Term Information

Effective Term	Spring 2022

General Information

Course Bulletin Listing/Subject Area	Chinese
Fiscal Unit/Academic Org	East Asian Languages & Lit - D0527
College/Academic Group	Arts and Sciences
Level/Career	Undergraduate
Course Number/Catalog	1101.61
Course Title	Level One Chinese I: Individualized Track Online
Transcript Abbreviation	Level 1-1 Dindvdl
Course Description	Mandarin Chinese spoken communication and writing system. Online individualized track. Progress is sequential from one credit hour to the next with a demonstrated proficiency at the level of 80% required for advancement.
Semester Credit Hours/Units	Variable: Min 1 Max 4

Offering Information

Length Of Course	14 Week
Flexibly Scheduled Course	Always
Does any section of this course have a distance education component?	Yes
Is any section of the course offered	100% at a distance
Grading Basis	Letter Grade
Repeatable	Yes
Allow Multiple Enrollments in Term	Yes
Max Credit Hours/Units Allowed	4
Max Completions Allowed	4
Course Components	Lecture
Grade Roster Component	Lecture
Credit Available by Exam	No
Admission Condition Course	No
Off Campus	Never
Campus of Offering	Columbus, Lima, Mansfield, Marion, Newark, Wooster

Prerequisites and Exclusions

Prerequisites/Corequisites	
Exclusions	Not open to students with credit for 1101.01, 1101.02, or 4 credit of 1101. 51 or 1101.61. Credits from 1102.51 and 1102.61 may be combined for this restriction. Closed to native speakers of this language.
Electronically Enforced	No

Cross-Listings

Cross-Listings	

Subject/CIP Code

Subject/CIP Code	16.0301
Subsidy Level	General Studies Course
Intended Rank	Freshman, Sophomore, Junior, Senior

Requirement/Elective Designation

Required for this unit's degrees, majors, and/or minors
General Education course:
    Foreign Language; World Languages

Course Details

Course goals or learning objectives/outcomes	• Students can engage in simple exchanges in culturally appropriate ways on familiar topics; can demonstrate understanding of practiced words, phrases, and short, simple sentences that they read; and can convey basic information about themselves.
Content Topic List	• Instructional Expressions, Meeting People, Exchanging Information about Names, Discussing Someone's Condition, Discussing and Identifying People, Introducing People, Locating People, Locating People's Origins and Workplace, Locating Actions, Ethnicit
Sought Concurrence	No

Attachments

• C1101.61_1102.61_1103.61 II SyllabusSp2022.pdf: Syllabus

   (Syllabus. Owner: Knicely,Yuching Hsu)

• 1101.61 ASC Distance Approval Cover Sheet.docx: cover sheet

   (Other Supporting Documentation. Owner: Knicely,Yuching Hsu)

• Chinese 1101.51, 1102.51, 1103.51 Individualized Instruction Syllabus (In-Person).pdf: 1101.51 syllabus

   (Syllabus. Owner: Knicely,Yuching Hsu)

• Chinese 1101.61 ASC Distance Approval Cover Sheet.docx: Signed cover sheet

   (Other Supporting Documentation. Owner: Knicely,Yuching Hsu)

Comments

• Please make sure that the cover sheet is reviewed by Jeremie Smith and submit everything once Jeremie has signed off on the cover sheet. *(by Vankeerbergen,Bernadette Chantal on 09/03/2021 03:13 PM)*

• This is an existing individualized course which we wish to offer online--it is not a conversion of a classroom course. The syllabus for individualized instruction covers all courses in the program. *(by Knicely,Yuching Hsu on 07/06/2021 09:13 AM)*

Workflow Information

Status	User(s)	Date/Time	Step
Submitted	Knicely,Yuching Hsu	07/06/2021 09:13 AM	Submitted for Approval
Approved	Pyun,Danielle Ooyoung	07/06/2021 09:15 AM	Unit Approval
Revision Requested	Vankeerbergen,Bernadette Chantal	08/11/2021 01:46 PM	College Approval
Submitted	Knicely,Yuching Hsu	08/16/2021 08:53 AM	Submitted for Approval
Approved	Bender,Mark A	08/16/2021 12:03 PM	Unit Approval
Approved	Vankeerbergen,Bernadette Chantal	08/25/2021 06:44 PM	College Approval
Revision Requested	Vankeerbergen,Bernadette Chantal	09/03/2021 03:13 PM	ASCCAO Approval
Submitted	Bender,Mark A	09/04/2021 08:18 PM	Submitted for Approval
Approved	Bender,Mark A	09/04/2021 08:22 PM	Unit Approval
Revision Requested	Vankeerbergen,Bernadette Chantal	09/04/2021 09:47 PM	College Approval
Submitted	Knicely,Yuching Hsu	09/13/2021 08:54 AM	Submitted for Approval
Approved	Bender,Mark A	09/13/2021 12:52 PM	Unit Approval
Approved	Vankeerbergen,Bernadette Chantal	09/27/2021 01:05 PM	College Approval
Pending Approval	Cody,Emily Kathryn Jenkins,Mary Ellen Bigler Hanlin,Deborah Kay Hilty,Michael Vankeerbergen,Bernadette Chantal Steele,Rachel Lea	09/27/2021 01:05 PM	ASCCAO Approval

Chinese 1101.61/1102.61/1103.61
Online First-and Intermediate-Level Individualized Instruction (I.I.)
Spring 2022
Department of East Asian Languages and Literatures (DEALL)
120 Hagerty Hall (I.I. Center)

1. Instructors (Office hours are by appointment)

E-mail address (Preferred contact method)

Steven Knicely (Shī lǎoshī 施老师) knicely.1@osu.edu;   292-0215 Hagerty Hall 398C

[other instructors to be determined]

E-mail is the best method to contact any individual instructor and/or the coordinator. Phone calls may not be relayed to us in a timely manner.

All instruction sessions will be held online via Carmen Zoom. Use the link (passcode) for each instructor.

Zoom Address (pass code)

KNICELY: [to be announced]

2. Introduction

Welcome to online first- and intermediate-level Chinese Individualized Instruction (I.I.), which consists of three courses.

> Chinese 1101.61 (XXXXX) 1, 2, 3, or 4 credits. Level 1-l: Individualized Instruction-Distance
>
> Chinese 1102.61 (XXXXX) 1, 2, 3, or 4 credits, Level 1-ll: Individualized Instruction-Distance
>
> Chinese 1103.61 (XXXXX) 1, 2, 3, or 4 credits, Level 2-l: Individualized Instruction-Distance

These courses offer variable credit through individualized instructional sessions that are fully online. If this is the first time you are taking a course in Individualized Instruction, attend one of the orientations during the first week of classes.   For times and locations of the orientations, contact the coordinator, Ms. Qingyang Lin, at lin.2523@osu.edu.

The I.I. program offers variable credits. The number of credits you earn depends on the number of credits you sign up for and complete successfully. Progress is sequential from one credit hour to the next. The successful completion of credits depends solely on the satisfactory performance in the requisite number of sessions, which are 15-minute, individualized, on-line synchronous sessions you have with an instructor, who will assess and grade each session. These Individual sessions are offered by appointments, scheduled at https://iilc.as.me/schedule.php. The coordinator will notify you when the appointments begin to be available at the start of the term. There are also written assignments to be done and turned in without the need for an appointment.

3. **You should be enrolled in at least one of the above courses for 1, 2, 3, or 4 credits per course. You may register concurrently for two of the consecutively numbered courses, but all synchronous sessions and written assignments to complete the lower numbered of the two courses must be completed before sessions may be begun in the higher-numbered course. For example, it is possible to complete the**

fourth credit of 1101.61 followed by the first two credits of 1102.61 in a single semester.

IMPORTANT: **Check your Student Center page to confirm the number of credits you are enrolled for.**

The number of credit hours you enroll for in your I.I. courses is your **contract hours**. Students may adjust the initial contract hours as needed. See Section 11 for policies related to contract hour adjustment.

4. Grade Option

You may take the course(s) for the letter grade or the Pass/Non-pass option. If you are taking the course to satisfy requirement for the Chinese minor/major, you must take the letter grade option. To count this course toward the Chinese Minor/Major, you need a course grade of C- or above.

5. Prerequisites and restrictions:

For Chinese 1101.61: No prerequisite.

For Chinese 1102.61: Prerequisite: one of the following: Chinese 1101.01.01; 1101.02; 4 credits of 1101.51; 4 credits of 1101.61; or concurrent registration in Chinese 1101.61 for the number of credits to complete 1101.61 within the same semester.

For Chinese 1103.61: Prerequisite: one of the following: Chinese 1102.01; 1102.02, 4 credits of 1102.51; 4 credits of 1102.61 or concurrent registration in Chinese 1102.61 for the number of credits to complete 1102.61 within the same semester.

If you have not previously taken Chinese classes at OSU and wish to enroll in any of these courses, please contact Mr. Knicely (knicely.1@osu.edu) for placement testing.

1101.61 is not open to students with credit for 1101.01, 1101.02, 4 credits of 1101.51 or 4 credits of 1101.61, or to native speakers of Chinese.

1102.61 is not open to students with credit for 1102.01, 1102.02, or 4 credits of 1102.51 or 4 credits of 1102.61, or to native speakers of Chinese.

1103.61 is not open to students with credit for 1103.01, 4 credits of 1103.51, or 4 credits of 1103.61, or to native speakers of Chinese.

6. Time

All instructional sessions are by appointment. See Chinese I.I. Scheduling System below.

7. Course Description

The goal of these courses is to teach students to communicate in a culturally appropriate manner using the Chinese they have studied. For spoken Chinese, this means being able to use appropriate expressions quickly, smoothly, and correctly. For reading, this means being able to read rapidly, smoothly, and with comprehension of both the linguistic and the cultural meaning of the text, and you should also be able to summarize orally or in writing what you have read. For writing, this means being able to write the characters you have studied correctly and reasonably quickly. **The focus of this program is performance – your performance.** This is not a passive process. Every point must be studied, practiced, reviewed, and practiced

again. If, for example, you are required to memorize a dialog, you must practice it - perform it out loud - until you can perform it fluently and accurately as if you were playing a part in a movie.

A common objective of all of the Chinese-language courses in DEALL is comfortable interaction in Chinese with users of Chinese operating under Chinese cultural assumptions. To achieve this objective, you need readiness, accuracy, and appropriateness in word choice, grammar, pronunciation, writing, and socio-cultural strategies. These skills make effective communicative moves possible; you need to develop them to succeed in communicating in Chinese.

