

CHN 305 Third Year Chinese for Business Professionals**I. Course General Information**

Spring 2018 Class Meetings	January 8 – May 11, 9:30-11:20 a.m., MTWF, @ BUSAD D105		
Instructor	Jing Wu (吴老师 wú lǎo shī)	Office Phone	956-7272
Email	wujing@hawaii.edu	Office	Moore 377
Office Hours	Mondays, 12:30 – 1:30 p.m., or by appointment		

➤ Student Learning Outcomes

This is a comprehensive language-for-specific-purposes (LSP) course, which will admit students with a minimum oral proficiency of Intermediate High in Mandarin. This course will focus on language functions for the workplace. Productive skills, both spoken and written, will include the delivery of extended analytic business reports.

Students will attain approximately the Advanced Level on the ACTFL/ETS proficiency scale. Advanced Level reading and speaking skills and Intermediate High-Level essay writing techniques will be given emphasis in this course. As an advanced language course, **students will be required to use ONLY Mandarin Chinese during contact hours.** Specifically, students will have the opportunity to achieve the following:

Listening

Understand most face-to-face conversation in standard Mandarin at normal rate in selected business settings; gain main ideas and most supporting details of oral communications during professional engagements, such as applying for and accepting a job, employment and training, office communication, company meeting and conference, trade fair and symposium, price inquiry and negotiation, etc. In addition, understanding of broadcast radio and TV news and TV talk shows and interviews on both general topics and business professional topics will also be emphasized.

Speaking

Confidently engage in everyday communication needed during the work-related stay in China. Appropriately initiate, maintain and end conversations at the work place in the situations mentioned above. Conduct job-related interviews. Deal with both social and business transactional situations with complications. Give detailed job-related instructions and simple professional oral reports.

Reading

Understand main ideas and most supporting details of factual narrations, descriptions and statistics in business prose, such as company announcements, memos, business email exchanges, fiscal reports, product instructions, and advertisements. Reading on various general topics related to social, cultural and current issues in China will also be included. Strategies to understand unfamiliar subjects and a variety of literary styles are also emphasized.

Writing

Be familiar with the formality and characteristics of various Business-related writings, such as office memos, work emails, telephone messages, business letters, reports and product advertisements, etc. Write social and basic formal correspondence, write summaries, descriptions, narrations of several paragraphs accurately. Describe in detail with precision, and narrate in detail with precision. Particularly write articles of at least several paragraphs in length (1000 Chinese characters or more). Make a draft for personal talks and speeches.

➤ Text & Materials

1. ***Chinese for Managers Business Chinese Volume 1*** (经理人汉语，商务篇上) Hong Zhang, chief editor, Foreign Language Teaching and Research Press, Beijing, 2005 [ISBN-10: 7560050034, ISBN-13: 978-7560050034]
2. ***Supplementary Readings and Listening*** from traditional media and internet will be provided.

II. Course Attendance and Policies**➤ Class Attendance and Participation**

- Attendance and Participation accounts for **25%** of the entire course grade, and each student's class participation and performance will be evaluated based on the following scale:

- ✓ 4 pts = On time, well prepared, and shows active participation
 - ✓ 3 pts = On time, somewhat prepared, shows some participation; or over 5 mins but less than 10 mins late
 - ✓ 2 pts = Attended and participated, but was not actively involved in the lesson; or more than 10 mins late but less than 15 mins late; or **Excused Absence (absence but with early notification and/or valid documentation)**
 - ✓ 1 pt = **Over 15 mins late**; or present but with almost no participation
 - ✓ 0 pt = More than 30 mins late; or **Unexcused Absence**
- Absences due to illness, attendance at university approved activities, and family or other emergencies constitute **Excused Absences (2 points)**. Under these circumstances, students must inform your instructor of anticipated or unavoidable absences and to make up work missed as a result of absences as early as possible, and it is advisable to present valid documentation of your excused absence to your instructor prior to or immediately upon your return to class. **Without any early notification and/or valid documentation, absence is unexcused (0 point).**

➤ **Homework/Assignments Policy**

- All the homework/assignments **MUST** be submitted in class on the due day to receive full grade. Late homework/ assignments would be accepted BUT there would be a **50% grade deduction** for any late work without a valid reason.
- Please refer to the **Class Schedule** for major assignments due dates, and contact your instructor as soon as possible if you have an emergency or are having difficulty fulfilling your assignments.

➤ **Academic Integrity**

The integrity of a university depends upon academic honesty, which consists of independent learning and research. Academic dishonesty includes cheating and plagiarism. The following are examples of violations of the Student Conduct Code that may result in suspension or expulsion from UH Manoa.

