Overview
Welcome to first-year Czech! C101 is the first course in a four-part sequence (C101, C102, C201, C202) that fulfills the foreign language requirement in the general education curriculum. These courses teach the four basic language skills in Czech: speaking, listening, reading, and writing. Major cultural aspects of the Czech Republic are also incorporated throughout the instructional materials.

Course Objectives
After successfully completing this course students will be able to read, write, speak and comprehend Czech at an introductory level. This will include the ability to:

* read, write and pronounce the letters (print and in script) and sounds of the Czech alphabet;
* make introductions, use common politeness phrases;
* identify informal and formal language settings;
* count in Czech, ask about prices;
* ask simple questions, request information, get people's attention, inquire about others;
* indicate locations, ask for directions, express possession;
* discuss and plan activities and schedules using times, days, months, and other time expressions;
* talk about languages and food, order in a restaurant, make toasts;
* express likes and dislikes;
* describe people, what they want and like to do, feelings and emotional states;
* describe future plans and things they have done in the past;
* …and much more

Texts and Materials
Required:

Course handouts:
You will receive handouts in this course. It is your responsibility to keep the course handouts in an organized fashion. Course handouts will be a good source of information not only for this course but also for future reference.

Dictionary (recommended):
While a good dictionary is a very useful tool in language learning, a good Czech dictionary is hard to find outside of the Czech Republic. If the sky were the limit, I would recommend the following pair of dictionaries:

Being realistic, there are a number of online dictionaries available for public use and they should suffice for your needs first year Czech:
http://www.slovnik.cz/
http://www.ectaco.co.uk/English-Czech-Dictionary/

**Grading**

All grades will be posted in the Gradebook section of the Oncourse site for C101/C501. This is a combined roster site on Oncourse identified as FA10BL SLAV C101 C 17035. It is the student’s responsibility to regularly check his/her grades in the Gradebook and inform the instructor of any discrepancies.

At the end of the semester your final percentage will determine your final grade, as follows:

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<th>Component</th>
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<td>Homework and corrections</td>
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<td>Weekly vocabulary quizzes</td>
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<td>Tests (5)</td>
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**Final exam Monday, December 13th, 2:45-4:45pm in FA005.**

**Grading scale**

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**Homework**

Homework is due at the beginning of class on the day for which it was assigned. No late homework will be accepted for credit.

You will get full credit (100 points) for completing your homework and showing it to the instructor at the beginning of class. Since homework is the place for practice, you will not be penalized for mistakes. However, if you have not completed all of the homework, left parts of it blank, or otherwise shown carelessness in completing the assignment, the instructor may choose to give you less than full credit.

After completion of homework has been checked, a key will be made available either in print during class or in electronic form on Oncourse.
The second part of your homework grade consists of going back over your homework, comparing it with the key, correcting the mistakes in a different colored ink or on a separate sheet of paper (especially if the mistakes are numerous and readability becomes an issue), and bringing in your corrections to class the next day. Just as with the first part of the homework, you will get full credit for completing the corrections and showing them to the instructor at the beginning of class.

Putting you in charge of correcting your own homework makes you go over the material again and helps you understand the mistakes you made.

If you missed class on the day of a homework but are in class the next day (corrections day for the same homework), you can earn the corrections portion of the homework grade by bringing in the homework with the corrections that day.

Vocabulary – quizzes, flash cards, and practice sheets

Learning new vocabulary is one of the keys to communicating in a new language. The vocabulary quizzes are designed to help you front-load vocabulary for a given week. Each Thursday you will be given a vocabulary list for the upcoming week and we will go over all the words on it in class. You will have Thursday evening, Friday, Saturday, and Sunday to study the vocabulary and I strongly encourage you to spread out the studying over the four days. It is much more effective to spend half an hour each day than two hours late night on Sunday.

To help you learn the new vocabulary, the following items will be part of your written homework each weekend:

1) Making hand-written flash cards of all of the new words and phrases (Czech on one side, English on the other). You can then use these cards on the bus or anytime you have a free moment to practice your vocabulary. A particularly good way to use flashcards is to set them up in a Leitner system: http://en.wikipedia.org/wiki/Leitner_system

   You’ll have to show the instructor your week’s flashcards at the beginning of class on Monday.

