

## ***Xin chào các em đến với lớp VTN 101– Elementary Vietnamese 1!***

Congratulations for choosing to study Vietnamese language with School of International Letters and Cultures. Emerging as the world's 13th-most-populous country and the eighth-most-populous Asian country, Vietnam has one of the fastest growing economies in the world. The Vietnamese language is spoken by over 94 million people in Vietnam and about 3.5 million people around the world, including about 2.5 million people in the United States. Therefore, students who are fluent in Vietnamese with cultural insights and communication ability increase their qualifications in the field of global business, military and diplomatic services, non-governmental organizations, and humanitarian services.

|                       |   |
|-----------------------|---|
| <b>Course Number</b>  | VTN 101   |
| <b>Course Title</b>   | Elementary Vietnamese 1 – Hybrid  |
| <b>Credits</b>        | 5   |
| <b>Faculty:</b>       | Lê Phạm Thúy-Kim  |
| <b>Office:</b>        | LL413C  |
| <b>Phone:</b>         | 480) 965-3794   |
| <b>Email address:</b> | kim.le@asu.edu or lethuykym@gmail.com   |
| <b>Office hours:</b>  | by appointment via Google Hangouts  |
| <b>Website:</b>       | <a href="http://www.public.asu.edu/~ickpl/viet/index.htm">http://www.public.asu.edu/~ickpl/viet/index.htm</a> |

### **Course Overview**

VTN 101 Elementary Vietnamese 1 is designed for non-native Vietnamese students to learn Vietnamese by listening, speaking, reading, and writing. Students will learn to understand Vietnamese well enough to carry out routine tasks and engage in simple conversations as well as to read and write short paragraphs and email messages. They will also learn about some aspects of everyday culture in Vietnam.

### **Course Requirements, Expectations, and Commitment**

Expectations for performance in an Internet course are the same as for a traditional course. In fact, internet courses require a degree of self-motivation, self-discipline and technology skills that can make these courses more demanding for some students. This five-credit course requires up to 90 hours of work. Please expect to spend around **6-8 hours weekly** to study, practice, complete assignments, and actively participate in this course.



### Course Structure

This course is a **hybrid and flipped** course. Students of this course are expected to take responsibility of their own learning: they must study grammar points, learn, memorize vocabulary items, and practice Vietnamese on their own PRIOR to mandatory class meetings. Class time on Tuesday and Thursday is devoted to communicating in

Vietnamese and using the structures and vocabulary that students have learned and practiced via web-based materials on their own before coming to class. The majority of each class will be devoted to pair work and small group interaction in Vietnamese and the instructor will go over strategies for reading, listening, and speaking in Vietnamese and some culture aspects related to the current topics. This flipped model offers many advantages to students as they learn Vietnamese:

**Self-pacing:** students can take the time they need to learn grammar points, memorize vocabulary via audio flashcards, do some oral practices, and complete the online homework. Immediate feedback: flashcards, quizzes, and games via Quizlet and via online review activities developed by the instructors and Blackboard assignments provide immediate feedback and immediate results, which allow you to learn from your mistakes.

**Easy access:** students can complete online learning and practice activities from any computer that has reliable internet connection.

### VTN 101 - Elementary Vietnamese 1 is NOT a self-paced course

Students must:

- attend mandatory class meetings on Tuesday and Thursday and be ready to participate in oral activities
- complete assigned learning activities and homework assignment before coming to class

To learn the course materials, students will be required to:

- read the text and memorize vocabulary via audio flashcards
- practice writing new vocabulary and new sentence structures
- listen to online audio materials and watch video materials, post texts and reply posts to assigned discussion forums, complete all oral and graded written assignments

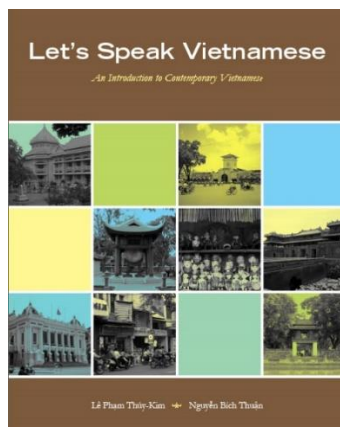
## Learning Objectives and Outcomes

Upon successful completion of this course students should be able to perform a variety of communication functions with novice level of accuracy and fluency. Some of these functions include:

- introduce oneself and others informally and formally
- ask and talk about one's personal information
- ask for and give information about schools and daily activities
- ask and talk about one's family, relatives, and marital status
- ask and talk about how one and others feel physically and emotionally ask and describe people's physical appearance and personal qualities engage in simple conversations on learned topics and situations
- read and write notes, short paragraphs, and short letters

Students will also familiarize themselves with some of the different practices, beliefs, and attitudes that characterize Vietnamese culture and contrast them with English-Speaking cultures.

