

**DEPARTMENT OF MODERN LANGUAGES
AND CULTURAL STUDIES**
www.mlcs.ualberta.ca

2015-2016 PUNJ 111-X01: Beginners' Punjabi I: Course Number: 57668
(Fall Term, September 01st – December 7rd)

Instructor: Parmjit Kaur Kang, ECD, B.A., B.Ed., M.A.
Office: Arts 309-F
Telephone: 780-490-8182 Fax: 780-492-9106
E-mail: parmjitk@ualberta.ca

Time: M W 5:30 p.m. – 7:55 p.m.
Place: HC 2-37
Office Hours: By appointment only
Course Website: eClass

Course Prerequisite: Introduction to Punjabi Culture and Language. Designed for complete beginners of Punjabi or consent of department.

Note: The Department reserves the right to place students in the language course appropriate to their level of language skill. Please note that students must register in the course recommended by the placement test (unless they have received the coordinator's permission) or they may not be granted credits for the course.

Course-based Ethics Approval in place regarding all research projects that involve human testing, questionnaires, etc.?

Yes No, not needed, no such projects approved

Community Service Learning Component

Required Optional None

Past or Representative Evaluative Course Material Available

- Exam registry – Students' Union
<http://www.su.ualberta.ca/services/infolink/exam>
- See explanations below
 Document distributed in class
 Other (please specify)
 NA

Additional mandatory Instructional fees (approved by Board of Governors)

Yes No

Course Description and Objectives:

The aim of the introductory course is to build or strengthen the student's knowledge of Punjabi, where the basics of written and spoken Punjabi will be introduced. Students will develop oral and written competence in Punjabi, where the range of topics will be based upon the needs, interests, and experiences of the students.

Punjabi 111 will establish the basic elements of grammar, literature and spoken language. At the end of the course, students should be able to engage in basic conversation and write basic sentences.

Course Description:

The main objective of this beginner course is for students to acquire the first step of learning the Punjabi alphabet called “Gurmukhi Lipi” in areas of phonology (recognition, pronunciation, stress and intonation), orthography (spelling and mechanical features), lexicon (vocabulary words and phrases), as well as in basic conversation. Students will learn what sounds are associated with which letters, through the use of specially designed books. This course also introduces students on how to write their full names in Punjabi, pronounce the names of colours, identify the days of the week and body parts, count up to 75, and say the first stanza (Moolmantar) of Japji Sahib path.

A secondary step in acquiring mastery over the Punjabi Alphabet is to put two, three, four and five-letter words together to create vocabulary and make simple sentences using words learned. Students will learn to make words using Kanna, Sihari, Bihari, Onkar and Dulankar which are Punjabi vowel symbols.

The last two steps fully immerse students in learning words with Mataras (symbols) and creating meaningful sentences using Onkar, Dulankar, Lawan, Dulawan, Hora, Kanaura, Bindi, Tippi, and Adhak. As well, students are taught paar vich Rara, Haha and Wawa along introduction of tenses, cultural framework, and various historical events used to enhance the acquisition of the Punjabi language.

All of these topics are converged into work books which are enriched with several outstanding features including conciseness and easy to follow- through instructions. Examples are also provided to promote learning. Students at the beginner level are given the confidence to read and write Punjabi effectively. This level of development provides learning opportunities for vocabulary variety. Part of speech will engage students to learn authentic Punjabi and basic elements of grammar for example pronouns, verbs, adverbs, conjunction and adjectives.

Note: Changes may be made accordingly. If so, students will be notified.

One or two in-detail topics about culture or events may be covered.

Vocabulary words and quizzes may be given on a weekly basis.

Learning Resources:

<http://www.advancedcentrepunjabi.org/intro1.asp>

<http://www.learnpunjabi.org/keyboard1.html>

<http://www.advancedcentrepunjabi.org/pedic/Default.aspx>

<http://www.punjabonline.com/servlet/library.dictionary>

Texts:

–Lessons/notes will be posted on the eClass.

–Photocopying charges may apply.