2) Practicing writing - on a sheet of paper (or several) you will write each word and each phrase from the week’s vocabulary list three times over. (Yes, I acknowledge that this is drudgery, but it is very effective in helping you learn to spell new words and it will go a long way toward helping you learn new vocabulary.)

Each Monday there will be a quick 5-minute vocabulary quiz over this list. There will be no make-ups for vocabulary quizzes – if you are not present on a Monday, you miss that week’s vocabulary quiz. However, your lowest vocabulary quiz grade will be dropped at the end of the semester.

Grammar quizzes

Each week (most of the time on Thursdays) there will be a short 10-minute grammar quiz covering the material of the past week. These quizzes may include listening sections as well as short writing sections.

There will be no make-ups for grammar quizzes, but your lowest grammar quiz grade will be dropped at the end of the semester.
Tests

Roughly every two to three weeks there will be longer tests (approximately 30 minutes each), for a total of five tests during the course of the semester.

There will be no test make-ups, except in the case of death in the family, military orders, or an excuse from your doctor showing that you are physically incapable of taking the exam. A list of religious holidays recognized by the university is available on the IU website (http://www.indiana.edu/~vpfaa/rel_hol_cal.shtml). Observance of religious holidays is considered an excused absence, but notification should be made to the instructor at the beginning of the semester.

Final Exam

There will be a written final exam on Monday, December 13th, 2:45-4:45pm, in FA 005. Final oral presentations on an assigned or chosen topic will take place during the last week of the course.

Exceptions to these policies may be made on a case by case basis at the discretion of the instructor.

Course Policies

Attendance

Showing up may be half the battle, but active preparation and participation will help you succeed in this course and in learning Czech. While attendance is not an explicit portion of your final grade, missing more than a few classes will have a negative impact on your grade. If you are not in class, you are not able to participate, take a quiz that may be given on a particular day, or turn in the day’s homework, or homework corrections. As there are no make-ups for quizzes and late homework is not accepted for credit, frequent absences will have a serious impact on your final grade.

Tardiness is not acceptable, since the very beginning of class is designed as a crucial part of warming up your Czech and of reviewing past material. Habitual lateness will be reflected in your participation grade.

E-mail as Official Means of Class and University Communication

E-mail will be the official means of communication for the class. This is in accordance with the University's official policy:

"Official Indiana University e-mail accounts are available for all registered students. The University reserves the right to send official communications to you by e-mail with the full expectation that you will receive and read these e-mails in a timely fashion. As a student, you are expected to check your e-mail on a frequent and consistent basis in order to stay current with university-related communications. You should also avoid going over quota and missing important messages. NOTE: If you choose to have your e-mail forwarded from your official University e-mail address to another address, you do so at your own risk. The University is not responsible for any difficulties that may occur in the proper or timely transmission or access to e-mail forwarded to any
other address, and any such problems will not absolve students of their responsibility to know and comply with the content of official communications sent to their official IU e-mail addresses."

You will be responsible for checking your e-mail on a very regular (preferably daily) basis in order to receive any updates about the class, assignments, and student-instructor meetings.

Personal Conduct

Plagiarism (representing the work of others as your own) will not be tolerated. While students are encouraged to form study partnerships, each individual student is responsible for his/her own work. Please see the section of this page concerning academic misconduct.

In order to promote Czech language learning, it is necessary to maximize your opportunities to speak and hear Czech. In the classroom, you are therefore expected to use (or attempt to use) Czech at all times.

In our courses, you will be asked to express personal opinions and to talk and write about yourself, your family, and friends. If you prefer, you do not need to discuss or reveal any personal information; instead you may provide fictitious information. When you are being creative, you are expected to keep in mind the general purpose of the activity by using relevant vocabulary and expressions.

Discussion of sensitive topics often leads to conflicts of views. It would be difficult to avoid all disagreement on topics about which individuals have strong opinions. As a class, we should come to an agreement about the limits for acceptable behavior. Here are a few ideas to get us started. In this class:

1. Everyone has a right to be addressed in a respectful manner.
2. Everyone has a right to be listened to without interruption.
3. Everyone has a right to feel safe.
4. No one has a right to threaten, harass, or demean others in the class.

