

Prof. Andrea Pham Office: 343 Pull Hall Tel: (352) 392-7084 apham@ufl.edu	Class time: period 3 rd , 9:35am-10:25pm M-W MAT 113, T-R MAT 015 Office hours: M, W 4 th period 10:40am –11:30am or by appointment.
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1. Objectives

This course is designed for students who have completed “*Beginning Vietnamese I&2*”, or heritage students with *some verbal skill but limited (or none) written skill of Vietnamese*. The course continues to provide the basic constructions of Vietnamese sentences, and to enrich your vocabulary. Topics cover daily activities, the Vietnamese culture, history, education, geography, and arts. The first weeks review the Vietnamese sounds and orthography. Authentic Vietnamese from newspapers, short stories, poems, songs, movies... will be used for reading, writing and listening exercises. Expect to practice your speaking skill through daily class discussions. Writing assignments are weekly. Attendance is mandatory.

Completion of this course with a passing grade will meet the CLAS language proficiency requirement.

2. Required textbook and Workbook Manual

a. Textbook: Lê Phạm Thúy-Kim & Nguyễn Kim Oanh. 2001. **Chúng ta nói...Conversational Vietnamese**. University of Washington Press. ISBN 0295980893

- Link to do **exercises from the textbook**, with answers:

<http://www.public.asu.edu/~ickpl/ctn1/index.htm>

b. Workbook Manual to accompany Conversational Vietnamese. 2007. Le Pham Thuy Kim.

- Link to do **audio exercises** from the **Workbook Manual**:

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

- Link to quizlet to help with **vocabulary reviewing**:

<https://quizlet.com/class/1662526/>

The textbook and workbook can be purchased at the UF bookstore or directly 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.**

A **hard copy** of English-Vietnamese, Vietnamese-English dictionary is strongly recommended, especially for writing assignments.

3. Typing Vietnamese You need to be able to type Vietnamese with all diacritics for your online submissions. 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.

OR you might be able to just activate the Viet keyboard in Windows that comes pre-installed in your computer.

4. Evaluation

Homework and class discussion	60	15%
Class participation	40	10%
Exams (15% x 2)	120	30%
Quizzes (5% x 6)	120	30%
Group Presentations	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 makes during the course**.

Weekly schedule

Date	Topic	Assignment/workbook
Week 1 21-24/8	<i>Giới thiệu về tiếng Việt, chữ viết, thanh điệu, nguyên âm và phụ âm</i> (Introduction to Vietnamese language, its orthography, tones, vowels and consonants).	Install Viet Key or Uni key. Practice Vietnamese sounds and letters.
Week 2 28-31/8	Chương 1 <i>Làm quen</i>	<i>Tự giới thiệu – nói</i> . Sell introduction – talk.
Week 3 5-7/9	Chương 1 (tiếp) <i>Làm quen</i>	Sept 4 Labor Day <i>Tự giới thiệu – viết</i> . Self-introduction.
Week 4 11-14/9	Chương 2 <i>Du lịch Việt Nam</i>	WB 1-9 Quiz 1
Week 5 18-21/9	Chương 3 <i>Khí hậu và thời tiết</i>	WB 11-16 Quiz 2

Week 6 25-28/9	Chương 4 <i>Bài ôn</i> Chương 5 <i>Ăn uống</i>	Quiz 3 WB 17-24
Week 7 2-5/10	Chương 5 (cont.) <i>Ăn uống</i>	Oct 4 Exam 1 Home coming Oct 6
Week 8 9-12/10	Chương 6 <i>Họ hàng</i>	WB 25-28
Week 9 16-19/10	Chương 7 <i>Nhà cửa</i>	WB 29-34 Quiz 4
Week 10 23-26/10	Chương 8 <i>Bài ôn</i> Chương 9 <i>Mua sắm</i>	WB 35-42 Quiz 5
Week 11 30-2/11	Chương 9 (cont.) <i>Mua sắm</i>	
Week 12 6-9/11	Chương 10 <i>Chạy việc vặt</i>	WB 43-48 Quiz 6 Nov 10 Veterans Day
Week 13 13-16/11	Chương 11 <i>Giải trí và thể thao</i>	WB 49-54
Week 14 20-21/11	Chương 12 <i>Bài ôn</i>	22-24 Thanksgiving Nov 21 Exam 2
Week 15 27-30/11	<i>Thuyết trình (Presentations)</i>	
Week 16 4-6/12	<i>TBA</i>	

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

Class notes If you miss a class, check **with your classmates** the materials covered in that class.

Quizzes, exams, homework Exams and short quizzes are given during regular class hours. *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.

You are expected to do every daily **homework** assigned; some to be submitted, some orally performed in class, some might be randomly checked. Late homework will NOT be accepted. **Each missing or forgotten homework will reduce 1% of your total grade for homework.** Heritage students who come to class with richer vocabulary are expected to write longer for written assignments.

An A for homework if all homework assignments are done with care (NO spelling mistakes). **A B grade** if you miss a few assignments, and there are some spelling mistakes. **A C-and-below** is expected if you don't often

do homework, or often with repeated spelling mistakes. If you have difficulty doing your homework, you should come to my office hours to get some help, or help from your group during group time. Do not struggle by yourself.

Presentation You can do your own presentation or pair up with another student. In that case both will share the grade. The presentation is about 5-10 minutes followed by a question part. The topic can be anything related to the topics we cover in class, or something you are interested, 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.

An **A-presentation** uses only Vietnamese language during the presentation; uses simple and correct sentences; "talking" instead of "reading" from scripts; selects 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; members help each other in the final proof of the **whole** presentation; understand and answer questions. A **B-presentation** needs to use English from time to time; still relies on notes; has a lot of new vocabulary or grammatical structures that make it difficult to understand for non-heritage students; makes statements about something without checking for correctness; contains very few major grammatical mistakes; might not understand some questions. A **C-and-below presentation** relies heavily in English, translates the whole sentences to English; contains a lot of spelling mistakes; members in the group did not work and help each other (e.g., mistakes in spelling and grammatical constructions, vocabulary use). Don't often understand questions, and have to consult each other in English before answering. Everyone is expected to attend and participate in all presentations (asking questions, making comments, etc). Your absences during your classmates' presentations will affect the grade of your group presentation. All members of the group will receive the same grade. Students often love group work and presentations. Expect fun!

Class participation Coming to class well prepared helps you to learn most effectively in the classroom. Expect to spend at least 7-10 hours per week at home in order to do well in this course. BE VISIBLE and contribute to class discussions. Ask questions. Offer opinions. Your grade for participation is based on whether you **do your homework before coming to class, which is reflected from your class performance, and your participation in class discussions.**

An **A grade** for participation 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, or to provoke thoughts and discussions, voluntarily offering answers, and 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/infirmarary/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 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 equivalent

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>