

CHIN-1010-302 Lab Policy
Tuesday 2:00-2:50 PM
LANG - Room 107A

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 three books above 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 4% of your grade. Each student is allowed a maximum of one absence, whether excused or unexcused, without penalty. After the one excused/unexcused absence, the attendance grade will drop in percentage. Remember that having an absence does not excuse you from required work. If your absence fits the description of an excused absence shown below, you must notify your instructor immediately by e-mail, or in person. 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 show proof document if it is required.

The 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 three 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 UNT 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 inevitable.

Attendance & Participation

Attendance is critical to the success of the course. Participation is an essential component of learning a language. Consistent and constructive participation is expected from all students. There will be varying amounts of repetition of the drills from your class. **Cellular phones and computers can ONLY be used under instructor's guidance; otherwise, cellphones 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.**

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.

Lab 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.
- Speak **Chinese** whenever possible, please try to use the target language in a variety of ways and contexts.

Make-up Policy

Tests and Quizzes: if you must miss a test or quiz, you must contact your instructor **immediately** and provide the appropriate documentation (as outlined above) within 3 working days after the absence. Only students whose absences are approved by the instructor will be eligible to take a make-up test or quiz.