Chewing gum or eating is not acceptable in the language classroom. Soft drinks are allowed, as long they do not interfere with your ability to speak Czech.

Please turn off all cell phones, pagers, Blackberries, and other electronic devices which could make noise during class. If you must have one of these devices turned on for an emergency (e.g., sick family member), please tell your instructor before class and arrange to sit by the door that day.

From time to time, matters may come up that will require you to stop by your instructor's office. Every attempt will be made to find a mutually convenient time, but the responsibility is ultimately yours. You should be prepared to find some time to meet with your instructor during normal business hours.

Good Study Hints

To learn a language well, daily study and practice are needed. Language learning is a combination of both intellectual and skill (habit) learning. Just as a basketball player, a violin student, or a serious runner must practice daily in order to excel, so must you in learning a language.
**How to Study** (by Jeff Holdeman)

Try this for starters: Set aside (actually block out on your daily schedule) 1.5–2 hours per day, 5 days per week, when you will study Czech. Then, during this time, work this way: 1) Think through the day's class period and what was covered. 2) Review the notes you took in class. 3) Read the material as it is covered in the textbook. 4) Listen to any related audio material. 5) Review and memorize any new vocabulary, grammar, and cultural information. 6) Then, take a 10-minute break (no more!); stand up and walk around, read something else, do something else. 7) Close your textbook and put away any notes, then do your next day's written and reading assignments. 8) If you find that you cannot complete more than 85% of your assignment without your book and notes, it means that you didn't do Steps 1–5 thoroughly enough. If you are having problems with these steps, see your instructor for suggestions. 9) When you are done, look up any questions and fill in any blanks using your notes and textbook. If you still can't find the answers, contact a classmate. If doing your homework takes you less than an hour and a half, fill the rest of the time by reviewing this and previous chapters' vocabulary words, verb conjugations, noun/adjective/pronoun declensions, or go over mistakes you made on past homework assignments and tests. If you do this 5 times a week, you will learn.

Each person learns languages in a different way. Some learners memorize grammar tables well, others learn best by speaking. Some people are auditory learners, others are visual or tactile or kinesthetic. We will use a variety of activities to meet different peoples' needs and to stimulate the non-dominant styles. Explore what kind of learner you are with your instructor.

**Academic Misconduct**

As a student at IU, you are expected to adhere to all the standards and policies of the code of academic conduct. Any suspected infractions of this Code will be handled by official rules and policies of the University. Penalties for infractions may result in a failing grade in the course or expulsion from the University. The instructor will inform the Slavic Language Coordinator of any suspected violations of academic conduct and appropriate actions will be taken according to University guidelines. If it cannot be resolved, the matter will be taken to the Dean of Students and the Department will abide by the decisions reached. See the *Code of Student Rights, Responsibilities, and Conduct* (http://dsa.indiana.edu/Code) for full information.

**Slavic Language Coordinator**

The Slavic Language Coordinator oversees the language programs and the associate instructors. He will also be visiting the language classrooms on a regular basis. Students may turn to him with any classroom or language program concerns that cannot be answered by the instructor:

- **Dr. Jeff Holdeman**
  - Ballantine Hall 511
  - 812-855-5891
  - jeffhold@indiana.edu

Unresolved matters will be handled by the Slavic Department chair, Dr. Steven Franks (franks@indiana.edu), whose office is located in Ballantine Hall 502.
Disability Statement

Any student who feels he/she may need an accommodation based on the impact of a disability must register with Disability Services for Students first. According to DSS guidelines, only students who have registered their disabilities with DSS are officially eligible for accommodations. When the disability has been registered, the student will receive a letter describing any accommodations necessary which must be presented to the instructor in the first week of classes. Please contact Disability Services for Students at 812-855-7578 in Franklin Hall 096 to coordinate reasonable accommodations for students with documented disabilities. More information is available on the DSS web site (http://dsa.indiana.edu/dss.html).

Disclaimer

All information in this syllabus, including course requirements and test schedules, is subject to change and should not be considered a substitute for attending class or for any information that is provided to you by your instructor.
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