

Chinese 1010 Lab Policy

Required Materials:

Integrated Chinese, 4th Ed., Volume 1, Textbook. More info could be found at:

<https://www.cheng-tsui.com/browse/integrated-chinese-4th-edition/integrated-chinese-volume-1-4th-ed-textbook?id=21185>

Integrated Chinese, 4th Ed., Volume 1, Character Workbook. More info could be found at:

<https://www.cheng-tsui.com/browse/integrated-chinese-4th-edition/integrated-chinese-volume-1-4th-ed-character-workbook?id=21191>

Integrated Chinese, 4th Ed., Volume 1, Workbook. More info could be found at:

<https://www.cheng-tsui.com/browse/integrated-chinese-4th-edition/integrated-chinese-volume-1-4th-ed-workbook?id=21189>

The above three books are required. They are available at the University of North Texas's bookstore.

Attendance:

You are required to attend lab and participate. Lab attendance will be 3% of your grade. Each student is allowed a maximum of one (1) absence, whether excused or unexcused, without penalty. After the absence, the attendance grade will suffer in percent. Remember that having an absence does not excuse you from required work. If your absence fits the description of an excused absence showed below, you must notify your instructor immediately by e-mail, in person, or by leaving a message with the office personnel of the Dept. of World Languages, Literatures & Cultures (940-565-2404). Please show proof of absence to your lab instructor when returning to lab the week after your absence. It is the student's responsibility to know the policy and offer proof document if it is required.

The following 3 cases explained below are considered excused absences:

1. Absence due to participation in a sponsored activity:

Absences due to participation in sponsored activities must be approved in advance by the chair of the Department of World Languages, Literatures and Cultures and by your academic dean. Within 3 days after the absence, you must obtain authorized absence cards from the Dean of Students for presentation to your instructor.

2. Absence for religious holidays:

Absence due to the observance of a religious holiday is authorized only if the religion is officially recognized by the University and you have notified your instructor of the date of the absence within the first 15 days of the semester. Notification must be in writing, with receipt of the notification acknowledged and dated by your instructor.

3. Absence due to illness, family emergency, etc.

Absence due to illness, death in the family, or other emergencies will be authorized ONLY if you contact your instructor immediately AND if you provide proof that the absence was unavoidable

(a physician's statement, accident report, obituary, service bulletin, etc.) within 3 days after the absence.

Class Participation

Participation is an essential foundation for learning a language. Consistent and constructive participation is expected from all students. Attendance is critical, as progress suffers when assignments and daily contributions to class work falter. There will be varying amounts of repetition of the drills from your work text. **Cellular phones and computers can ONLY be used under instructor's guidance, otherwise cellphone must be kept out of sight. If it is visible to the instructor in inappropriate time, you will receive a zero grade for participation on that day.**

Rules

- **No** food or drinks are allowed in lab classrooms.
- **No** disruptive behavior will be tolerated. You will have one warning before you are asked to leave the classroom for the day. If you are asked to leave, your lab grade will be zero (0) for that class period, even if you arrived on time and/or submitted the required assignment.
- Only the students who have a time conflict are allowed to attend a section different from the one in which they are enrolled.
- Speaking should be done in **Chinese** whenever possible, please try to use the language in a variety of ways and contexts.

Make-up Policy

Unit exams: if you must miss a unit exam, you must contact your instructor **immediately** and provide the appropriate documentation (as outlined above) within 3 working days after the absence. Only those individuals whose absences are approved by the instructor will be eligible to take a make-up exam over the material missed.

Keeping Records

Students must keep all returned graded materials until the end of the term. In case of grade disagreement, it will be the student's responsibility to show the graded materials.