

Prof. Andrea Pham Office: 343 Pugh Hall Tel: (352) 392-7084, apham@ufl.edu	Class: M - F, 3 <sup>rd</sup> 9:35 – 10:25, <b>MAT 115</b> Office hours: T, R, 4 <sup>th</sup> period 10:40-11:30 or by appointment.
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**1. Objectives:** This course is designed for learners without, or with very limited knowledge of the Vietnamese language. You will learn basic sentence structures and rudimentary vocabulary, and work on all four language skills: listening, speaking, reading and writing. The first few weeks focus on pronunciation. By the end of the course students should be able to carry on simple conversations in daily life situations, and to read and write simple sentences and paragraphs. Authentic and near authentic Vietnamese from short stories, poems, songs, and movies will be used for reading, writing and listening exercises. Expect to practice your speaking through class discussions and group assignments. Writing assignments are weekly. Attendance and participation are mandatory.

**2. Textbook and workbook** (required)

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

Audio files accompanied vocabulary and dialogues of 16 chapters:

<http://www.public.asu.edu/~ickpl/lsv/dialogs/index.htm> (Each audio file has page number listed)

Audio files accompanied Listening Activities of *Let's Speak Vietnamese* (LSV)

<http://www.public.asu.edu/~ickpl/lsv/listening/index.htm> (Each audio file has page number listed)

Audio files accompanied pronunciation practices/drills in Appendix 2- p. 289-303 of

LSV <http://www.public.asu.edu/~ickpl/lsv/pronunciation/index.htm> (Each practice has page number listed)

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

Audio files accompanied **Tập Nghe/Listening Activities of Workbook Manual** (Each audio files has page number listed)

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

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

You can use online dictionaries but a hard copy of English-Vietnamese, Vietnamese-English 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.

<b>4. Evaluation:</b>	Homework	60	15%
	Class participation	40	10%
	Exams (15% x 2)	120	30%
	Quizzes (5% x 4)	80	20%
	Group presentation	20	15%
	Movie discussion (5%) and essay (5%)	40	10%
	<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 22 – Aug 26	Introduction to Vietnam, its language and people.	Reading and answering questions: <b>Pham</b> (ms., posted on e-learning) <i>Chapter 1 “Introduction to Vietnamese”</i> (13 pages) Self-introduction.
Week 2 Aug 29 – Sept 2	Vietnamese sounds and spelling system.	<i>Hand-out “Tables of sounds and spelling rules”</i> (on e-learning) Practice sounds
Week 3 Sept 6 - 9	Greetings and getting acquainted	Chapter 1 Sept 5 <b>Labor Day</b>
Week 4 Sept 12 - 16	Personal information	Chapter 2 <b>Quiz 1</b>
Week 5 Sept 19 – Sept 23	Subjects of study and schedules	Chapter 3
Weeks 6 Sept 26 – 30	Student life	Chapter 4 <b>Quiz 2</b>
Week 7 Oct 3 - 7	Review 1	Chapter 5

		<b>Exam 1 Oct 6</b>
Weeks 8 Oct 10 - 13	Family and relatives	Chapter 6 <b>Home coming Oct 14</b>
Week 9 Oct 17 - 21	Hobbies and pastimes	Chapter 7 <b>Quiz 3</b>
Week 10 Oct 24 - 28	People: their physical appearance	Chapter 8 <b>Quiz 4</b>
Week 11 Oct 31 – Nov 4	People: their personal qualities and characters	Chapter 9 <b>Quiz 5</b>
Weeks 12 Nov 7 - 10	People: their personal qualities and characters (cont.)	Chapter 9 <b>Nov 11 Veterans Day</b>
Week 13 Nov 14 - 18	Review 2	Chapter 10
Week 14 Nov 21 – 22	Final review and Exam 2	<b>Nov 21 Exam 2</b> Nov 23-25 <b>Thanksgiving Break</b>
Week 15 Nov 28 - Dec 2	Group Presentations Movie screening	
Week 16 Dec 5 - 7	Movie discussions	Movie essay due

**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, homework* Exams and short quizzes are given during regular class hours. To help offset any negative effect that unforeseen circumstances may have on your quizzes, 5 quizzes will be given, only 4 with highest grades are recorded. Quizzes are pop-up (day to have Quiz). *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.

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

An **A grade** 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, or your group during group time for help. You don't have to struggle by yourself.

*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.

During the term, 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* 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. 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, 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.

### *Movie*

You will watch a movie about Vietnam and its people. Attendance is mandatory. After the movie prepare to provide at least one comment or question about various aspects of the Vietnamese culture in the movie, and discuss at least one point raised by classmates. You will also write a few short paragraphs to show your understanding about the movie, and to comment on topics in the movie. Before watching the movie you will be provided vocabulary necessary for this task, and some guided questions. The essay should contain simple but correct sentences, making use of grammar points learned during the term. Grammatical mistakes that were not discussed/covered in class would not hurt your grade, but spelling mistakes would, whether the vocabulary is old or new.

**An A grade** is for active participants in the discussions, plus an essay using simple and correct sentences, with no spelling mistakes. **A B grade** is for less active participants (who only listen but do not ask questions or make comments) with a clean essay and very few spelling mistakes. **A C-and-below grade** for those who do not come to class discussions, and/or do a minimal work on the essay.

**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 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

<b>A</b>	<b>A-</b>	<b>B+</b>	<b>B</b>	<b>B-</b>	<b>C+</b>	<b>C</b>	<b>C-</b>	<b>D+</b>	<b>D</b>	<b>D-</b>	<b>E, I, NG, S-U, WF</b>
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>