

**361 Business Chinese I**  
**Asian Languages & Cultures**  
**Rutgers University**  
**Fall 2019**

**Syllabus**

**Instructor**

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Office hours: Tuesday 2:40 PM - 3:40 PM or by appointment

Office: Scott Hall, Room 335

**Class time and Location**

Tuesday 1:10 PM - 2:30 PM SC-120

Thursday 1:10 PM - 2:30 PM SC-116

**Course Description**

This course trains students to develop their communication skills both in oral and written forms in order to conduct business in a Chinese language environment. Students build advanced-level speaking, vocabulary, and communication skills needed for a Chinese business setting. The course follows the interactions of an American business delegation in China, providing a fun and informative framework for the students.

Prerequisite: Chinese 202 or equivalent

**Course Structure**

This course consists of the following:

1. Lectures
2. Presentation
3. Quizzes (including vocabulary and/or grammar)
4. Unit tests
5. Cumulative Mid-term and Final

### **Text**

A Practical Business Chinese Reader (Revised Edition, Beijing University Press, 2003, ISBN 7-301-04678-2) by Daoxiong Guan

### **Class Attendance**

Classes meet two times a week and you are expected to be in class on time every day. Please inform the instructor of your absence **in advance** via Rutgers Online Absences Report System at <https://sims.rutgers.edu/ssra/>. (**Please note:** Reporting your absence does not "excuse" you). Absences can be excused only for religious reasons or by presentation of official documents explaining your absence (e.g., doctor's notes). If you miss class for more than 30 minutes, your lateness will be counted as a half absence. More than 3 (including 3) unexcused absences will lead automatically to an "F". Final grades will be lowered by 3% for each day of class missed.

### **Class Preparation**

You are expected to come to class well prepared. Proper preparation for each class will take you a minimum of one to two hours. Please arrange your schedule so that you have enough time to prepare for this class. Language learning is a cumulative process and requires continuous, steady effort.

### **Homework**

Homework assignments will be announced in class. We will collect your homework and go over it in class after we hand it back to you. Please submit your homework **on time** to receive full credit. Late submissions will receive no credit, but I would still be happy to review your work.

## **Quizzes, Tests, and Exams**

There will be quizzes either on vocabulary, sentence patterns, or the lesson text. All unit tests and exams are cumulative. Therefore, review frequently earlier material. Make-ups will be given for unit tests & exams **only** for officially excused absences or conflicts (official documents have to be provided). It is your responsibility to get in touch with the instructor and schedule a make-up.

## **Plagiarism/Cheating Policy**

Any form of plagiarism/cheating is strictly forbidden in this course. Plagiarism on exams and essays will automatically result in an “F” in the respective item. For more information regarding academic integrity, please check <http://academicintegrity.rutgers.edu/>.

## **Grading**

Your final grade will be calculated as follows:

Quizzes 15%

Unit Tests 20%

Assignments 20%

Efforts 5%

Midterm 20%

Final 20%

	Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
<b>Week 1</b>	劳动节	Sept. 3 课程介绍	Sept. 4	Sept. 5 第一课 对话 (1) (2) 生词小考	Sept. 6	Sept. 7 / 8
<b>Week 2</b>	Sept. 9	Sept. 10 补充作业一简报 交: 课后练习 交: GV 阅读短文	Sept. 11	Sept. 12 第二课 对话 (1) (2) 生词小考 交: 第一课补充作业 作文	Sept. 13	14 / 15
<b>Week 3</b>	Sept. 16	Sept. 17 第二课 交: 课后练习 交: GV 阅读短文	Sept. 18	Sept. 19 补充作业二简报	Sept. 20	Sept. 21 / 22
<b>Week 4</b>	Sept. 23	Sept. 24 单元测试 (第一课& 第二课)	Sept. 25	Sept. 26 第三课 对话 (1) (2) 生词小考	Sept. 27	Sept. 28 / 29
<b>Week 5</b>	Sept. 30	Oct. 1 第三课 交: GV 阅读短文 交: 课后练习	Oct. 2	Oct. 3 补充作业三简报	Oct. 4	Oct. 5 / 6
<b>Week 6</b>	Oct. 7	Oct. 8 第四课 对话 (1) (2) 生词小考 交: 第三课补充作业 作文	Oct. 9	Oct. 10 第四课 交: GV 阅读短文 交: 课后练习	Oct. 11	Oct. 12 / 13

<b>Week 7</b>	Oct. 14	Oct. 15 补充作业四简报	Oct. 16	Oct. 17 期中考试 (第一课到第四课)	Oct. 18	Oct. 19 / 20
<b>Week 8</b>	Oct. 21	Oct. 22 第五课 对话 (1) (2) 生词小考 交: 第四课补充作业	Oct. 23	Oct. 24 第五课 交: GV 阅读短文 交: 课后练习	Oct. 25	Oct. 26 / 27
<b>Week 9</b>	Oct. 28 Last day to withdraw class with W	Oct. 29 补充作业五简报	Oct. 30	Oct. 31 第六课 对话 (1) (2) 生词小考 交: 第五课补充作业	Nov. 1	Nov. 2 / 3
<b>Week 10</b>	Nov. 4	Nov. 5 第六课 交: GV 阅读短文 交: 课后练习	Nov. 6	Nov. 7 补充作业六简报	Nov. 8	Nov. 9 / 10
<b>Week 11</b>	Nov. 11	Nov. 12 单元测试 (第五课& 第六课)	Nov. 13	Nov. 14 第七课 对话 (1) (2) 生词小考	Nov. 15	Nov. 16 / 17
<b>Week 12</b>	Nov. 18	Nov. 19 第七课 交: GV 阅读短文 交: 课后练习	Nov. 20	Nov. 21 补充作业七简报	Nov. 22	Nov. 23 / 24

<b>Week 13</b>	Nov. 25	Nov. 26 第八课 对话 (1) (2) 生词小考 交: 第七课补充作业 作文	Nov. 27	Nov. 28 感恩节愉快	Nov. 29 感恩节愉快	Nov. 30 / Dec. 1
<b>Week 14</b>	Dec. 2	Dec. 3 第八课 交: GV 阅读短文 交: 课后练习	Dec. 4	Dec. 5 补充作业八简报	Dec. 6	Dec. 7 / 8
<b>Week 15</b>	Dec. 9	Dec. 10 总复习	Dec. 11	Dec. 12	Dec. 13	Dec. 14 / 15
<b>Week 16</b>	Dec. 16 期末考试 8:00-11:00am	Dec. 17	Dec. 18	Dec. 19	Dec. 20	Dec. 21 / 22