

Department of World Languages and Cultures
University of Nevada, Las Vegas
Chinese 417: Business Chinese II
Fall 2016

Course Description

A continuation of CHI 416, Chinese 417 Business Chinese II is designed to give students further exposure to China's vibrant business scene and to enhance their Chinese language skills and content knowledge needed in the Chinese-speaking business world. We will cover more business-related topics, such as market survey, human resources, business partnership, stock market, etc.

The class will be conducted in Chinese. Prerequisite: Chinese 416 and permission of the instructor. 3 credits.

Learning Outcomes

CHI 417 will contribute to the attainment of the University Undergraduate Learning Outcomes (UULOs) and the Department of World Languages and Cultures (WLC) Student Learning Outcomes in the areas of communication, cultures, connections, comparisons, and communities. On satisfying the requirements for this course, students are expected to be at the Advanced Low or higher on the ACTFL (American Council for the Teaching of Foreign Languages) scale. More specifically, students will

- acquire more vocabulary and patterns necessary for understanding different styles of language and their respective business functions;
- further develop conversational and presentational skills needed for business interactions with Chinese-speaking communities;
- be familiar with common business documents and be able to write a variety of simulative business documents in proper forms;
- further their knowledge of Chinese grammar and apply the knowledge to textual analysis and writing in general;
- learn more strategies for autonomous learning of Chinese from an analytical perspective;
- have a better cultural awareness about the Chinese business world in the context of globalization;
- continue to improve overall communicative ability and enhance self-confidence in the professional world.

Required Textbook

Feng, Yu, et al. *Close the Deal: Advanced Chinese for Creative and Productive Business* (with CD). Cheng & Tsui Company, 2006.

Users have access to free audio files that correspond to the text. To access the audio, simply visit <https://www.cheng-tsui.com/resources> and follow the instructions.

Close the Deal Companion Site: https://www.cheng-tsui.com/sites/default/files/resource_center/closethedeal/index.html

Additional materials will be made available on WebCampus. Please check REBMAIL and WebCampus weekly for updates.

Requirements

1. Class attendance is mandatory. The success of the class and of your learning depends on your preparation and participation. You are expected to study assigned course materials before each class, actively participate in all classroom activities, and turn in homework punctually. Except for documented emergencies, observance of religious holiday, and school sponsored events, each absence will result in your final grade being reduced by 2 points.
2. All the assigned work has to be submitted on the due dates. Late work will be accepted only if it is submitted by the beginning of next class, and will receive a penalty of 50% reduction (2pts) from your grade for the assignment, except in cases of documented emergencies. Contact your instructor before due date if you have any questions or problems.

Points of each homework assignments (4 pts max.):

4 pts. —Everything was completed, submitted on time, and had no or very few errors.

3 pts. —Everything was completed and submitted on time, but had a few errors.

2 pts. —Work was late, incomplete, or had significant amount of errors.

0 pts. —Work was not submitted by the beginning of next class or plagiarism was found.

3. There will be regular unit quizzes and students are allowed to drop one lowest score. Midterm and final exams will be comprehensive. No makeup quizzes or exams except in cases of documented emergencies.
4. Because interpretive, interpersonal, and presentational communication skills are highly important in business interaction, we will have regular informal and formal presentations throughout the course. These can be group performance of selected textbook conversations or relevant scenarios, or individual business presentation on a relevant topic. More details will be discussed in class.
5. Mutual respect is expected in class. Please avoid distractive and disruptive activities such as using mobile devices or chatting for non-class related purposes. Repeated occurrences of such behaviors will impact your class performance and participation grade negatively. If things become unclear and difficult, it is your responsibility to take the initiative and contact the instructor for assistance after class or during the instructor's office hours.

