

Prof. Andrea Pham Office: 343 Pugh Hall Tel: (352) 392-7084, apham@ufl.edu	Class: M - F, 5 th 11:45 – 12:35, MAT 03 Office hours: M, W, 4 th period 10:40-11:30 or by appointment.
--	--

1. Objectives: This course is designed for absolute beginners of Vietnamese, or learners with limited Vietnamese language skills, with the approval of the instructor. You will learn basic sentence structures and rudimentary vocabulary, and work on all four language skills: listening, speaking, reading and writing. The first weeks focus on pronunciation. By the end of the course students should be able to carry on simple conversations on daily life topics, and be able to read and write simple sentences and paragraphs. Authentic and near authentic Vietnamese materials from sources such as the textbook and the media will be used for reading, writing and listening exercises. Expect to practice your speaking skill through class discussions. Written assignments include weekly homework, short quizzes, and exams. Oral presentations are scheduled near the end of the term. Attendance is mandatory.

2. Textbook and workbook (required)

a. Lê Phạm Thuý-Kim & Nguyễn Bích Thuận. 2007. **Let's speak Vietnamese. An introduction to contemporary Vietnamese (LSV)**, 2nd edition 2013. Lê Nguyễn Press. ISBN 978097960153.

Audio files for **vocabulary and dialogues** of 16 chapters in LSV
<http://www.public.asu.edu/~ickpl/lsv/dialogs/index.htm>

Audio files for **Listening Activities** in LSV
<http://www.public.asu.edu/~ickpl/lsv/listening/index.htm>

Audio files for pronunciation practices/drills in Appendix 2- p. 289-303 of LSV
<http://www.public.asu.edu/~ickpl/lsv/pronunciation/index.htm>

Flashcards to help with vocabulary **reviews** for LSV:
<https://quizlet.com/class/1662508/>

b. Lê Phạm Thuý-Kim. **Workbook Manual** to accompany Let's speak Vietnamese. Lê Nguyễn Press. ISBN 9780979601514.

Audio files of **Listening Activities** in the **Workbook Manual**:

<http://www.public.asu.edu/~ickpl/lsv/wb/index.htm>

You can buy these books from University of Florida Bookstore, or from the author at:
 presslenguyen@gmail.com

Additional materials will be distributed through Canvas in e-learning. **Please check your UF email daily for announcements, hand-outs, assignments, etc.**

c-English dictionary (hard copy, not online dictionary) is strongly recommended.

3. Typing Vietnamese: For the course, you need to be able to type Vietnamese with diacritics for your online submissions. In order to do this, you can either:

- Install Unikey for Windows: <http://unikey.org/>. No software needed for Mac users.

OR

- Go to: <http://gate2home.com/Vietnamese-Keyboard>

Choose Vietnamese, then use the keyboard on the screen to type. Copy the text and paste where you want it to be. It works with all the following fonts: Arial, Arial Unicode MS, Courier, Geneva, Helvetica, Lucia Sans Unicode, Monaco, Verdana, Tahoma, Times and Times New Roman.

4. Evaluation:	Homework	60	15%
	Class participation	40	10%
	Exams (15% x 2)	120	30%
	Quizzes (5% x 6)	120	30%
	Group presentation (10% + 5%)	60	15%
	<i>Total</i>	<i>400 pts</i>	

Students may come to class with different levels of exposure to the language. Evaluation, therefore, will be based on the **progress each student has made during the course.**

Weekly schedule	Topics	Assignments Due
Weeks 1 Aug 21 – Aug 25	Vietnamese orthography. Tones and vowels	Self-introduction. Practice tones, vowels and consonants. TB 293-303
Week 2 Aug 28 – Sept 1	Vietnamese consonants Chapter 1 Greetings and getting acquainted	TB 291-2
Week 3 Sept 5 - 8	Chapter 1 (cont.)	Sept 4 Labor Day Quiz 1
Week 4 Sept 11 - 15	Chapter 2 Personal information	
Week 5 Sept 18 – Sept 22	Chapter 3 Subjects of study and schedules	Quiz 2
Weeks 6 Sept 25 – 29	Chapter 4 Student life	Quiz 3

