CIEE Prague, Czech Republic

Course title: Intensive Beginning Czech Language
Course code: CZEC 1101 PRFS
Programs offering course: Film Studies
Language of instruction: Czech
U.S. semester credits: 3
Contact hours: 45
Term: Fall 2020

Course Description

Learning Objectives

By completing this course, students will:

- **Listening**: Students can understand familiar words and very basic phrases, concerning themselves; their family and immediate surroundings when people speak slowly and clearly.
- **Reading**: Students can understand familiar names, words and very simple sentences, for example on notices and posters or in catalogues.
- **Spoken Interaction**: Students can interact a simple way provided the other person is prepared to repeat or rephrase things at slower rate of speech and help them formulate what they are trying to say. They can ask and answer simple questions in areas of immediate need or on very familiar topics.
- **Spoken Production**: Students can use simple phrases and sentences to describe where they live and people they know.
- **Writing**: Students can fill in forms with personal details; for example entering their names, nationality and address in a hostel check-in form.

Course Prerequisites

This course is designed for students who: (1) have little or no previous knowledge of Czech, (2) expect an introduction into the fundamentals of Czech grammar, syntax, and vocabulary.

Methods of Instruction

Classes will combine frontline teaching with interactive tasks, cooperative learning in small groups, pair work and role plays. They will include site visits, a trip to an interesting places in Prague.

*N.B. Course schedule is subject to change due to study tours, excursions, or local holidays. Final schedules will be included in the final syllabus provided to students on site.*

Assessment and Final Grade

1. 2 Quizzes 20%
2. Final Exam 30%
3. Immersion 10%
4. Video Project 20%
5. Class Participation 20%
TOTAL 100%
Course Requirements

2 Quizzes
Final Exam

Students will have regular **graded quizzes** according to the schedule.

Students will take a final written test and an oral exam.

Immersion

Each student is required to present one immersion experience. Students will receive detailed information about the presentation and possible immersion topics at the beginning of the semester and can find them on the course Canvas site. The presentation is to be uploaded on the course Canvas site. If a student fails to deliver his/her presentation as scheduled, he/she will receive an F grade.

Video Project

Students create short video containing a dialog with basic Czech phrases. Detailed instructions will be provided at the beginning of the semester.

Class Participation

To obtain the highest possible participation grade, students need to come to the class on time and prepared. They do not leave the class unless they have a serious reason. Students need to show they are paying attention, demonstrate interest in the material and support their classmates with questions/comments about their work and the class in general. Active participation in Canvas discussions will also contribute to the participation grade.

**CIEE Prague Class Participation Policy**

Assessment of students’ participation in class is an inherent component of the course grade. Participation is valued as **meaningful contribution in the digital and tangible classroom**, utilizing the resources and materials presented to students as part of the course. Students are required to actively, meaningfully and thoughtfully contribute to class discussions and all types of in-class activities throughout the duration of the class. Meaningful contribution requires students to be prepared, as directed, in advance of each class session. This includes valued or informed engagement in, for example, small group discussions, online discussion boards, peer-to-peer feedback (after presentations), interaction with guest speakers, and attentiveness on co-curricular and outside-of-classroom activities.

Students are responsible for following the course content and are expected to ask clarification questions if they cannot follow the instructor’s or other students’ line of thought or argumentation.

The use of electronic devices is only allowed for computer-based in-class tests, assignments and other tasks specifically assigned by the course instructor. Students are expected to take notes by hand unless the student is entitled to the use of computer due to his/her academic accommodations. In such cases the student is required to submit an official letter issued by his/her home institution specifying the extent of academic accommodations.
Class participation also includes students’ active participation in Canvas discussions and other additional tasks related to the course content as specified by the instructor.

Students will receive a partial participation grade every three weeks.

**CIEE Prague Attendance Policy**

Regular class attendance is required throughout the program, and **all absences are treated equally regardless of reason** for any affected CIEE course. Attendance policies also apply to any required co-curricular class excursions or events, as well as Internship.

Students who transfer from one CIEE class to another during the add/drop period will not be considered absent from the first session(s) of their new class, provided they were marked present for the first session(s) of their original class. Otherwise, the absence(s) from the original class carry over to the new class and count against the grade in that class.

**Missing classes** will lead to the following penalties:

**90-minute semester classes:**

<table>
<thead>
<tr>
<th>Number of 90-minute classes</th>
<th>Equivalent percentage of the total course hours missed</th>
<th>Minimum penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>one to two 90-minute classes</td>
<td>up to 10%</td>
<td>no penalty</td>
</tr>
<tr>
<td>three 90-minute classes</td>
<td>10.1–15%</td>
<td>reduction of the final grade by 3%</td>
</tr>
<tr>
<td>four 90-minute classes</td>
<td>15.1–17%</td>
<td>reduction of the final grade by 5%; written warning</td>
</tr>
<tr>
<td>five 90-minute classes</td>
<td>17.1–20%</td>
<td>reduction of the final grade by 7%; written warning</td>
</tr>
<tr>
<td>six and more 90-minute classes</td>
<td>more than 20%</td>
<td>automatic course failure and possible expulsion</td>
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</tbody>
</table>

**180-minute semester classes:**

<table>
<thead>
<tr>
<th>Number of 180-minute classes</th>
<th>Equivalent percentage of the total course hours missed</th>
<th>Minimum penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>one 180-minute class</td>
<td>up to 10%</td>
<td>no penalty</td>
</tr>
<tr>
<td>two 180-minute classes</td>
<td>10.1–20%</td>
<td>reduction of the final grade by 5%; written warning</td>
</tr>
<tr>
<td>three and more 180-minute classes</td>
<td>more than 20%</td>
<td>automatic course failure and possible expulsion</td>
</tr>
</tbody>
</table>
Persistent absenteeism (students approaching 20% of the total course hours missed, or violating the attendance policy in more than one class) will result in a written warning, a notification to the student's home school, and possibly a dismissal from the program.