Grade Distribution (see “Explanatory Notes”):

Attendance	5%
Participation	5%
Assignments (sentences every week and other H.W.)	15%
Quizzes (weekly spelling or unit test)	20%
Midterm (Monday, October 26, 2015)	25%
Final Oral (last 2 or 3 days of class-scheduled in class)	10%
Final Written	20%

Final Written exam is cumulative. Final exam will be held in HC 2-37 on Monday, December 7th, 5:30 PM (2 1/2 hours).

Fall / Winter Exam Planner for the 2015-2016 academic year can be found at the following site:
<http://www.registrarsoffice.ualberta.ca/en/Examinations/Fall-2015-Winter-2016-Exam-Planner.aspx>

Date of Deferred Final Exam (if applicable):

Deferred Final exam is cumulative. Deferred Final exam will be held in January; date and place will be announced.

Pease consult Section 23.5.6 of the University calendar:

[http://www.registrar.ualberta.ca/calendar/Regulations-and-Information/Academic-Regulation/23.5.html#23.5.6\(3\)](http://www.registrar.ualberta.ca/calendar/Regulations-and-Information/Academic-Regulation/23.5.html#23.5.6(3))

Explanatory Notes on Assignments:

Oral will include conversations and presentations which will be carried out in the target language.

Assignments and quizzes will be given based on units. In order to develop students’ oral and writing skills in Punjabi, the instructor will require regular assignments as well as other types of homework.

Required Notes:

“Policy about course outlines can be found in Section 23.4(2) of the University calendar.”

Academic Integrity:

“The University of Alberta is committed to the highest standards of academic integrity and honesty. Students are expected to be familiar with these standards regarding academic honesty and to uphold the policies of the University in this respect. Students are particularly urged to familiarize themselves with the provisions of the Code of Student Behaviour (online at <http://www.governance.ualberta.ca/en/CodesofConductandResidenceCommunityStandards/CodeofStudentBehaviour.aspx>) and avoid any behaviour which could potentially result in suspicions of cheating, plagiarism, misrepresentation of facts and/or participation in an offence. Academic dishonesty is a serious offence and can result in suspension or expulsion from the University.”

Learning and Working Environment:

The Faculty of Arts is committed to ensuring all students; faculty and staff are able to study and work in an environment safe and free of discrimination and harassment. It does not tolerate behaviour that undermines that environment. The Department urges anyone who feels this policy has been or is being violated to:

- Discuss the matter with the person whose behaviour is causing concern; or
- If that discussion is unsatisfactory, or there is concern that directs discussion is inappropriate or threatening, discuss it with the Chair of the Department.

For additional advice or assistance regarding this policy you may contact the student ombudservice (<http://www.ombudservice.ualberta.ca/>).

Information about the University of Alberta Discrimination and Harassment Policy and Procedures is described in UAPPOL at

<https://policiesonline.ualberta.ca/PoliciesProcedures/Pages/DispPol.aspx?PID=110>

Academic Honesty:

All students should consult the information provided by the [Office of Judicial Affairs](#) regarding avoiding cheating and plagiarism in particular and academic dishonesty in general (see the [Academic Integrity Undergraduate Handbook](#) and [Information for Students](#)). If in doubt about what is permitted in this class, ask the instructor.

Students involved in language courses and translation courses should be aware that on-line “translation engines” produce very dubious and unreliable “translations.” **Students in language courses** should be aware that, while seeking the advice of native or expert speakers is often helpful, **excessive editorial and creative help** in assignments is considered a form of “cheating” that violates the code of student conduct with dire consequences.

An instructor or coordinator who is convinced that a student has handed in work that he or she could not possibly reproduce without outside assistance is obliged, out of consideration of fairness to other students, to report the case to the Associate Dean of the Faculty. See the [Academic Discipline Process](#).

Recording of Lectures:

Audio or video recording of lectures, labs, seminars or any other teaching environment by students is allowed only with the prior written consent of the instructor or as a part of an approved accommodation plan. Recorded material is to be used solely for personal study, and is not to be used or distributed for any other purpose without prior written consent from the content author(s).

