FLNG 1020
Elementary Chinese II

Instructor: Min Hu (胡敏)
Office: 9067 Haley Center
Office Hours: By conference schedule or by appointment
Ways to contact me: My mailbox is in the main office of the Foreign Language Department
My email address: humin01@auburn.edu
(I will respond to your email as quickly as possible, usually within one day.)
My office phone number: 844-9067

Textbook:

Requirements: (You may withdraw with a W on your transcript until mid-semester, Feb. 28.)

1. Attendance: Daily attendance is required. Roll is taken at the beginning of class every day (see Tiger Cub). PLEASE COME ON TIME! You can have FOUR unexcused absences.
Upon the fifth unexcused absence, you will get an FA as your final grade on this course.

SEE ME IMMEDIATELY RE: EXCUSED ABSENCES; SHOW ME AN ORIGINAL COPY OF YOUR EXCUSE AND GIVE ME A XEROXED COPY TO KEEP.

It is the responsibility of the student to keep a record of total absences.

2. Exams: A missed quiz or exam may be made up ONLY in the case of illness, family emergency, or an official university excuse (see Tiger Cub). In the case of illness and family emergencies, the instructor must be personally notified by the student as soon as possible. In case you cannot contact your instructor personally, document your efforts by sending an e-mail. A written medical excuse by the attending physician is appropriate in case of illness. ALL MAKE-UPS TAKE PLACE ONLY AT THE TIME DESIGNATED BY ME.

3. Preparation: Students are expected to come to class with all necessary materials and having read the English explanation of the grammar or culture on any particular day, as indicated on the syllabus. Students are responsible for written preparation of grammar and exercises assigned. Lack of preparation and participation will negatively affect students' final grades. Students who prepare regularly usually do well in this course.

4. Graded assignments: All homework is accepted ONLY in the class hour of the day the assignment is due. LATE SUBMISSIONS WILL BE ACCEPTED ONLY IN THE CASE OF ILLNESS OR FAMILY EMERGENCY. Please be sure to write your LAST NAME as well as
your first name, and your class hour, on ALL work submitted, so that we can assign the grade to the correct person. SAVE ALL GRADED WORK/RECORD.

5. **Language Resource Center** (LRC): Listening and speaking abilities are essential for this class. All textbook listening materials and voice board for pronunciation have been installed on your blackboard. Students may use the LRC for finishing their homework or other class requirements.

6. **Conversation Hour**: Each student will have a 20-minute conversation session approximately each month in my office during office hours.

7. **Disturbance**: Turn off your cell phones before the class. If your noisy electronic devices interrupt my class, I will ask you to leave class and count you absent. Food is not allowed in class, but you may bring non-alcoholic drinks. Any other behavior that disrupts the class will lead to discipline action.

8. **Special Accommodations**: Students needing special accommodations should arrange a meeting the first week of class. Come during office hours or email for an alternate time. Bring the Accommodation Memo and Instructor Verification Form to meeting. Discuss items needed in this class. If you do not have an Accommodation Memo but need special accommodations, make an appointment with the Program for Students with Disabilities, 1244 Haley Center, 844-2096 (V/TT) or email: haynemd@auburn.edu.

**Some Advice:**

**Learning a foreign language is no easy task; hard work pays off.**

- Prepare before each class and review after each class.
- Remember to keep up with your assignments. Do not fall behind.
- Do your homework as soon as new materials are introduced.
- To minimize study time, maximize learning IN CLASS. Be attentive and repeat new words as much as you can.
- Prepare some cards to help you memorize the pronunciation and spelling of characters.
- Be organized. Get a folder and put all class materials in it.
- If you do not understand something or feel uncomfortable about the class in any way, see me immediately.
- Do not be afraid of making mistakes. You are a work in process.
- Do not be afraid to speak up. Use Chinese as much as possible in and outside of class with classmates, friends (especially Chinese friends), and instructor.
- Find a study partner or form a study group for oral practice and moral support.
- Practice, practice, practice.
- Learning a new language involves much memorization and time-consuming preparation. It is very demanding but can also be very awarding and a lot of fun. **Don't easily give up.**
Grading:

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<tr>
<th>Component</th>
<th>Weight</th>
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<tbody>
<tr>
<td>Homework</td>
<td>20%</td>
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<td>Quizzes</td>
<td>20%</td>
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<tr>
<td>Mid-term exam</td>
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<td>*Oral production</td>
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<td>Final exam</td>
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<tr>
<td><strong>Total</strong></td>
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A: 90 and above; B: 80 to 90; C: 70 to 80; D: 60-70; F: Below 60

*Oral production includes individual duty report, conferences, and group presentations.

Tentative Schedule:

- **Weeks 1 & 2**: Introduction to the course and Review lessons 1-9
- **Weeks 3 & 4**: Lesson 10, Quiz 1
- **Weeks 5 & 6**: Lesson 11
- **Weeks 7 & 8**: Lesson 12, Midterm Exam
- **Weeks 9 & 10**: Lesson 13
- **Weeks 11 & 12**: Lesson 14, Quiz 2
- **Weeks 13 & 14**: Lesson 15
- **Week 15**: Lesson 16

**Final Exam will be held during the time set by the University.**