Stony Brook University
Department of Asian and Asian American Studies
CHI 410 Business Chinese　商务汉语
This course satisfies the university foreign language requirement, skill 3.
Course Instructor: Xiao Ping Ha
Section: 01
Office Hours: Tu/Th 11:30-12:30 or by appointment/ Room 1039 Humanities Building
Instructor e-mail: xiao.ha@stonybrook.edu
TA, Xin Gu: xin.gu@stonybrook.edu

COURSE DESCRIPTION

This course is designed for advanced learners of Chinese who wish to expand their language skills in a dynamic and communicative context, understand economic trends and situations in modern China, as well as strengthen their critical thinking abilities. It will take the format of lectures and language learning activities in which students are encouraged to engage themselves in a variety of learning reinforcement tasks such as drills, role play, dialogue, skits, computer use, debate and discussion.

Course Pre/co-requisites
It is highly recommended that students should have taken at least one 300 level Chinese language class or had relative experience before taking this course

LEARNING OUTCOMES

Upon completing this course, students will be able to:

- Hold conversations on selected business topics with correct business vocabulary and in culturally appropriate manners
- Read business related materials from authentic publications
- Write simple and effective business correspondence in proper styles and formats
- Have basic knowledge of China’s socio-cultural values, trade policy, and political situations, which often influence Chinese ways of doing business
- Use common Chinese computer applications for daily business purposes

COURSE REQUIREMENTS

- Required Text: Open for Business 新世纪商用汉语 Volume One (Text and exercise book ) by Jane C.M. Kuo (second edition) Cheng & Tsui Company
- Chinese for Business 公司汉语
- BCT Outline 商务汉语考试大纲
- Materials from Chinese books, journals, newspapers, and electronic publications online
- Chinese Film, TV recordings and supplementary materials provided by the instructor

Attendance and Make Up Policy
Punctuality and regular attendance are essential. Being late to class or leaving class early for 3 times counts as 1 absence. Each absence will cost 1% of your semester grade, up to 10%. This policy may not apply if an official document such as a doctor’s note or court paper is presented to the instructor immediately upon returning to the class.
Participation is of utmost importance. You are expected to participate in class activities such as pair work, group work, and class work actively and regularly. Each time you are called on to ask or answer a question or volunteer in a class activity, you will be given one participation point, up to 20 points in a semester. This equals up to 5% credit for full participation.

Homework should be handed in on time. Late homework will lose points. Please save all of your graded homework assignments for your record. Since students’ linguistic backgrounds vary greatly, please be prepared that the instructor may assign different learning tasks and assessments to different students.

Under no circumstances will make-up quizzes and tests be provided. At the end of semester, one lowest grade in your tests will be dropped.

Exams 4 Chapter Tests

GRADING:
- Attendance & Participation: 15%
- Assignments: 20%
- Chapter Tests: 40%
- Presentation: 10%
- Final Project: 15%

You may earn a maximum of 3% of the semester grade in extra credit from the following:
- Participating in and writing a brief report (250-300 characters) about a China-related event on campus
- Completing supplementary reading materials and writing a summary/response reading journal (250-300 characters)
- Completing a Chinese business vocabulary translation project
- Completing 8 hours of Chinese tutoring as needed
- Lead a group project

Extra credit work should be handed in along with your regular homework throughout the semester. Only one extra credit work will be accepted per week.


MEETING SCHEDULE (Subject to Change)  

<table>
<thead>
<tr>
<th>Week</th>
<th>Schedule</th>
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<tbody>
<tr>
<td>1st week</td>
<td>Introduction/ Course Outline/ Movie</td>
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<tr>
<td>2nd week</td>
<td>Chapter 1</td>
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<tr>
<td>3rd week</td>
<td>Test #1</td>
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<td>4th week</td>
<td>Chapter 2</td>
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<td>5th week</td>
<td>Test #2</td>
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<td>7th week</td>
<td>Chapter 3</td>
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<td>8th week</td>
<td>Spring Recess (3/17-23)</td>
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<td>9th week</td>
<td>Test #3</td>
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<td>10th week</td>
<td>Chapter 4</td>
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<tr>
<td>11th week</td>
<td>Test #4</td>
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<tr>
<td>12th week</td>
<td>Group Debates / Resume / Interview</td>
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<td>13th week</td>
<td>Individual Topic Presentation</td>
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<td>14th week</td>
<td>Individual Topic Presentation</td>
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15th week   Final Project / Group Performance

CLASS PROTOCOL
Cell phones and all other electronic devices must be turned off during the quizzes and tests.

CLASS RESOURCES
Blackboard/Course/ Documents

DISABILITY SUPPORT SERVICES (DSS) STATEMENT
If you have a physical, psychological, medical or learning disability that may impact your course work, please contact Disability Support Services, ECC (Educational Communications Center) Building, room128, (631) 632-6748. They will determine with you what accommodations, if any, are necessary and appropriate. All information and documentation is confidential.

ACADEMIC INTEGRITY STATEMENT
Each student must pursue his or her academic goals honestly and be personally accountable for all submitted work. Representing another person's work as your own is always wrong. Faculties are required to report any suspected instances of academic dishonesty to the Academic Judiciary. For more comprehensive information on academic integrity, including categories of academic dishonesty, please refer to the academic judiciary website at http://www.stonybrook.edu/uaa/academicjudiciary/

CRITICAL INCIDENT MANAGEMENT
Stony Brook University expects students to respect the rights, privileges, and property of other people. Faculty are required to report to the Office of Judicial Affairs any disruptive behavior that interrupts their ability to teach, compromises the safety of the learning environment, or inhibits students' ability to learn. Faculty in the HSC Schools and the School of Medicine are required to follow their school-specific procedures.