Attendance, Absences, and Missed Grade Components:

Regular attendance is essential for optimal performance in any course. In cases of potentially excusable absences due to illness or domestic affliction, notify your instructor by e-mail within two days. Regarding absences that may be excusable and procedures for addressing course components missed as a result, consult sections 23.3(1) and 23.5.6 of the University Calendar. Be aware that unexcused absences will result in partial or total loss of the grade for the “attendance and participation” component(s) of a course, as well as for any assignments that are not handed-in or completed as a result.

In this course, It is recommended not to miss a session unless absolutely necessary. Be aware that unexcused absences will result in partial or total loss of the grade for the “attendance and participation” components of the course, which is worth 10% of the final mark, as well as for any assignments that are not handed-in or completed as a result.

It is absolutely essential to come well prepared for class and to participate actively in the target language. The instructor expects students to have read the relevant materials before coming to class. Any late attendance or time clashes with other classes or exams should be discussed with instructor first.

Policy for Late Assignments:

Students who consult in advance with an instructor regarding contingencies preventing the timely completion of an assignment may, at the discretion of the instructor, be granted an extension just one time throughout the course with no penalty. However, if a second excuse will be granted for late assignments, half of the mark assigned for this particular work will be deducted. Otherwise, all assignments should be handed in on the stated deadline. Any assignment not handed-in in time or unexcused late assignments will not be given any marks. Late excuses will not be accepted for any reason.

When a form of testing and/or any other evaluation has been scheduled, any student who misses class on this day will get a zero, even though he/she might have been absent the day it was announced. Students have the responsibility to enquire about what has been done and assigned for the next class. Your instructor is under no obligation to give make-up quizzes and tests.

Under no circumstances will the MLCS main office (200 Arts) receive assignments from students on behalf of instructors.

Language of Instruction and Communication:

The language of instruction in the classroom is Punjabi. However, students should be aware that it is perfectly normal not to understand everything at once and they are not expected to: they should tell their teacher when they feel lost and she/he will find another way of explaining. It is expected that most communication be carried out in the target language. This pertains to daily class time conversation on with fellow students and instructor. These aspects can affect participation marks.

Student Accessibility Services:

If you have special needs that could affect your performance in this class, please let me know during the first week of the term so that appropriate arrangements can be made. If you are not already registered with Specialized Support & Disability Services, contact their office immediately (2-800 SUB; Email sasrec@ualberta.ca; Email; phone 780-492-3381; WEB www.ssds.ualberta.ca).

Cell Phones:

Cell phones are to be turned off during lectures. Cell phones are not to be brought into exams.

Disclaimer:

Any typographical errors in this Course Outline are subject to change and will be announced in class.

E-mail Policy:

I cannot always respond to messages on weekends. If you send a message late on Friday or during the weekend, there's no guarantee I will reply before Monday.

Grading:

Marks for assignments, tests, and exams are given in percentages, to which letter grades are also assigned, according to the table below (“**MLCS Undergraduate Grading Scale**”). The percentage mark resulting from the entire term work and examination then produces the final letter grade for the course.

“MLCS Undergraduate Grading Scale”

Letter	%	Pts	Descriptor
A+	95-100%	4.0	Outstanding: Superior performance showing understanding and knowledge of the subject matter far exceeding expectations.
A	90-94%	4.0	Excellent: Superior performance showing comprehensive understanding of subject matter.
A-	86-89%	3.7	Very good: Clearly above average performance with complete knowledge of subject matter.
B+	82-85%	3.3	Very good
B	75-81%	3.0	Good: average performance with knowledge of subject matter generally complete.
B-	70-74%	2.7	Good
C+	66-69%	2.3	Satisfactory: Basic understanding of the subject matter
C	61-65%	2.0	Satisfactory
C-	58-60%	1.7	Satisfactory
D+	55-57%	1.3	Minimal Pass: Marginal performance; generally insufficient preparation for subsequent courses in the subject matter.
D	50-54%	1.0	Minimal Pass: Marginal performance; generally insufficient preparation for subsequent courses in the subject matter.
F	0-49%	0.0	Fail: Unsatisfactory performance or failure to meet course requirements.