1. Course Staff and Contact Details
2. Course Details
3. Course Schedule
4. Course Resources
5. Course Assessment
6. Learning and Teaching Rationale and Strategies
7. Extension of Time for Submission of Assessment Tasks
8. Attendance
9. Class Clash
10. Academic Honesty and Plagiarism
11. Course Evaluation and Development
12. Student Support
13. Grievances
14. Other Information
1. Course Staff and Contact Details

<table>
<thead>
<tr>
<th>Course Convenor, lecturer and tutor</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Dr Ayxem Eli</td>
</tr>
<tr>
<td>Room</td>
<td>Morven Brown 242</td>
</tr>
<tr>
<td>Phone</td>
<td>02 9385 9059</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:a.eli@unsw.edu.au">a.eli@unsw.edu.au</a></td>
</tr>
<tr>
<td>Consultation Time</td>
<td>Thursday 10:00-12:00 or by appointment</td>
</tr>
</tbody>
</table>

2. Course Details

<table>
<thead>
<tr>
<th>Units of Credit (UoC)</th>
<th>6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Description</td>
<td>This Chinese language course is designed for Chinese background speakers (i.e. learners who have grown up in a family or environment where Mandarin or any Chinese dialects have been used in daily situations). It is open to students who have acquired sound knowledge from the previous level or who enter the Chinese language program possessing comparable proficiency in the language. Continuing the preceding work, approximately 400 vocabulary items will be introduced in this course along with associated social, cultural and historical knowledge. Besides daily discourse and abstract ideas, topics that require critical thinking and higher language integration are woven into this level of language study.</td>
</tr>
<tr>
<td>Learning Outcomes</td>
<td>1. To further develop students’ four language skills in Chinese (i.e. listening, speaking, reading and writing) through various class learning activities, taking into account students’ heritage background.</td>
</tr>
<tr>
<td></td>
<td>2. To enhance students’ communicative ability at an intermediate level in a range of social situations and in a culturally appropriate and functional manner.</td>
</tr>
<tr>
<td></td>
<td>3. Demonstrate a sound knowledge and use of over 400 essential vocabulary covered in the textbook.</td>
</tr>
<tr>
<td></td>
<td>4. Communicate efficiently in Chinese on the topics covered in the course, in both oral and written forms.</td>
</tr>
<tr>
<td></td>
<td>5. Create a communication in Chinese at an intermediate level in a linguistically and culturally sophisticated manner.</td>
</tr>
<tr>
<td></td>
<td>6. Use technology and various strategies (e.g. Moodle, Apps and online forums) to obtain learning resources and develop Chinese proficiency outside the classroom.</td>
</tr>
</tbody>
</table>
### 3. Course Schedule

*To view course timetable, please visit: [http://www.timetable.unsw.edu.au/](http://www.timetable.unsw.edu.au/)*

<table>
<thead>
<tr>
<th>Week Commencing:</th>
<th>Topic</th>
<th>Lecture Content</th>
<th>Tutorial/Lab Content</th>
<th>Readings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>Introduction</td>
<td>n/a</td>
<td>n/a</td>
<td>All additional readings will be made available on Moodle</td>
</tr>
<tr>
<td>Week 2</td>
<td>Lesson 11</td>
<td>Text</td>
<td>Exercises</td>
<td></td>
</tr>
<tr>
<td>Week 3</td>
<td>Lesson 12</td>
<td>Text</td>
<td>Exercises</td>
<td></td>
</tr>
<tr>
<td>Week 4</td>
<td>Lesson 13</td>
<td>Text</td>
<td>Exercises Test 1</td>
<td></td>
</tr>
<tr>
<td>Week 5</td>
<td>Lesson 14</td>
<td>Text</td>
<td>Exercises</td>
<td></td>
</tr>
<tr>
<td>Week 6</td>
<td>Lesson 15</td>
<td>Text</td>
<td>Exercises Test 2</td>
<td></td>
</tr>
<tr>
<td>Week 7</td>
<td>Revision 11-15</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week 8</td>
<td>Lesson 16</td>
<td>Text</td>
<td>Exercises</td>
<td></td>
</tr>
<tr>
<td>Week 9</td>
<td>Lesson 17</td>
<td>Text</td>
<td>Exercises Test 3</td>
<td></td>
</tr>
<tr>
<td>Week 10</td>
<td>Lesson 18</td>
<td>Text</td>
<td>Exercises</td>
<td></td>
</tr>
<tr>
<td>Week 11</td>
<td>Lesson 19</td>
<td>Text</td>
<td>Exercises Test 4</td>
<td></td>
</tr>
<tr>
<td>Week 12</td>
<td>Lesson 20</td>
<td>Text</td>
<td>Exercises</td>
<td></td>
</tr>
<tr>
<td>Week 13</td>
<td>n/a</td>
<td>Text</td>
<td></td>
<td>Test 5</td>
</tr>
</tbody>
</table>