## Required Course Materials



**\**Let's Speak Vietnamese*** by Lê Phạm Thuý-Kim and Nguyễn Bích Thuận, 2nd Edition, September 2013: Chapters 1-10

**\**Workbook Manual*** to Accompany *Let's Speak Vietnamese* by Lê Phạm Thuý-Kim – 2007

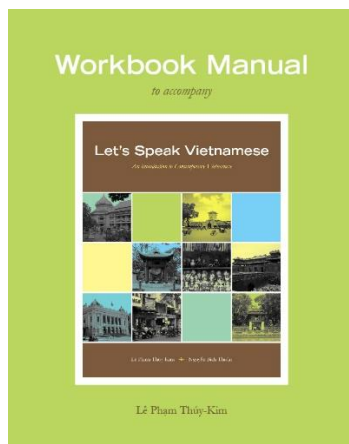
These books are only sold online via:

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

**\*Downloadable MP3 files accompanied chapters 1 – 10** of *Let's Speak Vietnamese & Workbook Manual*:

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

**\*Supplementary web-based materials** as assigned and provided by the instructor.



**\*Online Learning Materials:** It is recommended that you bookmark the following web sites:

-Online audio-flashcards and review activities:

<http://www.public.asu.edu/~ickpl/lsv1/index.htm>

-Online pronunciation and spelling activities:

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

-Quizlet: <https://quizlet.com/join/8Jeq3Uxvc>

### Course Topics, Schedule & Grading

Activities used for instruction and assessment of learning include: textbook and supplemental readings; videos; audios; audio flashcards and games; discussion board; and *Voice Thread* for oral practices.

Students should have available a minimum of **6-9** hours weekly devoted to learn and practice Vietnamese, and to complete online assignments and quizzes. There are multiple tasks to be complete during the week, so students must be self-motivated and self-directed. Students must be able to follow instructions carefully and organize their time efficiently in order to meet the deadlines specified on the weekly schedules.

Below is a **general tentative course schedule**, for detailed information on assignments, quizzes or tests of each chapter, go to each chapter tab on the left column:  
All assignments should be submitted before midnight on the due dates specified.

| Topics   | Dates       |
|--|-------------|
| <b>Chương 1</b> – Greeting and Getting Acquainted                          | 8/16-8/29   |
| <b>Chương 2</b> – Personal Information                                     | 8/29-9/6    |
| <b>Quiz #1 on Chapters 1 &amp; 2</b>                                       | 9/6         |
| <b>Chương 3</b> – Daily Activities   | 9/7-9/17    |
| <b>Chương 4</b> – Student Life & <b>Chapter 5</b> – Review Chapter 1       | 9/18-10/2   |
| <b>Oral Test #1 on Chapters 1-4</b>  | 10/2        |
| <b>Written Test #1 on Chapters 1-4</b>                                     | 10/4        |
| <b>FALL BREAK</b>  | 10/6-10/9   |
| <b>Chương 6</b> – Families & Relatives                                     | 10/10-10/19 |
| <b>Chương 7</b> – Hobbies & Pastimes                                       | 10/19-10/30 |
| <b>Quiz #2 on Chapters 6 &amp; 7</b>                                       | 10/30       |
| <b>Chương 8</b> – People: Their Physical Appearance                        | 10/31-11/9  |
| <b>Chương 9</b> – People: Their Qualities & Characters & <b>Chapter 10</b> | 11/9-11/21  |
| <b>Written Test #2 on Chapters 1-10</b>                                    | 11/27       |
| <b>Oral Test #2 on Chapters 1-10 &amp; End-of-semester party</b>           | 11/29       |

### Submitting Assignments

All written assignments, unless otherwise announced/specified, **MUST** be placed on the instructor's desk at the beginning of the class sessions on Tuesday and Thursday. **Do not** submit an assignment via email. Assignments submitted via Blackboard such as Discussion Boards and Voice Boards are corrected and graded by the instructor and are recorded in Blackboard gradebook.

Except for extenuating circumstances, no late assignment is accepted. However, **no assignment is accepted after the tests or exams covering that material are given.** If you have extenuating circumstances [i.e. an illness, a family emergency, etc.] and hope to have the late assignment accepted you must contact the instructor immediately via email <lethuykym@gmail.com>. A delay in notifying the instructor, may cause you to lose an opportunity for an exception. Please follow the appropriate University policies to request an [accommodation for religious practices](#) or to accommodate a missed assignment [due to University-sanctioned activities](#).

