**CHIN 301**  
**Continuing Chinese I**  
Fall 2022  
MWF 10:00 - 10:50  
In-person course (CHE 106)

## COURSE OUTLINE

**INSTRUCTOR’S NAME:** Wei Cai  
**OFFICE HOURS:** 1-2pm, Monday  
**E-MAIL:** wcai@ucalgary.ca *I will respond to e-mails within 48 hrs during weekdays.*  
**TELEPHONE NUMBER:** 403 220 8590

### DESCRIPTION

### REQUIRED COURSE MATERIALS

1. Integrated Chinese, 4th Ed., Volume 2, Textbook (Paperback, Simplified)  
   ISBN: 9781622911417  
   ISBN: 9781622911431

### RECOMMENDED COURSE MATERIALS

1. Integrated Chinese, 4th Ed., Volume 2, Character Workbook (Paperback, Simplified & Traditional)  
   ISBN: 9781622911448  
2. A Chinese/English-English/Chinese dictionary

### COURSE NOTES
- A detailed course schedule will be provided on the first day of class.  
- Students are expected to attend and participate in all sessions. It is the students' responsibility to inquire all the information they miss during their absences.  
- Classes will start on September 7 (Wednesday) and end on December 7 (Wednesday). There are no classes on the following days: September 30 (Friday), October 10 (Monday), November 7 (Monday), November 9 (Wednesday), and November 11 (Friday).  
- Use D2L for submission of course assignments and assessments. Each file should be named with the student’s first and last names. Please keep the confirmation of submission when uploading your file to the D2L drop box.  
- Your university email will be used to correspond regarding this course.  
- D2L will be used to distribute information. It is the students’ responsibility to check all course related information on D2L.  
- A deduction of 10% of the mark will be applied for a late assignment each day; an assignment will not be accepted after three days from the due day.
• Please let your instructor know immediately if you cannot meet the deadlines specified, so that the instructor can work with you to consider alternative dates/assessments.

• If you have any questions related to this course, please send an e-mail to the instructor.

ASSESSMENT

I. Oral Work (21%)
   • Group oral performance (7%) (October 24)
   • Individual speech (7%) (December 5 and 7)
   • Interview (7%) (October 12)

II. Written Work (25%)
   • Take-home composition (7%) (September 23)
   • In-class composition (7%) (November 18)
   • Lab assignments (8%) (to be announced in class)
   • Workbook assignments (3%) (to be announced in class)

III. Tests (39%) (October 5, November 16 and December 2)

IV. Quizzes (15%) (to be announced in class)

GRADING SCALE

A+: 96-100  A: 92-95  A-: 88-91
B+: 83-87  B: 78-82  B-: 73-77
C+: 70-72  C: 65-69  C-: 60-64
D+: 55-59  D: 50-54  F: 0-49

INTEGRITY AND CONDUCT

All members of the University community have a responsibility to familiarize themselves with the Statement on Principles of Conduct, and to comply with the University of Calgary Code of Conduct and Non-Academic Misconduct policy and procedures (available at: http://www.ucalgary.ca/pubs/calendar/current/k.html).

Academic misconduct

Academic Misconduct refers to student behaviour which compromises proper assessment of a student’s academic activities and includes: cheating; fabrication; falsification; plagiarism; unauthorized assistance; failure to comply with an instructor’s expectations regarding conduct required of students completing academic assessments in their courses; and failure to comply with exam regulations applied by the Registrar.

For information on the Student Academic Misconduct Policy and Procedure please visit: https://www.ucalgary.ca/legal-services/university-policies-procedures/student-academic-misconduct-policy

Additional information is available on the Academic Integrity Website at https://ucalgary.ca/student-services/student-success/learning/academic-integrity

INTELLECTUAL PROPERTY AND COPYRIGHT LEGISLATION

Course materials created by instructors (including presentations and posted notes, labs, case studies, assignments and exams) remain the intellectual property of the instructor. These materials may not be reproduced, redistributed or copied without the explicit consent of the instructor. All students are required to read the University of Calgary policy on Acceptable Use of Material Protected by Copyright (https://www.ucalgary.ca/legal-services/university-policies-procedures/acceptable-use-material-protected-copyright-policy) and requirements of the Copyright Act (https://laws-lois.justice.gc.ca/eng/acts/C-42/index.html) to ensure they are aware of the consequences of unauthorised sharing of course materials (including instructor notes, electronic versions of textbooks etc.). Students who use material protected by copyright in violation of this policy may be disciplined under the Non-Academic Misconduct Policy.

FREEDOM OF INFORMATION AND PRIVACY (FOIP) ACT
Graded assignments will be retained by the Department for three months and subsequently sent for confidential shredding. Final examinations will be kept for one calendar year and subsequently sent for confidential shredding. Said material is exclusively available to the student and to the department staff requiring to examine it. Please see https://www.ucalgary.ca/legal-services/access-information-privacy for complete information on the disclosure of personal records.

**ACADEMIC ACCOMMODATIONS**

It is the student’s responsibility to request academic accommodations according to the University policies and procedures listed below. The student accommodation policy can be found at: https://ucalgary.ca/student-services/access/prospective-students/academic-accommodations.

Students needing an Accommodation because of a Disability or medical condition should communicate this need to Student Accessibility Services in accordance with the Procedure for Accommodations for Students with Disabilities: https://www.ucalgary.ca/legal-services/university-policies-procedures/student-accommodation-policyhttps://www.ucalgary.ca/policies/files/policies/procedure-for-accommodations-for-students-with-disabilities.pdf

Students needing an Accommodation in relation to their coursework or to fulfil requirements for a graduate degree, based on a Protected Ground other than Disability, should communicate this need, preferably in writing, to their Instructor or the Department Head/Dean or to the designated contact person in their Faculty.

**FACULTY OF ARTS PROGRAM ADVISING AND STUDENT INFORMATION RESOURCES**

Have a question, but not sure where to start?
The Arts Students’ Centre is the overall headquarters for undergraduate programs in the Faculty of Arts. The key objective of this office is to connect students with whatever academic assistance they may require.

In addition to housing the Associate Dean (Undergraduate Programs and Student Affairs) and the Associate Dean (Teaching, Learning & Student Engagement), the Arts Students’ Centre is the specific home to:

- Program advising
- Co-op Education Program
- Arts and Science Honours Academy
- Student Help Desk

Location: Social Sciences Room 102
Phone: 403-220-3580
Email: ascarts@ucalgary.ca
Website: https://arts.ucalgary.ca/current-students/undergraduate

For registration (add/drop/swap), paying fees and assistance with your Student Centre, contact Enrolment Services at 403-210-ROCK [7625] or visit them at the MacKimmie Tower.

Contacts for the Students’ Union Representative for the Faculty of Arts: arts1@su.ucalgary.ca, arts2@su.ucalgary.ca, arts3@su.ucalgary.ca, arts4@su.ucalgary.ca.

**INTERNET AND ELECTRONIC COMMUNICATION DEVICES**

Devices such as laptops and tablets are allowed provided that they are used exclusively for instructional purposes and do not cause disruption to the instructor and to fellow students. Cellular telephones, blackberries and other mobile communication tools are not permitted and must be switched off.

**SUPPORT AND RESOURCES**

Links to information that is not course-specific related to student wellness and safety resources can be found on the Office of the Registrar’s website: https://www.ucalgary.ca/registrar/registration/course-outlines.