CZE1130: Intro to Czech Language & Culture 1 100% Online Fall 2023, 5 credits Asynchronous + 30 Synchronous minutes each week TBA

UF residential section: 2 CRO / 26455, UF online section 1CUO / 29159 (UFO) Shared languages section: 2CSL / 29160, Special programs section: 1CSP / 29971

Instructor: Holly Raynard, hraynard@ufl.edu, (352) 294-7150

Office hours (Aug. 23-Dec. 6): Mon. 12-1 PM, Tues. 3-4, Thu. 4-5 & by appointment. I can meet F2F in my office--3326A Turlington (for residential students) or on Zoom.

- I recommend students reserve one or two 15-minute appointment blocks on Calendly
 (https://calendly.com/hraynard/) to avoid waiting, but it's not required. I will help students
 without an appointment on a first-come, first-served basis, limiting meetings to 15 minutes if
 others are waiting (but you can wait & come back again).
- To meet outside office hours, please email me to set up a Zoom or F2F appointment!

Course website: elearning.ufl.edu/ (then use Gatorlink ID & password to log in to Canvas)



Course description: *Vítám vás na kurzu češtiny*! Welcome to Czech class! Whether your interest in Czech is social, academic or professional, knowledge of the Czech language will enrich your interaction with Czechs and Czech culture. This course aims to develop your communicative abilities in Czech—reading, writing, listening and speaking—while acquainting you with various aspects of Czech culture. After the first-year sequence, you'll be able to communicate on an elementary level about yourself; your family; college life; daily activities; and your interests, plans, and preferences. You will also be able handle basic social transactions related to food, shopping, health, school, travel & more.

Prerequisites: None (This class is intended for beginners.)

Required texts & materials: You will need a reliable computer & internet connection, a microphone, headphones or earbuds, and a computer camera. Since our textbook, *Reality Czech*, is a web-based, open educational resource, there are no books to buy! © Check the Unit Overview pages on Canvas if you'd like to print out a hard copy of any grammar explanations or vocabulary lists.

Course requirements¹ (explained in detail further below)

Participation in Weekly Synchronous Meetings – 12% Homework – 28% Quizzes and Tests – 50% Oral Midway Exam – 3% Oral Portfolio – 4% Oral Final Exam - 3%

¹ **This syllabus is tentative.** While I don't anticipate any major changes, I reserve the right to make adjustments as needed to ensure quality of instruction or to comply with (evolving) UF policies. Any changes—whether due to extreme weather, pandemic, or other reasons--will be announced on Canvas.

Weekly Synchronous Meetings – 12% (about 1% per week, with 2 weeks off)

If you've signed up for Czech, you obviously want to speak the language—so you'll spend 30 minutes each week doing just that! :-) In the Welcome/Start Here module, you will indicate your availability for a 30-minute weekly time block that will be dedicated to interpersonal communication in real time (using Zoom or similar app). Each week will have a designated assignment: in some weeks you will meet with your instructor one-on-one to converse, do a role-play or just touch base; in other weeks you will meet with a classmate to pose oral questions, complete a survey, or execute another task.² These time blocks are essential for oral performance—whether pronunciation, decoding speech or learning to cope with spontaneous language. They also will help you prepare for graded oral assignments (the midway exam or oral final), not to mention real-world communication.

- For meetings with classmates, you will be evaluated based on the information you gather which you will report or upload, depending on the activity. (A screenshot or video sample might also be collected at times.)
- **During meetings with the instructor**, you will be evaluated on your preparation and engagement. Persistent reluctance to speak in Czech will be downgraded. (It may sound scary now, but I promise we'll take it step by step—starting with intros and building our way up to larger units. :-)

Don't be afraid of making mistakes! The goal is to communicate. Perfection is not required!

- **Unexcused absences**: If you don't attend the weekly meeting, you can't participate so you will not earn your weekly points. If you repeatedly "flake" or no-show to meetings with classmates (3 times), you may lose your meeting privileges—and will lose points.
- Illness and other excused absences will never be penalized, but please notify your instructor/classmate of an absence—in advance whenever possible—and see if/how you can reschedule. (I can always reschedule in the event of an excused absence, but I can't force your classmates to find extra time in their schedules.) Please be prepared to provide documentation.
- **Participation:** In meetings with classmates and instructor, you should arrive on time, have the necessary equipment (headphone, microphone), and be prepared to speak <u>in Czech</u>. It may be tempting to default to English—or talk *about* Czech, but that won't help your oral abilities
- Make-ups or Extra oral practice: During some weeks, I may have more than 30 minutes available
 for a weekly meeting so if you also have additional time (and interest), please let me know! I also
 frequently have little chunks of time here & there and would be more than happy to rehearse a
 dialogue with you, chit chat in Czech, etc. You can always come by my office hours (F2F or online)
 or send me an email to schedule 10-15 minutes.