### **Attendance Policy**

Class attendance on Tuesday and Thursday is MANDATORY. Students are expected to arrive to class on time and prepared for that day's work. Assignments assigned are due on dates specified. Any in-class work that has been missed as a result of tardiness or absence cannot be made up, which means you will lose participation points. If you are absent for any reason, you are responsible for the materials covered in class. If you are absent, you MAY NOT use your absence as an excuse for not being prepared or not turning in your homework the next day. There will be no make-ups on quizzes or tests for unexcused and/or undocumented absence. If you know you will be absent on the day of a test, notify the instructor as soon as you know. Authorized make-up quizzes or tests must be completed within 5 days of the day of the original quiz/test date.

All absences are considered unexcused unless they fall within these 4 categories: (1) religious observance, (2) university-sanctioned activities (official absence form required), (3) serious accident or illness (doctor's note/accident report required), (4) death in the immediate family. Please present your written permission to be excused from class no later than two weeks from the date of the missed class. You are allowed only THREE unexcused absences per semester. Each unexcused absence after the third will reduce your final grade by two percentage points. However excessive unexcused absences of 5 or more may result in a failing final grade.

### **Class Cancellation**

As soon as I know I have to cancel classes, I will try to inform you via email, so please try to check your email before class or I might ask SILC office staff to post a sign on the classroom door or I will call one of your classmates. If I am unable to contact you via the above means, you are to wait for me in the classroom for 15 minutes. If I don't show up after 15 minutes,

## Grading Policy

| Category  | Percentage |
|---|------------|
| Tests (2)   | 30%        |
| Quizzes (2)   | 20%        |
| Assignments   | 35%        |
| Online Participation via Discussion Board, Voice Thread & Google Hangouts | 15%        |

## Grading Scales

| Grade | Percentage | Grade |
|-------|------------|-------|
| A+    | 97-100%    | B-    |
| A     | 94-96.99%  | C+    |
| A-    | 90-93.99%  | C     |
| B+    | 87-89.99%  | D     |
| B     | 84-86.99%  | E/F   |

## Grading Procedure

Grades reflect your performance on assignments and adherence to deadlines. Graded assignments will be available within 48 hours of the due date via the Gradebook. There will be no make-up work, and no supplemental work to raise your grade, except as described above.

## Grade Appeals

Grade disputes must first be addressed by discussing the situation with the instructor. If the dispute is not resolved with the instructor, the student may appeal to the department chair per the [University Policy for Student Appeal Procedures on Grades](#).

## Online Classroom Code of Conduct

You should contribute to creating a supportive, respectful, encouraging online classroom environment by your attitude and behavior toward your instructor and peers while participating in Discussion Board in Blackboard. Aside from prohibited conduct as outlined in the Student Code of Conduct (available at <http://www.asu.edu/aad/manuals/ssm/ssm104-01.html> ), please refrain from making disrespectful comments to the instructor and/or classmates.

You should also read: the Computer, Internet and Electronic Communications Policy:  
<http://www.asu.edu/aad/manuals/acd/acd125.html>

### **Communicating with the Instructor**

This course uses a discussion board called "Hallway Conversations" for general questions about the course. Prior to posting a question, please check the syllabus, announcements, and existing posts. If you do not find an answer, post your question. You are encouraged to respond to the questions of your classmates. Email questions of a personal nature to your instructor. You can expect a response within 48 hours, if not sooner.

### **Email and Internet**

ASU email is an [official means of communication](#) among students, faculty, and staff. Students are expected to read and act upon email in a timely fashion. Students bear the responsibility of missed messages and should check their ASU-assigned email regularly.

*All instructor correspondence will be sent to your ASU email account.*

### **Student Conduct and Academic Integrity**

Academic honesty is expected of all students in all examinations, papers, laboratory work, academic transactions and records. The possible sanctions include, but are not limited to, appropriate grade penalties, course failure (indicated on the transcript as a grade of E), course failure due to academic dishonesty (indicated on the transcript as a grade of XE), loss of registration privileges, disqualification and dismissal. For more information, see <http://provost.asu.edu/academicintegrity>. Additionally, required behavior standards are listed in the [Student Code of Conduct and Student Disciplinary Procedures](#), [Computer, Internet, and Electronic Communications policy](#), and outlined by the [Office of Student Rights & Responsibilities](#). Anyone in violation of these policies is subject to sanctions.

[Students are entitled to receive instruction free from interference](#) by other members of the class. An instructor may withdraw a student from the course when the student's behavior disrupts the educational process per [Instructor Withdrawal of a Student for Disruptive Classroom Behavior](#).

