

# CHIN 311 Chinese Language 3A

School of Asian & European Languages & Cultures

Trimester 1 2008

24 Points

## STAFF

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Shirley Pack, Administrator  
vZ610 Tel 463-5635  
Hours: Mon-Fri 9.45 – 4.30pm

The lecturer will be available for consultation during normal working hours.

Students are encouraged to watch the Chinese Programme Notice Board (vZ Level 7) for information on courses, programme changes, as well as Chinese Culture Club activities.

## CLASS TIMES AND ROOMS

### 1. Lectures

	Mon 2-3	HM LT105	Limin Bai
and	Tues 2-3	HM LT105	Tingxin Wei
and	Thu 2-3	HM LT105	Tingxin Wei
and	Fri 2-3	HM LT105	Limin Bai

### 2. Tutorials

	Group 1: Tue	10-11	22KP 104	Ming Wu
or	Group 2: Tue	11-12	22KP 104	Ming Wu

### 3. A/V Classes

	Group 1: Mon	10-11	22KP 104	Tingxin Wei
or	Group 2: Mon	11-12	22KP 104	Tingxin Wei

Tutorial and A/V class will begin in the second week of the 1st Trimester.

Information on any timetable changes will be announced in lectures and posted on the Chinese Programme Notice Board.



## WORKLOADS AND ATTENDANCE REQUIREMENTS

Faculty workload guidelines suggest that students should devote a total of 12 hours a week to this course for its duration in order to maintain satisfactory progress.

Students are required to attend four lectures, one tutorial, and one A/V session per week and course attendance should be at least 75% of all classes offered.

## STUDENT REPRESENTATIVES AND STUDENT EVALUATIONS

In the second week of lectures, staff will facilitate the election of a class representative. Student reps are a valuable means of communication between teaching staff and students. Each trimester student reps of SAELC courses will meet together with the Head of School. At the end of the course all students will be asked to fill out questionnaires prepared by the University's Teaching and Development Centre in order to evaluate individual lecturers' performance and/or the course as a whole.

## GENERAL ADVICE

**Contact Person:**

**Students with Disabilities**

**Maori and Pacific Students**

Dr Rick Millington vZ613 Phone 383 7852 Email: [Rick.Millington@vuw.ac.nz](mailto:Rick.Millington@vuw.ac.nz)

## ACADEMIC INTEGRITY AND PLAGIARISM

Academic integrity is about honesty – put simply it means *no cheating*. All members of the University community are responsible for upholding academic integrity, which means staff and students are expected to behave honestly, fairly and with respect for others at all times.

Plagiarism is a form of cheating which undermines academic integrity. The University defines plagiarism as follows:

*The presentation of the work of another person or other persons as if it were one's own, whether intended or not. This includes published or unpublished work, material on the Internet and the work of other students or staff.*

It is still plagiarism even if you re-structure the material or present it in your own style or words.

*Note: It is however, perfectly acceptable to include the work of others as long as that is acknowledged by appropriate referencing.*

Plagiarism is prohibited at Victoria and is not worth the risk. Any enrolled student found guilty of plagiarism will be subject to disciplinary procedures under the Statute on Student Conduct and may be penalized severely. Consequences of being found guilty of plagiarism can include:

- an oral or written warning
- cancellation of your mark for an assessment or a fail grade for the course
- suspension from the course or the University.

Find out more about plagiarism, and how to avoid it, on the University's website:

<http://www.victoria.ac.nz/home/study/plagiarism.aspx>

## GENERAL UNIVERSITY REQUIREMENTS, POLICIES AND STATUTES

Students should familiarise themselves with the University's policies and statutes, particularly the Assessment Statute, the Personal Courses of Study Statute, the Statute on Student Conduct and any statutes relating to the particular qualifications being studied; see the *Victoria University Calendar* available in hardcopy or under "about Victoria" on the Victoria homepage at:

[http://www.victoria.ac.nz/home/about\\_victoria/calendar\\_intro.html](http://www.victoria.ac.nz/home/about_victoria/calendar_intro.html)

Information on the following topics is available electronically under “Course Outline General Information” at:

<http://www.victoria.ac.nz/home/about/newspubs/universitypubs.aspx#general>

- Academic Grievances
- Student and Staff Conduct
- Meeting the Needs of Students with Impairments
- Student Support