Instructional sessions are devoted to guiding you to makie moves that constitute communication in culturally appropriate Chinese situations by means of both spoken and written Chinese.

8. Expected learning outcomes

General education goals and expected learning outcomes

As parts of the Foreign Language category of the General Education curriculum, these courses are designed to prepare students to be able to do the following:

Goals

Students demonstrate skills in communication across ethnic, cultural, ideological, and national boundaries, and appreciate other cultures and patterns of thought.

Expected Learning Outcomes for the GE Foreign Language Requirement

1. Students employ communicative skills (e.g. speaking, listening, reading, and/or writing) in a language other than their native language.
2. Students describe and analyze the cultural contexts and manifestations of the peoples who speak the language that they are studying.
3. Students compare and contrast the cultures and communities of the language that they are studying with their own.

Each course fulfills one semester of the ASC three-semester foreign language requirement.

Expected Learning Outcomes by Course

Chinese 1101.61:

Students can engage in very simple exchanges in culturally appropriate ways on familiar topics.
Functional ability includes:
- listing, naming, and identifying;
- stating what people, places, and things are like with a few details; and
- asking and answering predictable, formulaic questions.

Students show awareness of the most obvious cultural differences or prohibitions. Students demonstrate understanding of very simple oral texts on familiar topics.

Students can demonstrate understanding of practiced words, phrases, and short, simple sentences that they read.

Students can convey very basic information about themselves and some other topics.
   Functional ability includes:
- introducing, telling, and listing;
- expressing likes and dislikes; and
- stating what people, places, and things are like with a few details.

Chinese 1102.61

Students can show evidence of the ability to create with language in various timeframes to exchange information on familiar topics and to handle short, social interactions in culturally appropriate ways.
   Functional ability includes:
- asking and answering basic questions;
- giving simple explanations and excuses;
- asking for and giving simple directions and advice;
- stating simple comparisons and contrasts;
- making selections and participating in basic negotiations; and
- stating what people, places, and things are like with some details.

Students show awareness of the most obvious cultural differences or prohibitions. Students can demonstrate understanding of the main idea, as well as some details, on familiar topics.

Students can recognize and identify more characters tied to course content. Students can demonstrate understanding of the main idea, as well as a few details and idiomatic expressions, in simple, short, predictable texts on familiar topics.

Students can convey basic information on familiar topics.
   Functional ability includes:
- giving simple explanations and directions;
- presenting simple comparisons and contrasts; and
- stating what people, places, and things are like with some details.
   Students can use practiced, culturally appropriate gestures and formulaic expressions.

Chinese 1103.61

Students can create with language in various timeframes to initiate, maintain, and end conversations on a greater variety of familiar topics, and handle short social interactions in culturally appropriate ways.

   Functional ability includes:
- asking and answering a greater variety of questions;
- satisfying basic needs and/or handling simple transactions;
- making simple requests, apologies, and excuses;
- stating simple contradictions;
- giving simple advice and recommendations; and

giving short explanations or stating what people, places, and things are like with more details. Students can communicate about more than the "here and now," making predictions and hypotheses.
   Students recognize and use culturally appropriate vocabulary, expressions, and gestures when participating in everyday interactions and can conform to cultural behaviors in familiar situations.

Students can demonstrate understanding of the main idea, as well as many details on a greater selection of familiar topics in a variety of oral texts.

Students can recognize and identify more characters tied to course content. Students can demonstrate understanding of the main idea, as well as some details and idiomatic expressions, on familiar topics related to course content in a variety of short, simple texts.

Students can create with language in various timeframes to make presentations on familiar topics using phrases and sentences that they have practiced.

Functional ability includes:

- giving simple explanations or advice;
- telling why one should do or say something;
- presenting short comparisons and contrasts;
- making simple predictions and hypotheses; and
- giving short explanations or stating what people, places, and things are like with some details.

Students can use culturally appropriate vocabulary, expressions, and gestures, and their presentations reflect some knowledge of cultural differences related to spoken communication.

Students can write short, guided messages and notes on familiar topics related to course content in phrases and sentences.

Functional ability includes:

- informing, listing, and writing simple narratives;
- expressing thanks;
- giving reasons why someone should do or say something;
- writing an invitation; and
- stating what people, places, and things are like with some details.

9. Requirements

You are required to complete the requisite number of online, face-to-face sessions and written assignments for the credit hours in the course you have enrolled in. Your course grade is based on your performance in these. See Section 13 for details on evaluation and grading. Sections 11 and 14 describe policies related to session scheduling and evaluation, respectively.

10. Learning Materials

1101.61:

1. Galal Walker, *Chinese: Communicating in the Culture* (CCC), Performance Text One, Units 0-2 packaged with DVD, ISBN 0-874-15352-2.
2. Galal Walker, *Chinese: Communicating in the Culture* (CCC), Performance Text Two, Unit 3 with DVD, ISBN 978-0-87415-357-6. (You will not need this book until 1101.51 credit 4. Please consult agenda.)
3. Cornelius Kubler's *Basic Mandarin Chinese—Reading and Writing Textbook*. (BMC) ISBN 978-0-8048-4726-1
4. Cornelius Kubler: *Basic Mandarin Chinese--Workbook*. ISBN 978-0-8048-4727-8.

⇒ Course material on OSU Bookstore website: https://tinyurl.com/W21-CHINESE-110151-17622

⇒ Online audio recordings for CCC (if you do not have the disks), please see "7. Chinese I.I. Audio Recording Programs," on page 13)

⇒ Multimedia files for CCC are at: https://nealrc.osu.edu/chinesec3
The password for unzipping the files is osunealrc1993. These include interactive exercises, all

dialogs, coaching sessions and vocabulary, with supplemental exercises and games.

⇒ Audio files for the Kubler books are online as follows:
BASIC MANDARIN CHINESE - READING & WRITING TEXTBOOK (you will need this for your Writing Tests)
http://www.tuttlepublishing.com/basic-mandarin-chinese-reading-writing-textbook-audio-pdfs
BASIC MANDARIN CHINESE - READING & WRITING PRACTICE BOOK (you will need this for HW)
http://www.tuttlepublishing.com/basic-mandarin-chinese-reading-writing-practice-book-audio-pdfs

Topics: Instructional Expressions, Meeting People, Exchanging Information about Names, Discussing Someone's Condition, Discussing and Identifying People, Introducing People, Locating People, Locating People's Origins and Workplace, Locating Actions, Ethnicity and Nationality, Locating Things in the Office, Populations, Lunch on the Train, Confirming an Itinerary, Daily Schedule, Trying Something New, Numbers, Names of Persons, Places and Things, Streets and Roads

1102.61:

1. Galal Walker, *Chinese: Communicating in the Culture* (CCC), Performance Text Two, Unit 3 with DVD, ISBN 978-0-87415-357-6.
2. Galal Walker, *Chinese: Communicating in the Culture* (CCC), Performance Text Three, Unit 4 with DVD, ISBN 978-0-87415-358-3.
3. Cornelius Kubler's *Basic Mandarin Chinese—Reading and Writing Textbook*.   ISBN 978-0-8048-4726-1
4. Cornelius Kubler: *Basic Mandarin Chinese--Workbook*. ISBN 978-0-8048-4727-8.
5. *Strange Friends* 陌生的朋友 (SF) (movie script), No ISBN – OSU Foreign Language Publications Course Materials #WA02
   Online: https://www.youtube.com/watch?v=CzHSnbCjulw
        https://www.dailymotion.com/video/x22gdwb

⇒ Course material on OSU Bookstore website: https://tinyurl.com/W21-CHINESE-110251-17623

⇒ Online audio recordings for CCC (if you do not have the disks), please see "7. Chinese I.I. Audio Recording Programs," on page 13)

⇒ Multimedia files for CCC are at: https://nealrc.osu.edu/chinesec3
The password for unzipping the files is osunealrc1993. These include interactive exercises, all dialogs, coaching sessions and vocabulary, with supplemental exercises and games.

⇒ Audio files for the Kubler books are online as follows:
BASIC MANDARIN CHINESE - READING & WRITING TEXTBOOK (you will need this for your Writing Tests)

http://www.tuttlepublishing.com/basic-mandarin-chinese-reading-writing-textbook-audio-pdfs
BASIC MANDARIN CHINESE - READING & WRITING PRACTICE BOOK (you will need this for your HW)
http://www.tuttlepublishing.com/basic-mandarin-chinese-reading-writing-practice-book-audio-pdfs

Topics: Used Cars, Lunch Call, Marital Conditions, Business Relation, Personal Finances, Discussing Itineraries, Inviting a Friend, Accepting an Apology, Giving a Gift, Student Evaluation, Discussing a Trip, Taking Care of the Old Man, Getting to a Meeting, Change of Itinerary, Numbers, Dates, Times, Money, Locating Persons, Places and Things, Biographical Information, Getting around a City, Weather, Video: Strange Friends

1102.61: Reading and Writing Track

1. Cornelius Kubler's *Basic Mandarin Chinese—Reading and Writing Textbook*.   ISBN 978-0-8048-4726-1
2. Cornelius Kubler: *Basic Mandarin Chinese--Workbook.* ISBN 978-0-8048-4727-8.

⇒ Course material on OSU Bookstore website: https://tinyurl.com/W21-CHINESE-110251-17623

⇒ Audio files for the Kubler books are online as follows:
BASIC MANDARIN CHINESE - READING & WRITING TEXTBOOK (you will need this for your Writing Tests)
http://www.tuttlepublishing.com/basic-mandarin-chinese-reading-writing-textbook-audio-pdfs
BASIC MANDARIN CHINESE - READING & WRITING PRACTICE BOOK (you will need this for your HW)
http://www.tuttlepublishing.com/basic-mandarin-chinese-reading-writing-practice-book-audio-pdfs

Topics: Numbers, Names of People, Places, and Roads, Greetings and Useful Phrases, Introductions, Dates, Time, Money, Locating Persons, Places and Things, Biographical Information, Getting around a City, Weather

1103.61:

1. Galal Walker, *Chinese: Communicating in the Culture* (CCC), Performance Text Three, Unit 4 with DVD, ISBN 978-0-87415-358-3.
2. Galal Walker, *Chinese: Communicating in the Culture* (CCC), Performance Text Four, Unit 5, ISBN 978-0-87415-363-7.
3. *Strange Friends* 陌生的朋友 (SF) (movie script), No ISBN – OSU Foreign Language Publications Course Materials #WA02
   Online: https://www.youtube.com/watch?v=CzHSnbCjuIw

https://www.dailymotion.com/video/x22gdwb

    4. Fred Fang-yu Wang, *The Lady in the Painting* 畫上的美人 (LITP), ISBN 978-0-300-11549-9.
    5. Cornelius Kubler: *Intermediate Written Chinese,* (IWC) ISBN 978-0-8048-4020-0
    6. Cornelius Kubler: *Intermediate Written Chinese: Practice Essentials*, ISBN 978-0-8048-4021-7

⇒ Course material on OSU Bookstore website: https://tinyurl.com/W21-CHINESE-110351-17624

⇒ Online audio recordings for CCC (if you do not have the disks), please see "7. Chinese I.I. Audio Recording Programs," on page 13)

⇒ Multimedia files for CCC are at: https://nealrc.osu.edu/chinesec3
    The password for unzipping the files is osunealrc1993. These include interactive exercises, all dialogs, coaching sessions and vocabulary, with supplemental exercises and games.

