



Chinese 165:362
Business Chinese II
Asian Languages & Cultures
Rutgers University
Spring 2018

Syllabus

Instructor

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Office hours: Monday and Wednesday 12-1pm or by appointment

Class time and Location

Monday and Wednesday 1:10 - 2:30pm SC-220

Course Description

Chinese 362 is the continuation of Business Chinese 361. The course is designed to reinforce what students have acquired in Business Chinese 361 and continue to expand their skills to develop their communications 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 361 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. 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. You are allowed only one unexcused 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.

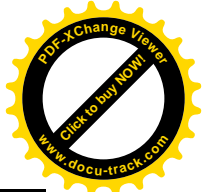
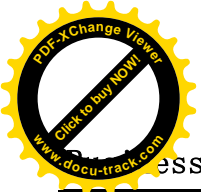
Plagiarism/Cheating Policy

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

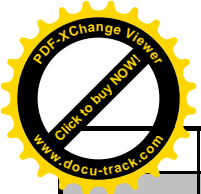
Your final grade will be calculated as follows:

Presentation	20%
Quizzes	15%
Unit Tests	20%
Assignments	10%
Efforts	5%
Final	30%



Business Chinese II Spring 2018

	Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
		Jan 16	17	18	19	20
Week 1		大寒	课程介绍			21
	22	23	24	25	26	27
Week 2	第九课 对话 (1) (2) 交: 阅读短文GV	Last day to drop	课堂练习 生词小考		春节	28
	29	30	31	1-Feb	2	3
Week 3	小组练习 交: 课后练习		第十课 对话 (1) (2) 生词小考 交: 第九课补充作业			4
	5	6	7	8	9	10
Week 4	课堂练习 交: 课后练习&阅读短文GV		小组练习 交: 第十课补充作业			11
	12	13	14	15	16	17
Week 5	单元测验 (第九&十课)		第十一课 对话 (1) (2) 生词小考		春节	18
	19	20	21	22	23	24
Week 6	课堂练习 交: 课后练习&阅读短文GV		小组练习 交: 第十一课补充作业			25
	26	27	28	1-Mar	2	3
Week 7	第十二课 对话 (1) (2) 生词小考		课堂练习 交: 课后练习&阅读短文GV			4
	5	6	7	8	9	10
Week 8	小组练习 交: 第十二课补充练习		单元测验 (第十一&十二课)			11



	Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
	12	13	14	15	16	17
Week 9	春假					18
	19	20	21	22	23	24
Week 10	第十三课 对话 (1) (2) 生词小考 Last day to drop class		课堂练习 交: 课后练习&阅读短文GV			25
	26	27	28	29	30	31
Week 11	小组练习 交: 第十三课补充作业		第十四课 对话 (1) (2) 生词小考			1-Apr
	2	3	4	5	6	7
Week 12	课堂练习 交: 课后练习&阅读短文GV		小组练习 交: 第十四课补充作业			8
	9	10	11	12	13	14
Week 13			第十五课 对话 (1) (2) 生词小考			15
	16	17	18	19	20	21
Week 14	课堂练习 交: 课后练习&阅读短文GV		小组练习 交: 第十五课补充作业			22
	23	24	25	26	27	28
Week 15	第十六课 对话 (1) (2) 生词小考		课堂练习 交: 课后练习&阅读短文GV			29
	30	1-May	2	3	4	5
Week 16	小组练习					6
	7	8	9	10	11	12
Week 17		期末考试: 12-3pm				