodation you must contact DASS and have a letter of accommodation delivered to the instructor no later than the third day of class. You can email a scanned copy of your letter.
- [my.SMU](#). Online portal for SMU students that allows you to view personal information, emergency contact information, register for AARO (if applicable), view class schedule, enroll in classes, add/drop/swap classes, view grades and view financial aid packages.
- [SMU Bookstore](#). Information on textbooks, events, buyback, promotions and more.
- [SMU Bursar](#). Information on student finances, bill pay and more.
- [SMU Counseling Services](#). College can be a stressful time. There are many transitions and major life events occurring while you are a college student. If you or a friend is going through a difficult time and needs someone to talk to please seek out the resources provided by the counseling center, located in the Health Center and their phone number is (214) 768-2211. For 24 hour help contact (214) 768-2860.
- [SMU Dedman Recreation Center](#). Regular exercise is one of the best things you can do for your mental and physical well-being.
- [SMU Libraries](#). SMU Libraries has reference librarians happy to help with your research needs. Contact a librarian at http://askalibrarian.smu.edu/.or call (214) 768-2326**.**

- [SMU OIT](). OIT provides computing, information processing, and communications resources to satisfy the needs of faculty, students, and staff, and offers comprehensive support services to help them use technology effectively and creatively.
- [SMU Student Affairs](). SMU Student Affairs is a network of [departments, programs and services]().focused on supporting students' out-of-classroom experiences and co-curricular learning.
- [World Languages and Literatures Technology Lab](). Located in Clements 234. The lab is equipped with both Mac and PC computers. The center also provides an audiovisual center capable of showing movies from all regions of the world, a comfortable space for class meetings, reading and studying, and a newly-remodeled conference room in Clements 228 that can be reserved for both faculty and student use.

University Policies

DISABILITY ACCOMMODATIONS

Disability Accommodations: Students needing academic accommodations for a disability must first register with Disability Accommodations & Success Strategies (DASS). Students can call 214-768-1470 or visit http://www.smu.edu/Provost/SASP/DASS to begin the process. Once approved and registered, students will submit a DASS Accommodation Letter to faculty through the electronic portal DASS Link and then communicate directly with each instructor to make appropriate arrangements.

Please note that accommodations are not retroactive and require advance notice to implement.

RELIGIOUS OBSERVANCE

Religious Observance: Religiously observant students wishing to be absent on holidays that require missing class should notify their professors in writing at the beginning of the semester, and should discuss with them, in advance, acceptable ways of making up any work missed because of the absence (https://www.smu.edu/StudentAffairs/Chaplain/ReligiousHolidays).

EXCUSED ABSENCES for UNIVERSITY EXTRACURRICULAR ACTIVITIES

Students participating in an officially sanctioned, scheduled University extracurricular activity should be given the opportunity to make up class assignments or other graded assignments missed as a result of their participation. It is the responsibility of the student to make arrangements with the instructor prior to any missed scheduled

examination or other missed assignment for making up the work. (University Undergraduate Catalog).

ACADEMIC INTEGRITY and the SMU HONOR CODE

Southern Methodist University is very proud of being an honorable community of scholars. As a faculty member, I am very proud of this tradition and feel strongly that those who violate the honor code will be dealt with through the University Honor Council. Please take the time to read the SMU Honor Code.

In addition to adhering to the SMU honor code please be aware that I consider the following behaviors to be in direct violation of academic integrity: turning in papers and academic work that is not your own, turning in work you completed in another class almost verbatim, improperly citing content from other academic and non-academic sources, copying from others during exams and quizzes, utilizing unauthorized notes during exams and quizzes, relying on other students, family members, friends, or paid service to complete your assignments and exams. *If you have any questions about what constitutes academic dishonesty, please ask me!*

Please, also note that our World Languages and Literatures Department specifically wants to make it clear that **any use of translation software that is not specifically authorized by the instructor constitutes cheating**.

Module Calendar

Dates	Topics	Weekly Timetables
Dec 19	Kick-Off Webinar Course Information Module	- Review Course Information and Syllabus - View and complete activities in Module **START HERE**
Dec 19-24	Foundation work; "Péng.yǒu (I)"	View and complete activities for Module **WEEK 1**
Dec 26-31	"Péng.yǒu (II)"; "Yāo.qiú tài gāo"; Zhōngwén kè"	View and complete activities for Module **WEEK 2**
Jan 2-Jan 7	"Chī-kuī"; "Hē-chá"	View and complete activities for Module **WEEK 3**

Jan 8-14	"Chī-fàn (I)"; "Chī-fàn (II)"	• View and complete activities for Module **WEEK 4**
Jan 15-16	Final Exam Preparation	• Complete the Final Exam Review
Jan 16	Final Exam	• Complete the final feedback survey and Final Exam