Homework (Domácí úkoly) -28%

All homework assignments are contained in our Canvas lesson modules. The required "**Start here/Welcome Module**" found on our Home page will show you how to find them and navigate our website. Assignments vary in type and will be weighted differently as described below:

1. Readings or Videos: These introduce new or grammar concepts to learn.

Start with these. They're aren't graded, but will prepare you for the related graded exercises that follow immediately to the right. (See image on p. 3 to visualize.)

² If you live in a distant time zone or have personal obligations that make interaction with a classmate extremely difficult, you should talk with your instructor about other options. If you have access to a native speaker or are open to using a language partner web site, another arrangement might be permitted.

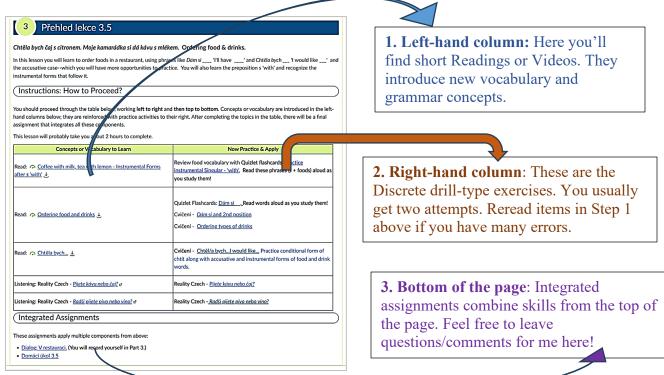
2. Discrete Exercises (largely self-graded)

- These exercises are relatively short and assess how well you understood the concepts laid out in the Readings or Videos described above. They typically focus on only 1-2 variables so that if you have any trouble, you can refer back to the corresponding explanation or vocabulary list to figure out what went wrong. Some exercises will also supply hints if you make a mistake.
- You will usually be allowed **two attempts** so that if you don't earn a satisfactory score the first time, you can try again. (But first refer back to the related reading so you understand any errors.) Canvas usually relevals the correct answers on the final attempt.
- Most of these exercises are self-graded by Canvas to give you immediate feedback. Since Canvas isn't always the best grader, I will also review these myself. Please feel free to email me if Canvas made a mistake & I haven't fixed it within 1-2 days!
- To mitigate any Canvas grading glitches, if you average at least 87% on these assignments at the semester's end, I will convert your score to 93% in the Canvas Gradebook. (This should hopefully relieve some anxiety if you don't understand the nature of an error right away.)
- While these exercises may take as much time as the Integrated Assignments, they are worth less overall (12% of the course and less than half of the HW grade) as they require less independent work.
- FYI: although these exercises use the Canvas "Quizzes" tool, each exercise is considered "Homework" in terms of your course grade, not an actual course quiz.

3. Integrated Assignments (evaluated by instructor)

- These assignments are located at the very bottom of each Lesson Module page.
- They integrate a variety of components from the current lesson as well as past topics.
- I evaluate all such assignments myself and will leave both corrections and comments. Please review these so you can benefit from my feedback!!!
- I grade work with a plus-check-minus mindset: If work is very good (but not perfect), you will still earn 100% or close to it. (If you earn 99% rather than 100, that is usually a signal for you to recheck something.) I will downgrade (80%, 60%, 40%, etc.) if I see excessive or repeated errors, not using vocab or structures that are requested, missing work, etc.
- If work is dramatically incomplete, you may be asked to resbumit it and will earn 0% until then.

 This assignment category is worth more overall (16% of the course grade) as it involves more independent work.



When is Homework (HW) due?

Homework is due weekly. You'll usually do four or five Lesson Modules each week, and these are typicaly due on **Wednesday at 4:00 PM** (with a few exceptions). Any assignments submitted after the weekly deadline will be given **half credit**. Assignments submitted more than one week late will receive **no credit**.