⇒ Audio files for the Kubler books are online here:
    INTERMEDIATE WRITTEN CHINESE – TEXTBOOK (you will need this for Writing Tests):
    https://www.tuttlepublishing.com/intermediate-written-chinese-audio-pdfs
    INTERMEDIATE WRITTEN CHINESE – PRACTICE ESSENTIALS (you will need this for HW)
    https://www.tuttlepublishing.com/intermediate-written-chinese-practice-essentials-audio-pdfs

Topics: Being Away from Home, Going Through the Neighborhood, Road Scholar (Learning to Drive), A Business Trip, Factory Inspection, It's in the Cards (Fortunetelling), Telling and Receiving Bad News, Business Meeting, Numbers, Getting Around a City, Shopping, Eating And Drinking, Short Novel, Video: Strange Friends

11. Course Structure: ACT and FACT sessions.

The 15-minute Session

You will be meeting with your instructors for 15-minute sessions. There are two types of sessions: ACT and FACT.

ACT
In an ACT session you will have an opportunity to perform the Chinese you have learned. The session is conducted in Chinese—no English is allowed, so be sure you are very familiar with the Instructional Expressions from Unit 0 of *Chinese: Communicating in the Culture* (CCC). You and the instructor will be engaged in a series of conversations and exercises designed to have you communicating in Chinese. To get the most out of these sessions, prepare that day's lesson thoroughly and review frequently material you have already studied. It is expected that, unless otherwise authorized, all books and

notes should remain closed during an ACT session. **Below are the different types of ACT sessions you will encounter.**

- **Dialogue Performance (1101.61, 1102.61, 1103.61)**: Student performs the memorized dialogue(s) with the instructor. Student may receive some correction on the dialogue. The instructor then leads the student in <u>communicative activities based on the dialogue and drills in the lesson.</u>

  *NOTE: In *Chinese: Communicating in the Culture* (CCC) we also have **ACT REHEARSAL (AR) classes. These are ACT classes** in which some English may be used by the instructors to facilitate your understanding and performance of the material. **The primary language of the AR class is still Chinese**, and you will still be graded on your performance of the material, so you should prepare thoroughly for each class. If you have a question in an AR class, you must ask it in Chinese using the appropriate Instructional Expression, even if you expect an explanation in English. AR classes will precede ACT classes which will cover the same stage of the material and in which NO English will be used.

  Reading (All levels): Student reads aloud to the instructor from an assigned text. Students will answer the instructor's questions based on that text. Students may also ask questions.

  Writing (with online-testing) (1101.61, 1102.61, 1103.61): No appointment is necessary. You will need to use the appropriate audio file to take the test at home with no reference to your textbook, and send a photograph or scanned PDF to the coordinator (*name and email*) by email. Feedback will be sent to students via email, or written directly on the pdf. Please use the test paper (the paper with a grid on it) on Carmen and please do NOT write more than one page of characters (even if there is more on the recording), and DO NOT leave space between sentences. DO use <u>proper punctuation</u> in Chinese.

  For **1101.61 and 1102.61**, the tests will be based on the readings in *Basic Mandarin Chinese, Reading and Writing,* main text and will be noted in the **Agendas.** The URL for this is
  http://www.tuttlepublishing.com/basic-mandarin-chinese-reading-writing-textbook-audio-pdfs

  You should write from the audio at this URL. You will be writing some of the same texts that you read during your sessions with the instructors.

  You are required to sign up for a FACT session before you do your first writing assignment so that an instructor can verify that you understand the requirements for written work. Students can choose whether they would like to write in traditional or simplified characters, as long as it is consistent within the piece. (If you're new to Chinese and not sure which to choose, ask your instructor for advice.) Please do not mix simplified and traditional together. The writing will not be graded if you fail to follow these guidelines. You can find a sample for Writing uploaded on Carmen.

- **Summary (1102.61 R&W Track)**: The paper for this assignment can be downloaded from

Carmen. You should summarize in written Chinese characters the dialogue for each assigned unit. The summary should include ALL the main ideas in the dialogue, and **should not have any sentences that are word-for-word identical to the original dialogue.** You can find a sample for Summary uploaded on Carmen.

NOTE: **When students turn in their writings/summary/compositions to the instructor, they should write the date, lesson number and their names on the sheet.** We are not responsible for the loss of any assignment for which we cannot find a record.

Chinese I.I. instructors cannot do proofreading for your composition or summary before you turn it in. In other words, you cannot ask your instructor to check if the sentence is grammatical, the word choice is correct, etc. for you. However, the instructor can give you some overall suggestions on the structure and the content of your composition/summary, if you have a FACT session with them.

FACT

A FACT session allows the student to ask questions in English about grammar and vocabulary. The materials provide detailed explanations of both, but you may run into points that require further clarification. You can sign up for FACT sessions as needed, with the restriction below, but they do count in your weekly limit number of sessions. FACT sessions are not mandatory and confer no grade.

- Signing up for a FACT Class: Students must tell the instructors **before** a session starts if they want the session to be a FACT session. You may not change an ACT session to a FACT if the ACT session has already started, except as described below: If you cannot pass an ACT session, and so want to change it to a FACT session, we will count it as a "non-pass," and next time you will come to **redo** the same session (see redo rules under "9. Grading Policy," page 12). Except during the first credit of 1101.61, students may sign up for only one FACT session per credit hour.

Pronunciation and Romanization Test (1101.61, and 1102.61 R&W Track Students Only)

During Chinese 1101.61 you will learn a system for representing the sounds of the Chinese language with the Roman alphabet. This system is called *pinyin*. You will learn this system from the *Pronunciation and Romanization Module (P&R)* and the audio that goes with it. There are six sections. These are in Vol. One of *Chinese: Communicating in the Culture*. After you master each section you must pass a computerized diagnostic test. **There are six of these tests and they are graded pass/fail. To pass you must score 80% or above**. You may take each test as many times as you need, and you are encouraged to complete all six as soon as possible. For students in 1101.61 and 1102.61 R&W, you will need to complete all six tests before the end of credit 1. When you pass a test please email a photo or screenshot to the I.I. instructors. Students must pass all 6 tests before receiving credit for 1101.61 or 1102.61 R&W.

The tests for both Windows and Mac computers are at the following URL:

Updated URL: https://chineseflagship.osu.edu/chinese-p-r

The website will ask for a PIN. Please enter a number you can remember for future use. You will need to enter the following information to take the tests:

Username: Ohio State University

License Code: pr1158177435st

Users please register their account on the registration page and login with their own username and password.

Windows installation: Launch the setup executable and follow the instructions in the install wizard.

Mac installation: Uncompress the .zip file (some browsers do this automatically, then double click on the .dmg file. Drag the Chinese P&R icon to the Applications folder. Double click Chinese P&R icon in the Applications folder to launch.

The latest version is 2.0.5.

Procedure for Meeting Online with Instructor

1) At the scheduled time of your II session (per Acuity, our online appointment system), please click on the link of the instructor with whom you have your session(s).

2) You will enter the "waiting room" for that instructor's Zoom meeting. As soon as they are ready, they will approve your entry into the session/meeting.

3) Please let your instructor know the ACT #(s) you have prepared. **You must keep track of your progress** via the grade files in Carmen and be able to clearly communicate to your instructor where you are.

4) You should prepare for your sessions by consulting the appropriate agenda in Carmen and following the instructions for preparation. a) For CCC, your instructor will share the student facing documents with you via the Zoom screen-sharing option. b) For IWC, BMC, and LITP, we will expect you to have a hard copy or e-version of the textbook. c) For BMC and IWC written assignments: If possible, please take photos of your completed pages and share them with instructors over Zoom or email. If that doesn't work for you, you may physically show your instructors your completed pages via video. d) KSQ can be screen-shared or you and your instructor may look at your own digital copies. e) For *Strange Friends* (the movie), your instructor will screen-share the film segment with you, or you may complete the session without watching the film. Please let us know if you find you are having specific issues performing via the above methods. Also know that this is subject to change as we move forward and become more accustomed to the technology. 加油！

Scheduling Appointments

We use an on-line sign-up method for making appointments. First, you will have to make an account for yourself here (click "TRY IT NOW"): https://www.acuityscheduling.com

Please use your OSU email address for your email.

When you are ready to schedule, open the Chinese I.I. scheduling homepage: https://iilc.as.me/?appointmentType=category:Chinese (We suggest you make a bookmark for the I.I. home page. For 5101+ students, you need a separate schedule link. Please see the separate syllabus for 5101+ courses on Carmen.) First, **log in** using your OSU email address and the password you created. Then click on "**15 minute session**" under Chinese. Then you can either select a particular Laoshi to see if they have availability or you can select "any available" and choose your session times there.

You will only be able to sign up for sessions 14 days in advance. That will always be 14 days from whatever *today* is, i.e., today you will be able to sign up for sessions up to 14 days from today – tomorrow you will be able to sign up for sessions 14 days from tomorrow, and so on. Sessions open **to the minute**, i.e. a session 14 days from today at 1pm will open up today at 1pm. If you have a tight schedule, make sure you stay on top of your scheduling. (Usually, the earliest available sessions will be posted from 9 am from Mon-Fri.)

If the on-line signup system fails, then we will give you notice via email ASAP.

NOTE: You may sign up for up to 7 appointments per week. The number of appointments you need to complete per week depends upon the number of credit hours you registered for. Roughly speaking, during the regular semester, four or five credit hours require an average of five assignments per week. Also, your scheduled appointments will be cancelled if they are during the school breaks. We encourage students to complete their credits as soon as possible, so you may take the maximum number of appointments per week no matter how few credits you have enrolled for, and thereby finish early.

