

Prof. Andrea Pham <a href="mailto:apham@ufl.edu">apham@ufl.edu</a> 343 Pugh Hall 352-392-7084	Class: 4:05 – 4:55pm MAT 112 Office hours: by appointment.
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This course is a five-credit course. Prerequisites: none. Office hours are by appointment, in person or virtual on Zoom.

You can email me [apham@ufl.edu](mailto:apham@ufl.edu) or directly on Canvas anytime during the term with any questions, concerns, or comments. Check the course on Canvas daily. Please always address the teacher in the email to me, either with Prof. Pham or Cô Pham.

### 1. Course description

The course is designed for absolute beginners of Vietnamese or learners with limited Vietnamese language skills. 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. Authentic and near authentic Vietnamese materials will be used for reading, writing and listening exercises. Practice your speaking skill in class and group discussions. Written assignments include weekly homework, short quizzes, and exams. Verbal assessment is your presentations. Attendance is mandatory.

#### Course Learning Goals

- By the end of the course, students will be able to
- understand simple conversations using basic vocabulary and sentence structures
  - answer questions about self and others with basic information
  - read and write simple sentences and paragraphs

Specifically: the student is able to

- greet others and introduce yourself with basic information (name, birthplace, years and field of study, occupation, nationality, hobbies, contact information, family, character, and appearance)
- talk about daily routines, schedules
- form a question using question words ‘what, which, who, where, when, how, why?’ tag questions and yes-no questions, and reply using various aspectual modes (done or still doing, etc.)
- talk about a past, current, or future event or plan

*Students are encouraged to employ critical thinking and to rely on data and verifiable sources to interrogate all assigned readings and subject matter in this course as a way of determining whether they agree with their classmates and/or their instructor. No lesson is intended to espouse, promote, advance, inculcate, or compel a particular feeling, perception, viewpoint or belief.*

**2. Textbook and workbook (required).** *Additional materials* will be distributed through Canvas.

Textbook and workbook manual are available for purchase either from UF Bookstore or send a message to the author: [presslenguyen@gmail.com](mailto:presslenguyen@gmail.com)

**A. Textbook: Let's speak Vietnamese (LSV). An introduction to contemporary Vietnamese**, 4<sup>th</sup> edition 2019 by Lê Phạm Thuý-Kim & Nguyễn Bích Thuận. Lê Nguyễn Press. ISBN 1397809796015-4-5. (The 3rd edition is fine as the changes are minimal.)

The general page for LSV:

<https://presslenguyen.wixsite.com/lenguyenpress/lsv-learningtools>

*Audio files* (vocabulary and dialogs) for 16 chapters (only the first 8 chapters are covered in Fall 24):

<https://presslenguyen.wixsite.com/lenguyenpress/letspeakvietnamese>

**Chapter 1** is available for download in Files on Canvas:

[https://83f40804-2b6c-484d-91e7-6e0266afd015.filesusr.com/ugd/2310e2\\_cc311440147e493c94d206593f6f370b.pdf](https://83f40804-2b6c-484d-91e7-6e0266afd015.filesusr.com/ugd/2310e2_cc311440147e493c94d206593f6f370b.pdf)

The exercises in workbook for Chapter 1:

[https://83f40804-2b6c-484d-91e7-6e0266afd015.filesusr.com/ugd/2310e2\\_5db472e2746b496f9bb33c3e7353091a.pdf](https://83f40804-2b6c-484d-91e7-6e0266afd015.filesusr.com/ugd/2310e2_5db472e2746b496f9bb33c3e7353091a.pdf)

*Audio files* for **Listening Activities in LSV**

<https://presslenguyen.wixsite.com/lenguyenpress/lsv-listening>

**B. Workbook Manual to accompany Let's speak Vietnamese.** Lê Nguyễn Press. ISBN 9780979601514.

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

<https://presslenguyen.wixsite.com/lenguyenpress/wb-listen>

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

**3. Typing Vietnamese:**

<https://yourvietnamese.com/learn-vietnamese/type-vietnamese/>  
<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.

If you use a smart phone, you only need to turn on “Vietnamese” for language (besides English).

#### 4. Evaluation:

5 short essays	60 pts	15%
5 Homework	60 pts	15%
Exams (15% x 2)	120 pts	30%
Quizzes (5% x 5)	100 pts	25%
2 presentations (5% + 10%)	60 pts	15%
Total	400 pts	100%

