

**FACULTY OF HUMANITIES AND SOCIAL SCIENCES
SCHOOL OF LANGUAGES AND CULTURES**

**CHINESE PROGRAMME
CHIN 314 ADVANCED CHINESE COMPOSITION AND TRANSLATION
20 POINTS**

TRIMESTER 2 2013

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

Important dates

Trimester dates: 15 July to 17 November 2013

Teaching dates: 15 July to 18 October 2013

Mid-trimester break: 26 August to 8 September 2013

Study period: 21–25 October 2013

Last assessment item due: 17 October 2013

Withdrawal dates: Refer to www.victoria.ac.nz/home/admisenrol/payments/withdrawalsrefunds

If you cannot complete an assignment or sit a test or examination (aegrotats), refer to
www.victoria.ac.nz/home/study/exams-and-assessments/aegrotat

Names and contact details

**Course Coordinator
and Lecturer:**

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School Administrators:

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School Office hours: 9.00am to 5.00pm Monday to Friday

**Contact Person for Māori
& Pasifika Students**

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School Website: www.victoria.ac.nz/slc

Class times and locations

Lectures

Tuesday	10.00am – 11.50am	AM (Alan MacDiarmid) 102
Thursday	1.10pm – 3.00pm	MY (Murphy) LT 102

The Course Coordinator will be available for student consultations during regular office hours on Thursday 3.00pm – 4.00pm or by appointment.

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.

Prescription

A course in advanced Chinese language, designed for native speakers of Chinese, that gives emphasis to written Chinese composition, both formal and informal, along with practical translation both to and from Chinese.

Course learning objectives (CLOs)

Students who pass this course will have developed skills in:

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

Teaching format

The lectures will be conducted mainly as translation and writing workshops, which involve frequent in-class exercises. Therefore attendance and participation are essential to the students' progress in the course.

Mandatory course requirements

In addition to achieving an overall pass mark of 50%, students must:

- a) Submit translation assignments by the specified dates;
- b) Submit the written composition by the due date;
- c) Sit the final written test.
- d) Attend both lectures each week and attendance should be at least 80% of all classes offered.

Workload

The University Assessment Handbook 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.

Assessment

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:

Assessment items and workload per item		%	CLO(s)	Due date
1	Translation 1 (English to Chinese); approx. 500 English words	15%	2	1 Aug
2	Translation 2 (English to Chinese); approx. 500 English words	15%	2	22 Aug
3	Written Chinese Composition; approx. 500 Chinese characters	15%	1, 3	19 Sep
4	Translation 3 (Chinese to English); approx. 500 Chinese characters	15%	2	3 Oct
5	Final Test (100 minutes)	40%	1, 2, 3	17 Oct

Submission and return of work

All assignments are to be submitted, with a cover sheet, to the School of Languages & Cultures office on Level 6, von Zedlitz Building, before 4pm on the due date. Students will also need to submit an electronic copy of the assignment via email to the Course Co-ordinator before 4pm on the due date. Assignments will be marked and returned to students during the lectures within two weeks of the date they are handed in.

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;
- 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.

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.

Set texts

Students should purchase a copy of the following course materials within the first week of the course:

Chin 314: Advanced Chinese Composition and Translation

All textbooks can be purchased from Vic Books, Ground Floor Easterfield Building, Kelburn Parade. They can also be ordered online at www.vicbooks.co.nz. Orders and enquiries can be emailed to enquiries@vicbooks.co.nz.

Class representative

A class representative will be elected in the first week, and that person's name and contact details will be available to VUWSA, the Course Coordinator and the class. The class representative provides a communication channel to liaise with the Course Coordinator on behalf of students. Class reps will attend a meeting with the Head of School to discuss how your courses are going and to raise any concerns or suggestions that they may have. You can find out more information on Class Representatives on the VUWSA website: www.vuwsa.org.nz

Student feedback

Responses to feedback on this course will be discussed in class and/or delivered via Blackboard.

Student feedback on University courses may be found at www.cad.vuw.ac.nz/feedback/feedback_display.php.

Language Learning Centre

The Language Learning Centre (LLC) is the Library's technology-rich, multimedia centre supporting language learning.

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

- Find materials to support your language studies, including dictionaries, textbooks and graded readers.
- Study independently using language learning software, audio material and DVDs.
- Find a welcoming environment with services and events, and onsite assistance and support for languages
- Become a Language Buddy or find a conversation group.

Visit the LLC on Level 0, von Zedlitz Building and take a look at our website www.victoria.ac.nz/llc

Other important information

The information above is specific to this course. There is other important information that students must familiarise themselves with, including:

- Academic Integrity and Plagiarism: www.victoria.ac.nz/home/study/plagiarism
- Aegrotats: www.victoria.ac.nz/home/study/exams-and-assessments/aegrotat
- Academic Progress: www.victoria.ac.nz/home/study/academic-progress (including restrictions and non-engagement)
- Dates and deadlines: www.victoria.ac.nz/home/study/dates
- FHSS Student and Academic Services Office: www.victoria.ac.nz/fhss/student-admin
- Grades: www.victoria.ac.nz/home/study/exams-and-assessments/grades
- Resolving academic issues:
www.victoria.ac.nz/home/about/avcacademic/publications2#grievances
- Special passes: www.victoria.ac.nz/home/about/avcacademic/publications2#specialpass
- Statutes and policies including the Student Conduct Statute:
www.victoria.ac.nz/home/about/policy
- Student support: www.victoria.ac.nz/home/viclife/student-service
- Students with disabilities: www.victoria.ac.nz/st_services/disability
- Student Charter: www.victoria.ac.nz/home/viclife/student-charter
- Student Contract: www.victoria.ac.nz/home/admisenrol/enrol/studentcontract
- Turnitin: www.cad.vuw.ac.nz/wiki/index.php/Turnitin
- University structure: www.victoria.ac.nz/home/about
- VUWSA: www.vuwsa.org.nz