**Missing more than 20% of the total class hours** will lead to a course failure, and potential program dismissal. This is a CIEE rule that applies to all CIEE courses and is in line with the Participant Contract that each CIEE student signs before arriving on-site.

Late arrival to class will be considered a partial (up to 15 minutes late) or full (15 or more minutes late) absence. **Three partial absences due to late arrivals will be regarded as one full class absence.**

**Students must notify their professor and Program Coordinators (PC) beforehand if they are going to miss class for any reason** and are responsible for any material covered in class in their absence.

If missing a class during which a test, exam, the student’s presentation or other graded class assignments are administered, **make-up assignment will only be allowed in approved circumstances**, such as serious medical issues. In this case, the student must submit a local doctor’s note within 24 hours of his/her absence to the PC, who will decide whether the student qualifies for a make-up assignment. Doctor’s notes may be submitted via e-mail or phone (a scan or a photograph are acceptable), however the student must ensure that the note is delivered to the PC.

Should a truly **extraordinary situation** arise, the student must contact the PC immediately concerning permission for a make-up assignment. Make-up assignments are not granted automatically! The PC decides the course of action for all absence cases that are not straightforward. **Always contact the PC with any inquiry about potential absence(s) and the nature thereof.**

**Personal travel (including flight delays and cancelled flights), handling passport and other document replacements, interviews, volunteering and other similar situations are not considered justifiable reasons for missing class or getting permission for make-up assignments.**

For class conflicts (irregularities in the class schedule, including field trips, make-up classes and other instances), **always contact the Academic Assistant** to decide the appropriate course of action.

Course attendance is recorded on individual Canvas Course Sites. **Students are responsible for checking their attendance regularly to ensure the correctness of the records.** In case of discrepancies, students are required to contact the Academic Assistant **within one week of the discrepancy date** to have it corrected. Later claims will not be considered.

CIEE staff does not directly manage absences at FAMU and ECES, but they have similar attendance policies and attendance is monitored there. Grade penalties may result from excessive absences.

**CIEE Academic Honesty Policy**

CIEE subscribes to standard U.S. norms requiring that students exhibit the highest standards regarding academic honesty. Cheating and plagiarism in any course assignment or exam will not be tolerated and may result in a student failing the course or being expelled from the program. Standards of honesty and norms governing originality of work differ significantly from country to country. We expect students to adhere to both the American norms and the local norms, and in the case of conflict between the two, the more stringent of the two will preside. Three important principles are considered
when defining and demanding academic honesty. These are related to the fundamental tenet that one should not present the work of another person as one’s own.

The first principle is that final examinations, quizzes and other tests must be done without assistance from another person, without looking at or otherwise consulting the work of another person, and without access to notes, books, or other pertinent information (unless the professor has explicitly announced that a particular test is to be taken on an “open book” basis).

The second principle applies specifically to course work: the same written paper may not be submitted in two classes. Nor may a paper for which you have already received credit at your home institution be submitted to satisfy a paper requirement while studying overseas.

The third principle is that any use of the work of another person must be documented in any written papers, oral presentations, or other assignments carried out in connection with a course. This usually is done when quoting directly from another’s work or including information told to you by another person. The general rule is that if you have to look something up, or if you learned it recently either by reading or hearing something, you have to document it.

The penalty ranges from an F grade on the assignment, failure in the course to dismissal from the program. The Academic Director is consulted and involved in decision making in every case of a possible violation of academic honesty.

**Attendance**

**Weekly Schedule**

**Week 1**

Class  1.1  HELLO – I’M … Basic social phrases, greetings

Class  1.2  Introduction, Czech alphabet, spelling

- Personal info: Kdo jsi?, Odkud jsi?
- Pronunciation 1, numerals 0-10

**Week 2**

Class  Excursion: Day trip to cultural heritage

**Week 3**

Class  3.1  Orientation I, survival social phrases, pronunciation,

Class  3.2  numerals 1-100, phone numbers ...

**Week 4**

Class  4.1  At the Store / Market pronunciation, numerals 1 –

Class  4.2  1 000, basic phrases, vocabulary
Week 5
Class 5.1 Restaurant How to order in Czech way I,

Quiz 1

Class 5.2 pronunciation, basic phrases, vocabulary, menu

Week 6
Class 6.1 Orientation II,

Class 6.2 Survival Czech – where is, straight; right, left

Week 7
Class 7.1 Daily Routine, Verbs –AT, -ET/- IT

Class 7.2 conjugation pattern, pronunciation

Lunch and Leaving school for exploration of local communities with your Czech teacher

Week 8
Class 8.1 Daily Routine,

Verbs –OVAT, irregular conjugation pattern, pronunciation

Class 8.2 Review, adjectives, social phrases

Week 9
Class 9.1 My week

Quiz 2

Class 9.2 Verbs - consolidation, pronunciation

Week 10
Class 10.1 At the Hospital / At the Police station,

Class 10.2 pronunciation, basic phrases

Week 11
Class 11.1 Presentations

Class 11.2 Revision
Week 12
Class Final Test

Week 13
Class Final Oral Exam

Course Materials
Readings

Required texts:

• Handouts
• Czech-English, English- Czech Dictionary