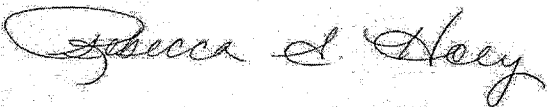# SOUTH DAKOTA BOARD OF REGENTS
ACADEMIC AFFAIRS FORMS

Revisions to General Education Requirements

Use this form to request any change to the General Education Requirements specified in Policies 2:7 – Baccalaureate General Education Curriculum and 2:26 – Associate Degree General Education Requirements. This includes any changes to the System General Education Requirements, Institutional Graduation Requirements, Globalization/Global Issues Requirement, and Writing Intensive Requirement.

NOTE: This process does not include approval for the development of a new course. If the proposal does include the development of a new course, the new course process must be completed before the course will be considered for inclusion in any set of the General Education Requirements

DSU	Arts & Science		1/25
Institution	Division/Department	Institutional Approval Signature	Date

Institution	Form Initiator	Dean's Approval Signature	Date

DSU			1/25
Institution	Division/Department	Institutional Approval Signature	Date

Indicate (X) the component of the General Education Curriculum that the proposal impacts.

   X   System General Education Requirements

Indicate (X) the revision(s) that is being proposed (more than one may be checked).

_____ Revision to an approved course

  X   Addition of a course to the set of approved courses

_____ Deletion of an approved course from the set of approved courses

Section 1. Provide a Concise Description of the Proposed Change
DSU is proposing to add CHIN 101 Introductory Chinese I and CHIN 102 Introductory Chinese II to the approved list of courses or Goal 4 Arts and Humanities.

Section 2. Provide the Effective Date for the Proposed Change
Fall 2025

Section 3. Provide a Detailed Reason for the Proposed Change
NA

Section 4. Provide Clear Evidence that the Proposed Modification will Address the Specified Goals and Student Learning Outcomes
See attached syllabus

Section 5. Provide a Copy of all Course Syllabi and Other Supporting Documentation

COURSE SYLLABUS

Course Prefix, Number, and Title
CHIN 101 Introductory Chinese I

Credits
4

University Name
Dakota State University

Academic Term/Year
TBA

Last date to Drop and receive 100% refund
TBA

Last date to Withdraw and earn a grade of 'W'
TBA

Course Meeting Time and Location
TBA

Instructor Information

Name
TBA

Office
TBA

Phone Number(s)
TBA

Email Address
TBA

Office Hours
TBA

Approved Course Description

Catalog Description
An opportunity to develop skills in everyday spoken Chinese. Emphasis will be on correct pronunciation, listening skills, and fluency.

Additional Course Information
This course meets System General Education Requirement: SGR #4

Prerequisites

Course Prerequisite(s)
None

Technology Skills
None

Student Learning Outcomes
1. Demonstrate knowledge of the diversity of values, beliefs, practices, or ideas embodied in the human experience, and
2. Demonstrate basic understanding of concepts of the selected discipline within the arts and humanities.
3. Demonstrate foundational competency in reading, writing, and speaking a non-English language.

Course Materials

Required Textbook(s)
Liu et al.: Integrated Chinese Level 1, Part 1 Textbook.
Liu et al.: Integrated Chinese Level 1, Part 1 audio MP3.

Required Supplementary Materials
As assigned in D2L.

Optional Materials
NA

Course Delivery and Instructional Methods
Online asynchronous

Communication and Feedback

Preferred Contact Method
TBA

Email Response Time
TBA

Feedback on Assignments
TBA

Requirements for Course Interaction
TBA

Evaluation Procedures

Assessments

Attendance/Participation   20%

Homework	25%
Prep Checks	10%
Chapter Tests (2)	20%
Oral Presentations	15%
Final Exam	10%

Final Examination
TBA

Performance Standards and Grading Policy

1. Attendance. Class attendance is crucial. Part of your grade is based on attendance and absences count against your final grade.

2. Participation. Participation in class activities is essential for successful language acquisition. In order to progress in understanding and speaking Chinese, you must hear and speak it on a regular basis. In addition to learning Chinese vocabulary and grammar, you will have the opportunity to learn interesting information about your classmates, your instructor and different aspects of the Chinese culture as you engage in the communicative and interactive activities in class. You will receive a 15 pt. performance grade once a week (5pt per class). These scores will be averaged at the end of the semester to obtain your final participation grade. Cell phones and other electronic devices must be turned off and put away before class.