Acuity Privacy and Accessibility Policies
Acuity's detailed privacy policy can be found at https://www.squarespace.com/privacy. If you are unable to access the appointment website due to a disability, please contact the I.I. Center at Hagerty Hall, Rm 120, 1775 College Rd., Columbus, OH 43210, 614-292-7060 for accommodations.

No-Show policy
You will be able to cancel an appointment **up to 1 hour before that appointment**. If you do not show up for an appointment you are scheduled for, this will be recorded as a "no-show." A "no-show" means that you either, (a) did not show up for a scheduled appointment or (b) showed up 5 or more minutes late for an appointment. You may have two no-shows per credit without direct consequences. **On your third and each subsequent no-show: Any sessions you are signed up for will be purged from the Acuity system and you will be banned from Acuity for a week (no-show 3), or 2 weeks (no-show 4+).**

Again, you may cancel your existing appointments up to 1 hour in advance without incurring a no-show.

Scheduling Tips

Keep in mind when scheduling appointments that certain weeks and times are busier than others, and so getting appointments at these times will be more difficult.

(1) At all times, plan your work wisely and do not procrastinate. Extensions or exceptions to normal I.I. procedures are not granted to any students. Likewise, you will need to keep in mind your own schedule, and be aware of when you are able to schedule appointments in I.I.

(2) There are always more open sessions during the first half of a semester but fewer during the latter half. You are not allowed to ask instructors for extra sessions (except walk-in sessions when the instructor does not have any student) at the end of the semester if you run out of time.

(3) All ACT sessions must be completed by the last day of regularly scheduled classes (last day of individual sessions: Friday, December 4th). You will not be granted an exception to this rule for any reason.

(4) Mark your calendar/day planner with the date and time of your appointments, or save an alarm on your phone. Make sure you know which week you're signing up for. This will help you to remember what time your appointment is, even in case the scheduling site malfunctions. You are responsible for the appointments you've made, even if the server is not available at the time of your appointment. After you use the scheduling site, make sure to log out properly.

12. Policy related to appointments, cancellation, no-show, walk-in sessions, and credit adjustment.

Please review and understand the following course policies carefully. Some of them are very specific to the I.I. mode of instruction.

Important dates

- **Friday, January 28th (Friday of the 3rd week)**: You must have completed at least one ACT session by this date.
- **Friday, March 11th (Friday of the 10th week)** is the last day that you can change the number of enrolled credits.
- **Monday, April 25th** (the last day of regularly scheduled classes) is the last day for individual sessions (ACT or FACT). We DO NOT have sessions during final exam week. We do not grant a grade of an incomplete (I).

Walk-in sessions

(1) You can have walk-in session(s) when an instructor does not have any student during his/her teaching hours.

(2) Walk-in session(s) can be either FACT or ACT session(s).

(3) **Walk-ins may not be done during a penalty period after you have had more than one No-Show.** The same grading criteria apply to walk-in sessions. You can check the most up-to-date vacant time slots on the scheduling site.

(4) To wait for an available walk-in session, please log into CarmenZoom when you have time and enter the waiting room of the instructor on duty with whom you would like to fill an open session. You will be let in once the instructor has an open session.

Adjusting contract hours

The number of credit hours you enroll for in your I.I. courses is your **contract hours**. If you find that you are unable to keep up with the pace you initially set or performing, you may and should adjust the contract hours. To initiate the process of contract adjustment, contact the coordinating instructor.

(1) Any adjustments in your contract hours must be **completed** no later than **Friday of the 10th week** (**Friday, March 11th, 2022**). This is not the date by which you need to initiate the process, but to complete the process. The adjustment process takes a minimum of three business days and up to ten business days.

(2) Not completing the number of ACT sessions required for the contract hours will result in **the course grade of an E.** We do not grant "incomplete" (I) in the I.I. courses.

(3) Progress is sequential from one credit hour to the next. Students are required to complete all requisite ACT sessions for one credit hour with the average passing score (60%) before counting the daily grading score for ACT sessions in the next credit hour. Monitor your daily grades and adjust your contract hours, if necessary, in a timely manner.

13. Course Technology

Chinese I.I. sessions are conducted entirely online. For help with your password, university email, Carmen Canvas, Carmen Zoom, or any other technology issues, questions, or requests, contact the OSU IT Service Desk. Standard support hours are available at https://ocio.osu.edu/help/hours, and support for urgent issues is available 24/7.

- Self-Service and Chat support: http://ocio.osu.edu/selfservice
- Phone: 614-688-4357 (HELP)
- TDD: 614-688-8743
- Email: serviedesk@osu.edu
- carmen@osu.edu
- carmenzoom@osu.educarmenzoom@osu.edu

Baseline technologyl skills needed for online I.I. courses

- Basic computer and web-browsking skills
- Navigating Carmen (go.osu.edu/canvasstudent)
- and Carmenzoom (go.osu.edu/zoom-meetings)

Required equipment

- Computer: current Mac (OS X) or PC (Windows 7+) with high-speed internet connection
- Webcam: built-in or external webcam, fully installed and tested
- Microphone: built-in laptop or tablet mic or external microphone
- Other: a mobile device (smartphone or tablet) or landline to use for BuckeyePass authentication

Required software

- Microsoft Office 365: All Ohio State students are now eligible for free Microsoft Office 365. Full instructions for downloading and installation can be found at go.osu.edu/office365help.

Carmen Canvas and Carmen Zoom access

You will need to use BuckeyePass multi-factor authentication to access your courses in Carmen. To ensure that you are able to connect to Carmen at all times, it is recommended that you take the following steps:

- Register multiple devices in case something happens to your primary device. Visit the BuckeyePass - Adding a Device help article for step-by-step instructions.
- Request passcodes to keep as a backup authentication option. When you see the Duo login screen on your computer, click "Enter a Passcode" and then click the "Text me new codes" button that appears. This will text you ten passcodes good for 365 days that can each be used once.

- • Download the Duo Mobile application to all of your registered devices for the ability to generate one-time codes in the event that you lose cell, data, or Wi-Fi service.

If none of these options meet the needs of your situation, you can contact the IT Service Desk at 614-688-4357 (HELP) and the IT support staff will work with you to resolve the issue.

*Useful Resource***:** https://keeplearning.osu.edu

14. Evaluation and Grading

Daily grading

You will receive a Daily Grade for your performance in every ACT session. See the grading criteria in Daily Grading System on the last page of this syllabus.

Our goal of "comfortable interaction" in Chinese with users of Chinese does not only mean linguistic accuracy but also culturally coherent behavior. Your grade will be determined on the basis of linguistic and cultural aspects of your performance. You will be able to see your grade regularly in Carmen Grade.

If you find an error in your daily grade score (for example, your score is missing 3 business days after the session or you received a score of 30), please email the instructor you had for that session **immediately** so that necessary adjustments are made in a timely manner. We cannot change daily grades after 36 hours of their posting.

You may not re-do or repeat a session. Come to all ACT sessions prepared to demonstrate what you are able to do in 15 minutes. Schedule an ACT session appointment only when you are ready to perform and receive a daily grade score. If you need help with a particular ACT session you have had, make an appointment for an office hour.

Exams and Quizzes

There are no exams or quizzes in these I.I. courses.

Course grades

The course grades will be determined solely on the basis of your daily grades.

Percentages and Letter Grades

The cut-off points corresponding to course grades are as follows.

		B+	87%	C+	77%	D+	67%		
A	93%	B	83%	C	73%	D	60%	E	below 60%
A-	90%	B-	80%	C-	70%	D-			

15. Policy related to Grading

Performance in ACT sessions requires your strategic use of everything you have gained from the course materials and experiences in previous ACT sessions.

(1) Daily grades for the first two ACT sessions of the semester are not counted in determining your course grade. This will provide opportunities for you to adjust to the daily grading system as it is implemented in the Chinese I.I. courses.

(2) Discuss with your instructor **early in the term** about any accommodations approved by the Office of Disability Services.

(3) You may not re-take an ACT session for which a grade has been given.

(4) If you notice an error in your daily grade score email the instructor you had for that session IMMEDIATELY, but no later than 36 hours after posting of the score.

(5) **Chinese I.I. does not normally issue an "I" (incompletes).** If you do not complete the number of ACT assignments that you contracted for, you have not completed the course. For any uncompleted I.I. course, an E will be issued as your course grade. Avoid this situation by changing your contract hours (see Section 11).

16. Progress is sequential from one credit hour to the next. Students are required to complete all requisite ACT sessions for one credit hour with the average passing score (60%) before counting daily grading scores for any ACT sessions for the next credit hour.

17. Daily Grading System for Chinese at DEALL

Chinese program at the Department of East Asian Languages and Literatures utilizes the "daily grading" system. In most courses, the majority of your course grade is determined by your performance in the ACT sessions you attend.

In every ACT session, you are expected to be prepared to actively participate in doing things in Chinese based on the assigned material. This entails both performance of **pre-rehearsed** events, as well as **application** of everything you have studied up to that point in new contexts.

For each ACT session you attend, you receive a 2–4 score for both the pre-rehearsed performance and application. Thus **your "daily grade" is the sum of the two scores, ranging between 4 and 8.**

The 2–4 scores are assigned according to the following rubrics.

Score	Description
4	Performance is culturally coherent, that is, would present little to no difficulty, discomfort, or puzzlement in interaction with a user of Chinese who is operating under Chinese cultural assumptions. Repair (restating or correcting yourself, requesting clarification, etc.) is self-managed and immediate.
3.7	Performance is superior, for the most part culturally coherent. There is little about it to create difficulties, discomfort, or puzzlement in interaction with a competent user of Chinese who is operating under Chinese cultural assumptions. Most repair is self-managed, but you may require time or encouragement from another (=instructor, classmate, etc.).
3.5	Performance is good. Few aspects of it create difficulties, discomfort, or puzzlement in communicating with a competent user of Chinese who is operating under Chinese cultural assumptions but is also sympathetic to learners of Chinese. Self-managed repair alone, however, is not sufficient; you also require occasional repair/correction from another (= instructor, classmate, etc.).
3.2	Performance enables communication, but also presents several clear-cut sources of difficulty, discomfort, or puzzlement in communicating with a competent user of Chinese who is operating under Chinese cultural assumptions but is also sympathetic to learners of Chinese. Repair is largely a matter of correcting problems, and correction comes mostly from others.