### 4. Course Resources

#### Textbook Details

Published by Cheng & Tsui Company, Inc. (2010)

#### Websites
1. Stroke Order
   - Arch Chinese: [http://www.archchinese.com](http://www.archchinese.com)
2. Chinese-English Dictionary
   - MDBG: [http://www.mdbg.net/chindict/chindict.php](http://www.mdbg.net/chindict/chindict.php) (also a good source of lookup of stroke order)
3. Chinese-Chinese Dictionary (advanced)
   - 在线新华字典: [http://xh.5156edu.com](http://xh.5156edu.com)
   - 漢典: [http://www.zdic.net](http://www.zdic.net)

#### Free iOS Apps (available also on Android)
5. Course Assessment

<table>
<thead>
<tr>
<th>Assessment Task</th>
<th>Length (Minutes)</th>
<th>Weight</th>
<th>Learning Outcomes Assessed</th>
<th>Graduate Attributes Assessed</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test 1</td>
<td>60 minutes</td>
<td>16%</td>
<td>1,2,3,4</td>
<td>1,2,3,4</td>
<td>Week 3 11 Aug</td>
</tr>
<tr>
<td>Test 2</td>
<td>60 minutes</td>
<td>16%</td>
<td>1,2,3,4</td>
<td>1,2,3,4</td>
<td>Week 6 1 Sept</td>
</tr>
<tr>
<td>Test 3</td>
<td>60 minutes</td>
<td>16%</td>
<td>1,2,3,4</td>
<td>1,2,3,4</td>
<td>Week 9 22 Sept</td>
</tr>
<tr>
<td>Test 4</td>
<td>60 minutes</td>
<td>16%</td>
<td>1,2,3,4</td>
<td>1,2,3,4</td>
<td>Week 11 13 Oct</td>
</tr>
<tr>
<td>Composition</td>
<td>90 minutes</td>
<td>16%</td>
<td>1,2,3,4</td>
<td>1,2,3,4</td>
<td>Week 13 27 Oct</td>
</tr>
<tr>
<td>Group Presentation</td>
<td>4-6 minutes per person, no more than 12 minutes per group</td>
<td>20%</td>
<td>1,2,3,4</td>
<td>1,2,3,4</td>
<td>Week 4-12 during tutorials</td>
</tr>
</tbody>
</table>

**Please Note:** The UNSW Policy on Class Attendance and Absence states the following:

Students are expected to be regular and punctual in attendance at all classes in the courses in which they are enrolled. All applications for exemption from attendance at classes of any kind must be made in writing to the Course Authority.

It is the student’s responsibility to read the course outline before the course commences to ensure that they are familiar with any specific attendance requirements for that course.

If students attend less than 80% of their possible classes they may be refused final assessment which is the ‘Composition’ on the 27 October.

Students must attend 80% of lectures (10 out of 12 lectures). Students must attend 80% of tutorials (10 out of 12 tutorials).

The UNSW Policy on Class Attendance and Absence can be viewed at: [https://student.unsw.edu.au/attendance](https://student.unsw.edu.au/attendance)

The Faculty of Arts and Social Sciences guidelines on attendance can be viewed at: [https://www.arts.unsw.edu.au/current-students/academic-information/protocols-guidelines/](https://www.arts.unsw.edu.au/current-students/academic-information/protocols-guidelines/)

**Grades**

All results are reviewed at the end of each semester and may be adjusted to ensure equitable marking across the School.

The proportion of marks lying in each grading range is determined not by any formula or quota system, but by the way that students respond to assessment tasks and how well they meet the objectives of the course. Nevertheless, since higher grades imply performance that is well above average, the number of distinctions and high distinctions awarded in a typical
course is relatively small. At the other extreme, on average 6.1% of students do not meet minimum standards and a little more (8.6%) in first year courses. For more information on the grading categories see: https://my.unsw.edu.au/student/academiclife/assessment/GuideToUNSWGrades.html

Submission of Assessment Tasks

Except group presentation, all other assessment tasks are required to be completed in handwriting and submitted in class.

You are required to put your name (as it appears in University records) and UNSW Student ID on every page of your assignments.

Late Submission of Assignments

Students are responsible for the submission of assessment tasks by the required dates and times. Depending of the extent of delay in the submission of an assessment task past the due date and time, one of the following late penalties will apply unless special consideration or a blanket extension due to a technical outage is granted. For the purpose of late penalty calculation, a ‘day’ is deemed to be each 24-hour period (or part thereof) past the stipulated deadline for submission.

