

Syllabus for  
**CHI 451—Special Readings**  
1 – 3 Credit hours

I. COURSE DESCRIPTION

Special readings course in Chinese to cover general or specific areas as determined by the professor to meet the need of the student.

Prerequisites: Chinese major, arrangement with professor, and departmental permission.

Lab fee: None

II. COURSE GOALS

This course is designed to provide advanced study for the serious student of Chinese. It is expected to better prepare the student for future work in Chinese whether in graduate work or elementary or secondary instruction.

III. STUDENT LEARNING OUTCOMES FOR THIS COURSE

As a result of successfully completing this course, the student will be able to do the following:

- A. Comprehend Chinese through readings afforded in connection with grammar exercises.
- B. Demonstrate competency in written Chinese through numerous exercises.
- C. Increase concepts of grammatical structure and terminology in Chinese.
- D. Exhibit control of more intricate grammatical structures, particularly in writing, as covered in texts and teacher explanations.
- E. Meet the requirements of private study and/or elementary and secondary instruction of Chinese.
- F. Demonstrate in writing an understanding of the global and historical contexts and perspectives of the readings.

IV. TEXTBOOKS AND OTHER LEARNING RESOURCES

No specific textbook is singly used for this course. However, the student is expected to read material directly related to the task that he or she is doing throughout the semester.

V. POLICIES AND PROCEDURES

- A. University Policies and Procedures
  1. Attendance at each class or laboratory is mandatory at Oral Roberts University. Excessive absences can reduce a student's grade or deny credit for the course.
  2. Students taking a late exam because of an unauthorized absence are charged a late exam fee.
  3. Students and faculty at Oral Roberts University must adhere to all laws addressing the ethical use of others' materials, whether it is in the form of print,

electronic, video, multimedia, or computer software. Plagiarism and other forms of cheating involve both lying and stealing and are violations of ORU's Honor Code: "I will not cheat or plagiarize; I will do my own academic work and will not inappropriately collaborate with other students on assignments." Plagiarism is usually defined as copying someone else's ideas, words, or sentence structure and submitting them as one's own. Other forms of academic dishonesty include (but are not limited to) the following:

- a. Submitting another's work as one's own or colluding with someone else and submitting that work as though it were his or hers;
- b. Failing to meet group assignment or project requirements while claiming to have done so;
- c. Failing to cite sources used in a paper;
- d. Creating results for experiments, observations, interviews, or projects that were not done;
- e. Receiving or giving unauthorized help on assignments.

By submitting an assignment in any form, the student gives permission for the assignment to be checked for plagiarism, either by submitting the work for electronic verification or by other means. Penalties for any of the above infractions may result in disciplinary action including failing the assignment or failing the course or expulsion from the University, as determined by department and University guidelines.

4. Final exams cannot be given before their scheduled times. Students need to check the final exam schedule before planning return flights or other events at the end of the semester.
5. Students are to be in compliance with university, school, and departmental policies regarding Whole Person Assessment requirements. Students should consult the Whole Person Assessment handbooks for requirements regarding general education and the students' majors.
  - a. The penalty for not submitting electronically or for incorrectly submitting an artifact is a zero for that assignment.
  - b. By submitting an assignment, the student gives permission for the assignment to be assessed electronically.

#### B. Department Policies and Procedures

1. **Minimum grade** – It is recommended that a minimum grade of "C" be achieved in this course before the next level is taken.
2. **Extra-credit** may not apply to raise a grade from a "D" to a "C" if the cumulative score is lower than a 68% before extra credit points are added.
3. **Tardies** – Tardies are an inconvenience to class members and to professors; therefore three tardies equal one unexcused absence.
4. **Incompletes** – As stated in the University catalog, incompletes are granted only for "good cause," such as extended hospitalization, long-term illness, or a death in the family. Students must petition for an incomplete using the form available in the English and Modern Languages Department.
5. **Late Work**
  - a. The student is responsible for obtaining class assignments and material covered during an absence. All work must be completed as scheduled. Late work may result in a lower grade. An absence is not an excuse for turning in late work or for being unprepared with assignments for the class following the absence.
  - b. Each instructor has his or her own late-work policy that is given to

students at the beginning of a course. Instructors use their own judgment in accepting late work resulting from absences. In unanticipated absences, such as sickness or family crises, the instructor should be notified as soon as possible and agreement reached on due dates and possible penalties.

