



LIN 2203 - Chinese Business Language and Culture

Basic Information:

Instructor Name: Dr. Lizhong Zhang

Home Institution: La Trobe University

Instructor Title: Lecturer

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Home Office Phone Number: 0394597850

Office: TBA

Office Hours: TBA, and by appointment

Course Description:

The course is designed to enable students to gain good understanding of the historical development and practical value of Chinese business and language, and develop essential capabilities and skills in managing cross-cultural communication and doing business in China.

Required Course Materials:

Textbook: Doing Business In China

Edition: 1

Author: Ted Plafker

Publisher: Business Plus

ISBN-10: 044669696X

Link to e-book purchase address:

https://www.amazon.com/Doing-Business-China-Fastest-Growing/dp/044669696X/ref=sr_1_1?ie=UTF8&qid=1487304302&sr=8-1&keywords=044669696X

Course Hours:

The course has 15 class sessions in total. Each class session is 160 minutes in length. The course meets from Monday to Friday. Each course has a total of 40 class hours. A reading day for students is on 11th Jan, 2018. Final exam will be on 12th Jan 2018.

Year Level:

The 2nd Level.

Prerequisite:

Since this is a foundation unit no prerequisites are required (N/A)

Course Schedule:

Week 1					
Session	18 Dec, 2017	19 Dec, 2017	20 Dec, 2017	21 Dec, 2017	22 Dec, 2017
Day	M	T	W	TH	F
Topic (s)	Introduction	The Cultural Development of China	Understanding Cultural Differences	Examining China's Economy	No Class



Communication University of China

Chapter(s)	1	1,2	1,2	3, 4	
Homework	Project Planning	Project Planning	Project Planning	Data Collection	
Week 2					
Session	25 Dec, 2017	26 Dec, 2017	27 Dec, 2017	28 Dec, 2017	29 Dec, 2017
Day	M	T	W	TH	F
Topic (s)	Group Project Workshops	Basic Communication	Talking Chinese Business	Chinese Business Etiquette	No Class
Chapter(s)	1, 2, 3, 4, 5	3, 4	5, 6,	6, 7	
Homework	Group Discussion	Teamwork	Teamwork	Teamwork	
Week 3					
Session	1 Jan, 2018	2 Jan, 2018	3 Jan, 2018	4 Jan, 2018	5 Jan, 2018
Day	M	T	W	TH	F
Topic (s)	No Class	China's Laws, Rules & Regulations	Working and Living in China	Developing Chinese Language Skills	Group Project Workshops
Chapter(s)		6, 7	5, 6, 7	8, 9	6, 7, 8, 9
Homework		Teamwork	Draft Report	Draft Report	Final Report
Week 4					
Session	8 Jan, 2018	9 Jan, 2018	10 Jan, 2018	11 Jan, 2018	12 Jan, 2018
Day	M	T	W	TH	F
Topic (s)	Building Business Networks in China	Preparing for Further Studies Revision	Revision	Reading Day	FINAL EXAM
Chapter(s)	6, 7, 8, 9	6, 7, 8, 9			
Homework		Exam Preparation	Exam Preparation	Exam Preparation	

Evaluation:

Class Participation and Discussion

Group Project: Design an Online Course on Doing Business in China

Written Examination: Answer 6 short-essay questions

Grading Policies:

Part	Percentage	Points
Attendance/ Class Assignment	20%	20
Group Project	30%	30
Exams	50%	50
Course Total	100%	100 Points



As per school's policy, final grades will be determined on the following scale:

Letter Grade	Grade Points
High Distinction	85-100
Distinction	75-84
Credit	65-74
Pass	50-64
Fail	0-49

Attendance Policy

Students are expected to attend all lectures, to be there on time, to come fully prepared, to be engaged, to be respectful, and to stay there until dismissed.