3. Homework Assignments. Homework includes some exercises (mostly listening reading, and grammar) in the workbook as well as important character and pinyin practice. Homework will be due on the day marked in the session.

4. Preparation checks. It is very important to keep up with class work. You are required to preview and review the materials covered in each session. A detailed session-by-session schedule is provided for this purpose. There will be regular preparation checks, worth 10 pts. each, throughout the semester, as indicated on the schedule. The purpose of these checks is to verify that you have prepared the lesson for that day by doing the required reading the night before. Thus, these checks are not meant to be difficult. You will be tested on listening, vocabulary and character recognition, and grammar. Each check will take no more than 5 minutes. At the end of the semester, you may drop your lowest grade. Makeup checks will not be administrated.

5. Chapter tests. There will be two chapter tests, one on the introduction, lesson 1 and lesson 2, and the other one on lesson 3 and lesson 4. Each test contains an listening comprehension part and a written part.

6. Final exam. The final exam will be comprehensive but will be weighted more heavily toward lesson 5. There will be a speaking test that requires a one-on one meeting with the instructor. The test will be a brief conversation that covers topics learned in class. More details will be given in class. The speaking part counts for 20% of your exam's grade.

7. Oral Presentations. In order to improve your speaking, you will give two presentations, the first one is a solo-presentation at the end of lesson 2 and the second one is a group presentation at the end of lesson 4. You are expected to demonstrate your knowledge and understanding of the Chinese language and culture in a creative way in terms of the form and content of your presentations. More details will be given in class.

Grading Scale

89.5% - 100%	A
84.5% - 89.4%	B+
79.5% - 84.4%	B
74.5% - 79.4%	C+

69.5% - 74.4%   C
64.5% - 69.4%   D+
59.5% - 64.4%   D
0% - 59.4%   F

Tentative Course Outline and Schedule

Week	Date	Topics, Assignments, Quizzes, Tests, Deadlines
1		Introduction of Chinese language, Pinyin 1 (six simple finals and twenty-one initials), Exercises A&B IC workbook (pp.1-2) Pinyin 2 (compound finals and tones), Exercises C&D&E&F IC workbook (pp.6-8) Pinyin review, overview of the Chinese writing system, practice basic strokes, 1. Study the Chinese numerals (1-10) IC textbook pp.17 2. Get familiar with the classroom expressions (pp16) 3. Exercises IV, V IC workbook (pp8-10)
2		The Chinese numerals (一... 十), useful classroom expressions Prep Check 1, 1.Exercises VII&VIII 2. Pinyin&character practice Pinyin Review I Basic characters, 1. Pinyin&character practice 2. Exercises X&IX Pinyin Review II Basic characters, 1. Preview Lesson 1, dialogue 1 1)Vocab and pinyin transcript (pp.20-22) 2)Grammar (pp.22-25) 2.Pinyin&character practice.
3		Dialogue I Prep Check 2, 1. Listening comprehension: A&B&C 2. Writing and Grammar Exercises:A&B&C&D Dialogue I, 1.Preview Lesson 1, dialogue 2, 1) Vocab and pinyin transcript (pp.28) 2)Grammar (pp.29-32) 2.Pinyin&character practice 3. Listening comprehension, A&B&C
4		Dialogue II Prep Check 3, 1.Reading Comprehension A&B&C 2.Writing and Grammar Exercises B 3.Study vocab of places (pp.35) Dialogue II, 1.Reading Chinese Business Cards 2. Writing and Grammar Exercises C&D&E Review Dialogue I&II, Culture highlights, 1.Writing and Grammar Exercises F&H 2.Read "Culture Highlights" (pp.36-37)
5		Chapter Review Pronunciation Exercises Progress checklist, 1. Preview Lesson 2, dialogue 1 1)Vocab and pinyin transcript (pp.43-44) 2)Grammar (pp.45-48) 3. Pinyin&character practice 4. Listening Comprehension A, Lesson 2 家庭 Dialogue I Prep Check 4, 1. Listening Comprehension B&C 2. Reading Comprehension B&C Dialogue, 1.Writing and Grammar Exercises A&B&C 2.Preview Lesson 2, dialogue 2 1) Vocab and pinyin transcript (pp.51-52) 2)Grammar (pp.53-54) 3. Pinyin&character practice
6		Dialogue II Prep Check 5, 1. Listening Comprehension B&C&D 2. Reading Comprehension A&B&C Dialogue II, 1. Reading and Grammar Exercises B&C 2. Read "Culture highlights" (pp60-61) Review Dialogue I&II, Culture highlights, Chapter Review, 1. Translation exercises 2. Write about your family 3. Draft an oral presentation (selfintroduction)
7		Pronunciation Exercises Progress checklist Oral Presentation, Prepare for chapter test
8		Lesson 1&2 Chapter Test, 1. Preview Lesson 3, dialogue 1 1)Vocab and pinyin transcript (pp.67-69) 2)Grammar (pp.70-75) 2.Pinyin&character practice 3. Listening Comprehension A