Grading

Attendance and Participation 20%

Quizzes 10%

Homework 10%

Midterm 20%

Oral Presentations 20%

Final Exam 20%

Grading Scale

A: 93% and above

B-: 80-82%

D+: 68-69%

A-: 90-92%

C+: 78-79%

D: 63-67%

B+: 88-89%

C: 73-77%

D-: 60-62%

B: 83-87%

C-: 70-72%

F: 59% and below

Please note: I reserve the right to revise this syllabus according to my evaluation of class progress, with adequate notice to you, at any time. Please feel free to consult with me if you have questions or think you need extra help.

University Policies

- Academic Misconduct—Academic integrity is a legitimate concern for every member of the campus community; all share in upholding the fundamental values of honesty, trust, respect, fairness, responsibility and professionalism. By choosing to join the UNLV community, students accept the expectations of the Student Academic Misconduct Policy and are encouraged when faced with choices to always take the ethical path. Students enrolling in UNLV assume the obligation to conduct themselves in a manner compatible with UNLV's function as an educational institution. An example of academic misconduct is plagiarism. Plagiarism is using the words or ideas of another, from the Internet or any source, without proper citation of the sources. See the Student Academic Misconduct Policy (approved December 9, 2005) located at:
<https://www.unlv.edu/studentconduct/student-conduct>.
- Copyright—The University requires all members of the University Community to familiarize themselves with and to follow copyright and fair use requirements. You are individually and solely responsible for violations of copyright and fair use laws. The university will neither protect nor defend you nor assume any responsibility for employee or student violations of fair use laws. Violations of copyright laws could subject you to federal and state civil penalties and criminal liability, as well as disciplinary action under University policies. Additional information can be found at:
<http://www.unlv.edu/provost/copyright>.
- Disability Resource Center (DRC)—The UNLV Disability Resource Center (SSC-A 143, <http://drc.unlv.edu/>, 702-895-0866) provides resources for students with disabilities. If you feel that you have a disability, please make an appointment with a Disabilities Specialist at the DRC to discuss what options may be available to you. If you are registered with the UNLV Disability Resource Center, bring your Academic Accommodation Plan from the DRC to the instructor during office hours so that you may work together to develop

strategies for implementing the accommodations to meet both your needs and the requirements of the course. Any information you provide is private and will be treated as such. To Box 451002 • 4505 South Maryland Parkway • Las Vegas, Nevada 89154-1002 maintain the confidentiality of your request, please do not approach the instructor in front of others to discuss your accommodation needs.

- Religious Holidays Policy—Any student missing class quizzes, examinations, or any other class or lab work because of observance of religious holidays shall be given an opportunity during that semester to make up missed work. The make-up will apply to the religious holiday absence only. It shall be the responsibility of the student to notify the instructor within the first 14 calendar days of the course for fall and spring courses (excepting modular courses), or within the first 7 calendar days of the course for summer and modular courses, of his or her intention to participate in religious holidays which do not fall on state holidays or periods of class recess. For additional information, please visit: <http://catalog.unlv.edu/content.php?catoid=6&navoid=531>.
- Transparency in Learning and Teaching—The University encourages application of the transparency method of constructing assignments for student success. Please see these two links for further information: <https://www.unlv.edu/provost/teachingandlearning>; <https://www.unlv.edu/provost/transparency>.
- Incomplete Grades—The grade of I—Incomplete—can be granted when a student has satisfactorily completed three-fourths of course work for that semester/session but for reason(s) beyond the student’s control, and acceptable to the instructor, cannot complete the last part of the course, and the instructor believes that the student can finish the course without repeating it. The incomplete work must be made up before the end of the following regular semester for undergraduate courses. Graduate students receiving “I” grades in 500-, 600-, or 700-level courses have up to one calendar year to complete the work, at the discretion of the instructor. If course requirements are not completed within the time indicated, a grade of F will be recorded and the GPA will be adjusted accordingly. Students who are fulfilling an Incomplete do not register for the course but make individual arrangements with the instructor who assigned the I grade.
- Tutoring and Coaching—The Academic Success Center (ASC) provides tutoring, academic success coaching and other academic assistance for all UNLV undergraduate students. For information regarding tutoring subjects, tutoring times, and other ASC programs and services, visit <http://www.unlv.edu/asc> or call 702-895-3177. The ASC building is located across from the Student Services Complex (SSC). Academic success coaching is located on the second floor of the SSC (ASC Coaching Spot). Drop-in tutoring is located on the second floor of the Lied Library and College of Engineering TEB second floor.
- UNLV Writing Center—One-on-one or small group assistance with writing is available free of charge to UNLV students at the Writing Center, located in CDC-3-301. Although walk-in consultations are sometimes available, students with appointments will receive priority assistance. Appointments may be made in person or by calling 702-895-3908. The student’s Rebel ID Card, a copy of the assignment (if possible), and two copies of any writing to be reviewed are requested for the consultation. More information can be found at: <http://writingcenter.unlv.edu/>.
- Rebelmail—By policy, faculty and staff should e-mail students’ Rebelmail accounts only. Rebelmail is UNLV’s official e-mail system for students. It is one of the primary ways

