1. Course Staff and Contact Details

<table>
<thead>
<tr>
<th>Course Convenor</th>
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<tbody>
<tr>
<td>Name</td>
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<td>Room</td>
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<td>Phone</td>
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<tr>
<td>Email</td>
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<tr>
<td>Consultation Time</td>
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<table>
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<tr>
<th>Acting Course Convenor (S1 2016)</th>
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<tbody>
<tr>
<td>Name</td>
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<td>Room</td>
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<th>Lecturer</th>
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<tr>
<td>Name</td>
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<td>Room</td>
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<td>Phone</td>
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<td>Email</td>
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<tr>
<td>Consultation Time</td>
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<th>Tutors</th>
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<td>Room</td>
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<td>Phone</td>
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<td>Email</td>
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| Name   | Dr. Yingli Sun |
| Room   | MB277          |
| Phone  | 93852315       |
| Email  | yingli.sun@unsw.edu.au |

2. Course Details

<table>
<thead>
<tr>
<th>Units of Credit (UoC)</th>
<th>6</th>
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</table>

| Course Description | This is the first of the year one gateway courses in the Chinese Studies major sequence. It is followed by ARTS 1451 in S2. This course is also open to students for co-major, minor, elective or Diploma in Chinese. |

This introductory Chinese course is for non-background speakers.

The course will teach you how the Chinese language works both grammatically and in socio-cultural contexts. A cultural awareness is built into the course. Through language study students will develop an informed understanding of Chinese experience, culture, society and world views. This course will provide you a context for learning and using the Chinese language so that you start to develop linguistic and communicative competences.

The course consists of one 2-hour lecture and 3 hours of tutorial per week. All the four language skills—listening, speaking, reading, and writing—will be integrated throughout this course through various activities.

The 2-hour lecture serves as introduction to a new chapter each week. It covers both language and relevant cultural aspects. The 2-hour tutorial is mainly focused on grammar, reading comprehension and translation, while the 1-hour tutorial is mainly devoted to oral communication.

The 2-hour lectures are on Tuesdays, the 1-hour tutorials in Mondays and the 2-hour tutorials on Wednesdays or Fridays.
### Course Aims

1. To develop your listening, speaking, reading and writing skills;
2. to introduce a general knowledge of Chinese grammar;
3. to introduce a general knowledge of Chinese culture;
4. to inform you of the latest scholarship in Chinese Studies, and nurture your critical thinking.

### Student Learning Outcomes

1. Demonstrate a good understanding of approximately 600 Chinese characters included in the textbook;
2. be able to read and write 500-600 Chinese characters included in the textbook;
3. be able to read and understand dialogues from the textbook;
4. be able to apply the linguistic patterns included in the textbook to speaking and writing;
5. be able to complete basic communicative tasks at the level achieved through the course;
6. be able to engage in conversations with good pronunciation and intonation on the topics covered in the course;
7. be able to demonstrate an awareness and understanding of Chinese culture and society;
8. be able to use technology and various strategies (such as Language lab, Chinese WP, dictionaries etc.) to learn Chinese, and to gather information relevant to the course.

### Graduate Attributes

1. The skills involved in scholarly enquiry in Chinese-based disciplinary studies;
2. an in-depth engagement with disciplinary knowledge via the Chinese language;
3. the ability to engage in independent and reflective learning, and the capacity for analytical and critical thinking and for creative problem-solving in Chinese Studies;
4. the skills of effective communication;
5. information literacy, and the skills to appropriately locate, document, evaluate and analyse information;
6. the capacity for enterprise, initiative and creativity in Chinese Studies, and the skills required for collaborative and multidisciplinary work;
7. an appreciation of, and respect for, diversity in language and culture, and a capacity to contribute to, and work within, the international community; and
8. a respect for ethical practice and social responsibility.

---

### 3. Learning and Teaching Rationale

We believe language is best acquired in a holistic, integrated manner, so all the four language skills—listening, speaking, reading, and writing—will be integrated throughout this course through various activities. It is important to develop students’ communicative skills as well as language competence.

In designing this course, we also take into account the increasing cultural and linguistic diversity, and the multiplicity of communication modes brought about by globalisation and technological advances. We believe that these factors have great impact on social behaviour
and literate practices, and need to be addressed, if we want to come to grips with the ever changing world, and make our teaching relevant and useful for our students.

This course is a beginners-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

4. Teaching Strategies

The teaching strategies will be aligned with the aims, learning outcomes and graduate attributes, to ensure the desired results. The emphasis is on the transformation of your linguistic knowledge into active skills.

