New Course Request

Indiana University

Check Appropriate Boxes: Undergraduate credit ☑ Graduate credit ☐ Professional credit ☐

1. School/Division IU School of Liberal Arts
2. Academic Subject Code EALC
3. Course Number 6320 (must be cleared with University Enrollment Services)
4. Instructor Jing Wang
5. Course Title Business Chinese

Recommended Abbreviation (Optional) (Limited to 32 Characters including spaces)

6. First time this course is to be offered (Semester/Year): Fall 2012
7. Credit Hours: Fixed at 3 or Variable from 2 to 3
8. Is this course to be graded S-F (only)? Yes ☑ No ☐
9. Is variable title approval being requested? Yes ☐ No ☑

10. Course description (not to exceed 50 words) for Bulletin publication: For students who want to acquire skills for business interactions with Chinese-speaking communities. Classroom activities such as mock negotiation in international trade, business letter writing, and oral presentation, help students acquire skills for business interactions with Chinese-speaking communities.

11. Lecture Contact Hours: Fixed at 3 or Variable from to
12. Non-Lecture Contact Hours: Fixed at or Variable from to
13. Estimated enrollment: 20 of which percent are expected to be graduate students.
14. Frequency of scheduling: once per two years. Will this course be required for majors? No
15. Justification for new course:

16. Are the necessary reading materials currently available in the appropriate library? Yes
17. Please append a complete outline of the proposed course, and indicate instructor (if known), textbooks, and other materials.
18. If this course overlaps with existing courses, please explain with which courses it overlaps and whether this overlap is necessary, desirable, or unimportant.
19. A copy of every new course proposal must be submitted to departments, schools, or divisions in which there may be overlap of the new course with existing courses or areas of strong concern, with instructions that they send comments directly to the originating Curriculum Committee. Please append a list of departments, schools, or divisions thus consulted.

Submitted by:

[Signature] Date 04/16/09

Department Chairman/Division Director

Dean of Graduate School (when required)

[Signature] Date

Approved by:

[Signature] Date 12/4/09

Dean

[Signature] Date

Chancellor/Vice-President

[Signature] Date

University Enrollment Services

After School/Division approval, forward the last copy (without attachments) to University Enrollment Services for initial processing, and the remaining four copies and attachments to the Campus Chancellor or Vice-President.

UPS 724

University Enrollment Services—White; Chancellor/Vice-President—Blue; School/Division—Yellow; Department/Division—Pink; University Enrollment Services—White

IUPUI
Department of World Languages and Cultures
C320: Business Chinese
Syllabus

Course Title & Number: C320 Business Chinese
Instructor: Jing Wang, Assistant Professor
Office: CA 127-A
Phone: 278-3625
Email: jw41@iupui.edu
Office Hours:
Class Meeting:
Meeting Room:

COURSE OBJECTIVES

Business Chinese is designed for students who want to acquire skills for business interactions with Chinese-speaking communities. Classroom activities such as mock negotiation in international trade, business letter writing, and oral presentation, help students acquire skills for business interactions with Chinese-speaking communities.

Business Chinese meets the IUPUI Principles of Undergraduate Learning (in particular Principles 1, 2, 5, and 6):
1. Core Communication and Quantitative Skills – to communicate well in a variety of formats
2. Critical Thinking – to analyze information and ideas from multiple perspectives and to use knowledge and understanding to generate and explore new questions
3. Integration and Application of Knowledge – to use information and concepts from multiple disciplines in intellectual, professional, and community activities
4. Intellectual Depth, Breadth, and Adaptiveness – to organize disciplinary ways of knowing and to apply them to specific issues and problems
5. Understanding Society and Culture – to recognize your own cultural traditions and to understand and appreciate the diversity of the human experience at home and abroad
6. Values and Ethics – to make informed and principled choices regarding conflicting situations, and to recognize the importance of aesthetics in personal life and in society.

METHODOLOGY & COURSE ORGANIZATION

Please refer to the Schedule of Classes for the general plan of the course. Before coming to classes, students are expected to memorize the vocabulary items.