students receive official university communication such as information about deadlines, major campus events, and announcements. All UNLV students receive a Rebelmail account after they have been admitted to the university. Students' e-mail prefixes are listed on class rosters. The suffix is always @unlv.nevada.edu. Emailing within WebCampus is acceptable.

General Schedule

Week 1

课程介绍

第一课: 市场调查

Week 2

劳动节—不上课!

第一课

Week 3

第一课

第一课: 复习与口头报告

Week 4

第二课: 人力资源(招聘)

第二课

Week 5

第二课

第二课

Week 6

第二课

第二课

Week 7

第二课

第二课: 复习与口头报告

Week 8

期中考试

总统辩论日—不上课!

Week 9

期中考试分析/ 第三课:寻找合作伙伴
第三课

Week 10

第三课
第三课

Week 11

第三课
第三课

Week 12

第三课
第三课

Week 13

第三课复习 / 第六课: 股市投资
第六课

Week 14

第六课
第六课

Week 15 Study Week

期末复习与报告

Week 16: Final Exam

期末考试

祝大家寒假快乐!

University Resources

Technology Support Contact Information

For general technology support and WebCampus support:
Office of Information Technology (OIT), UNLV
(702)895-0777, <http://oit.unlv.edu>

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Final Examinations—The University requires that final exams given at the end of a course occur at the time and on the day specified in the final exam schedule. See the schedule at: <http://www.unlv.edu/registrar/calendars>.

Library statement:

Students may consult with a librarian on research needs. For this class, the Subject Librarian is (https://www.library.unlv.edu/contact/librarians_by_subject). UNLV Libraries provides resources to support students’ access to information. Discovery, access, and use of information are vital skills for academic work and for successful post-college life. Access library resources and ask questions at <https://www.library.unlv.edu/>.

Language Placement Exam

Department of World Languages and Cultures

FDH 552

(702) 895-3431

http://liberalarts.unlv.edu/Foreign_Languages/placement.html

Language Resource Center (language and multimedia computer lab)

FDH 240

(702)895-1930

<http://lrc.unlv.edu/>

International Programs

For deadlines for USAC Study Abroad Scholarships, go to:

<http://internationalprograms.unlv.edu/events.html#scholarships>

Campus Advocacy Resource and Empowerment (CARE) line- If you are experiencing (or have experienced) interpersonal violence, the CARE Line is a 24-hour campus crisis hotline available to victims/survivors of interpersonal violence, as well as their family and friends. Trained volunteer advocates provide support, education, resources, and referrals to on and off campus services for crimes of sexual assault, domestic or dating violence, and stalking.

(702)895-0602

Rape Crisis Center: 888-366-1640

Student Counseling and Psychological Services (CAPS)- CAPS offers many resources along with trained clinicians to help you work through problems commonly experienced by students of all ages and backgrounds. Located in the Student Recreation & Wellness Center.

(702)895-3627

<http://www.unlv.edu/srwc/caps>