The course consists of one 2-hour lecture and 3 hours of tutorial per week. Both the communicative approach and the grammar-translation approach will be adopted. The 2-hour lecture serves as introduction to a new chapter and covers both language and relevant cultural aspects. The 3-hour tutorial is further divided into one 2-hour tutorial and one 1-hour tutorial. The 2-hr tutorial is mainly focused on grammar, reading comprehension and translation, while the 1-hr tutorial is devoted to oral communication. The course attempts to teach students how the Chinese language works both grammatically and in sociocultural contexts. One cannot really master a language without also having some knowledge of the culture of the country/region where the language is used. A cultural awareness is built into the course. In addition to the grammar of each chapter, some text-related language and cultural issues will also be introduced in the lectures. Teaching strategy will take into consideration that the students enrolled in this course are non-background speakers.

All of the class activities - both oral and written - are linked with the final assessment, so it is important that you come to every class. The four language skills – listening, speaking, reading and writing – will be integrated, and multi-media approach will also be adopted throughout the course. Topics for class discussions and tasks for group work are set to engage students in active thinking and learning.

5. Course Assessment

<table>
<thead>
<tr>
<th>Assessment Task</th>
<th>Length</th>
<th>Weight</th>
<th>Learning Outcomes Assessed</th>
<th>Graduate Attributes Assessed</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Workbook Exercises</td>
<td>Chapters 1-8</td>
<td>10%</td>
<td>1,2,3,4,5,6, 7,8</td>
<td>1,2,3,4,5,6, 7,8</td>
<td>Weekly starting from week 3</td>
</tr>
<tr>
<td>On-line Quizzes</td>
<td>30 minutes each</td>
<td>15%</td>
<td>1,2,3,4,5,6, 7,8</td>
<td>1,2,3,4,5,6, 7,8</td>
<td>Weeks 6, 10, 12</td>
</tr>
<tr>
<td>Dictations</td>
<td>15 minutes each</td>
<td>20%</td>
<td>1,2,3,4,5,6, 7,8</td>
<td>1,2,3,4,5,6, 7,8</td>
<td>Weeks 4, 6, 7, &amp; 11</td>
</tr>
<tr>
<td>Speaking Test (Pinyin &amp; Dialogue)</td>
<td>2-3 minutes per pair</td>
<td>10%</td>
<td>1,2,3,4,5,6, 7,8</td>
<td>1,2,3,4,5,6, 7,8</td>
<td>Week 5 (Mon.)</td>
</tr>
</tbody>
</table>
**Please Note:** The Arts and Social Sciences Protocols and Guidelines state:

A student who attends less than 80% of the classes/activities and has not submitted appropriate supporting documentation to the Course Authority to explain their absence may be awarded a grade of UF (Unsatisfactory Fail).

The Attendance Guidelines can be found in full 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](https://my.unsw.edu.au/student/academiclife/assessment/GuideToUNSWGrades.html)

**Submission of Assessment Tasks**

**NOTE:** All assessments in this course take place in class. This section does not, therefore, apply to this course.

Assignments must be submitted electronically through Moodle ([http://moodle.telt.unsw.edu.au/](http://moodle.telt.unsw.edu.au/)). You must use your zID login to submit your assignments in Moodle.

There are [insert the number of assessment tasks that are required to be submitted electronically] “Learning Activities” in Moodle labelled according to the appropriate assessment. Please electronically submit your assignment to the correct “Learning Activity”.

<table>
<thead>
<tr>
<th>Assessment task to be submitted in Moodle</th>
<th>Due Date</th>
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</table>
** Please note the deadline to submit an assignment electronically is 4:00 pm on the due date of the assignment.

When you submit your assignment electronically, you agree that:

I have followed the Student Code of Conduct. I certify that I have read and understand the University requirements in respect of student academic misconduct outlined in the Student Code of Conduct and the Student Misconduct Procedure. I declare that this assessment item is my own work, except where acknowledged, and has not been submitted for academic credit previously in whole or in part.

I acknowledge that the assessor of this item may, for assessment purposes:

- provide a copy to another staff member of the University
- communicate a copy of this assessment item to a plagiarism checking service (such as Turnitin) which may retain a copy of the assessment item on its database for the purpose of future plagiarism checking.

Your assignment will be available with feedback in [delete the item that is not applicable] soft copy / hard copy within three weeks of the due date.

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

If you encounter a problem when attempting to submit your assignment through Moodle/Turnitin, please telephone External Support on 9385 3331 or email them on externalsupport@unsw.edu.au. Support hours are 8:00am – 10:00pm on weekdays and 9:00am – 5:00pm on weekends (365 days a year).

If you are unable to submit your assignment due to a fault with Turnitin you may apply for an extension, but you must retain your ticket number from External Support (along with any other relevant documents) to include as evidence to support your extension application. If you email External Support you will automatically receive a ticket number, but if you telephone you will need to specifically ask for one. Turnitin also provides updates on its system status on Twitter.