Cheating

Cheating includes, but is not limited to, giving unauthorized help during an examination, obtaining unauthorized information about an examination before it is administered, using inappropriate sources of information during an examination, altering the record of any grade, altering an answer after an examination has been submitted, falsifying any official UH Manoa record, and misrepresenting the facts in order to obtain exemptions from course requirements.

Plagiarism

Plagiarism includes, but is not limited to, submitting, to satisfy an academic requirement, any document that has been copied in whole or in part from another individual's work without identifying that individual; neglecting to identify as a quotation a documented idea that has not been assimilated into the student's language and style; paraphrasing a passage so closely that the reader is misled as to the source; submitting the same written or oral material in more than one course without obtaining authorization from the instructors involved; and "dry-labbing," which includes obtaining and using experimental data from other students without the express consent of the instructor, utilizing experimental data and laboratory write-ups from other sections of the course or from previous terms, and fabricating data to fit the expected results.

Disciplinary Action

The faculty member must notify the student of the alleged academic misconduct and discuss the incident in question. The faculty member may take academic action against the student as the faculty member deems appropriate. These actions may be appealed through the Academic Grievance Procedure, available in the Office of Judicial Affairs. In instances in which the faculty member believes that additional action (i.e., disciplinary sanctions and a UH Manoa record) should be established, the case should be forwarded to the Office of Judicial Affairs.

➤ **Conduct:**

Students will observe the provisions of the UH Mānoa Student Conduct Code.

<http://mllab.sfsu.edu/content/integrated-chinese-level-2-part-1-workbook>

Special Needs:

If you are in need of special accommodation for assignments or exams, please communicate this to the instructor at the beginning of the semester to assure that we can accommodate to your needs. In order to guarantee the necessary accommodation, you can contact the KOKUA Program (the UH Mānoa office for students with disabilities): <http://www.hawaii.edu/kokua/>, 808-956-7511.

III. Course Grading

➤ Grading

Final course grades will be based on the results of -

1. Attendance and Participation (3% Reading for Fun):	25%
2. Vocab Quizzes (10%) and Unit Tests (10%):	20%
3. Assignments and Homework:	15%
4. Unit Speaking Tasks, Presentations and Projects:	15%
5. Midterm Exam:	10%
6. Final Exam:	15%

➤ Final Grade

100≥A+, 99-95=A, 94-90=A-, 89-87=B+, 86-83=B, 82-80=B-, 79-77=C+, 76-73=C, 72-70=C-, 69-67=D+, 66-63=D, 62-60=D-, 59 and below=F

CHN 305, Spring 2018 Course Schedule

Instructor: Jing Wu/ 吴老师

Office: Moore 377

Office Hours: Mondays, 12:30-1:30p.m.

Email: wujing@hawaii.edu

Please note this schedule is subject to any major/minor changes. Any changes will be announced in class or through email (Please check your UH email account on a DAILY basis).

Week 1

Date	Class Activities	Major Assignment/Project Due
1/8 M	Orientation – Introduction; Chinese Culture Presentation Topics	
1/9 Tu	Unit 1 Listening & Speaking	Unit 1 Character Homework
1/10 W	Unit 1 Listening & Speaking	
1/12 F	Unit 1 Reading & Writing	

Week 2

Date	Class Activities	Major Assignment/Project Due
1/15 M	<i>Holiday: Martin Luther King, Jr. Day</i>	
1/16 Tu*	Unit 1 Reading & Writing	Unit 1 Writing Homework/Project
1/17 W**	Unit 1: Vocab Quiz Unit 1 Business Practice & Supplemental Reading	
1/19 F	Unit 2 Listening & Speaking	<ul style="list-style-type: none">Unit 1 Speaking TasksUnit 2 Character Homework

Week 3

Date	Class Activities	Major Assignment/Project Due
1/22 M	Unit 2 Listening & Speaking	
1/23 Tu	Unit 2 Reading & Writing	
1/24 W	Unit 2 Reading & Writing	Unit 2 Writing Homework/Project
1/26 F	Unit 2: Vocab Quiz Unit 2 Business Practice & Supplemental Reading	Chinese Culture Presentation PPT 1 st Draft

Week 4

Date	Class Activities	Major Assignment/Project Due
1/29 M	Unit 1&2 Review	Unit 2 Speaking Tasks
1/30 Tu	Unit 1&2 Test	
1/31 W	Unit 3 Listening & Speaking	Unit 3 Character Homework
2/2 F	Unit 3 Listening & Speaking	

Week 5

Date	Class Activities	Major Assignment/Project Due
2/5 M	Unit 3 Reading & Writing	
2/6 Tu	Unit 3 Reading & Writing	Unit 3 Writing Homework/Project
2/7 W	Unit 3: Vocab Quiz Unit 3 Business Practice & Supplemental Reading	
2/9 F	Unit 4 Listening & Speaking	<ul style="list-style-type: none"> • Unit 3 Speaking Tasks • Unit 4 Character Homework