3.0	Performance enables communication, but success requires frequent help from a sympathetic interlocutor. Repair is largely a matter of correcting problems, and correction comes mostly from others.
2.7	Performance creates definite obstacles to communication, which usually involve more than simple discomfort. Utterances would cause puzzlement that another person is at a loss to resolve ("What is s/he trying to say?"). Repair requires multiple, often repeated, correction and guidance from another, achieved only with repeated correction and guidance from another. Clearly not in control of assigned material.
2.5	Performance shows many problems that would create such difficulties, discomfort, and puzzlement that even a sympathetic interlocutor would want to look for alternative means of communication (e.g., switching to English). A reasonable level of communication cannot be sustained.
2.0	Some attempts to perform, but with no recognizable success without much effort and creative interpretation on the part of the interlocutor.

Notes: Your performance while accessing Guided Rehearsal (previously-recorded instructional session) videos is not graded. Quizzes given during ACT sessions are counted toward daily grade assignment.

(6)

18. Communication

- Call **614-688-HELP** at any time if you have a technical problem.
- E-mail is the best way to reach I.I. instructors.
- All emails sent from Chinese I.I. will go to your OSU email address. Make sure you check your **OSU email account** on a daily basis.
- You can generally expect Daily Grade input within **1-3 days** of your session.
- We make every effort to reply to e-mails within **24 hours on school days** (not during the weekend).
- It is basic courtesy to the instructors and your fellow classmates to inform the instructor should you decide to drop the course.

19. Academic integrity policy

It is the responsibility of the Committee on Academic Misconduct to investigate or establish procedures for the investigation of all reported cases of student academic misconduct. The term "academic misconduct" includes all forms of student academic misconduct wherever committed; illustrated by, but not limited to, cases of plagiarism and dishonest practices in connection with examinations. Instructors shall report all instances of alleged academic misconduct to the committee (Faculty Rule 3335-5-487). For additional information, see the Code of Student Conduct http://studentlife.osu.edu/csc/

If any of the I.I. instructors suspects that a student has committed academic misconduct in this course, they are obligated by university rules to report their suspicions to the Committee on Academic Misconduct. If COAM determines that you have violated the university's *Code of Student Conduct* (i.e., committed academic misconduct), the sanctions for the misconduct could include a failing grade in this course and suspension or dismissal from the university.

If you have any questions about the above policy or what constitutes academic misconduct in this course, please contact me.

Other sources of information on academic misconduct (integrity) to which you can refer include:

- Committee on Academic Misconduct web page (go.osu.edu/coam)
- *Ten Suggestions for Preserving Academic Integrity (*go.osu.edu/ten-suggestions*)*

20. We want you to succeed

Please make use of available services of the university that are designed to help you succeed in your academic endeavors. Let's keep the experience of this course fulfilling and enriching for everybody who participates.

Student Academic Services

University Student Services can be accessed through BuckeyeLink. More information is available here: https://contactbuckeyelink.osu.edu/

Advising resources for students are available here: http://advising.osu.edu

Student Services

The Student Service Center assists with financial aid matters, tuition and fee payments. Please see their site at: http://ssc.osu.edu

Copyright Disclaimer

The materials used in connection with this course may be subject to copyright protection and are only for the use of students officially enrolled in the course for the educational purposes associated with the course. Copyright law must be considered before copying, retaining, or disseminating materials outside of the course.

Title IX

Title IX makes it clear that violence and harassment based on sex and gender are Civil Rights offenses subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories (e.g., race). If you or someone you know has been sexually harassed or assaulted, you may find the appropriate resources at http://titleix.osu.edu or by contacting the Interim Ohio State Title IX Coordinator at titleix@osu.edu

Diverse and inclusive learning environment

The Ohio State University affirms the importance and value of diversity in the student body. Our programs and curricula reflect our multicultural society and global economy and seek to provide opportunities for students to learn more about persons who are different from them. We are committed to maintaining a community that recognizes and values the inherent worth and dignity of every person; fosters sensitivity, understanding, and mutual respect among each member of our community; and encourages each individual to strive to reach his or her own potential. Discrimination against any individual based upon protected status, which is defined as age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status, is prohibited.

Your Mental Health

As a student you may experience a range of issues that can cause barriers to learn, 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 or reduce a student's ability to participate in daily activities. No matter where you are engaged in distance learning, The Ohio State University's Student Life Counseling and Consultation Service (CCS) is here to support you. If you find yourself feeling isolated, anxious or overwhelmed, on-demand resources are available at go.osu.edu/ccsondemand. You can reach an on-call counselor when CCS is closed at 614- 292-5766, and 24-hour emergency help is also available through the 24/7 National

Prevention Hotline at 1-800-273-TALK or at suicidepreventionlifeline.org. The Ohio State Wellness app is also a great resource available at go.osu.edu/wellnessapp.

21. Accessibility Accommodations for Students with Disabilities

The university strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability including mental health, chronic or temporary medical conditions, please let me know immediately so that we can privately discuss options. To establish reasonable accommodations, I may request that you register with Student Life Disability Services. After registration, make arrangements with me as soon as possible to discuss your accommodations so that they may be implemented in a timely fashion. **SLDS contact information:** slds@osu.edu; 614-292-3307; 098 Baker Hall, 113 W. 12th Avenue.

Accommodated Exams

No mid-term or final examinations or quizzes are given in these three Chinese I.I. courses.

Accessibility of course technology

This online course requires use of CarmenCanvas (Ohio State's learning management system) and other online communication and multimedia tools. If you need additional services to use these technologies, please request accommodations with your instructor.

- [Canvas accessibility (go.osu.edu/canvas-accessibility)](go.osu.edu/canvas-accessibility)
- Streaming audio and video
- CarmenZoom accessibility (go.osu.edu/zoom-accessibility)
- Collaborative course tools

22. Land acknowledgement

We would like to acknowledge the land that The Ohio State University occupies is the ancestral and contemporary territory of the Shawnee, Potawatomi, Delaware, Miami, Peoria, Seneca, Wyandotte, Ojibwe and Cherokee peoples. Specifically, the university resides on land ceded in the 1795 Treaty of Greeneville and the forced removal of tribes through the Indian Removal Act of 1830. I/We want

to honor the resiliency of these tribal nations and recognize the historical contexts that has and continues to affect the Indigenous peoples of this land.

More information on OSU's land acknowledgement can be found here: https://mcc.osu.edu/about-us/land-acknowledgement

CHINESE 1101.51, 1102.51, 1103.51 INDIVIDUALIZED INSTRUCTION (In-Person)
Syllabus
(Fall, 20xx)

Chinese I.I. Classrooms: Hagerty Hall 120H/120L
I.I Center Website: https://cllc.osu.edu/undergraduate/individualized
I.I Center Tel: (614) 292-7060

Faculty supervisor:
    Mr. Steven KNICELY   Shī Lǎoshī 施老师   knicely.1@osu.edu (398 Hagerty Hall)
GTA Coordinator:
    Ms. Jennifer NUNES   Jiǎn Lǎoshī 简老师   nunes.14@osu.edu

GTA Instructors:

Mr. Jaehyuk LEE	Lǐ Lǎoshī	李老师	lee.8539@osu.edu
Ms. Erxin WANG	Wáng Lǎoshī	王老师	wang.10219@osu.edu
Mr. Ke WANG	Wáng Lǎoshī	王老师	wang.11436@osu.edu
Mr. Jinwei YE	Yè Lǎoshī	葉老师	ye.838@osu.edu

Content Index

1. Introduction

1.1 About the Course
Chinese Individualized Instruction (I.I.) is designed to develop speaking, listening, reading, and writing abilities in Chinese.

In I.I., you will do most of the learning on your own. The following pages contain important information relevant to this program. If you have questions after reading this handout, please consult an instructor.

1.2 What is expected of students
Foreign language coursework will provide you with the opportunity to develop your skills in communication across ethnic, cultural, ideological, and national boundaries, and help you develop an understanding of other cultures and patterns of thought.

Expected Learning Outcomes:
- You should demonstrate communicative skills (e.g. speaking, listening, reading, and/or writing) in Chinese at an appropriate level for the course you are taking.
- You should learn about the cultural contexts and manifestations of the peoples who speak Chinese.
- You should recognize and understand differences and similarities between the cultures and communities in which Chinese is spoken and your own.

The goal of this course is to teach students to communicate in a culturally appropriate manner using the Chinese they have studied. For spoken Chinese, this means being able to use appropriate expressions quickly, smoothly, and correctly. For reading, this means being able to read rapidly, smoothly, and with comprehension of both the linguistic and the cultural meaning of the text, and you should also be able to summarize orally or in writing what you have read. For writing, this means being able to write the characters you have studied correctly and reasonably quickly. **The focus of this program is performance – your performance.** This is not a passive process. Every point must be studied, practiced, reviewed, and practiced again. If, for example, you are required to memorize a dialog, you must practice it - perform it out loud - until you can perform it fluently and accurately as if you were playing a part in a movie.
Most of the learning in the speaking courses is done with the audio/multimedia programs. These programs are the primary materials for instruction. The textbooks are secondary. To use the audio materials efficiently, you must practice each dialog and drill in a normal speaking voice until you can perform it smoothly. Do not move on until you can respond to each drill in the time allotted in the audio. Some of the drills are easy, some are difficult, but all are manageable. Concentrate especially hard on imitating the voice, accent, and tones of the native speakers in the audio.

2. Getting Started: To-Do-List

- Purchase (at least) the first textbook for the course you are taking (see "3. Textbooks"on page 3).

- Be familiar with the files on Carmen/Canvas. For instance, agenda for the unit you are going to learn (see "4. Agendas,"page 7).

- For a dialog session, study the new materials with the audio files according to the agenda until you are ready to perform the dialog and exercises with ease.

- Make appointments for the upcoming 14 days at : https://iilc.as.me/?appointmentType=category:Chinese See "8. Scheduling Appointments and Walk-in Sessions.".

- Show up for the appointment. See the No-show policy under 8. "Scheduling Appointments and Walk-in Sessions").

- **Check your status online to make sure that you are signed up for the desired number of credit hours.** The default setting for I.I. courses is one credit, so when you register for Chinese I.I., make sure you enter the number of credits for which you want to be signed up. If you want to adjust your credit hours during the semester, see 10. "Credit Hours Adjustment."

* **For 1101.51 students**: your first meeting with the instructors will be focused on all of the Instructional Expressions. So be sure you practice ALL STAGES of Unit 0 with the audio recordings until you are comfortable with what you say and what you hear.

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3. Textbooks

Consult the agenda (available on Carmen) for your course to see which materials are required for the credits you are preparing to study. New Textbooks can be purchased at Hagerty Hall 198. Used ones might be available at B&N and online.