- ✓ Arrive on time: If you are late, enter without disrupting the learning environment of the class and be sure to allow enough travel time between classes so that you are not routinely late.
- ✓ Come prepared to learn: Before coming to class, read the chapter to be covered that day and prepare questions to ask in class.
- ✓ Be engaged: All students are expected to participate in class activities and discussion.
- ✓ Be respectful: Refrain from the following: arguing about controversial topics or grades, talking or texting during class, loud debate, swearing, back-talking, misusing laptops/tablets, phones ringing or vibrating, leaving class early, eating in class, gathering up material before class is dismissed, sleeping in class, tardiness, threatening or harassing students or professors.

Communication Policy

- ✓ Announcements, assignments, and changes to the course may be delivered verbally in the classroom or may be delivered through emails. Students are responsible for all university communication.
- ✓ Keep the instructor informed – If you are having difficulty understanding the instructor, hearing the instructor, keeping up, studying, focusing, etc., please seek for help from the instructor.
- ✓ Personal electronic devices (laptop computers, phones, hand-held devices, etc.) should be silenced prior to the beginning of each class meeting. Classrooms should have a learning environment at all times.
- ✓ No personal conversations are allowed during lecture and talking in class while the instructor is teaching is strictly prohibited. If the student does not obey these rules and is disruptive to other students, they might be asked to leave.
- ✓ Be responsible – know if you are ready for a test – determine when you need outside help – be responsible for knowing where you stand in the class at all times.
- ✓ Be assertive – speak up and seek clarification when you do not understand something.
 - ✓ Be polite – if you question something that the instructor has said or something s/he has graded, kindly ask him/her to re-check it.

Exam Policy

Exam attendance is critical and required at the schedule time and day. If you have a last minute emergency, you will need to provide appropriate documentation. Make-up exam must be re-scheduled within 24 hours of the missed exam date or no credit is given. Advance holiday plans or airline reservations are not acceptable reasons for re-scheduling the planned exam date.



Academic Integrity

School demands the highest standards of conduct from students, faculty and staff. All students are expected to be the highest character and to behave honestly in their learning and in their behavior outside the classroom. Students are responsible for knowing and understanding these standards; misunderstanding of the appropriate academic conduct will not be accepted as an excuse for academic dishonesty. If a student is in doubt about appropriate academic conduct in a particular situation, he or she should consult with the instructor of the course and the program director.

Academic dishonesty or cheating includes acts of plagiarism, forgery, fabrication or misrepresentation, such as the following:

- ✓ claiming the work or thoughts of others as your own
- ✓ copying the writing of others into your written work without appropriate attribution
- ✓ writing papers for other students or allowing them to submit your work as their own
- ✓ buying papers and turning them in as your own
- ✓ having someone else write or create all or part of the content of your assignments
- ✓ submitting the same paper for more than one study or class without explicit permission from the faculty members

Students who falsify or present falsified documents may be dismissed. Prospective students who are discovered to have presented falsified admission documents prior to admission shall be denied admission to the program. Should it be discovered after admission that a student had presented falsified documents for admission, such admission may be annulled and the record of academic achievement removed from the academic record, with appropriate notations. Such annulments or denials may be reviewed after one year.

Course work (a quiz, assignment, report, mid-term examination, research paper, etc.) in which a student has been dishonest generally will receive zero points towards the grade in fulfillment of a course requirement, and/or the student may receive a failing grade for the course. The professor of the course determines the appropriate consequence.

When a student cheats in a major or final assignment such as a comprehensive examination or presents plagiarized material in a major or final assignment, that student shall receive an F in that particular subject. Student cheats on more than two exams shall be dismissed from School.

Grades

Grades are considered final when they are submitted to Academic Services. Students should ask their instructors for explanations of their grades if they believe errors were made. Students could consider filing an appeal to the Academic Committee and ask for judgment if they believe they were treated unfairly. Though students are entitled to an explanation of their grades, they should be careful not to harass instructors. Repeatedly calling an instructor about a grade or a few points on an exam or telling an instructor that a certain grade is needed could be considered harassment.