Week 6

Date	Class Activities	Major Assignment/Project Due
2/12 M	Unit 4 Listening & Speaking	Chinese Culture Presentation PPT Final Draft
2/13 Tu	Unit 4 Reading & Writing	
2/14 W	Unit 4 Reading & Writing	Unit 4 Writing Homework/Project
2/16 F	(Chinese New Year) Chinese Culture Lecture	

Week 7

Date	Class Activities	Major Assignment/Project Due
2/19 M	<i>Holiday: Presidents' Day</i>	
2/20 Tu	Chinese Culture Presentation	
2/21 W	Unit 4: Vocab Quiz Unit 4 Business Practice & Supplemental Reading	
2/23 F	Unit 3&4 Review	Unit 4 Speaking Tasks

Week 8

Date	Class Activities	Major Assignment/Project Due
2/26 M	Unit 3&4 Test	
2/27 Tu	Unit 5 Listening & Speaking	Unit 5 Character Homework
2/28 W	Unit 5 Listening & Speaking	
3/2 F	Chinese Culture Day	

Week 9

Date	Class Activities	Major Assignment/Project Due
3/5 M	Unit 5 Reading & Writing	
3/6 Tu	Unit 5 Reading & Writing	Unit 5 Writing Homework/Project
3/7 W	Unit 5: Vocab Quiz Unit 5 Business Practice & Supplemental Reading	
3/9 F***	Midterm Review	<ul style="list-style-type: none"> • Unit 5 Speaking Tasks • Final Plenary Presentation Topic

Week 10

Date	Class Activities	Major Assignment/Project Due
3/12 M	Midterm Written Exam	
3/13 Tu	Unit 7 Listening & Speaking	Unit 7 Character Homework
3/14 W	Unit 7 Listening & Speaking	
3/16 F	Unit 7 Reading & Writing	

Week 11

Date	Class Activities	Major Assignment/Project Due
3/19 M	Unit 7 Reading & Writing	Unit 7 Writing Homework/Project
3/20 Tu	Unit 7: Vocab Quiz Unit 7 Business Practice & Supplemental Reading	
3/21 W	Unit 7 Business Practice & Supplemental Reading	Final Plenary Presentation 1 st PPT Draft
3/23 F	Unit 7 Group Presentation	

Week 12

Date	Class Activities	Major Assignment/Project Due
3/26 M	<i>Spring Recess</i>	
3/27 Tu		
3/28 W		
3/30 F		

Week 13

Date	Class Activities	Major Assignment/Project Due
4/2 M	Unit 8 Listening & Speaking	<ul style="list-style-type: none"> Unit 7 Speaking Tasks Unit 8 Character Homework
4/3 Tu	Unit 8 Listening & Speaking	
4/4 W	Unit 8 Reading & Writing	
4/6 F	Unit 8 Reading & Writing	Unit 8 Writing Homework/Project

Week 14

Date	Class Activities	Major Assignment/Project Due
4/9 M	Unit 8: Vocab Quiz Unit 8 Business Practice & Supplemental Reading	
4/10 Tu	Unit 7&8 Review	Unit 8 Speaking Tasks
4/11 W	Unit 7&8 Test	Final Plenary Presentation PPT Final Draft
4/13 F	Unit Test Review Lesson 9 Listening & Speaking	Unit 9 Character Homework

Week 15

Date	Class Activities	Major Assignment/Project Due
4/16 M	Unit 9 Listening & Speaking	
4/17 Tu	Unit 9 Listening & Speaking	
4/18 W	Unit 9 Reading & Writing	
4/20 F	Unit 9 Reading & Writing	Unit 9 Writing Homework/Project

Week 16

Date	Class Activities	Major Assignment/Project Due
4/23 M	Unit 9: Vocab Quiz Unit 9 Business Practice & Supplemental Reading	
4/24 Tu	Unit 9 Business Practice & Supplemental Reading	Unit 9 Speaking Tasks
4/25 W	Final Plenary Presentation Rehearsal	Last Day to Turn in any LATE Homework
4/27 F	Final Review/ Self-study	

Week 17

Date	Class Activities	Major Assignment/Project Due
4/30 M	Final Plenary Presentation (@Moore 258)	
5/1 Tu	Final Review/ Self-study	
5/2 W	Final Review/ Self-study	

Final Written Exam - Wednesday, May 9

- * Last day to drop courses/switch sections without "W" grade. After January 16, all withdrawals require written consent of instructor and College Student Academic Services Dean.
- ** Last day to register/add courses/change grading option
- **** Last day for in-person restricted withdrawals (with "W" grade)