Week	Date	Topics, Assignments, Quizzes, Tests, Deadlines
		Lesson 3 时间 Dialogue I Prep Check 6, 1. Grammar (pp.76-77) 2. Listening Comprehension, B&C 3. Reading Comprehension, A&B&C 4. Writing and Grammar, A&B&C Dialogue I, 1. Reading Comprehension, D&E 2. Writing and Grammar, D 3. Preview Lesson 3, dialogue 2 1)Vocab and pinyin transcript (pp.84-85) 2)Grammar (pp.86-87) 4. Pinyin&character Practice 5.Listening Comprehension A
9		Dialogue II Prep Check 7, 1. Listening Comprehension B&C 2. Reading Comprehension B&C 3. Writing and Grammar B&E Dialogue II, 1. Writing and Grammar C&D 2. Translation Exercises 3. Read "Culture Highlights"(91-92) Review Dialogue I &II, Culture highlights, 1. Study Vocab of Holidays (pp.90) 2. Pinyi&character practice 3. Translation Exercises
10		Chapter Review Pronunciation Exercises Progress checklist, 1.Preview Lesson 4, dialogue 1 1)Vocab and pinyin transcript (pp.99-101) 2)Grammar (pp.102-104) 2. Pinyin&character Practice 3.Listening Comprehension A Lesson 4 Hobbies Dialogue I Prep Check 8, 1. Listening Comprehension B&C 2. Reading Comprehension B&C 3. Grammar (pp.104-106) Dialogue I, 1.Reading Comprehension D 2.Preview Lesson 4, dialogue 2 1)Vocab and pinyin transcript (pp.111-112) 2)Grammar (pp.112-113) 3. Pinyin&character Practice 4.Listening Comprehension A
11		Dialogue II Prep Check 9, 1. Listening Comprehension B&C 2. Reading Comprehension A&B 3. Writing and Grammar A Dialogue II, 1. Listening Comprehension D 2. Reading Comprehension C&D 3. Writing and Grammar C 4. Read "Culture Highlights" (117-119) Review Dialogue I&II Culture highlights Prepare for group presentation 1. Writing and Grammar A&B (D1) 2. Study Vocab of Hobbies (pp.116) 3. Pinyin and character practice 4. Translation exercises
12		Chinese calligraphy practice Progress checklist, Prepare for oral presentation with groups Oral Presentation, Prepare for chapter test Lesson 3&4 Chapter Test, 1.Preview Lesson 5, dialogue 1)Vocab and pinyin transcript (pp.123-125) 2)Grammar (pp.126-128) 2. Pinyin&character Practice 3.Listening Comprehension A
13		Dialogue Prep Check 10, 1. Grammar (pp.128-129) 2. Listening Comprehension B&C 3. Reading Comprehension A&B 4. Writing and Grammar A&B Dialogue, 1. Listening Comprehension D 2. Reading Comprehension C 3. Writing and Grammar C 4. Preview Lesson 4, narrative 1)Vocab and pinyin transcript (pp.136) 2)Grammar (pp.137-138) 5. Pinyin&character Practice 6. Listening Comprehension A Narrative Prep Check 11, 1. Grammar (pp.139) 2. Listening Comprehension B&C 3. Reading Comprehension A&B&C 4. Writing and Grammar A&B&C
14		Narrative, 1. Vocab of beverages (pp.141) 2. Pinyin&character practice 3. Read "Culture Highlights" (pp.142- 143)
15		Review Dialogue & Narrative Culture highlights Prepare for group presentation, 1.Translation exercises 2.Prepare for speaking tests Progress checklist "How's the Chinese say it", 1. Review exercises 1) Pinyi&characters 2) Personal and Family backgrounds

Week	Date	Topics, Assignments, Quizzes, Tests, Deadlines
16		Last Week of Classes, Final Exam/Final speaking exam

Student Success Services and Supports

ADA Accommodations

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DSU's Office of Disability Services is located in the Learning Engagement Center and can be contacted by calling 605-256-5121 or emailing dsu-ada@dsu.edu. Students seeking ADA accommodations (such as non-standard note taking or extended time and/or a quiet space taking exams and quizzes) can access the DSU website https://dsu.edu/student-life/disability-services/index.html for additional information and the link to the Disability Services Request Form. You will need to provide documentation of your disability and the ADA Coordinator must confirm the need before officially authorizing accommodations.