For information on how to submit assignments online via Moodle: https://student.unsw.edu.au/how-submit-assignment-moodle

**Late Submission of Assignments**

The Arts and Social Sciences late submissions guidelines state the following:

- An assessed task is deemed late if it is submitted after the specified time and date as set out in the course Learning Management System (LMS).
- The late penalty is the loss of 3% of the total possible marks for the task for each day or part thereof the work is late.
- Work submitted 14 days after the due date will be marked and feedback provided but no mark will be recorded. If the work would have received a pass mark but the lateness and the work is a compulsory course component a student will be deemed to have met that requirement. This does not apply to a task that is assessed but no mark is awarded.
• Work submitted **21 days after** the due date will not be accepted for marking or feedback and will receive no mark or grade. If the assessment task is a compulsory component of the course a student will automatically fail the course.

The Late Submissions Guidelines can be found in full at: https://www.arts.unsw.edu.au/current-students/academic-information/Protocols-Guidelines/

The penalty may not apply where students are able to provide documentary evidence of illness or serious misadventure. Time pressure resulting from undertaking assignments for other courses does not constitute an acceptable excuse for lateness.

### 6. 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.

The Arts and Social Sciences Extension Guidelines state the following:

• A student seeking an extension should apply through the Faculty’s online extension tool available in LMS.  
• 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.  
• The Course Authority can only approve an extension up to five days. A student requesting an extension greater than five days should complete an application for Special Consideration.  
• The Course Authority advises their decision through the online extension tool.  
• 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.

### 7. Attendance

The Arts and Social Sciences Attendance Guidelines state the following:

• A student is expected to attend **all** class contact hours for a face-to-face or blended course and complete all activities for a blended or fully online course.  
• If a student is unable to attend all classes for a course due to timetable clashes, the student must complete the Faculty of Arts & Social Sciences Permitted Timetable Clash form (see information at Item 8 below). A student unable to attend lectures in a
course conducted by the School of Education can apply for “Permission to Participate in Lectures Online”.

- Where practical, a student’s attendance will be recorded. Individual course outlines/LMS will set out the conditions under which attendance will be measured.

- A student who arrives more than 15 minutes late may be penalised for non-attendance. If such a penalty is imposed, the student must be informed verbally at the end of class and advised in writing within 24 hours.

- If a student experiences illness, misadventure or other occurrence that makes absence from a class/activity unavoidable, or expects to be absent from a forthcoming class/activity, they should seek permission from the Course Authority, and where applicable, should be accompanied by an original or certified copy of a medical certificate or other form of appropriate evidence.

- Reserve members of the Australian Defence Force who require absences of more than two weeks due to full-time service may be provided an exemption. The student may also be permitted to discontinue enrolment without academic or financial penalty.

- If a Course Authority rejects a student’s request for absence from a class or activity the student must be advised in writing of the grounds for the rejection.

- A Course Authority may excuse a student from classes or activities for up to one month. However, they may assign additional and/or alternative tasks to ensure compliance.

- A Course Authority considering the granting of absence must be satisfied a student will still be able to meet the course’s learning outcomes and/or volume of learning.

- A student seeking approval to be absent for more than one month must apply in writing to the Dean and provide all original or certified supporting documentation.

- The Dean will only grant such a request after consultation with the Course Authority to ensure that measures can be organised that will allow the student to meet the course’s learning outcomes and volume of learning.

- A student who attends less than 80% of the classes/activities and has not submitted appropriate supporting documentation to the Course Authority to explain their absence may be awarded a final grade of UF (Unsatisfactory Fail).

- A student who has submitted the appropriate documentation but attends less than 66% of the classes/activities will be asked by the Course Authority to apply to discontinue the course without failure rather than be awarded a final grade of UF. The final decision as to whether a student can be withdrawn without fail is made by Student Administration and Records.

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

8. 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.

9. 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: http://www.gs.unsw.edu.au/policy/documents/studentmisconductprocedures.pdf