I strongly recommend you complete one lesson module per day (or close to it) as it's best to learn language at least 3-4 days a week rather than cramming. (You'll hear more about this in the Welcome/Start Here Module. You will also receive my feedback more quickly that way.) On our "Course Resources Page" you can find a link to a **suggested schedule for completing work** this semester; you can modify it to fit your weekly demands.

If you have any questions about weekly HW, please stop by office hours or email me with your concern/s!

Note: If I see that students do <u>not</u> complete coursework throughout the week and rather submit all work on Tuesdays & Wednesdays, I may change the above policy and institute two weekly due dates. (There is a fine line between being flexible and encouraging bad habits--which will vary person by person, so I will monitor and adjust as needed.)

Will I get a notification for each assignment?

No! Since each lesson module contains numerous short exercises, you will not get a Canvas notification to do each and every assignment. Instead, you will get just <u>ONE</u> weekly assignment notification that links to the five modules you must complete that week. You will need to set aside enough time during the week (usually 2 - 2.5 hours per module or 10 to 15 hours per week) to complete these modules in advance of the weekly deadline.

Why did I get a "zero"? Do not be alarmed if you earn a zero on an assignment before the due date. Because of how Canvas assigns grades, I will give all non-submitted work a "zero" grade the *first* time I pass through—even if it isn't due yet. Please ignore that & don't worry: you can still submit work on time for full value or late for reduced value.

Quizzes & tests (Kvízy a testy) - 50%

Timeline: There will be a quiz nearly each week and five unit tests this semester. (See schedule further below for test dates.) I will drop your two lowest quiz grades at the end of the semester.

Where to find them: All quizzes and tests are contained in lesson modules. They will also be entered into the Canvas calendar so if you set up notifications, you will receive alerts when they are due.

Technology: Unit exams are proctored by the Honorlock platform; Quizzes typically are <u>not</u>. You should familiarize yourself with Honorlock policies and technology requirements (in the "Start here/Welcome" module) well before the first exam. Most exams will have a listening or speaking component so you should have a mic and headphones/earbuds. You will also need to have your computer camera on.

Content: Exams and quizzes will generally cover content introduced in homework and weekly meetings though the contexts or formats may be somewhat different. (For example: homework may ask you to select the best Czech menu item for friends with dietary restrictions whereas a test may ask you to decipher a Czech recipe, etc.) Quizzes tend to focus on discrete items (new vocab or case endings); while exams may include some discrete items, they focus on more integrated skills. I grade these two types of assessments differently:

- . **Discrete assessments** focus on specific objectives like grammar points or vocabulary items. These are graded discretely, based on the number of correct vs. incorrect items. Grammar and vocabulary mistakes count as 1 point each; spelling mistakes count as ½ point each.
- . Performance-based tasks, in contrast, will require you to integrate many skills in order to handle a

social transaction (i.e., to persuade, get directions, gather information to reach a decision, etc.). These sections are graded more holistically--based on how successfully you execute a given task. (You can see some example assessment rubrics on Canvas.) Exams will often include an oral/aural component, whereby you do a role-play or solve a problem with another student. Since you will be required to perform (to speak and comprehend, not just memorize information), the best practice is regular participation in weekly meetings and nightly homework!

Oral components: Most exams will involve speaking and/or listening tasks. They may be asynchronous or synchronous; in the event of a synchronous oral section, you will be assigned a (brief) time slot during our regular Thursday synchronous meeting time.

Review opportunities: Each lesson module before the unit exam is dedicated to unit review. I will also hold online consultation hours before each exam (1 or 2 days before, depending on class preferences).

Make-ups: If you miss a test or quiz for an *excused* reason (see "Absences"), you should contact me to schedule a make-up. Make-up privileges might be granted in the case of a non-medical, non-emergency or non-university-approved event; advance notice is typically required for such consideration.

Good student bonus: Students who 1) complete *all* unit homework, 2) submit homework across or throughout the week (= not less frequently than 3 days each week), and 3) have *no* weekly absences in the given unit can self-correct that unit's exam to receive extra credit. In this way students can regain up to 50% of the points they originally missed. (For ex: 70% will be raised to a max of 85%, provided all corrections are accurate.) Any open-book exams or oral assessments cannot be self-corrected.

Midway Oral Exam – 3% (TBA in Week 7-8, ideally during your synch meeting)

This exam will largely follow an oral interview format but may also involve a role-play. In most cases, it can be taken during your 30-minute synchronous block in Week 7 or 8—whichever is closest to the Unit 3 Exam. Thematically, it will focus on Unit 3 concepts, but you will use some expressions from Units 1 and 2, as well. If you are someone who gets nervous about oral performance, I encourage you to come practice with me and not speak English during your weekly synchronous meeting with classmates!

