



#### Mandarin I

**Actual Teacher Contact:**

Students may be expected to attend required face-to-face meetings (if applicable) or make arrangements with the instructor to attend meetings, field trips, seminars, etc.

**Student to Teacher Communication:**

Students must maintain regular and responsive communication with the instructor and Ms. Bruck, the School Counselor. Communication includes emails, text messages, messages in Moodle, and/or returning phone calls from Step Ahead staff.

**Attendance:**

Attendance is defined as continuous active engagement with the learning process and making continuous progress in this course. Each student is expected to login to the Step Ahead Model five days each school week as listed in the Step Ahead School Calendar.

*Progress:*

For a student to make continuous progress, each student should expect to go online 6-8 hours a week to read texts, do assignments, turn in work, discuss class topics with peers online, meet with the student's teacher during office hours online, and turn in all required assignments.

*Excused/unexcused Absence:*

The school will determine if an absence is excused or unexcused. Students will be excused from school due to illness or family emergencies when a parent calls the school on the morning of the absence. All other absences are to be prearranged by sending a request to the attendance office requesting permission to be excused from school.

*How to Report an Absence:*

An absence may be reported by a parent or guardian by calling the Step Ahead attendance line (763-433-4006).

**Academic Support Available to Online Students:**

If a student is having difficulty with this course, there are three ways to remedy this:

1. Contact the instructor by email, text message, or message in the Moodle Site.
2. Contact Ms. Katie Bruck, School Counselor, by Phone (763-433-4049) or email ([Katie.Bruck@anoka.k12.mn.us](mailto:Katie.Bruck@anoka.k12.mn.us)).
3. Contract Mr. Scott Arcand, the Online Learning Specialist, by phone (763-506-7734) or email ([scott.arcand@anoka.k12.mn.us](mailto:scott.arcand@anoka.k12.mn.us)).

**Communication With Enrolling District:***Format and frequency of progress reports:*

Grades will be posted and updated every Friday. Students and parents/guardians will have access to the grade book. Progress reports will be sent out at the half way point of the trimester.

*Submission of the final grade and credits earned to enrolling district:*

You are expected to complete this course by the end of the trimester and that if you get ill, or otherwise have complications that prohibit you from finishing; you will need to contact the teacher through Moodle and the Online Learning Specialist via by phone at (763-506-7734) or email ([scott.arcand@anoka.k12.mn.us](mailto:scott.arcand@anoka.k12.mn.us)). Final grades and credits will be transcribed approximately thirty days after the course is completed.

## Course Outline

**Course Name:** Mandarin I

**Course Credit:** 1 credit

**Course Pre-requisites:** none

### Course Goals and Objectives

At the end of Mandarin I, I will be able to have a simple conversation about who I am, where I come from, discuss my likes and dislikes, and speak about my family and friends, describing them and identifying likes and dislikes. I will also be able to write grammatically correct sentences on the same content, understand short conversations, and respond to a variety of questions related to content. I will be able to read various texts, appropriate to my level and respond to comprehension questions. Additionally, I will be able to respond to several classroom commands, and start to ask clarifying questions in Mandarin. From a cultural standpoint, I will have a better understanding of the contributions that Hispanics have made in the United States and the Americas.

### Topic Outline

**Required Books/Materials:** Online Resources

**Minimum Technical Requirements:** Students must access the Internet.

**Final Examination:** District Summative Assessment

**Extra Credit Option:** Though extra credit is not available, students are able to resubmit assignments to demonstrate additional learning and achieve higher scores.

## Assessment of Student Work

### Assignments and Exams:

### Grading Procedures:

#### Grading

92-100%	➔	A	65%	➔	Exams/Quizzes (10% of which is final)
90-91%	➔	A-	25%	➔	Formal Assessments
88-89%	➔	B+	10%	➔	Homework
82-87%	➔	B			
80-81%	➔	B-			
78-79%	➔	C+			
72-77%	➔	C			
70-71%	➔	C-			
68-69%	➔	D+			
62-67%	➔	D			
60-61%	➔	D-			
< 59%	➔	F			

#### Grading Categories

Homework= 10%

Homework provides needed practice of concepts and vocabulary, and it gives me an opportunity to provide you with feedback on your progress. Assignments are due at the beginning of class. Late homework will be accepted for half credit **before** the chapter quiz. Homework is usually checked for completion, then self-corrected and kept by the student to be used as a study aid; however, some assignments will be collected and given a score based on the accuracy or quality of the student's practice.

Formal Assignments= 25%

Assignments that are collected and graded for accuracy fall into this category. Examples include: formal essays, video guides, listening activities, and speaking presentations

Tests/Quizzes/Summative District Assessment= 65%

Tests and quizzes will be a combination of reading, speaking, and writing, though not necessarily all on the same exam/quiz. The district exam will be 10% of your grade at the end of the term.

**\*\*\*Retakes are offered on quizzes (no other types of assessments) IF the student has 80 percent or more in the homework category. Retakes will be offered up to two weeks beyond original date of quiz. No exceptions.**

Grade Posting

Grades are available 24/7 and I expect YOU to monitor your grade on a regular basis

Late homework

Late homework will be accepted up until the chapter quiz. Once the chapter quiz is taken, that window is closed for late work (generally a chapter quiz is given about once every 2 weeks.)

**Make-Up Policy:** All homework which is completed on-time is worth 10 points, and homework which is late must be done but is worth 5 points. **All assignments, projects, tests, etc. must be completed to pass the class**—you can't just take a 0 on an assignment. If there is something in the assignment that you do not understand, email the instructor. Do your homework! When a student is missing 3 or more assignments, a notice will be sent home with the student advising the student and the parent.

If you are absent, you have twice the number of days of the absence to make up work. Please email the instructor or email to someone else in the class.

**Academic Dishonesty:**

Cheating: Consequences for academic dishonesty, which includes copying others' work or allowing others to copy your work, engaging in unauthorized collaboration on academic work, unauthorized use of online translators, use of resources not allowed during an exam or quiz, and plagiarism.

Consequences for academic dishonesty:

1. A call will be made to a parent/guardian.
2. Assistant Principal will be notified in writing.
3. No credit will be given (or chance to make it up).

**Academic Graduation Standards**

World Languages K-12 Learning Standards