- **Work submitted less than 10 days after the stipulated deadline** is subject to a deduction of 5% of the total awardable mark from the mark that would have been achieved if not for the penalty for every day past the stipulated deadline for submission. That is, a student who submits an assignment with a stipulated deadline of 4:00pm on 13 May 2016 at 4:10pm on 14 May 2016 will incur a deduction of 10%.

  **Task with a non-percentage mark**

  If the task is marked out of 25, then late submission will attract a penalty of a deduction of 1.25 from the mark awarded to the student for every 24-hour period (or part thereof) past the stipulated deadline.

  **Example:** A student submits an essay 48 hours and 10 minutes after the stipulated deadline. The total possible mark for the essay is 25. The essay receives a mark of 17. The student’s mark is therefore $17 - [25 (0.05 x 3)] = 13.25$.

  **Task with a percentage mark**

  If the task is marked out of 100%, then late submission will attract a penalty of a deduction of 5% from the mark awarded to the student for every 24-hour period (or part thereof) past the stipulated deadline.

  **Example:** A student submits an essay 48 hours and 10 minutes after the stipulated deadline. The essay is marked out of 100%. The essay receives a mark of 68. The student’s mark is therefore $68 - 10 \times 15 = 53$

- **Work submitted 10 to 19 days after the stipulated deadline** will be assessed and feedback provided but a mark of zero will be recorded. If the work would have received a pass mark but for the lateness and the work is a compulsory course component (hurdle requirement), a student will be deemed to have met that requirement;

- **Work submitted 20 or more days after the stipulated deadline** will not be accepted for assessment and will receive no feedback, mark or grade. If the assessment task is a compulsory component of the course a student will receive
an Unsatisfactory Fail (UF) grade as a result of unsatisfactory performance in essential component of the course.

6. Learning and Teaching Rationale and Strategies

An endeavour to evenly enhance and assess students’ four language skills has been put through the course design. The four skills are closely related and would be ideal to develop in a holistic and integrated manner. However, the integration may not always happen due to various cognitive abilities required in different skills. Therefore specific instructions and practices pertinent to each skill development have to be woven into the learning activities, aligned with the assessments.

In terms of teaching approach, both structural method and interactive method will be applied in the course. In each lesson students start with vocabulary and structural practice and then followed by task-based activities. Considering that the students are background learners, a substantial amount of class will be conducted in Chinese. The teacher will instruct the class mostly in the target language and use English to clarify issues only when it becomes necessary. The assessments will require students to demonstrate a solid comprehension and optimal use of contents covered in the textbook rather than to repeat rudimentary knowledge acquired by rote.

This course is an intermediate-level language course. All students who have had some experience with the language, either as a heritage language or previous instruction, must fill in the placement questionnaire available at https://hal.arts.unsw.edu.au/students/courses/language-placements

7. Extension of Time for Submission of Assessment Tasks

The Arts and Social Sciences Extension Guidelines apply to all assessed tasks regardless of whether or not a grade is awarded, except the following:

1. any form of test/examination/assessed activity undertaken during regular class contact hours
2. any task specifically identified by the Course Authority (the academic in charge of the course) in the Course Outline or Learning Management System (LMS), for example, Moodle, as not available for extension requests.

A student who missed an assessment activity held within class contact hours should apply for Special Consideration via myUNSW.

A student who wishes to seek extension for submission of assessment tasks that are not held within class contact hours for courses offered by the School of Humanities and Languages must apply for Special Consideration via myUNSW.

The Arts and Social Sciences Extension Guidelines state the following:

- A request for an extension should be submitted before the due time/date for the assessment task.
The Course Authority should respond to the request within two working days of the request.

If a student is granted an extension, failure to comply will result in a penalty. The penalty will be invoked one minute past the approved extension time. See section “Late Submission of Assignments” for penalties of late submission.

8. Attendance

The UNSW Policy on Class Attendance and Absence can be viewed at:
https://student.unsw.edu.au/attendance

From time to time, the Course Authority may vary the attendance requirements of a course. It is the students’ responsibility to ensure that they are familiar with the specific attendance requirements stipulated in the course outline for each course in which they are enrolled.

8.1 Attendance

Students are expected to be regular and punctual in attendance at all classes in the courses in which they are enrolled. Students who seek to be excused from attendance [or for absence] must apply to the Course Authority in writing. In such situations, the following rules relating to attendances and absences apply.