Course Portfolio – 4% (Due by 5 pm on Monday Dec. 11)

You will create a portfolio project that will both showcase what you've learned this semester and serve as a resource you can refer back to later (e.g., pre-trip) to refresh basics about you & your family, activities, preferences, etc. Format will consist of a PowerPoint presentation with both images and oral recordings (approx. 3-4 minutes per unit) that address prompts related to themes from Units 2-5. You will develop select portfolio components during regular homework assignments--and can then revisit & revise your work at the end of the semester to submit for a final grade. (You may also be asked to comment on the content of others.) To learn more about this assignment, please see the respective Unit Overview modules. See Canvas for an evaluation rubric on Performative Communication.

Oral Final Exam – 3% (TBA - between Mon. Dec. 11 and Wed. Dec. 13)

You will schedule a 25-minute meeting with me on Zoom during finals week (before 5 PM on Wednesday, Dec.13). The exam will take the form of an informal discussion (est. 15 minutes): you can expect to be interviewed on topics from Units 1-5 and also to pose related questions. (Your Portfolio should provide good preparation!) You may be asked to engage in a short role-play. The See Canvas for evaluation rubric on Interpersonal Communication.

Grading Scale: Letter grades are based on the percentages shown in the table below:

97-100%	A (No A+s at UF)	87-89.99%	B+	77-79.99%	C+
93-96.99%	Α	83-86.99%	В	73-76.99%	С
90-92.99%	A-	80-82.99%	B-	etc.	C-

Last Day to change grade to S/U basis: Friday, September 8. More UF grade info can be found here:

https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx:

Course Policy on Absences, Make-up Work:

Synchronous meetings:

- If you must miss a synchronous meeting, it is *your* responsibility reschedule (if excused) or to find out what you missed. (Note that exams could echo such content or activities.)
- If you do not have a microphone, headphones/earbuds or camera for our synchronous meetings, you will be downgraded or possibly marked absent (if unable to fully participate).

Quizzes/Exams or Homework Delays

- You may make up a missed quiz or exam if you have an excused reason (due to illness/trauma, serious family emergencies, religious holidays, participation in special curricular requirements or official university activities (see more examples in the UF catalog).
- Please contact me as soon as you are aware of the conflict or problem. If you are sick or have an excused absence, you will be given enough time to make up accruing homework and exams.
- If you have a time conflict with a synchronous meeting, quiz or exam for another reason, I *may* be able to offer you a makeup opportunity if you reach out to me in advance!
- You are expected to provide official documentation of an excused absence. Note that UF offers telehealth visits if you need a medical note.

Tentative Weekly Course Schedule

The following schedule outlines the main topics we will cover during the semester as well as dates for synchronous meetings and unit exams. We will cover units 1-5 in *Reality Czech* this semester (spending some 12-15 instructional days on each unit), with a test at the end of each unit. Note that while the schedule below shows dates from Monday to Friday, our curricular "week" really starts and ends on Thursday--our synchronous meeting day when we apply skills from the previous week to interpersonal communicative tasks. For detailed unit goals and individual lesson modules), please see Canvas.

Week / Dates	Weekly Topics & Events		
Week 1 Aug. 21-25	TO DO: COMPLETE START HERE / WELCOME module SELECT A REGULAR 30-MINUTE TIME BLOCK FOR SYNCH MEETINGS!		
(UF classes start on Wed. Aug. 24)	Intro to syllabus, Canvas navigation & tools Topic: Czech alphabet & pronunciation; basic intros; formal & informal greetings.		
	Due : Nothing to submit, but you should start Welcome module; related quizzes due in Week 2.		
Week 2 Aug. 28-Sept. 1	Topic: Identifying & describing people & objects; Gender and gender agreement.		
7 tag. 20 Ocpt. 1	Also due: Syllabus & Welcome Module quiz - Mon. Aug. 28 Due 4pm on Wed. Aug. 30: Lekce 1.1-1.5 Also due: Czech keyboard quiz, Questions about you: Fri. Sept. 1.		
Week 3 Sept. 5-8	Topic: Whose is it? Possessives, Czech names, addressing others with vocative case		
(Mon. 9/4 = Labor Day)	Due 4pm on Wed. Sept 6: Lekce 1.6-1.9 UF Deadline FYI: Friday 9/8 is the last day to change grading basis from letter grade to S/U		
Week 4 Sept. 11-15	Topic : Plural: identifying & describing people, places, things; <i>Odkud jsi? Jsem z</i>		
	Due 4pm on Wed. Sept 13: Lekce 1.10-1.14 UNIT 1 Exam (1.15): opens Thu. Sept 15, due Fri. Sept 16		
Week 5 Sept. 18-22	Topic: Frequent activities (verbal conjugations) & how often you do them, family members, stating & comparing age		
	Due 4pm on Wed. Sept 20: Lekce 2.1-2.4		
Week 6 Sept. 25-29	Topic: Liking/disliking activities (with <i>rád</i> + verb and <i>chtít</i> 'to want'), to have (<i>mít</i>) + accusative case of family members), where you & family members live		