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.**

#### 5. Weekly schedule

	Topics	Assignments Due
<b>Weeks 1</b> Aug 22-23	Vietnamese orthography. Tones, consonants and vowels	Practice tones, vowels and consonants.
<b>Week 2</b> Aug 26-Sept 30	Vietnamese sounds (cont.) Chapter 1 Meeting people	Greetings and name, Introduce people, nationality. <b>HW 1</b>
<b>Week 3</b> Sept 3-6	Chapter 1 (cont.) Meeting people	<b>Sept 2 Labor Day</b> Tag questions, Self-introduction <b>Essay 1</b>
<b>Week 4</b> Sept 9-13	Chapter 2 Personal information	<b>Quiz 1</b> <b>Essay 2, HW 2</b>
<b>Week 5</b> Sept 16-20	Chapter 3 Daily routines	<b>Quiz 2</b>
<b>Weeks 6</b> Sept 23-27	Chapter 4 Academic life	<b>Quiz 3</b> <b>HW 3</b>
<b>Week 7</b> Sept 30-Oct 4	Chapter 4 (cont.) review 1	<b>Oct 6 Homecoming</b> <b>Essay 3</b>
<b>Week 8</b> Oct 7-11	Chapter 5 Hobbies and pastimes	<b>Exam 1</b> <b>HM 4</b>
<b>Week 9</b> Oct 14-18	Chapter 5 cont.	<b>Quiz 4</b>
<b>Week 10</b> Oct 21-25	Chapter 6 Family and relatives	<b>Essay 4</b>
<b>Week 11</b> Oct 28-Nov 1	Chapter 6 (cont.)	<b>Essay 5</b>
<b>Weeks 12</b> Nov 4-8	Chapter 7 Physical appearance	<b>HW 5</b>
<b>Week 13</b> Nov 12-15	Chapter 8 Character Traits	<b>Nov 11 Veterans Day</b> <b>Quiz 5</b>

<b>Week 14</b> Nov 18-22	Chapter 8 (cont.) Review 2	<b>Exam 2</b>
<b>Week 15</b> Nov 25-29	<b>Thanksgiving</b>	
<b>Week 16</b> Dec 2-4	Presentations	

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

*Class notes* If you miss a class, check **with your classmates** the materials 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, technical/emergency reasons**, then the grade for a missing quiz or exam will be prorated at the end of the course. If you had technical issues and cannot login for class that day, please email me as soon as possible.

*Homework, posts, and essays* Are graded for submissions, not based on mistakes. However, repeated spelling mistakes costs the points. **Every two (to three) spelling mistakes will reduce 1 point from your total homework grade.**

*Presentation* Two or three students form a study group. Members in each group work together and support one another during the term. One day a week is for groups to practice conversations in class. Your presentation includes **a summary of your presentation in Vietnamese**, and any new vocabulary your classmates need to know to follow your verbal presentation. Keep English and new vocabulary to the minimum, or none. Everyone is expected to attend and participate in all presentations. Asking questions in Vietnamese is a part of your presentation's grade. All members of the group will receive the same grade.

*Participation* **BE VISIBLE** and contribute to class discussions. **Ask questions. Offer answers or comments.**

### **Attendance and make-ups**

Attendance is mandatory and will be assessed by roll call. Acceptable excuses include illness, religious holidays, & military obligation. These need to be documented excuses (e.g., a letter from a doctor/infirmarary/clinic, police report, receipts for car repair, court orders, funeral arrangements, conferences, job interviews, etc.). You are allowed **two unexcused absences**; having more than two will affect your total grade: deduction of **0.5 %** (2 pts) from the total grade 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.

Should you miss a class for any reason, you are responsible for informing yourself as to the material covered. Except in the case of certified illness or other UF accepted excuse, there will be no make-up option for missed exams/assignments. Where possible, make-ups should be arranged prior to absence. Alternatively, students should contact me on return to classes.

Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies that can be found at:

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

**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.

For further information on UF's Grading Policy, see: <https://catalog.ufl.edu/UGRD/academic-regulations/grades-grading-policies/>

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** "Students with disabilities who experience learning barriers and would like to request academic accommodations should connect with the Disability Resource Center. See the “Get Started With the DRC” webpage on the Disability Resource Center site <https://disability.ufl.edu/get-started/>. It is important for students to share their accommodation letter with their instructor and discuss their access needs, as early as possible in the semester."

**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: <https://counseling.ufl.edu/resources/>

### **UF Policy on Online Course Evaluations:**

“Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at <https://gatorevals.aa.ufl.edu/students/>. Students will be notified when the evaluation period opens, and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via <https://ufl.bluera.com/ufl/>. Summaries of course evaluation results are available to students at <https://gatorevals.aa.ufl.edu/public-results/>.”

### **RUBRICS**

#### **HOMEWORK, ESSAYS (120pts)**

Every 2 spelling mistakes cost one point, every repeating spelling mistake cost one point, max. 50% of the total points.

Grammatical mistakes and wrong uses of vocabulary don't count toward grades.

Each missing homework or essay costs 12 points.

#### **QUIZZES, EXAMS (220pts)**

Each question in the quiz or exam is assigned their total points.

Depending on the student's language background, every one to three spelling mistakes cost 1pt.

Every grammatical mistake cost 1-2pts, depending on seriousness.

Every vocabulary mistake costs 1-2pts, depending on seriousness.