<u>3.1</u>

1101.51
Required:
1. Galal Walker, *Chinese: Communicating in the Culture* (CCC), Performance Text One, Units 0-2 packaged with DVD, ISBN 0-874-15352-2.
2. Galal Walker, *Chinese: Communicating in the Culture* (CCC), Performance Text Two, Unit 3 with DVD, ISBN 978-0-87415-357-6. (You will not need this book until 1101.51 credit 4.

Please consult agenda.)
3. Cornelius Kubler's Basic Mandarin Chinese—Reading and Writing Textbook.   ISBN 978-0-8048-4726-1
4. Cornelius Kubler: Basic Mandarin Chinese--Workbook. ISBN 978-0-8048-4727-8.

 Multimedia files for CCC are at: https://nealrc.osu.edu/chinesec3
 The password for unzipping the files is osunealrc1993. These include interactive exercises, all dialogs, coaching sessions and vocabulary, with supplemental exercises and games.

 Audio files for the Kubler books are online as follows:
 BASIC MANDARIN CHINESE - READING & WRITING TEXTBOOK
 http://www.tuttlepublishing.com/basic-mandarin-chinese-reading-writing-textbook-audio-pdfs
 BASIC MANDARIN CHINESE - READING & WRITING PRACTICE BOOK
 http://www.tuttlepublishing.com/basic-mandarin-chinese-reading-writing-practice-book-audio-pdfs

Topics: Instructional Expressions, Meeting People, Exchanging Information about Names, Discussing Someone's Condition, Discussing and Identifying People, Introducing People, Locating People, Locating People's Origins and Workplace, Locating Actions, Ethnicity and Nationality, Locating Things in the Office, Populations, Lunch on the Train, Confirming an Itinerary, Daily Schedule, Trying Something New, Numbers, Names of Persons, Places and Things, Streets and Roads

1102.51
Required:
1. Galal Walker, *Chinese: Communicating in the Culture* (CCC), Performance Text Two, Unit 3 with DVD, ISBN 978-0-87415-357-6.
2. Galal Walker, *Chinese: Communicating in the Culture* (CCC), Performance Text Three, Unit 4 with DVD, ISBN 978-0-87415-358-3.
3. Cornelius Kubler's Basic Mandarin Chinese—Reading and Writing Textbook.   ISBN 978-0-8048-4726-1
4. Cornelius Kubler: Basic Mandarin Chinese--Workbook. ISBN 978-0-8048-4727-8.

 Audio files for the Kubler books are online as follows:
 BASIC MANDARIN CHINESE - READING & WRITING TEXTBOOK
 http://www.tuttlepublishing.com/basic-mandarin-chinese-reading-writing-textbook-audio-pdfs
 BASIC MANDARIN CHINESE - READING & WRITING PRACTICE BOOK
 http://www.tuttlepublishing.com/basic-mandarin-chinese-reading-writing-practice-book-audio-pdfs

5. *Strange Friends* 陌生的朋友 (SF) (movie script), No ISBN – OSU Foreign Language

Publications Course Materials #WA02
 Online: https://www.youtube.com/watch?v=bL5PtXGjf9Q

Topics: Used Cars, Lunch Call, Marital Conditions, Business Relation, Personal Finances, Discussing Itineraries, Inviting a Friend, Accepting an Apology, Giving a Gift, Student Evaluation, Discussing a Trip, Taking Care of the Old Man, Getting to a Meeting, Change of Itinerary, Numbers, Dates, Times, Money, Locating Persons, Places and Things, Biographical Information, Getting around a City, Weather, Video: Strange Friends

1103.51
Required:
1. Galal Walker, *Chinese: Communicating in the Culture* (CCC), Performance Text Four, Unit 5, ISBN 978-0-87415-358-3.
2. *Strange Friends* 陌生的朋友 (SF) (movie script), No ISBN – OSU Foreign Language Publications Course Materials #WA02
   Online: https://www.youtube.com/watch?v=bL5PtXGjf9Q
3. Fred Fang-yu Wang, *The Lady in the Painting* 畫上的美人 (LP), ISBN 978-0-300-11549-9.
4. Cornelius Kubler: Intermediate Written Chinese ISBN 978-0-8048-4020-0
5. Cornelius Kubler: Intermediate Written Chinese: Practice Essentials ISBN 978-0-8048-4021-7

   Audio files for the Kubler books are online here:

   https://www.tuttlepublishing.com/intermediate-written-chinese-audio-pdfs

Topics: Being Away from Home, Going Through the Neighborhood, Road Scholar (Learning to Drive), A Business Trip, Factory Inspection, It's in the Cards (Fortunetelling), Telling and Receiving Bad News, Business Meeting, Numbers, Getting Around a City, Shopping, Eating And Drinking, Short Novel, Video: Strange Friends

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4. Agendas

Agendas tell you what to prepare for each appointment. Agendas are available in Carmen. Please visit Carmen to download the agendas. Reading and Writing track students should use the grading sheets as agendas. For more detailed descriptions on what and how to prepare for each appointment, please see 5. The 15-minute Session.

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5. The 15-minute Session

You will be meeting with your instructors for 15-minute sessions. There are two types of sessions: ACT and FACT.

5.1 <u>ACT</u>

In an ACT session you will have an opportunity to perform the Chinese you have learned. The session is conducted in Chinese—no English is allowed, so be sure you are very familiar with the Instructional Expressions from Unit 0 of *Chinese: Communicating in the Culture* (CCC). You and the instructor will be engaged in a series of conversations and exercises designed to have you communicating in Chinese. To get the most out of these sessions, prepare that day's lesson thoroughly and review frequently material you have already studied. **Below are the different types of ACT sessions you will encounter.**

- **Dialogue Performance (1101.51, 1102.51, 1103.51)**: Student performs the memorized dialogue(s) with the instructor. Student may receive some correction on the dialogue. The instructor then leads the student in <u>communicative activities based on the dialogue and drills in the lesson.</u>

   *NOTE: In *Chinese: Communicating in the Culture* (CCC) we also have **ACT REHEARSAL (AR) classes. These are ACT classes** in which some English may be used by the instructors to facilitate your understanding and performance of the material. **The primary language of the AR class is still Chinese**, and you will still be graded on your performance of the material, so you should prepare thoroughly for each class. If you have a question in an AR class, you must ask it in Chinese using the appropriate Instructional Expression, even if you expect an explanation in English. AR classes will precede ACT classes which will cover the same stage of the material and in which NO English will be used.

   Reading (All levels): Student reads aloud to the instructor from an assigned text. Students will answer the instructor's questions based on that text. Students may also ask questions.

- **Writing (with online-testing) (1101.51, 1102.51, 1103.51)**: No appointment is necessary. Please bring your BuckID, a pencil, and headphones with outside volume control to the I.I. center and inform the front desk receptionist that you wish to test your writing and for what lesson. The receptionist will provide paper designed for the writing test, and inform you how to enroll yourself in the online testing site. With the online testing, students need to be aware that there might be some waiting time when you come in for the first test, but only for the first one. To minimize this, tell the receptionist that you have come to the II Center for the first online (writing) test. With no reference to your textbook, you will listen to the recording online, write out the dialogue from the unit and turn it in to the receptionist. Electronic devices are not allowed in the test room. Once you are done with the test, please leave the room. Do not use the Internet for purposes other than testing. To comply with the policy of the I.I. Center, the latest time you can start a writing test is 60 minutes before the I.I. Center closes. Do NOT write more than one page of characters (even if there is more on

the recording), and DO NOT leave space between sentences. DO use proper punctuation in Chinese.

For students beginning **1101.51** this term or who took it in summer, the tests will be based on the readings in *Basic Mandarin Chinese, Reading and Writing,* main text and will be noted in the Agendas. The URL for this is http://www.tuttlepublishing.com/basic-mandarin-chinese-reading-writing-textbook-audio-pdfs

You should go to the I.I. Center and use their computers to write from the audio at this URL. You will be writing some of the same texts that you read during your sessions with the instructors.

Students beginning in 1101.51 (and therefore in all subsequent courses) can choose whether they would like to use traditional or simplified characters, but they must be consistent within the piece. (If you're new to Chinese and not sure which to choose, ask your instructor for advice.) Please do not mix simplified and traditional together. The writing will not be graded if you fail to follow these guidelines. You can find a sample for Writing uploaded on Carmen.

NOTE: When students turn in their writings to the front desk, they should write the date, lesson number and their names on the sign-up sheet. We are not responsible for the loss of any assignment for which we cannot find a record on the sign-up sheet.

5.2 **FACT**
A FACT session allows the student to ask questions in English about grammar and vocabulary. The materials provide detailed explanations of both, but you may run into points that require further clarification. You can sign up for FACT sessions as needed, with the restriction below, but they do count in your weekly limit number of sessions. FACT sessions are not mandatory and confer no grade.

- Signing up for a FACT Class: Students must tell the instructors **before** a session starts if they want the session to be a FACT session. You may not change an ACT session to a FACT if the ACT session has already started, except as described below: If you cannot pass an ACT session, and so want to change it to a FACT session, we will count it as a "non-pass," and next time you will come to **redo** the same session (see redo rules under "9. Grading Policy," page 12). Except during the first credit of 1101.51, students may sign up for only one FACT session per credit hour.

- FACT Session on Using a Dictionary: Students are strongly encouraged to acquire a Chinese-English dictionary for use with the reading materials. Oxford and Colliers both publish useable, inexpensive bilingual dictionaries available through most bookstores. For applications working on the smartphones, PLECO is quite convenient for Chinese learners. There are also free online dictionaries you may ask your instructor about (e.g.

http://www.yellowbridge.com/chinese/). When you've bought your dictionary, please sign up for a Fact session for the instructor to go over how to use it with you. This will not count as a Unit Fact session.

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6. Pronunciation and Romanization Test (1101.51)

During Chinese 1101.51 you will learn a system for representing the sounds of the Chinese language with the Roman alphabet. This system is called *pinyin*. You will learn this system from the *Pronunciation and Romanization Module (P&R)* and the audio that goes with it. There are six sections. These are in Vol. One of *Chinese: Communicating in the Culture*. After you master each section you must pass a computerized diagnostic test. **There are six of these tests and they are graded pass/fail. To pass you must score 80% or above**. You may take each test as many times as you need, and you are encouraged to complete all six as soon as possible. You need to complete all six tests before the end of credit 1. When you pass each test please print out the results and take them to the I.I. instructors. **Make sure your name is on your P&R when you give it to the I.I. instructors.** Failure to have a legible name on the printout will force the instructors to require you to resubmit the test. R&W track students must pass all 6 tests before receiving credit for 1101.51**.**

The tests are at the following URL:
Windows: https://chinesepr.byu.edu/download/osu/PR_setup.exe
Windows installation: Launch the setup executable and follow the instructions in the install wizard.

