



## **CIEE Prague, Czech Republic**

<b>Course Name:</b>	Beginning Czech Language I
<b>Course Number:</b>	CZEC 1001 PRAG
<b>Programs offering course:</b>	CES, CNMJ
<b>Language of instruction:</b>	English and Czech
<b>U.S. Semester Credits:</b>	3
<b>Contact Hours:</b>	45
<b>Term:</b>	Fall 2019

### **Course Description**

This course is designed to

- develop students' practical knowledge of the Czech language,
- allow students to function in everyday situations, (i.e., restaurants, grocery stores, ticket inspections, dorm, etc.) so as to allow greater integration with Czech culture and society,
- promote greater confidence in speaking Czech,
- provide the most basic foundation necessary for gaining conversational ability,
- limit the amount of formal grammar study to a minimum,
- focus on situations, pronunciation, and understanding basic phrases.

### **Learning Objectives**

Upon the completion of the course, students will acquire the following knowledge and skills

- **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

- attended the Survival Czech Course offered by CIEE
- 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 important city or monument within the Czech Republic and a **mandatory class excursion to a Czech elementary school**.

### **Assessment and Final Grade**

	<b>written</b>	<b>oral</b>
Midterm exam (test and oral exam)	10%	10%
Final exam (test and oral exam)	10%	10%
Video project		10%
Presentation – immersion		10%
Active participation in class		20%
Homework		10%
Excursion to a Czech School		10%

### **Course Requirements**

#### **Tests, exams**

Students will take a midterm written test and an oral exam and a final written test and an oral exam. Prior to administering tests, students will receive mock tests to learn about the scope and type of exercises included in tests.



### **Video project**

Team work project (2-3 students). Students present a short video of a mini-dialog in Czech, using practical phrases and role-playing everyday situations. **The video is to be uploaded on the course Canvas site.** Detailed instructions will be provided at the beginning of the semester and are published on the course Canvas site.

### **Presentation - 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.

### **Class participation**

To obtain the highest possible participation grade, students need to come to the class on time 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.

### **Homework**

Homework assignments must be turned in on schedule. Late submission will result in lowering the grade.

### **Excursions, Trips**

Czech language classes aim to provide basic awareness about Czech culture **through an excursion to a Czech school** and field trips to various places of interest within Prague. Field trips and class excursions are mandatory, they are constituent parts of the course. Missing a trip or an excursion is considered an absence in the course.

### **Extra Work**

Students can improve their final grade through participating in any of the Extra Work activities. The sign up for Tandem, Volunteering and Meet Czech Family program is at the beginning of the semester, if you wish to submit an extended immersion project, you have to sign up by Week 6. More information will be provided during the first week of the course.

### **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:***

<i>Number of 90-minute classes</i>	<i>Equivalent percentage of the total course hours missed</i>	<i>Minimum penalty</i>
<b>one to two</b> 90-minute classes	up to 10%	no penalty



<b>three</b> 90-minute classes	10.1–15%	reduction of the final grade by 3%
<b>four</b> 90-minute classes	15.1–17%	reduction of the final grade by 5%; <b>written warning</b>
<b>five</b> 90-minute classes	17.1–20%	reduction of the final grade by 7%; <b>written warning</b>
<b>six and more</b> 90-minute classes	more than 20%	automatic <b>course failure</b> and possible expulsion

***180-minute semester classes:***

<i>Number of 180-minute classes</i>	<i>Equivalent percentage of the total course hours missed</i>	<i>Minimum penalty</i>
<b>one</b> 180-minute class	up to 10%	no penalty
<b>two</b> 180-minute classes	10.1–20%	reduction of the final grade by 5%; <b>written warning</b>
<b>three and more</b> 180-minute classes	more than 20%	automatic <b>course failure</b> and possible expulsion

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 Coordinator (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.

### Weekly Schedule

<b>Class</b>	<b>Topic</b>	<b>Assignment/Reading Due</b>
<b>Week 1: HELLO – I'M ...</b>		
Class 1	Verb TO BE	Czech course
Class 2	Verbs -OVAT conjugation pattern Days of the week	Lesson 1
<b>Week 2: FOOD</b>		
Class 3	I like ...	Czech course
Class 4	Verbs –AT, conjugation pattern Adjectives	Lesson 2
<b>Week 3: MY WEEK</b>		
Class 5	Verbs -ET/-IT conjugation pattern	Czech course
Class 6	Verbs – TO GO, TO READ, TO PLAY, TO DRINK, TO WRITE	Lesson 3
<b>Week 4: MY HOBBIES</b>		
Class 7	I like doing,	Czech course
Class 8	I can (I know how to)	Lesson 4
<b>Week 5: FAMILY</b>		
Class 9	Family members	Czech course
Class 10	Possessive pronouns	Lesson 5
<b>Week 6: APPOINTMENT</b>		
Class 11	Would you like to go	Czech course



Class 12 I can't, I must Lesson 6  
Prepositions DO, NA , K

**FRIDAY: Visit to a Czech School**

**Week 7: MIDTERM WEEK**

**Class 13 Midterm Test / Midterm Oral Exam**

**Class 14 Midterm Test / Midterm Oral Exam**

**Week 8: MY SEMESTER IN PRAGUE**

Class 15 Past tense – he /she / it / they Czech course

Class 16 Past tense – I / you /we / you (pl.) Lesson 7

**Week 9: WEATHER**

Class 17 The weather was nice. Czech course

Class 18 It's a nice day. Lesson 8

It is supposed to be nice tomorrow.

**Week 10: PLANS, EUROPE**

Class 19 Future tense Czech course

Class 20 Travelling Lesson 9

European countries

**Week 11: HOLIDAYS**

Class 21 Months Czech course

Class 22 Czech holidays and traditions Lesson 10

**Week 12: LIFE IN THE CR x LIFE IN THE USA**

Class 23 Presentations - Czech course

Lesson 11

Class 24 Review

**Week 13: Final Week**

**Class 25 Final Test / Final Oral Exam**

**Class 26 Final Test / Final Oral Exam**





## **Bibliography**

### Required Readings

- *Čeština – semestrální kurz / Czech Course* (CIEE internal published material), Praha 2019.
- Czech-English, English-Czech Dictionary

### Recommended Readings

- Tahal, Karel. *A Grammar of Czech as a Foreign Language*. at <http://www.factumcz.cz/K.Tahal-Grammar.pdf>
- <http://www.kurzcestinyprocizince.cz/cs/e-learning.html>
- Malá, Zdeňka. *Hry a aktivity pro výuku češtiny pro cizince*. 2013.

### Supplementary readings

- Handouts