#### **PRESENTATION (60pts)**

An A-presentation doesn't rely on written notes, uses only Vietnamese language, simple and correct sentences, images, videos, etc.; makes sure everyone in class can understand; applies learned grammatical points and the vocabulary as much as you can; no spelling or grammatical mistakes; every member understands and answer questions from the audience. A B-presentation has to look at cards sometimes, uses some English, some vocabulary or grammatical structures are difficult for non-heritage students, may have some minor grammatical mistakes. A C-and-below presentation regularly relies on notes or English for explanations and/or understanding the questions, translates the whole sentences to English, has spelling mistakes by any member in the group.

### **GENERAL ADMINISTRATIVE ISSUES**

## **Canvas**

All assignments, lecture notes, handouts, study guides, grades, etc. will be posted on the course website on Canvas. It is your responsibility to check the website regularly and keep up to date with the class.

## **Class Demeanor & Academic Integrity**

Students are expected to arrive to class on time and behave in a manner that is respectful to the instructor and to fellow students. Please avoid the use of cell phones and eating during class time. Opinions held by other students should be respected in discussion, and conversations that do not contribute to the discussion should be held at minimum, if at all.

UF students are bound by The Honor Pledge which states, “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.” The Conduct Code specifies a number of behaviors that are in violation of this code and the possible sanctions. Click here to read the Conduct Code. If you have any questions or concerns, please consult with the instructor or TAs in this class.

## **Accommodations**

Students requesting classroom accommodation must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the Instructor when requesting accommodation. For more information see <https://disability.ufl.edu/>.

## **HEALTH AND WELLNESS**

U Matter, We Care: [umatter@ufl.edu](mailto:umatter@ufl.edu) – <https://umatter.ufl.edu/> ; 392-1575

Counseling and Wellness Center: <http://www.counseling.ufl.edu/cwc/Default.aspx> ; 392-1575

Sexual Assault Recovery Services (SARS): Student Health Care Center; 392-1161

University Police Department: <http://www.police.ufl.edu/> ; 392-1111 (911 for emergencies)

## **ACADEMIC RESOURCES**

E-learning technical support: [Learningsupport@ufl.edu](mailto:Learningsupport@ufl.edu); <https://lss.at.ufl.edu/help.shtml> ; 352-392-4357 (opt. 2)

Career Resource Center: Reitz Union; <http://www.crc.ufl.edu/> ; 392-1601

Library Support: <http://cms.uflib.ufl.edu/ask>

Teaching Center: Broward Hall; 392-2010 or 392-6420

Writing Studio: 302 Tigert Hall; <http://writing.ufl.edu/writing-studio/> ; 846-1138

Student Complaints On-Campus: <https://sccr.dso.ufl.edu/> Visit the Student Honor Code and Student Conduct Code webpage for more information.

### **In-Class Recording**

Students are allowed to record video or audio of class lectures. However, the purposes for which these recordings may be used are strictly controlled. The only allowable purposes are (1) for personal educational use, (2) in connection with a complaint to the university, or (3) as evidence in, or in preparation for, a criminal or civil proceeding. All other purposes are prohibited. Specifically, students may not publish recorded lectures without the written consent of the instructor.

A “class lecture” is an educational presentation intended to inform or teach enrolled students about a particular subject, including any instructor-led discussions that form part of the presentation, and delivered by any instructor hired or appointed by the University, or by a guest instructor, as part of a University of Florida course. A class lecture does not include lab sessions, student presentations, clinical presentations such as patient history, academic exercises involving solely student participation, assessments (quizzes, tests, exams), field trips, private conversations between students in the class or between a student and the faculty or lecturer during a class session.

Publication without permission of the instructor is prohibited. To “publish” means to share, transmit, circulate, distribute, or provide access to a recording, regardless of format or medium, to another person (or persons), including but not limited to another student within the same class section. Additionally, a recording, or transcript of a recording, is considered published if it is posted on or uploaded to, in whole or in part, any media platform, including but not limited to social media, book, magazine, newspaper, leaflet, or third party note/tutoring services. A student who publishes a recording without written consent may be subject to a civil cause of action instituted by a person injured by the publication and/or discipline under UF Regulation 4.040 Student Honor Code and Student Conduct Code.

### **COVID-19 Statement**

In response to COVID-19, the following recommendations are in place to maintain your learning environment, to enhance the safety of our in-classroom interactions, and to further the health and safety of ourselves, our neighbors, and our loved ones.

If you are not vaccinated, get vaccinated. Vaccines are readily available and have been demonstrated to be safe and effective against the COVID-19 virus. Visit [one.ufl.edu](http://one.ufl.edu) for screening / testing and vaccination opportunities.

If you are sick, stay home. Please call your primary care provider if you are ill and need immediate care or the UF Student Health Care Center at 352-392-1161 to be evaluated.

Course materials will be provided to you with an excused absence. As with any excused absence, you will be given a reasonable amount of time to make up missed work.