

# CHIN 314 Advanced Chinese Composition & Translation

School of Asian & European Languages & Cultures

Trimester 3 2007

24 Points

## STAFF

Changying Li, Lecturer [Course Coordinator]  
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Shirley Pack, Administrator  
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Hours: Mon.-Fri. 9:45am – 4.30pm

The lecturer will be available for consultation during normal office hours.

Students are encouraged to watch the Chinese Programme Notice Board (Level 7, von Zedlitz Building) for information on courses, programme changes.

## CLASS TIMES AND ROOMS

Course Duration: 19 Nov 2007 - 21 Dec 2007

### Lectures:

Tue	1-4pm HM LT001	Changying Li
Thur	1-4pm HM LT001	Changying Li

## COURSE AIMS & CONTENT OF COURSE

This is a course in advanced Chinese language skills that will give emphasis to written Chinese composition, both formal and informal, along with practical translation both into and out of Chinese. By the conclusion of the course, students will have developed skills in:

- Written Chinese composition, both formal and informal.
- Translation both into and out of Chinese.
- And to have applied these various skills and methodologies to a specific topic in the field of applied Chinese Studies.

## TEXTS

Chin 314: Advanced Chinese Composition and Translation [\$9.19]  
[To be purchased by students from the Student Notes Office]  
A list of readings is attached to the above text.

## ASSESSMENT

This course is entirely internally assessed. Assessment is based on a combination of translation assignments, two compositions 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:

1. Translation Assignments: [40%]  
Translation 1: 20%  
Due: 4 December  
  
Translation 2: 20%  
Due: 11 December
2. Written Composition: [20%]  
Written Chinese Composition. Due: 18 December 2007  
(1,200 – 1,500 words)
3. Final Test: [40%]  
20 December 2007 (120 minutes)

Lateness:

The late submission of assignments and/or essays must be negotiated with the lecturer concerned before the due date and, depending upon circumstances, may be penalised.

## MATERIALS & EQUIPMENT

In the final written test, students are allowed to use dictionaries, but no electronic dictionaries are permitted.

## WORKLOAD AND ATTENDANCE REQUIREMENTS:

Faculty workload guidelines suggest that students should devote a total of 30 hours a week to this paper for its duration in order to maintain satisfactory progress.

Students are required to attend two lectures per week and attendance should be at least 75% of all classes offered.

## STUDENT REPRESENTATIVES AND STUDENT EVALUATIONS

In the second week of lectures, staff will facilitate the election of a class representative. Student reps are a valuable means of communication between teaching staff and students. Each trimester student reps of SAELC courses will meet together with the Head of School. At the end of the course all students will be asked to fill out questionnaires prepared by the University's Teaching and Development Centre in order to evaluate individual lecturers' performance and/or the course as a whole.

## GENERAL ADVICE

**Contact Person:**

**Students with Disabilities**

**Maori and Pacific Students**

Dr Rick Millington vZ613 Phone 383 7852 Email: Rick.Millington@vuw.ac.nz

## GENERAL UNIVERSITY REQUIREMENTS, POLICIES AND STATUTES

A copy of the General University Requirements, Policies and Statutes can be found on Blackboard.

Students should familiarise themselves with the University's policies and statutes, particularly the Assessment Statute, the Personal Courses of Study Statute, the Statute on Student Conduct and any

statutes relating to the particular qualifications being studied; see the Victoria University Calendar available in hard copy or on the VUW website at

<http://www.victoria.ac.nz/home/study/calendar.aspx>

### **Student and Staff Conduct**

The Statute on Student Conduct together with the Policy on Staff Conduct ensure that members of the University community are able to work, learn, study and participate in the academic and social aspects of the University's life in an atmosphere of safety and respect. The Statute on Student Conduct contains information on what conduct is prohibited and what steps are to be taken if there is a complaint. For information queries about complaint procedures under the Statute on Student Conduct, contact the Facilitator and Disputes Advisor or refer to the statute on the VUW policy website at:

[www.victoria.ac.nz/home/about/policy/students.aspx](http://www.victoria.ac.nz/home/about/policy/students.aspx)

The Policy on Staff Conduct can be found on the VUW website at:

[www.victoria.ac.nz/home/about/policy/staff.aspx](http://www.victoria.ac.nz/home/about/policy/staff.aspx)

### **Academic Grievances**

If you have any academic problems with your course you should talk to the tutor or lecturer concerned; class representatives may be able to help you in this. If you are not satisfied with the result of that meeting, see the Head of School or the relevant Associate Dean; the VUWSA Education Coordinator is available to assist in this process. If, after trying the above channels, you are still unsatisfied, formal grievance procedures can be invoked. These are set out in the Academic Grievance Policy which is published on the VUW website at:

[www.victoria.ac.nz/home/about/policy/students.aspx](http://www.victoria.ac.nz/home/about/policy/students.aspx)

### **Academic Integrity and Plagiarism**

Academic integrity is about honesty – put simply it means *no cheating*. All members of the University community are responsible for upholding academic integrity, which means staff and students are expected to behave honestly, fairly and with respect for others at all times.

Plagiarism is a form of cheating which undermines academic integrity. The University defines plagiarism as follows:

*The presentation of the work of another person or other persons as if it were one's own, whether intended or not. This includes published or unpublished work, material on the Internet and the work of other students or staff.*

It is still plagiarism even if you re-structure the material or present it in your own style or words.

*Note: It is however, perfectly acceptable to include the work of others as long as that is acknowledged by appropriate referencing.*

Plagiarism is prohibited at Victoria and is not worth the risk. Any enrolled student found guilty of plagiarism will be subject to disciplinary procedures under the Statute on Student Conduct. All cases will be recorded on a central database and severe penalties may be imposed. Consequences of being found guilty of plagiarism can include:

- an oral or written warning
- cancellation of your mark for an assessment or a fail grade for the course
- suspension from the course or the University.

Find out more about plagiarism, and how to avoid it, on the University's website:

[www.victoria.ac.nz/home/study/plagiarism.aspx](http://www.victoria.ac.nz/home/study/plagiarism.aspx)

### **Students with Impairments** (see Appendix 3 of the Assessment Handbook)

The University has a policy of reasonable accommodation of the needs of students with disabilities. The policy aims to give students with disabilities the same opportunity as other students to demonstrate their abilities. If you have a disability, impairment or chronic medical condition (temporary, permanent or recurring)

that may impact on your ability to participate, learn and/or achieve in lectures and tutorials or in meeting the course requirements, please contact the course coordinator as early in the course as possible. Alternatively, you may wish to approach a Student Adviser from Disability Support Services (DSS) to discuss your individual needs and the available options and support on a confidential basis. DSS are located on Level 1, Robert Stout Building:

telephone: 463-6070

email: [disability@vuw.ac.nz](mailto:disability@vuw.ac.nz)

The name of your School's Disability Liaison Person is in the relevant prospectus or can be obtained from the School Office or DSS.

### **Student Support**

Staff at Victoria want students to have positive learning experiences at the University. Each faculty has a designated staff member who can either help you directly if your academic progress is causing you concern, or quickly put you in contact with someone who can. Assistance for specific groups is also available from the Kaiwawao Maori, Manaaki Pihipihinga or Victoria International.

In addition, the Student Services Group (email: [student-services@vuw.ac.nz](mailto:student-services@vuw.ac.nz)) is available to provide a variety of support and services. Find out more at:

[www.victoria.ac.nz/st\\_services/](http://www.victoria.ac.nz/st_services/)

VUWSA employs an Education Coordinator who deals with academic problems and provides support, advice and advocacy services, as well as organising class representatives and faculty delegates. The Education Office (tel. 463-6983 or 463-6984, email at [education@vuwsa.org.nz](mailto:education@vuwsa.org.nz)) is located on the ground floor, Student Union Building.

Office of the AVC (Academic), October 2007