In the case of illness or of absence for some other unavoidable cause students may be excused for non-attendance at classes for a period of not more than one month (i.e., 33%) or, on the recommendation of the Dean of the appropriate faculty, for a longer period.

8.2 Absence from classes

A student who attends less than eighty per cent of the classes within a course may be refused final assessment.

Explanations of absences from classes or requests for permission to be absent from forthcoming classes should be addressed to the Course Authority in writing and, where applicable, should be accompanied by appropriate documentation (e.g. medical certificate). After submitting appropriate supporting documentation to the Course Authority to explain his/her absence, a student may be required to undertake supplementary class(s) or task(s) as prescribed by the Course Authority. If examinations or other forms of assessment have been missed, then the student should apply for Special Consideration.

Students who falsify their attendance or falsify attendance on behalf of another student will be dealt with under the Student Misconduct Policy.

9. Class Clash

Students who are enrolled in an Arts and Social Sciences program (single or dual) and have an unavoidable timetable clash can apply for permissible timetable clash by completing an online application form. Students must meet the rules and conditions in order to apply for permissible clash. The rules and conditions can be accessed online in full at:
https://www.arts.unsw.edu.au/media/FASSFile/Permissible_Clash_Rules.pdf

For students who are enrolled in a non-Arts and Social Sciences program, they must seek advice from their home faculty on permissible clash approval.
10. Academic Honesty and Plagiarism

Plagiarism is presenting someone else’s thoughts or work as your own. It can take many forms, from not having appropriate academic referencing to deliberate cheating.

In many cases plagiarism is the result of inexperience about academic conventions. The University has resources and information to assist you to avoid plagiarism.

The Learning Centre assists students with understanding academic integrity and how to not plagiarise. Information is available on their website: https://student.unsw.edu.au/plagiarism/. They also hold workshops and can help students one-on-one.

If plagiarism is found in your work when you are in first year, your lecturer will offer you assistance to improve your academic skills. They may ask you to look at some online resources, attend the Learning Centre, or sometimes resubmit your work with the problem fixed. However, more serious instances in first year, such as stealing another student’s work or paying someone to do your work, may be investigated under the Student Misconduct Procedures.

Repeated plagiarism (even in first year), plagiarism after first year, or serious instances, may also be investigated under the Student Misconduct Procedures. The penalties under the procedures can include a reduction in marks, failing a course or for the most serious matters (like plagiarism in an Honours thesis) or even suspension from the university. The Student Misconduct Procedures are available here:

11. Course Evaluation and Development

Courses are periodically reviewed and students’ feedback is used to improve them. Feedback is gathered using various means including UNSW’s Course and Teaching Evaluation and Improvement (CATEI) process.

12. Student Support

The Learning Centre is available for individual consultation and workshops on academic skills. Find out more by visiting the Centre’s website at:
http://www.lc.unsw.edu.au

13. Grievances

All students should be treated fairly in the course of their studies at UNSW. Students who feel they have not been dealt with fairly should, in the first instance, attempt to resolve any issues with their tutor or the course convenors.

If such an approach fails to resolve the matter, the School of Humanities and Languages has an academic member of staff who acts as a Grievance Officer for the School. This staff member is identified on the notice board in the School of Humanities and languages. Further information about UNSW grievance procedures is available at:
https://student.unsw.edu.au/guide
14. Other Information

myUNSW

myUNSW is the online access point for UNSW services and information, integrating online services for applicants, commencing and current students and UNSW staff. To visit myUNSW please visit either of the below links:

https://my.unsw.edu.au

OHS

UNSW’s Occupational Health and Safety Policy requires each person to work safely and responsibly, in order to avoid personal injury and to protect the safety of others. For all matters relating to Occupational Health, Safety and environment, see http://www.ohs.unsw.edu.au/

Special Consideration

In cases where illness or other circumstances produce repeated or sustained absence, students should apply for Special Consideration as soon as possible.

The application must be made via Online Services in myUNSW. Log into myUNSW and go to My Student Profile tab > My Student Services channel > Online Services > Special Consideration.

Applications on the grounds of illness must be filled in by a medical practitioner. Further information is available at: https://student.unsw.edu.au/guide

Student Equity and Disabilities Unit

Students who have a disability that requires some adjustment in their learning and teaching environment are encouraged to discuss their study needs with the course convener prior to or at the commencement of the course, or with the Student Equity Officers (Disability) in the Student Equity and Disabilities Unit (9385 4734). Information for students with disabilities is available at: https://student.unsw.edu.au/disability

Issues that can be discussed may include access to materials, signers or note-takers, the provision of services and additional examination and assessment arrangements. Early notification is essential to enable any necessary adjustments to be made.