

362 Business Chinese II
Asian Languages & Cultures
Rutgers University
Spring 2020

Syllabus

Instructor

Vince (Chaoqin) Chen 陈老师
Email: cc1504@scarletmail.rutgers.edu
Office hours: Monday 4:20PM-5:20PM;
Wednesday 4:20PM-5:20PM
Office: Scott Hall, Room 335

Class time and Location

Monday	1:10 PM - 2:30 PM	SC-220
Wednesday	1:10 PM - 2:30 PM	SC-220

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, 222 or placement

Course Structure

This course consists of the following:

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

Text

A Practical Business Chinese Reader Vol. 2 - 3rd Ed.(Revised Edition, Beijing University Press, 2003, ISBN-10: 7301294921, ISBN-13: 978-7301294925) 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:

Participation & attendance 10%

Quizzes 10%

Assignments 20%

Final Project 10%

Unit Tests 30%

Final Exam 20%

Schedule

Week 1: 1/22/2020 Wed.	Introduction
Week 2: 1/27/2020 Mon.	- Lesson 9.1
Week 2: 1/29/2020 Wed.	- Lesson 9.2 - Due: homework 9.1
Week 3: 2/3/2020 Mon.	- Lesson 10.1 - Quiz for Lesson 9 - Due: homework 9.2 - Go over the homework for Lesson 9
Week 3: 2/5/2020 Wed.	- Lesson 10.2 - Due: homework 10.1
Week 4: 2/10/2020 Mon.	- Review for Lesson 9&10 - Quiz for Lesson 10 - Due: homework 10.2 - Go over the homework for Lesson 10
Week 4: 2/12/2020 Wed.	- Unit Test 1 (Lessons 9&10)
Week 5: 2/17/2020 Mon.	- Writing Workshop I
Week 5: 2/19/2020 Wed.	- Lesson 11.1
Week 6: 2/24/2020 Mon.	- Lesson 11.2 - Due: homework 11.1
Week 6: 2/26/2020 Wed.	- Lesson 12.1 - Quiz for Lesson 11 - Due: homework 11.2 - Go over the homework for Lesson 11

Week 7: 3/2/2020 Mon.	<ul style="list-style-type: none"> - Lesson 12.2 - Due: homework 12.1
Week 7: 3/4/2020 Wed.	<ul style="list-style-type: none"> - Review for Lesson 9-12 - Quiz for Lesson 12 - Due: homework 12.2 - Go over the homework for Lesson 12
Week 8: 3/9/2020 Mon.	<ul style="list-style-type: none"> - Unit Test 2 (Lessons 9-12)
Week 8: 3/11/2020 Wed.	<ul style="list-style-type: none"> - Lesson 13.1
Week 9: 3/16/2020 Mon.	<ul style="list-style-type: none"> - Spring break!!!
Week 9: 3/18/2020 Wed.	<ul style="list-style-type: none"> - Spring break!!!
Week 10: 3/23/2020 Mon.	<ul style="list-style-type: none"> - Lesson 13.2 - Due: homework 13.1
Week 10: 3/25/2020 Wed.	<ul style="list-style-type: none"> - Lesson 14.1 - Quiz for Lesson 13 - Due: homework 13.2 - Go over the homework for Lesson 13
Week 11: 3/30/2020 Mon.	<ul style="list-style-type: none"> - Lesson 14.2 - Due: homework 14.1
Week 11: 4/1/2020 Wed.	<ul style="list-style-type: none"> - Review for Lesson 13&14 - Quiz for Lesson 14 - DueL home work 14.2 - Go over the homework for Lesson 14
Week 12: 4/6/2020 Mon.	<ul style="list-style-type: none"> - Unit Test 3 (Lessons 9-14)
Week 12: 4/8/2020 Wed.	<ul style="list-style-type: none"> - Writing Workshop II

Week 13: 4/13/2020 Mon.	- Lesson 15.1 - Final Project introduction
Week 13: 4/15/2020 Wed.	- Lesson 15.2 - Due: homework 15.1
Week 14: 4/20/2020 Mon.	- Lesson 16.1 - Quiz for Lesson 15 - Due: homework 15.2 - Go over the homework for Lesson 15
Week 14: 4/22/2020 Wed.	- Lesson 16.2 - Due: homework 16.1
Week 15: 4/27/2020 Mon.	- Review for Lesson 15&16 - Quiz for Lesson 16 - Due: homework 16.2 - Go over the homework for Lesson 16
Week 15: 4/29/2020 Wed.	- Final Project due
Week 16: 5/4/2020 Mon. (Last day of class)	- Final review
5/12/2020 Tuesday 12:00PM-3:00PM	- Final Exam (Lessons 9~16)!!!

Note: The semester schedule is preliminary and subject to change