Mac: https://chinesepr.byu.edu/download/osu/ChineseP&R_OSU.dmg.zip
Mac installation: Uncompress the .zip file (some browsers do this automatically, then double click on the .dmg file. Drag the Chinese P&R icon to the Applications folder. Double click Chinese P&R icon in the Applications folder to launch.

The latest version is 2.0.5.

Please download the software and register with your user name and password.

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7. Chinese I.I. Audio Recording Programs on OSU's Language Lab Site:

Chinese audio recordings (originally made from tapes) are available online at https://mediasite.osu.edu/Mediasite/Catalog/catalogs/fll-chinese. You can use your OSU user name and password to access these audio programs.

If you have questions about what files to use, please refer to the following table.

Textbook	Recordings
Chinese: Communicating in the Culture (CCC)	Chi 21

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8. Scheduling Appointments and Walk-in Sessions

8.1 Scheduling Appointments

We use an on-line sign-up method for making appointments. First, you will have to make an account for yourself here: https://iilc.as.me/?appointmentType=category:Chinese . Please use your OSU email address for your email.

When you are ready to schedule, open the Chinese I.I. scheduling homepage https://iilc.as.me/?appointmentType=category:Chinese (We suggest you make a bookmark for the I.I. home page). First, log in using your OSU email address and the password you created. Then click on "**15 minute session**" under Chinese. Then you can either select a particular laoshi to see if they have availability or you can select "any available" and choose your session times there.

You will only be able to sign up for sessions 14 days in advance. That will always be 14 days from whatever *today* is, i.e., today you will be able to sign up for sessions up to 14 days from today – tomorrow you will be able to sign up for sessions 14 days from tomorrow, and so on. If you have a tight schedule, make sure you stay on top of your scheduling.

If the on-line signup system fails, then we will give you notice via email ASAP and the appointment book will be available at the Receptionist's Desk in the I.I. Center at that time.

NOTE: You may sign up for up to 7 appointments per week. The number of appointments you need to complete per week depends upon the number of credit hours you registered for. Roughly speaking, during the regular semester, four or five credit hours require an average of five assignments per week. We encourage students to complete their credits as soon as possible, so you may take the maximum number of appointments per week no matter how few credits you have enrolled for, and thereby finish early.

8.2 Walk-in Sessions

Besides regular appointments, you can also take the advantage of walk-in sessions **when the instructor does not have any student during his/her teaching hours.** The same grading criteria and redo sessions rules are applied to walk-in sessions. **The maximum number of walk-ins is equal to the number of credit hours you are enrolled for.** If you drop hours, then the number of walk-ins is also reduced; if you add, then you can have more walk-ins, but the maximum number would be 5 per course. You may do walk-ins at any time during the semester.

8.3 No-Show policy

You will be able to cancel an appointment **up to 1 hour before that appointment**. If you do not show up for an appointment you are scheduled for, this will be recorded as a "no-show." A "no-show" means that you either, (a) did not show up for a scheduled appointment or (b) showed up 5 or more minutes late for an appointment. You may have two no-shows per credit without direct consequences. **On your third and each subsequent no-show:**

> **Any sessions you are signed up for will be purged from the Acuity system and you will be banned from Acuity for a week (no-show 3), or 2 weeks (no-show 4+).**

Again, you may cancel your existing appointments up to 1 hour in advance without incurring a no-show.

*Important Notes:

- **All stages MUST be done in order, including reading and writing**. For those levels in which there are writing assignments, you will not be allowed to continue to the next session before completing the previous writing/summary/essay/P&R work. If you come to a session without having completed the previous writing assignment, you will be turned away.
- Remember, you do not sign up for an appointment to do writing/summary/composition/ P&R.
- Plan ahead, and finish early. If you are not able to finish what you contracted, you should reduce your credit hours during the Contract Period (see section 10). Chinese I.I. does not issue "I" grades (incomplete). For any incomplete course, an "E" will be entered as your grade. It is your responsibility to pace yourself so that you are not left with an "E" grade (fail).

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9. Grading Policy

You will be graded on the number of credit hours you have agreed to complete. During the Contract Period **(Week 9, from October xx to October yy)**, you can have the option to add or drop credit hours. This is done by means of a contract in which your goals in terms of credit hours may be adjusted (see Section 10 below for details). **According to the I.I. policy, if you do not complete every item for the credit hours you have contracted, you will receive an "E" in the course.** Hence, it is important that you keep yourself well-informed about course requirements and your status in the course with regard to what you need to complete.

In most ACT sessions you will receive two grades on a scale of 2.5-4. One grade is for your performance on the memorized dialog, and the other is for your performance on the conversation and exercises during the rest of the session. Comprehension dialogs, unit reviews, readings and writings only receive one grade. The following are the criteria for the grading scale:

4…… Good preparation of assigned material with performance that promises interaction

with a native with no difficulty, discomfort, or misunderstanding. No English hesitation sounds used in speaking ("uh…"), and no inappropriate foreignisms in the written work.

3.5… Preparation of assigned material which leads to a comprehensible performance, but there are some errors that might hinder smooth interaction with a native speaker.

3.0… Preparation such that communication occurs but the performance is less comprehensible than for a 3.5; there are significant weakness(es) or patterned error(s) in the performance.

2.5… Preparation such that the student requires much assistance/correction from instructor. Close to communication breakdown.

If your initial performance is below 2.5 points out of 4 for either the dialog or the exercises (or below 5 points in which the assignment is a single, 8-point task), no grade will be recorded for that session and you will be asked to repeat that stage the next time you come in. **For each stage, you are allowed a maximum of two redo sessions. In the first redo session, if your performance is still lower than the minimum on either the dialog or exercises, then you can redo the stage a second time. In the second redo session, however, no matter what grade you get, that grade will be recorded as the final grade for the stage.** Once a grade is recorded for an ACT session, it is final – you may not redo it. You must be responsible for all writing assignments you turn in. You cannot redo it for a better grade unless you are required to do so.

Your final grade for the course is simply the average of all your daily grades. There is no midterm or final exam. The grading scale for final grades is:

A	3.7-4.0	A-	3.5-3.69	B+	3.3-3.49
B	3.0-3.29	B-	2.5-2.9		

NOTE: Grades for most I.I. courses are now on the Carmen grade-keeping system, which may be found at http://telr.osu.edu/carmen/. Some of these will be worth 8 points per session instead of 4. To determine your grade on this system, the following scale applies:

A	7.4-8	A-	7-7.39	B+	6.6-6.99
B	6-6.59	B-	5-5.99		

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10. Credit Hour Adjustment – "Contract Period"

You may ask to increase or decrease the number of credit hours in your contract any time **in Week 9, from October xx to October yy.** Please note that the Registrar currently does not grant refunds after the fifth Friday in semester. If, therefore, you find that you need to decrease the number of credit hours and plan to ask for a refund from the Registrar, your request to I.I. must

be made before that day.

Please follow the directions below:

1. Print and fill out the "Adjustment of Credit" forms:
   https://cllc.osu.edu/sites/cllc.osu.edu/files/ii_adjust1213.pdf
   You will need three copies of the form.
2. Sign all of them yourself;
3. Get the signatures of the coordinator by leaving the forms in her mailbox at Hagerty Hall 398.
4. Pick up the signed forms in Hagerty Hall 120 (Room H) when one of the Chinese instructors is in the room.
5. Leave one copy with the Chinese instructor;
6. Deliver one copy to your college's registration office;
7. Keep the third copy for your own reference.

NOTE:

DO NOT leave the form at the I.I. front desk because this could lead to a delay of the completion of your form.

Your college is responsible for officially changing your credit hours. **IT IS YOUR RESPONSIBILITY TO MAKE SURE THAT BOTH YOUR COLLEGE/REGISTRAR AND CHINESE I.I. HAVE COPIES OF YOUR CONTRACT ADJUSTMENT FORM. FAILURE TO INFORM BOTH SIDES OF YOUR CHANGE MAY RESULT IN GRADING DIFFICULTIES THAT TAKE YOUR AND OUR TIME TO RESOLVE.**

After you have submitted the contract form to your college, please check your online registration record to see if the record (the course level and the number of credit hours) has been changed correctly. If not, please contact your college and registration office as soon as possible. If you do not know how to check your registration record, please contact your academic advisor.

Adjusting your credits to zero will result in a "W" in your transcript.

NOTE: It is your responsibility to check your official record of course registration online or with your adviser in a timely manner to assure that you are enrolled for the correct number of credits. For example, if you complete 5 credits but are officially enrolled for only 1, you must enroll for the remaining 4 credits the following semester—we will not add them for you. If you complete fewer credits than you are enrolled for, you will receive an E.

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11. Timely Completion of Credits

All students are expected to be responsible for completing credits in a timely manner. You are strongly advised to devise a practical schedule for completing the material by the end of the course, and to begin working on it immediately. Although there is more scheduling flexibility in I.I. than in the classroom, **each session will require 1.5-2 hours of preparation and a good performance with your instructor to earn a passing grade**. Procrastination can seriously hinder your ability to complete your credits. **NOTE: A Lack of Preparation on Your Part is Not an Emergency on Our Part.** Do not expect special treatment if you fail to heed this advice.

There will be no appointments available during the week of final exams, so be sure to finish your contract (all of your work) by the end of the last day of regular classes (**December 4th 2019**). All the written homework is also due on that day. Also, it will be your responsibility to check your record to determine how many credits you are officially registered for and to register for the amount that you actually want to complete before the end of the semester. We will not facilitate retroactive addition of credits.

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12. Common Problems

1. There are no appointments during examination week, the week following the last day of instruction. **You must finish ALL stages of your contract, including your last writing/summary/composition/P&R assignment, before the end of business on the last day of instruction (December x 20xx).**
2. NO EXTRA SESSIONS without special circumstances such as verifiable emergency. This would require the approval of whoever is in charge of I.I. (e.g. Mr. Knicely).
3. If you register for Chinese I.I. and decide to drop later on, do not neglect any step in the drop/withdrawal procedure. If the registrar has you registered for Chinese I.I. at the end of the semester, but you never went, you will get an "E", and you will have to do troublesome paperwork to get rid of it.
4. If you are using Mac, to type a u with an umlaut (ü) in the P&R test, type apple+u and then u again. If you want an example, click on the help file tab at the top of the P&R screen. If you are using Windows, type v for ü.

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13. Academic Misconduct Statement

It is the responsibility of the Committee on Academic Misconduct to investigate or establish procedures for the investigation of all reported cases of student academic misconduct. Academic Misconduct (rule 3335-31-02) is defined as "any activity which tends to compromise the academic integrity of the institution, or subvert the educational process." Please refer to rule 3335-31-02 in the student code of conduct for examples of academic misconduct.