DSU Knowledge Base

The DSU Knowledge Base contains links and resources to help students by providing information about the following topics: User Accounts & Passwords, Academic Tools & Resources, Software & Apps Support, WiFi & Network Access, Campus Emergency Alert System, Campus Printing, IT Security & Safe Computing, and the Support Desk (which is there to help both on and off-campus students). The Knowledge Base can be accessed through the link below:

- DSU Knowledge Base

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- DSU D2L Support Resources for Students

Classroom Policies

Attendance and Make-up Policy

TBA

DSU Policies

Complaint Procedure

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Grade Appeal Policy

If a student believes the final grade assigned in a course was inappropriate, he/she may appeal that grade by filing a formal grade appeal within 15 days of the start of the next academic

session. Please see the DSU policy on <u>Appealing Academic and Administrative Decisions</u> for the required process and form to appeal a final grade.

Student Verification Statement and Proctoring Policy

Federal law requires that universities verify the identity of students when course materials and/or course assessment activities are conducted either partially or entirely online. A student's Desire2Learn (D2L) login and password are intended to provide the student with secure access to course materials and are also intended to help the university meet this federal mandate. Some DSU Faculty also require the use of a proctor for exams in distance-delivered (Internet) courses and this requirement provides a second level of student identity verification. Students are responsible for any proctoring fees, if applicable. Finally, an instructor who uses web conferencing technology may require students to use a webcam during exams as another means of student identity verification through voice and visual recognition.

South Dakota Board of Regents Policy Statements

Freedom in Learning Statement

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Academic Dishonesty and Misconduct

Cheating and other forms of academic dishonesty and misconduct run contrary to the purposes of higher education and will not be tolerated. Academic dishonesty includes, but is not limited to, plagiarism, copying answers or work done by another student (either on an exam or an assignment), allowing another student to copy from you, and using unauthorized materials during an exam. The Regental Institution's policy and procedures on cheating and academic dishonesty can be found in your home institution's Student Handbook and the governing Board of Regents policies can be found in BOR Policy 2.9.2 and BOR Policy 3.4.1. The consequences for cheating and academic dishonesty are outlined in policy.

Acceptable Use of Technology

Acceptable Use of Information Technology Resources: While Regental Institutions strive to provide access to computer labs and other technology, it is the student's responsibility to ensure adequate access to the technology required for a course. This may include access to a computer (not Chromebooks, iPads, etc.), webcam, internet, adequate bandwidth, etc. While utilizing any of the information technology systems students, faculty and staff should observe all relevant laws, regulations, BOR Policy 7.1, and any institutional procedural requirements.

Emergency Alert Communication

In the event of an emergency arising on campus under BOR Policy 7.3, your Regental Home Institution will notify the campus community via the emergency alert system. It is the responsibility of the student to ensure that their information is updated in the emergency alert system. The student's cell phone will be automatically inserted if available and if not, their email address is loaded. Students can at any time update their information the student alert system.

COURSE SYLLABUS

Course Prefix, Number, and Title
CHIN 102 Introductory Chinese II

Credits
4

University Name
Dakota State University

Academic Term/Year
TBA

Last date to Drop and receive 100% refund
TBA

Last date to Withdraw and earn a grade of 'W'
TBA

Course Meeting Time and Location
TBA

Instructor Information

Name
TBA

Office
TBA

Phone Number(s)
TBA

Email Address
TBA

Office Hours
TBA

Approved Course Description

Catalog Description
A continuation of CHIN 101, except that 200 new Chinese characters will be introduced.

Additional Course Information
This course meets System General Education Requirement: SGR #4

Prerequisites

Course Prerequisite(s)
CHIN 101 - Introductory Chinese I

Technology Skills
None

Student Learning Outcomes

1. Demonstrate knowledge of the diversity of values, beliefs, practices, or ideas embodied in the human experience, and
2. Demonstrate basic understanding of concepts of the selected discipline within the arts and humanities.
3. Demonstrate foundational competency in reading, writing, and speaking a non-English language.