COURSE MATERIALS

2. Supplementary materials
EVALUATION

Please submit homework on time. Homework submitted late will be lowered by one letter grade. In addition to quizzes, an oral performance, and a test for each lesson, we will have a final exam consisting of both the oral and written parts. Here is how the various components will be weighed in calculating the final course grade:

For each lesson, we will give scores based on the following criteria:
1. Class Attendance and Participation 15%
2. Homework 20%
3. Quizzes 5%
4. Test and an Oral Performance 60%

For the final score:
1. Scores for all lessons 75%
2. Final Exam 25%

A+ = 97-100;  A = 93-96;  A- = 90-92;
B+ = 87-89;  B = 83-86;  B- = 80-83;
C+ = 76-79;  C = 73-75;  C- = 70-72;
D+ = 66-69;  D = 60-65;  D- = 55-58;  F = 0-59

CLASSROOM COURTESY

- Students are expected to attend every class, to be attentive and to participate actively in the work of the class.
- Electronic devices (cell phones, etc.) are disruptive to the class and, for that reason, should be turned off for the duration of the class period. If, for professional reasons, a student needs to have a cell phone, it must operate in the vibration mode.
- Arrive at class on time. Excessive tardiness will be noted and your class participation grade will be adversely affected. Do not leave class early for any reason unless it is a medical emergency. Picking someone up at the airport and meetings with other professors should not be scheduled during the class time.
- Bring all your books for every class meeting.
- Do not bring food or drink into the classroom or the lab.
- Do not chew gum in class or in lab.

DEPARTMENTAL RULES

Attendance and participation: Students are responsible for all work that is due or assigned during class. Documented illness is usually the only acceptable excuses for absence from class. Exceeding the numbers indicated below may result in a lower grade or failing the course (quoted from the 98/00 School of Liberal Arts Bulletin, p. 17).

Due to the nature of the discipline, the fact that you are learning to communicate in another language, the Chinese Program feels that attendance is of the utmost importance. The Chinese Program has established the following attendance policy.
• If a student misses more than three classes, one point will be taken off the final grade for each unexcused absence beyond the initial three classes. It is up to your instructor to determine what a reasonable excuse is.
• If a student misses a test, the written part may be taken at a later time, yet the listening comprehension part and the oral performance could not be taken later without a reasonable excuse.

Withdrawals: If it becomes necessary for you to withdraw from the class, do so as soon as possible. Until the third week, you do not need the instructor's signature. From the third to the eighth week, you may withdraw (if you are passing the course) with the instructor's signature. After that, you must receive a grade for the course.

Incompletes: Incompletes are given only under dire circumstances. Do not ask for an incomplete unless you have documented proof of a medical or family emergency that prevents you from completing the course. You must also be passing the course at the time you ask for an incomplete; therefore, if you receive a failing grade on midterm report sheets you will not be eligible for an incomplete.

Disabled Students: If you are a disabled student in need of special arrangements for exams and/or homework, bring your instructor a letter from the Disabled Student Resources Office. You may also have to meet with the instructor to finalize the arrangements.

Student Athletes: If you are a student athlete in need of special arrangements for exams and/or homework due to your participation in official competitions on and off campus, provide the instructor with a copy of your sports schedule during the first week of class.

Audits: If you are auditing the course, talk to the instructor about what is expected of you to receive an "X" (successful audit) instead of a "W" (withdrawal) as your grade.

Tutoring: Your instructor is not a tutor and will be available to help students only during his/her weekly office hours. The Department of World languages and Cultures has a list of private tutors. You need to call one of them and negotiate with the individual prices, meeting times, location, etc.

Statement on Cheating and Plagiarism: Students are expected not to give or receive help during tests and exams and must acknowledge fully any ideas, materials or quotations taken from another source for either written or oral use. The policies on academics misconduct as outlined in the 1997 Code of Student Rights, Responsibilities and Conduct and on pp. 36-37 of the 2004-
Do you have a problem you do not know how to solve? Is there information you cannot find? Do you have a question that needs an answer or a problem that is affecting your class performance? The Student Advocate Office is here to help! It will answer your questions, direct you to the appropriate departments and people, familiarize you with university policies and procedures, and give you guidance as you look at ways to solve problems and make choices. The Student Advocate Office is located in UC002 and can be contacted by phone at 278-7594 or email at stuadvoc@iupui.edu. For more information, see the Student Advocate website at: http://www.life.iupui.edu/advocate.