

## Chinese 1020 Lab Policy

### Required Materials:

- 3 books: *Integrated Chinese*, 4<sup>th</sup> Ed., Volume 1,  
1. *Textbook*, 2. *Character Workbook*, and 3. *Workbook*.  
2 notebooks: one for daily writing activities, the other for diary entries in Chinese  
1 folder to keep all returned graded materials until the end of the term.

**Course Description and Learning Objectives:** This course is designed to apply what you have learned in CHIN 1020, specifically setting time for you to complete your Workbook and practice your vocabulary through Quizlet. *We mostly speak Mandarin* (with minimum English for quick explanations), creating a Mandarin environment to help you develop your language skills as well as your cultural competence.

### Attendance:

You are required to attend lab and participate. Lab attendance will be 5% 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 percentage. Remember that having an absence does not excuse you from required work. If your absence fits the description of an excused absence, 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.

### 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 mostly done in **Mandarin** with minimum English for quick explanations.