Appropriate online behavior (also known as *netiquette*) is defined by the instructor and includes keeping course discussion posts focused on the assigned topics. Students must maintain a cordial atmosphere and use tact in expressing differences of opinion. Inappropriate discussion board posts may be deleted by the instructor.

The Office of Student Rights and Responsibilities accepts [incident reports](#) from students, faculty, staff, or other persons who believe that a student or a student organization may have violated the Student Code of Conduct.



### **Prohibition of Commercial Note Taking Services**

In accordance with [ACD 304-06 Commercial Note Taking Services](#), written permission must be secured from the official instructor of the class in order to sell the instructor's oral communication in the form of notes. Notes must have the notetaker's name as well as the instructor's name, the course number, and the date.

### **Course Evaluation**

Students are expected to complete the course evaluation. The feedback provides valuable information to the instructor and the college and is used to improve student learning. Students are notified when the online evaluation form is available.

### **Syllabus Disclaimer**

The syllabus is a statement of intent and serves as an implicit agreement between the instructor and the student. Every effort will be made to avoid changing the course schedule but the possibility exists that unforeseen events will make syllabus changes necessary. Please remember to check your ASU email and the course site often.

### **Accessibility Statement**

In compliance with the Rehabilitation Act of 1973, Section 504, and the Americans with Disabilities Act as amended (ADAAA) of 2008, professional disability specialists and support staff at the Disability Resource Center (DRC) facilitate a comprehensive range of academic support services and accommodations for qualified students with disabilities. [Qualified students with disabilities may be eligible to receive academic support services and accommodations](#). Eligibility is based on qualifying disability documentation and assessment of individual need. Students who believe they have a current and essential need for disability accommodations are [responsible for requesting accommodations and providing qualifying documentation](#) to the DRC. Every effort is made to provide reasonable accommodations for qualified students with disabilities.

Qualified students who wish to request an accommodation for a disability should contact the DRC by going to <https://eoss.asu.edu/drc>, calling (480) 965-1234 or emailing DRC@asu.edu. To speak with a specific office, please use the following information:

#### **ASU Online and Downtown Phoenix Campus**

University Center Building, Suite 160  
602-496-4321 (Voice)

#### **West Campus**

University Center Building (UCB), Room 130  
602-543-8145 (Voice)

#### **Polytechnic Campus**

480-727-1165 (Voice)

#### **Tempe Campus**

480-965-1234 (Voice)



## **Title IX Statement**

[Title IX of the Education Amendments of 1972](#) protects individuals from discrimination based on sex in any educational program or activity operated by recipients of federal financial assistance. Sexual harassment, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX. ASU does not discriminate on the basis of sex in the employment, education programs or activities it operates.

ASU is committed to providing an environment free from discrimination based on sex and provides a number of resources and services to assist students, faculty and staff in addressing issues involving sex discrimination, including sexual violence.

Sexual violence, sexual harassment, stalking and relationship violence have a profound impact on a victim's academic, social, working, and personal life, and negatively affects victims' friends and families, other students, co-workers, and members of the university community. To combat this complex social problem, ASU provides a variety of [resources](#) and [educational](#) programs designed to prevent sexual violence and other acts of sexual misconduct, including sexual harassment, provide information about what to do when an incident has occurred, and increase awareness of campus and community resources for support and response.

Victims of sexual violence, sexual harassment, stalking and relationship violence are encouraged to [seek support](#) and [report](#) the incident. ASU has appointed a Title IX Coordinator to oversee ASU response to Title IX complaints, develop training and education programs/materials for faculty, staff and students, as well as monitor trends and effectiveness of Title IX education efforts.

Inquiries concerning the application of Title IX may be referred to the Title IX Coordinator or to the U.S. Department of Education, Office of Civil Rights.

## **Computer Requirements**

This course requires a computer with Internet access and the following:

Web browsers ([Chrome](#), [Internet Explorer](#), [Mozilla Firefox](#), or [Safari](#)) [Adobe Acrobat Reader](#) (free) [Adobe Flash Player](#) (free)

Respondus Lockdown Browser (free)

Microphone (optional) and speaker

## **Technical Support**

This course uses Blackboard to deliver content. It can be accessed through MyASU at <http://my.asu.edu> or the Blackboard home page at <https://myasucourses.asu.edu>

To monitor the status of campus networks and services, visit the System Health Portal at <http://syshealth.asu.edu/>.

To contact the help desk call toll-free at 1-855-278-5080.

### **Student Success**

This is a flipped and hybrid course, to be successful students should:

- attend class meetings on Tuesday and Thursday and be prepared for in-class activities
- check the course via Blackboard often read Blackboard announcements
- read and respond to course email messages as needed
- create a study and/or assignment schedule to stay on track complete assignments by the due dates specified