6. **Attendance** – Because unavoidable circumstances can prevent perfect attendance, each student is allowed unexcused absences equal to the number of times per week a class meets. After this, the student loses one percent of the semester average per absence. With an unexcused absence, tests can be made up within a week but will incur a \$15.00 late fee paid to the English and Modern Languages Department and a 10% grade cut. Extended illnesses are handled on an individual basis and require verification from a doctor.
7. **Administratively Excused Absences** - Only absences that are required by approved University activities are given administrative excuses. Students who must miss for University sponsored activities must inform the professor before the event and make arrangement for the work to be submitted prior to the absence or at a mutually agreed upon deadline.
8. **Plagiarism** – Each student attending Oral Roberts University is required to do his or her own academic work and must not inappropriately collaborate with other students on assignments. A plagiarized paper will result in an F for the paper. Flagrant cheating will result in an F for the course.
9. **Whole Person Assessment Compliance** - The WPA handbook explains the English and Modern Languages Department policy concerning WPA compliance. The handbook can be accessed by choosing Department Resources from ORU's Whole Person Assessment website.

C. Course Policies and Procedures

1. **Evaluation Procedures**
  - a. Evaluation for the course is based on the scheduled written exams, daily written assignments, and class participation.
  - b. Five one-hour tests and a two-hour final test are scheduled during the semester. The final test score counts as two one-hour test scores. A grade is also given as an additional score equal in value to that of a one-hour test. Normally a letter grade is given based on the following percentages:
  - c. Final grades is given according to the following scale:  
A: 90-100%; B: 80-89%; C: 70-79%; D: 60-69%; F: 0-59%.
  - d. WPA compliance 0% (noncompliance: - 10%)
2. **Whole Person Assessment Requirements**
  - a. As stated in the English and Modern Languages Department WPA Handbook, the following competencies apply to this course or the student must consult with the professor: **(5) Hearing Competency, (3) Extracurricular or Service Learning** and **(10) Reading Comprehension**
  - b. To be "compliant" the student will have correctly submitted electronically the artifact for assessment. To be "noncompliant" the student has either not submitted or incorrectly submitted the artifact electronically. Noncompliance will result in one letter grade reduction of the final grade for the course.
  - c. It is the student's responsibility to ensure that he or she is in compliance. Compliance is verified by checking for the assessment results in the student's ePortfolio. If there is a problem, the student may receive

notification by the professor/assessor through the student's **ORU email address**.

3. **Other Policies and/or Procedures**

- a. Chapter tests may be taken a day after they are scheduled with an unexcused absence on the condition that the grade will be dropped one letter grade. Each additional day without making up the test drops the score another letter grade.
- b. Students desiring additional assistance are invited to see the instructor during office hours.

VI. COURSE CALENDAR

<u>WEEK</u>	<u>ASSIGNMENTS</u>
1	Select reading materials.
2	Assign topics to student for oral/written weekly reports or other assignments.
3 - 6	Weekly visits with professor Oral discussion of assignments
7	<b>Exam 1 or Written paper due.</b>
8-10	Discussion of next assignments Weekly visits with professor
11	<b>Exam II or Written Paper due</b>
12-15	Discussion of next assignments Weekly visits with professor
16	Final Exam or Final paper

## Course Inventory for ORU's Student Learning Outcomes

### CHI 451--Special Readings

This course contributes to the ORU student learning outcomes as indicated below:

**Significant Contribution** – Addresses the outcome directly and includes targeted assessment.

**Moderate Contribution** – Addresses the outcome directly or indirectly and includes some assessment.

**Minimal Contribution** – Addresses the outcome indirectly and includes little or no assessment.

**No Contribution** – Does not address the outcome.

The Student Learning Glossary at <http://ir.oru.edu/doc/glossary.pdf> defines each outcome and each of the proficiencies/capacities.

OUTCOMES & Proficiencies/Capacities		Significant Contribution	Moderate Contribution	Minimal Contribution	No Contribution
<b>1</b>	<b>Outcome #1 – Spiritually Alive</b> Proficiencies/Capacities				
1A	Biblical knowledge				X
1B	Sensitivity to the Holy Spirit				X
1C	Evangelistic capability				X
1D	Ethical behavior				X
<b>2</b>	<b>Outcome #2 – Intellectually Alert</b> Proficiencies/Capacities				
2A	Critical thinking			X	
2B	Analytical problem solving			X	
2C	Global & historical perspectives			X	
2D	Aesthetic appreciation			X	
2E	Intellectual creativity	X			
<b>3</b>	<b>Outcome #3 – Physically Disciplined</b> Proficiencies/Capacities				
3A	Healthy lifestyle				X
3B	Physically disciplined lifestyle				X
<b>4</b>	<b>Outcome #4 – Socially Adept</b> Proficiencies/Capacities				
4A	Communication skills	X			
4B	Interpersonal skills	X			
4C	Appreciation of cultural & linguistic differences		X		
4D	Responsible citizenship			X	
4E	Leadership capacity				X

(Revised 5/8/14)