Course Materials

Required Textbook(s)
Integrated Chinese, Volume 1, Textbook.

Required Supplementary Materials
As assigned in D2L.

Optional Materials
NA

Course Delivery and Instructional Methods
Online asynchronous

Communication and Feedback

Preferred Contact Method
TBA

Email Response Time
TBA

Feedback on Assignments
TBA

Requirements for Course Interaction
TBA

Evaluation Procedures

Assessments

Attendance and participation	10%
Homework (written and oral)	12%
Quizzes	18%
Midterm Exam	30%
Final Exam	30%

Final Examination
TBA

Performance Standards and Grading Policy

1. Attendance. Class attendance is crucial. Students should keep in mind that part of their grade is based on attendance and that absences count against them regardless of the reasons for the absence.

2. Preparation. It is very important to keep up with class work. Students are required to preview and review the materials covered in each session. A detailed session-by session schedule is provided for this purpose. Students are expected to participate in all class activities.

3. Quizzes. There will be a quiz. There will be no make-up tests. Students are allowed to drop 1 test grade (including zero for a missed test) out of 7. More details will be given in class.

4. Homework Assignments. Homework will be due on the day marked in the session-by session syllabus. This homework assignment is due before the next class. Please hand in your homework before class. Late homework will be penalized 10 percent of the possible score.

5. Midterm & Final Exam. There are midterm and final exam. The midterm exam will cover Lesson 4 – Lesson 5 Dialogue 1, the final exam will cover Lesson 5 Dialogue 2 (Narrative) - Lesson 6. 1) Oral Test In order to encourage students to use what they have learned and improve their speaking; students are required to give an oral test at the midterm and final exam. Students are expected to incorporate as much of the studied materials/grammar/vocabulary as possible, and to be creative in terms of the form and content of their presentations. For example, the presentation can be a role-play, the telling of a story, or the description of a picture or scene related to what is covered in each lesson. More details will be given in class. 2) Written Exam The comprehensive exam will test each student's listening, reading, and writing skills, and knowledge of grammar and cultural topics. More details will be given in class.

Grading Scale

89.5% - 100%	A
84.5% - 89.4%	B+
79.5% - 84.4%	B
74.5% - 79.4%	C+
69.5% - 74.4%	C
64.5% - 69.4%	D+
59.5% - 64.4%	D
0% - 59.4%	F

Tentative Course Outline and Schedule

Week	Date	Topics, Assignments, Quizzes, Tests, Deadlines
1		1. Course Introduction 2. Students Introduction, Review(L1-L3)
2		L4 Hobbies 爱好 Dialogue 1, L4 Hobbies 爱好 Dialogue 1
3		L4 Hobbies 爱好 Dialogue 1, L4 Hobbies 爱好 Dialogue 1
4		L4 Hobbies 爱好 Dialogue 2, L4 Hobbies 爱好 Dialogue 2
5		L4 Hobbies 爱好 Dialogue 2, L4 Hobbies 爱好 Dialogue 2
6		L5 Visiting Friends 看朋友 Dialogue, L5 Visiting Friends 看朋友 Dialogue
7		L5 Visiting Friends 看朋友 Dialogue, L5 Visiting Friends 看朋友 Dialogue

Week	Date	Topics, Assignments, Quizzes, Tests, Deadlines
8		Review L4 ~ L5D1 Midterm exam guideline, Midterm Exam (Oral)
9		Midterm Exam (Written), L5 Visiting Friends 看朋友 Narrative
10		L5 Visiting Friends 看朋友 Narrative, L5 Visiting Friends 看朋友 Narrative
11		L5 Visiting Friends 看朋友 Narrative, L6 Making Appointments 约时间 Dialogue 1
12		L6 Making Appointments 约时间 Dialogue 1, L6 Making Appointments 约时间 Dialogue 1
13		L6 Making Appointments 约时间 Dialogue 1, L6 Making Appointments 约时间 Dialogue 1
14		L6 Making Appointments 约时间 Dialogue 2, L6 Making Appointments 约时间 Dialogue 2
15		L6 Making Appointments 约时间 Dialogue 2, Review L5D2 ~ L6 Final exam guideline
16		Final exams (oral, written)

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