(FYI: 9/28 is a Czech holiday: St. Václav)	Due 4pm on Wed. Sept 27: Lekce 2.5-2.9			
Week 7	Topic: Family: preferences and professions, which languages you speak, know or are learning			
Oct. 2-5 (Fri. 10/6 is UF homecoming so we will wrap unit before)	Due 4pm on Wed Oct 4: Lekce 2.10-2.14 UNIT 2 Exam (2.15): Thu. Oct 5. (I can open early if you wantbefore Homecoming)			
Week 8 Oct. 9-13	Topic: Foods you like, what foods are made out of, what you prefer to eat & drink			
Oot. 9-13	Due 4pm on Wed. Oct 11: Lekce 3.1-3.3			
Week 9 Oct. 16-20	Topic: Eating & ordering in Czech restaurants, how to ask for & pay bill			
	Due 4pm on Wed. Oct 18: Lekce 3.4-3.8			
Week 10 Oct. 23-28	Topic: Cooking & shopping, typical Czech meals, amounts used in cooking			
(FYI: 10/28 is a Czech holiday celebrating Czechs' & Slovaks' 1918 independence)	Due 4pm on Wed. Oct 25: Lekce 3.9-3.13			
	UNIT 3 Exam (3.14): opens Thu. Oct 26, due by Fri. Oct 27 MIDWAY ORAL EXAM WITH HOLLY DURING SYNCH MEETING			
Week 11 Oct. 30-Nov. 3	Topic: Weather, months, seasons and some seasonal activities (locative review)			
	Due 4pm on Wed. Nov. 1: Lekce 4.1-4.3 and Kytice lesson			
Week 12 Nov. 6-Nov. 8	Topic: More seasonal activities, clothing & opinions about clothes			
(11/10 is the Veterans Day holiday)	Due 4pm on Wed. Nov. 8: Lekce 4.4-4.8			
Week 13 Nov. 13-17	Note irregular schedule this week:			
1101110	Topic: Shopping for clothes, describing fit & look			
	Due: Complete Lekce 4.9-4.11 due by 4 pm on Tuesday Nov. 14 UNIT 4 Exam (4.12): opens Wed. Nov. 16, due by Thu., Nov. 17			
Week 14 Nov. 20-Nov. 24	Note irregular schedule this week:			
(Nov. 21 is last class before Thanksgiving)	Topic: Appearance/physical traits & characteristics.			
	Due : Complete <i>Lekce</i> 5.1-5.4 due by 4 pm on <u>Tuesday Nov. 21</u>			
Week 15 Nov. 27-Dec. 1	Topic: Discussing the recent past			
1101. 27 200. 1	Due: Complete Lekce 5.5-5.7 due by 4 pm on Wednesday, Nov. 29			
Week 16 Dec. 4-6	Note irregular schedule this week:			
(UF classes end on Dec. 6 (Dec. 7-8 are reading days)	Topic: Discuss/compare distant past (childhood/when I was young) and present			
	Due : Complete <i>Lekce</i> 5.8-5.11 due by 4 pm on <u>Tuesday Dec. 5</u> UF classes end on Wed			
	I have many office hours this week! UNIT 5 Exam (5.12): open & due Wed. Dec. 6 (I'll accept thru Thu. Dec. 8 without penalty)			
Finals Week	PORTFOLIO PROJECT due by 5 PM on Monday, Dec. 11			
Dec. 11-15	ORAL EXAM: You will schedule an individual appointment with me on Zoom before 5 PM on Wed. Dec. 13. (Schedule 30 minutes, but it will likely take 20+ minutes.)			