Week 7 Oct 2 - 5	Chapter 5 Review 1	Home coming Oct 6 Exam 1 Oct 4
Weeks 8 Oct 9-13	Chapter 6 Family and relatives	
Week 9 Oct 16 - 20	Chapter 7 Hobbies and pastimes	Quiz 4
Week 10 Oct 23 - 27	Chapter 8 People: their physical appearance	Quiz 5
Week 11 Oct 30 – Nov 3	Chapter 9 People: their personal qualities and characters	Quiz 6
Weeks 12 Nov 6 - 9	Chapter 9 (cont.)	Nov 10 Veterans Day
Week 13 Nov 13 - 17	Chapter 10 Review 2	
Week 14 Nov 20 – 21	Review	Nov 22-24 Thanksgiving Break Exam 2 Nov 21
Week 15 Nov 27 – Dec 1	Group Presentations	
Week 16 Dec 4 - 6	Presentations (cont.) TBA	

General note: Any component of this syllabus may be *modified* during the semester to accommodate pedagogical need and student progress.

Textbook Bring your textbook and workbook to all classes. If you miss a class, check **with your group members** what was covered in that class.

Quizzes, exams Exams and short quizzes are given during regular class hours. Quizzes are pop-up. *There are no make-up quizzes or exams.* A grade of zero will be assigned to any missed quiz or exam unless you provide **documented medical/emergency reasons**, then the grade for a missing quiz or exam will be prorated at the end of the course.

Homework Expect to spend at least 7-10 hours per week at home in order to do well in this course. Coming to class well prepared helps you to learn most effectively in the classroom.
You are expected to do daily **homework** assigned from the workbook and extra; some to be submitted, some orally performed in class, and some might be randomly checked; therefore, always be ready to show your homework when asked. Some homework requires listening first to the audio part, link given above in “Required textbook”. **Late homework will NOT be accepted. Each missing or forgotten homework will reduce 1% of your total homework grade. Every three spelling mistakes will reduce 1 point from your total homework grade.**

Heritage students who come to class with richer vocabulary are expected to write longer for written assignments.

If you have difficulty doing your homework, seek help – either come to my office, or ask members of your study group. Don't struggle alone.

Group work and Presentation Three or four students will form a study group. Members in each group work together and support one another during the term. **Fridays** are for classroom-group work, with weekly assignments. You will sign in using the attendance sheet.

Group presentation is your oral test. Each group will give a **presentation** of about 10-15 minutes. The topic can be anything related to what we cover in class, or something you are interested in, with the instructor's approval. You can use various media to illustrate your presentation, e.g., YouTube video clips, individual blogs, excerpts from newspapers or magazines, etc. Be creative.

An **A-presentation** uses only Vietnamese language, simple and correct sentences, select images, videos, etc....to make sure **everyone in class** can understand; applies grammatical points and the vocabulary learned during the term as much as you can; no spelling mistakes, no major grammatical mistakes; **every member** in the group shares the responsibility in **the final draft** of the **whole** presentation; can understand and answer questions from the audience. A **B-presentation** needs to use English from time to time, uses new Vietnamese vocabulary or grammatical structures that make it difficult to understand for non-heritage students, makes statements about something, or cite some point from open access sources without checking for correctness, contains very few major grammatical mistakes, or members might not understand some questions. A **C-and-below presentation** regularly relies on English for explanations and answering, translates the whole sentences to English, contains spelling mistakes, members in group did not work and help each other (e.g., mistakes in spelling and grammatical construction, or vocabulary use). Don't often understand questions in Vietnamese and have to check the question using English before answering.

Everyone is expected to attend and participate in all presentations, because asking questions is the second part of your presentation. Your absences during the days of class presentations, therefore, will affect the grade of your group presentation. All members of the group will receive the same grade.