10. Course Schedule

To view course timetable, please visit: 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>Introduction</td>
<td>NO Tutorials</td>
<td>IC Introduction</td>
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<tr>
<td>Week 2</td>
<td>Pinyin</td>
<td>Pinyin &amp; Characters</td>
<td>Pinyin</td>
<td>Introduction</td>
</tr>
<tr>
<td>Week 3</td>
<td>Lesson 1</td>
<td>Lesson 1</td>
<td>Pinyin &amp; Lesson 1</td>
<td>L.1</td>
</tr>
<tr>
<td>Week 4</td>
<td>Lesson 2</td>
<td>Lesson 2</td>
<td>Lessons 1 &amp; 2</td>
<td>L. 2 Dictation 1 (Pinyin) Mon.</td>
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<td></td>
<td>Mid-Semester Break (25 Mar-3 Apr)</td>
</tr>
<tr>
<td>Week 5</td>
<td>Lesson 3</td>
<td>Lesson 3</td>
<td>Lessons 2 &amp; 3</td>
<td>L. 3 Speaking Test (Pinyin &amp; L. 1) Mon.</td>
</tr>
<tr>
<td>Week 6</td>
<td>Lesson 4</td>
<td>Lesson 4</td>
<td>Lessons 3 &amp; 4</td>
<td>L.4 Dictation 2 Mon. (Ls. 1-2) On-line Quiz 1</td>
</tr>
<tr>
<td>Week 7</td>
<td>Lesson 5</td>
<td>Lesson 5 &amp; Revision</td>
<td>Lessons 4 &amp; 5</td>
<td>L. 5 Dictation 3 (Ls. 3-4), Mon.</td>
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<tr>
<td>Week 8</td>
<td>Monday:</td>
<td>Revision (Ls. 1-4)</td>
<td>Reading &amp; Writing Test 1</td>
<td>Reading and Writing Test 1 (Ls 1-4) Wed./Fri. &amp; L. 5</td>
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<tr>
<td>Anzac Day</td>
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<td>Week 9</td>
<td>Lessons 6</td>
<td>Lessons 6</td>
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<td>L. 6</td>
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<td>Week 10</td>
<td>Lesson 7</td>
<td>Lesson 7</td>
<td>Lessons 7</td>
<td>L. 7 On-line quiz 2 (Ls. 4-6)</td>
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<tr>
<td>Week 11</td>
<td>Lesson 8</td>
<td>Lesson 8</td>
<td>Lessons 8</td>
<td>L. 8 Dictation 4 (Ls. 5-6) Mon.</td>
</tr>
<tr>
<td>Week 12</td>
<td>Lesson 9 &amp; Revision (Ls 5-8)</td>
<td>Lesson 9 &amp; Revision (Ls. 5-8)</td>
<td>Group Presentation</td>
<td>Presentation &amp; On-line Quiz 3 (Ls. 7-9)</td>
</tr>
<tr>
<td>Week 13</td>
<td>Monday:</td>
<td>NO Lecture</td>
<td>Reading &amp; Writing Test 2 Wed./Fri.</td>
<td>Reading &amp; Writing Test 2 (Ls. 6-8) Wed./Fri.</td>
</tr>
<tr>
<td>Revision (Ls. 5-8)</td>
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11. Course Resources

Textbook Details

Compulsory:
by Tao-chung Yao and Yuehua Liu, and published by Cheng & Tsui., Available from UNSW Bookshop.

Recommended:
Integrated Chinese Character Workbook, Level 1 Part 1 (Simplified Characters Version)
by Tao-chung Yao and Yuehua Liu, and published by Cheng & Tsui., Available from UNSW Bookshop.

Students are encouraged to obtain a good-quality Chinese-English dictionary, if you have not already done so. [Recommended: A Chinese-English Dictionary. Published by Commercial Press (Beijing). ISBN 7-100-00530-2/H .188. Available from UNSW Bookshop.]

Additional Readings

Additional materials provided on Moodle will be advised in class. Other resources can also be obtained from UNSW Library. One starting point for assistance is: https://library.unsw.edu.au/servicesfor/students.html. Students are encouraged to attend workshops offered by the Library on how to access the library catalogues and databases. Other bookshops in Sydney (where you may also find Chinese textbooks, dictionaries and CDs):
1) China Books - Level 1, Citymark Building, 683-689 George Street, Tel. 9280-1885
2) Abbeys’s Bookshops - 131 York Street, Sydney, Tel. 9264-3111
3) China Bookshop - Level 2, Goulbourn Street, Sydney, Tel. 9212 – 3517
4) Kinokuniya – Level 2, 500 George Street, Sydney, Tel. 9262 7996

**Websites**

http://www.chinesetools.com/
One of the most useful sites for learning Chinese.

http://english.cntv.cn/learnchinese/
A very useful CCTV (China Central Television) International language program that offers various Chinese learning program catering learners of different levels starting with beginners.

http://ce.linedict.com/dict.html#/cnen/home
Chinese-English online dictionary where definitions are provided in English with some very good examples in Pinyin.

http://hanyu.iciba.com/pinyin
A useful website where you can input Chinese characters and then have it transferred to Pinyin.

http://www.chineseetymology.org/
Here you can find the evolution of Chinese characters over the past thousands of years.

http://www.archchinese.com/
A very useful website that provides animated stroke order of Chinese characters. You can also create your own flashcards of Chinese and then print and cut out. The characters are in both simplified and traditional forms.

12. **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.

13. **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

14. **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://my.unsw.edu.au/student/atoz/Complaints.html

15. 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  
https://my.unsw.edu.au/student/atoz/ABC.html

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://my.unsw.edu.au/student/atoz/SpecialConsideration.html

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: http://www.studentequity.unsw.edu.au

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.