

SCHOOL OF LANGUAGES AND CULTURES

CHINESE PROGRAMME

CHIN 314 ADVANCED CHINESE COMPOSITION AND TRANSLATION

TRIMESTER 1 2011

28 February to 2 July 2011

Please read through this material very carefully in the first week of the course, and refer to it regularly.

Trimester dates

Teaching dates: 28 February to 3 June 2011

Mid-trimester break: 18 April to 1 May 2011

Study week: 6-10 June 2011

Examination/Assessment period: 10 June to 2 July 2011

Please note students should be able to attend an examination at the University at any time during the formal examination period.

Withdrawal dates

Information on withdrawals and refunds may be found at

<http://www.victoria.ac.nz/home/admisenrol/payments/withdrawalsrefunds.aspx>

Names and contact details

Course Coordinator and Lecturer:

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**Disability Liaison Person and
Maori & Pacific Islands
Students Liaison:**

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Class times and locations

Lectures:

Tuesday	1.10pm-3.00pm	MYLT102
Thursday	1.10pm-3.00pm	MYLT102

Course delivery

The course consists of two two-hour lectures per week.

Communication of additional information

Students are encouraged to check the Chinese Programme noticeboard (von Zedlitz Level 7) for information on courses, programme changes, as well as Chinese Cultural Club activities.

Additional information regarding the course, including information on changes, will be announced in lectures and posted on Blackboard. Students should check Blackboard regularly.

Course content

This is a course in advanced Chinese language skills that will give emphasis to written Chinese composition, both formal and informal, along with practical translation both into and out of Chinese.

Learning objectives

By the conclusion of the course, students will have developed skills in:

- Written Chinese composition, both formal and informal;
- translation between Chinese and English; and
- have applied these various skills and methodologies to a specific topic in the field of applied Chinese Studies.

Expected workload

Faculty workload guidelines suggest that students should devote a total of 13 hours a week to this course for its duration to maintain satisfactory progress.

Students are required to attend both lectures each week and attendance should be at least 80% of all classes offered.

Readings

Essential texts:

Students should acquire from the Student Notes Office the following course materials:

Chin 314: Advanced Chinese Composition and Translation

All undergraduate textbooks and student notes will be sold from the Memorial Theatre foyer from 7 February to 11 March 2011, while postgraduate textbooks and student notes will be available from the top floor of VicBooks in the Student Union Building, Kelburn Campus. After week two of the trimester all undergraduate textbooks and student notes will be sold from VicBooks on Level 3 of the Student Union Building.

Customers can order textbooks and student notes online at www.vicbooks.co.nz or can email an order or enquiry to enquiries@vicbooks.co.nz. Books can be couriered to customers or they can be picked up from the shop. Customers will be contacted when they are available.

Opening hours of VicBooks are 8.00 am – 6.00 pm, Monday – Friday during term time (closing at 5.00 pm in the holidays). Phone: 463 5515.

Assessment requirements

This course is entirely internally assessed. Assessment is based on a combination of three translation assignments, one Chinese composition and a final test. This mixture is felt to be most appropriate to the nature of a course that seeks to enhance student's practical Chinese language skills. Assessment is weighted in the following manner:

1.	<u>Assignments:</u>	<u>60%</u>
	Translation 1 (English to Chinese) Due: 18 March (week 3)	15%
	Translation 2 (Chinese to English) Due: 8 April (week 6)	15%
	Written Chinese Composition Due: 2 May (week 8)	15%
	Translation 3 (Chinese to English) Due: 20 May (week 10)	15%
3.	<u>Final Test:</u>	<u>40%</u>
	Due: 2 June (120 minutes)	

Lateness:

The late submission of assignments and/or essays must be negotiated with the Course Coordinator before the due date and, depending upon circumstances, may be penalised.

Penalties

The late submission of assignments and essays must be negotiated with the Course Coordinator before the due date and, depending upon circumstances, may be penalised.

Mandatory course requirements

To gain a pass in this course each student must:

- Submit translation assignments by the specified dates;
- Submit the written composition by the due date;
- Sit the final written test.

Statement on legibility

Students are expected to write clearly. Where work is deemed 'illegible', the options are:

- the student will be given a photocopy of the work and asked to transcribe it to an acceptable standard (preferably typed) within a specified time frame after which penalties will apply;

- the student will be given a photocopy of the work and asked to transcribe it to an acceptable standard (preferably typed) and lateness penalties apply;
- if the student does not transcribe it to an acceptable standard, the work will be accepted as 'received' (so any associated mandatory course requirements are met) but not marked.

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. 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.

Language Learning Centre (LLC)

The Language Learning Centre (LLC) is Victoria's technology-rich, multimedia centre supporting independent language learning and teaching.

At the LLC you can practise and extend your language learning. You can:

- select the materials or activities that you find interesting
- meet your needs: match your level and learning style
- study at a time that suits you

Access a variety of multimedia language resources at the LLC: everything from print, audio materials, foreign language TV and DVDs to comprehensive computer software.

The LLC provides access to your digital course material on a server: detailed instructions are in Blackboard on the LLC content page. Drop by the centre to find out more about our services, or check the website.

LLC, Level 0 von Zedlitz Building, www.victoria.ac.nz/llc/

Academic Integrity and Plagiarism

Academic integrity means that university staff and students, in their teaching and learning are expected to treat others honestly, fairly and with respect at all times. It is not acceptable to mistreat academic, intellectual or creative work that has been done by other people by representing it as your own original work.

Academic integrity is important because it is the core value on which the University's learning, teaching, and research activities are based. Victoria University's reputation for academic integrity adds value to your qualification.

The University defines plagiarism as presenting someone else's work as if it were your own, whether you mean to or not. 'Someone else's work' means anything that is not your own idea. Even if it is presented in your own style, you must acknowledge your sources fully and appropriately. This includes:

- Material from books, journals or any other printed source
- The work of other students or staff
- Information from the internet
- Software programs and other electronic material

- Designs and ideas
- The organisation or structuring of any such material

Find out more about plagiarism, how to avoid it and penalties, on the University's website:
<http://www.victoria.ac.nz/home/study/plagiarism.aspx>

Where to find more detailed information

Find key dates, explanations of grades and other useful information at www.victoria.ac.nz/home/study. Find out how academic progress is monitored and how enrolment can be restricted at www.victoria.ac.nz/home/study/academic-progress. Most statutes and policies are available at www.victoria.ac.nz/home/about/policy, except qualification statutes, which are available via the *Calendar* webpage at www.victoria.ac.nz/home/study/calendar.aspx (See Section C).

Other useful information for students may be found at the website of the Chancellor(Academic) at Assistant Vice-www.victoria.ac.nz/home/about_victoria/avcademic.