Regardless of these requirements, students often love group work and presentations. Expect to have a lot of fun!

Participation BE VISIBLE and contribute to class discussions. **Ask questions. Offer answers and comments.** Your grade for participation is based on whether you **attend all classes** (see attendance policy), **and your participation in class discussions.**

An **A grade** requires the student to be active in daily class discussions, such as commenting and/or asking meaningful questions that contribute to the understanding of the lessons, voluntarily offering answers, or fully participating in group discussions in class. A **B grade** is all of the above, but at a lesser degree. Very little or no participating in class discussions results in a **C-and-below grade** in this category.

Office hours At any moment during the term, if you feel confused or behind, please come to my office to get help right away. If you cannot make it during office hours, email me a few options and I will find the time to be available for you. Do NOT wait until late in the course to catch up. In language learning it takes a lot of time to process the materials and to practice, no matter how smart you are.

Attendance policy and email etiquette

Absences due to illness, special curricular requirements or emergency are excused **only if paper documentation is presented** (e.g., a letter from a doctor/infirmar/clinic, police report, receipts for car repair, court orders, funeral arrangements, conferences, job interviews, etc.); **emails will not suffice**. Religious holiday and severe weather conditions are excused. “A student should inform the faculty member of the religious observances of his or her faith that will conflict with class attendance, with tests or examinations, or with other class activities prior to the class or occurrence of that test or activity”. You are allowed **two unexcused absences**; having more than two will affect your total grade: deduction of **0.5 %** (2 pts) for each absence without a documented medical reason. **Missing 14 or more classes might result in failing the course**. **Repeated tardiness** will also reduce your grade. In the event you must miss class, please contact the instructor **prior** to the class meeting and have your absence pre-approved, except for documented emergency.

<https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>

During class time you are required to devote your attention to the activities in the classroom. Please **turn off cell phones**. **Unless the instructor requests, close laptops before class starts**. If you use class time to do work for other courses, you will be asked to leave.

Emailing is the easiest way to reach me. Emails starting without an addressing term, or with a ‘Hey’ won’t be answered. I have a name and a title, or simply ‘Cô Phạm’ would do.

Grading policy

<https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>

Grading scale & GPA equivalents

A	A-	B+	B	B-	C+	C	C-	D+	D	D-	E, I, NG, S-U, WF
93-100	90-92	87-89	83-86	80-82	77-79	73-76	70-72	67-69	63-66	60-62	0-59
4.0	3.67	3.33	3.0	2.67	2.33	2.0	1.67	1.33	1.0	.67	0

Note: A grade of C– is not a qualifying grade for major, minor, Gen Ed, or College Basic distribution credit.

A grade of C (2.0) or better is required to earn an S. Conversely, a grade of C- or below will earn a grade of U.

FAQs for Minus Grades:

<https://student.ufl.edu/minusgrades.html>

Academic Honesty: UF students are bound by The Honor Pledge “We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: “On my honor, I have neither given nor received unauthorized aid in doing this assignment.”

<https://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/>

Students with disabilities There is no requirement for a student to disclose his or her disability. However, students requesting classroom accommodations must register with the Dean of Students Office and provide documentation to verify the disability: 202 Peabody Hall, Gainesville, FL 32611-5055, (Voice) 352-392-1261, (TDD) 352-392-3008.

<http://registrar.ufl.edu/catalogarchive/0405catalog/student-information/dos.html>

Counseling & Mental Health Resources: Students looking to maintain and improve wellness, or in need of counseling or urgent help should call the on-campus Counseling and Wellness Center (352-392-1575) at 3190 Radio Road, Mon-Fri 8am-5pm. Online services are also available.

“If your friend passes out from substance use or overdose, call 911. Medical Amnesty policy will not punish you or the student in crisis to ensure help is sought for substance-related emergencies.”

Counseling and Wellness Center: <http://www.counseling.ufl.edu/cwc/uf-students>

Online Course Evaluations: <https://evaluations.ufl.edu>