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14. Note on Disabilities

Students with disabilities that have been certified by the Office for Disability Services will be appropriately accommodated. Students should inform the instructor as soon as possible of their needs. The Office of Disability Services is located in 150 Pomerene Hall, 1760 Neil Ave.; telephone 292-3307, TDD 292-0901; http://www.ods.ohio-state.edu/

15.PLEASE TAKE CARE OF YOURSELF (Mental Health Statement):

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 or reduce a student's ability to participate in daily activities. The Ohio State University offers services to assist you with addressing these and other concerns you may be experiencing.

If you are or someone you know is suffering from any of the aforementioned conditions, you can learn more about the broad range of confidential mental health services available on campus via the Office of Student Life's Counseling and Consultation Service (CCS) by visiting **ccs.osu.edu** or calling 614--292--5766. CCS is located on the 4th Floor of the Younkin Success Center and 10th Floor of Lincoln Tower. You can reach an on-call counselor when CCS is closed at 614-292-5766.

If you are thinking of harming yourself or need a safe, non-judgmental place to talk, or if you are worried about someone else and need advice about what to do, 24 hour emergency help is also available through the Suicide Prevention Hotline (Columbus: 614-221-5445 / National: 800-273-8255); or text (4hope to 741741); or at suicidepreventionlifeline.org

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16. GEC Statement

Chinese 1101.51, 1102.51, and 1103.51 will each fulfill four credits of the GEC foreign language requirement.

16.1 Goals of Learning Foreign Languages:

Students cultivate skills in communication across ethnic, cultural, ideological, and national boundaries, and acquire an understanding of other cultures and patterns of thought.

16.2 Expected Learning Outcomes:

1. Students demonstrate basic communicative skills (e.g. speaking, listening, reading, and/or writing) in a language other than their native language.
2. Students learn about the cultural contexts and manifestations of the peoples who speak the language that they are studying.

3. Students recognize and understand differences and similarities between the cultures and communities of the language that they are studying and their own.

Distance Approval Cover Sheet
For Permanent DL/DH Approval | College of Arts and Sciences

Course Number and Title: 1101.61 Level One Chinese I: Individualized Track Online

Carmen Use

Please consider using ASC's distance learning course template. For more on use of Carmen: https://teaching.resources.osu.edu/teaching-topics/carmen-common-sense-best-practices

A Carmen site will be created for the course, including a syllabus and gradebook at minimum. Yes

If no: Enter additional details if you responded no...

Syllabus

Proposed syllabus uses the ASC distance learning syllabus template, includes boilerplate language where required, as well as a clear description of the technical and academic support services offered, and how learners can obtain the Yes

Syllabus is consistent and is easy to understand from the student perspective. Yes

Syllabus includes a schedule with dates and/or a description of what constitutes the beginning an end of a week or module. Yes

If there are required synchronous sessions, the syllabus clearly states when they will happen and how to access them. Yes

Additional comments (optional):
We've been using this syllabus for in-person instruction for many years, and, more recently, for distance teaching and learning, updating it as necessary. Adapting it for distance learning requires no changes in course content or contact time as compared to in-person instruction.

Instructor Presence

For more on instructor presence: https://teaching.resources.osu.edu/teaching-topics/online-instructor-presence

Students should have opportunities for regular and substantive academic interactions with the course instructor. Some ways to achieve this objective:

☒ Regular instructor communications with the class via announcements or weekly check-ins

☒ Instructional content, such as video, audio, or interactive lessons, that is visibly created or mediated by the instructor

☒ Regular participation in class discussion, such as in Carmen discussions or synchronous sessions

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☒ Regular opportunities for students to receive personal instructor feedback on assignments

Please comment on this dimension of the proposed course (or select/explain methods above):
Students will receive the same amount of contact time with instructor as in-person instruction—the only difference will be delivery by Zoom instead of in-person. We've been doing this successfully for the past academic year.

Delivery Well-Suited to DL/DH Environment

Technology questions adapted from the Quality Matters rubric. For information about Ohio State learning technologies: https://teaching.resources.osu.edu/toolsets

The tools used in the course support the learning outcomes and competencies. Yes

Course tools promote learner engagement and active learning. Yes

Technologies required in the course are current and readily obtainable. Yes

Links are provided to privacy policies for all external tools required in the course. Yes

Additional technology comments:
We've been using Zoom successfully in this course for the past academic year and plan to continue using it.

Which components of this course are planned for synchronous delivery and which for asynchronous delivery? (For DH, address what is planned for in-person meetings as well.)

All materials are designed for self-study, so there is much asynchronous instruction built into the course in order for students to prepare for synchronous instruction, when they will be required to demonstrate functional knowledge of learned concepts by performing in the language.

If you believe further explanation would be helpful, please comment on how course activities have been adjusted for distance learning:

We have not had to alter most course activities to adapt to distance teaching and learning—students still prepare the same assignments and still speak Chinese with instructors during graded meetings. The one activity we have adjusted is written dictations. These are done outside and submitted to instructors via email.

Workload Estimation

For more information about calculating online instruction time: ODEE Credit Hour Estimation

Course credit hours align with estimated average weekly time to complete the course successfully. Yes

Course includes direct (equivalent of "in-class") and indirect (equivalent of "out-of-class") instruction at a ratio of about 1:2. Yes

Provide a brief outline of a typical course week, categorizing course activities and estimating the approximate time to complete them or participate:
Enter details...

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In a typical week, students will meet five times with instructors. In three of those sessions, students will perform prepared oral assignments and exercises in Chinese. They will spend one session working with the Chinese writing system, and one session discussing grammar, usage and culture in English.

In the case of course delivery change requests, the course demonstrates comparable rigor in meeting course learning outcomes. Not Applicable

Accessibility

For more information or a further conversation, contact the accessibility coordinator for the College of Arts and Sciences. For tools and training on accessibility: Digital Accessibility Services

Instructor(s) teaching the course will have taken Digital Accessibility training (starting in 2022) and will ensure all course materials and activities meet requirements for diverse learners, including alternate means of accessing course materials when appropriate. Yes

Information is provided about the accessibility of all technologies required in the course. All third-party tools (tools without campus-wide license agreements) have their accessibility statements included. Yes

Description of any anticipated accommodation requests and how they have been/will be addressed.

 As this is a self-paced course, we've been able easily to accommodate students who need more time to complete assignments or who need to cancel appointments with us for reasons of a disability. We can work with the Student Disability Office to handle any other types accommodations for disabilities as they arise.

Additional comments:
Enter any additional comments about accessibility...

Academic Integrity

For more information: https://go.osu.edu/teaching-resources-academic-integrity

The course syllabus includes online-specific policies about academic integrity, including specific parameters for each major assignment: Yes

Assignments are designed to deter cheating and plagiarism and/or course technologies such as online proctoring or plagiarism check or other strategies are in place to deter cheating: Yes

Additional comments:
The great majority of grades are based on performances of assigned material in the online presence of the instructor, who assigns a grade on the spot. Cheating in this situation is essentially impossible.

Frequent, Varied Assignments/Assessments

For more information: https://teaching.resources.osu.edu/teaching-topics/designing-assessments-student

Student success in online courses is maximized when there are frequent, varied learning activities. Possible approaches:

☒ Opportunities for students to receive course information through a variety of different sources, including indirect sources, such as textbooks and lectures, and direct sources, such as scholarly resources and field observation

☒ Variety of assignment formats to provide students with multiple means of demonstrating learning

☒ Opportunities for students to apply course knowledge and skills to authentic, real-world tasks in assignments

Comment briefly on the frequency and variety of assignment types and assessment approaches used in this course (or select methods above):
Chinese 1101.61 mixes spoken performances of assigned material with reading and writing exercises over the course of each credit hour. Students can also request ungraded sessions in which they may use English or Chinese to ask any questions they may have about any aspect of the course. Grades are assigned for each session (except for the Q and A sessions), which both encourages students to prepare regularly and relieves pressure on them by preventing any one grade from significantly affecting their record.

Community Building

For more information: https://teaching.resources.osu.edu/teaching-topics/student-interaction-online

Students engage more fully in courses when they have an opportunity to interact with their peers and feel they are part of a community of learners. Possible approaches:

☐ Opportunities for students to interact academically with classmates through regular class discussion or group assignments

☐ Opportunities for students to interact socially with classmates, such as through video conference sessions or a course Q&A forum

☐ Attention is paid to other ways to minimize transactional distance (psychological and communicative gaps between students and their peers, instructor, course content, and institution)

Please comment on this dimension of the proposed course (or select methods above):

Individualized instruction courses are self-paced. Students do not move through the assignments as a group nor are they required to complete a course in an academic term. Credit hours are adjustable, even after the course begins, from 1 credit to all credits required for completion of the course. Students make appointments individually with instructors, and group work would require multiple students doing the same assignment on the same day—an extremely rare occurrence in individualized instruction.

Transparency and Metacognitive Explanations

For more information: https://teaching.resources.osu.edu/teaching-topics/supporting-student-learning-your

Students have successful, meaningful experiences when they understand how the components of a course connect together, when they have guidance on how to study, and when they are encouraged to take ownership of their learning. Possible approaches:

☒ Instructor explanations about the learning goals and overall design or organization of the course

☒ Context or rationale to explain the purpose and relevance of major tasks and assignments

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☒ Guidance or resources for ancillary skills necessary to complete assignments, such as conducting library research or using technology tools

☐ Opportunities for students to take ownership or leadership in their learning, such as by choosing topics of interest for an assignment or leading a group discussion or meeting

☒ Opportunities for students to reflect on their learning process, including their goals, study strategies, and progress

☒ Opportunities for students to provide feedback on the course

Please comment on this dimension of the proposed course (or select methods above):
The fourth item is not checked because students in Chinese 1101.51 will not have the language level to do this.

Additional Considerations

Comment on any other aspects of the online delivery not addressed above:
This is not a conversion of a classroom course—it is a conversion of an existing individualized instruction course we have been offering for many years. The only difference is the mode of delivery.

The submitted course syllabus included all required course elements but I found the order/arrangement of the syllabus difficult to follow. In the future, please use the ASC Distance Learning Syllabus Template. DL review criteria were adjusted to acknowledge the realities of a self-paced I.I. course. - Jeremie

Syllabus and cover sheet reviewed by Jeremie Smith on 9/10/2021

Additional resources and examples can be found on ASC's Curriculum and Assessment Website.

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