Fall 2023 Holidays & Other Important Dates

Labor Day: Monday, September 4

Deadline to change grade to S/U basis (vs. a letter grade): Friday, September 8

Homecoming: Friday, October 6 Veterans Day: Friday, November 10

Thanksgiving break: Wednesday - Friday, November 22-24 Reading days: Thursday-Friday, December 7-8







Czech language/culture opportunities outside of class:

- Office hours: Even if you don't have questions or concerns about the course, feel free to come visit
 me to read a dialog aloud, go over past homework or chat in Czech. It's an excellent way to sharpen
 your conversational skills. If there's a Czech topic that interests you, let me know, and I'll try to fit it
 into our curriculum.
- Virtual coffee/lunch hour: An optional hour for students and local Czechs & Slovaks is in the works, when all can gather & chit chat informally (at any level). I'll email you about meeting times soon.
- Czech films: Library West also has 150+ Czech films; many others are available on YouTube. If you have specific interests, please ask me!

ADDITIONAL NOTES

Academic Honesty & UF Honor Code

All students are bound by the Honor Pledge: "[o]n all work submitted for credit by students at the university, the following pledge is either required or implied: On my honor, I have neither given nor received unauthorized aid in doing this assignment." Violations of the code (including acts like cheating, plagiarizing, multiple submissions, etc.) will not be tolerated. Before submitting any work for this class, please familiarize yourself with the Honor Code (especially pp. 11-13) and consequences for violating it: https://regulations.ufl.edu/wp-content/uploads/2020/12/UF-Regulation-4.040.pdf

Please note that <u>using Google Translate (or similar tools)</u> to write your assignments constitutes "unauthorized aid" (and usually yields glaring errors!).

Students Requiring Accommodations

Students with disabilities who experience learning barriers and would like to request academic accommodations should connect with the disability Resource Center by visiting https://disability.ufl.edu/students/get-started/. It is important for students to share their accommodation letter with their instructor and discuss their access needs, as early as possible in the semester.

Online Course Evaluations

At the end of the semester, you are expected to provide feedback on the quality of instruction in this course. These evaluations are conducted online at https://gatorevals.aa.ufl.edu/students/. Evaluations are typically open for you to complete during the last 2-3 weeks of the semester. Students will be notified when the evaluation periods opens, and they can complete evaluations through the email they receive on GatorEvals or via https://ufl.bluera.com/ufl/.

Counseling and Wellness Center (CWC)

The CWC teaches students skills to cope with anxiety and to support mental health and personal wellness. CWC services include traditional, group, and couples' therapy as well as consultation, crisis services, workshops, biofeedback, and more. Contact the CWC at: (352) 392-1575, 3190 Radio Road or counseling.ufl.edu/. Call the University Police Department: 392-1111 or 9-1-1 for emergencies.

Opportunities & Deadlines!

- Foreign Language and Area Studies grants. Check the Center for European Studies (CES) website as deadlines are usually in January or February. FLAS grants provide tuition and a stipend to help you continue Czech at UF during the 2024-25 academic year or to study intensively overseas this summer (int'l flight, room & board also covered). https://ces.ufl.edu/funding/student-funding/foreign-language-area-studies-fellowships-flas/
- Add a Czech-related track to your degree! Interested in a B.A. degree in International
 Studies? Czech language and area studies course can fulfill tracking requirements for the
 European major's European track. Minor and Certificate programs in Central European Studies
 will also allow you to combine your interest in Czech with a number of disciplines. Visit the CES
 website https://ces.ufl.edu/academics/undergraduate-degreesprograms/ for info about its academic
 programs.
- **Study abroad!** The UF International Center (<u>UFIC</u>) offers various opportunities to study in Prague so you can continue your language and cultural studies overseas. Deadlines are usually in March though scholarship deadlines are usually earlier--January or February. See more here: https://internationalcenter.ufl.edu/study-abroad . UFIC will host an International Fair on Wednesday, Oct. 4 between 10 AM and 3 PM on the Reitz Union North Lawn.

Questions or concerns? Please contact me: hraynard@ufl.edu

I am on campus most days and am happy to answer short questions whenever I'm around—before or after class, in a quick email message, phone call, etc. Longer questions or complicated concerns are better discussed in office hours or a separate meeting. If office hours are not accessible to you, I am happy to meet at other times. If you'd like to schedule a meeting, please let me know!