

Course Syllabus  
JPN326 Business Japanese  
Fall '12

Class #32330: Tu Th 8:00-9:30 @WAG 208

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### Prerequisite

- You must have finished 412L or the equivalent with a grade of at least C. If you studied first- and second-year Japanese with textbooks other than "Yookoso," please consult with your instructor for further instruction.

### Course Materials

- Textbook: ビジネスのための日本語 Getting Down to Business: Japanese for Business People by Yoneda et al. (1998. 3A Corporation)
- Listening material -- visit (<http://www.laits.utexas.edu/itsaud/>) (Call 471-0407 if a password is requested.)
- Course handouts are on Blackboard.
- Visit <http://lanic.utexas.edu/japanese> & <http://www.laits.utexas.edu/orkelm/japan/index.html>
- click "like" and follow us on FB  
<http://www.facebook.com/pages/Japanese-Program-UT-Austin/209417159118042>

### I. Course Objectives

- This course will mainly focus on memorizing the commonly used business phrases/expressions and developing the basic conversational discourse in Japanese office environment while building business related vocabulary words. The textbook reading material will provide insight into Japanese business culture and custom as well.

### II. Class Format

- The class is mostly conducted in Japanese.
- See the course schedule for the daily activities and quiz/test dates.
- Read your e-mails daily since important announcements will be sent.

### III. Grading

- Your final course grade is determined in the following way and nonnegotiable.

1) Attendance & Participation	0%	A	92+		
2) Homework	10%	A-	89~91.99		
3) Vocab Quiz (16-2=14)	7%	B+	86~88.99		
4) Kanji quiz (4-1)	3%	B	82~85.99		
5) Written test (x 2)	32%	B-	79~81.99	C-	69~71.99
6) Oral performance test (x 3)	36%	C+	76~78.99	D+	66~68.99
7) Individual Final Project Presentation	<u>12%</u>	C	72~75.99	D	62~65.99
	100%			D-	59~61.99
				F	0~58.99

#### IV. Course Requirements

##### 1) Attendance & Participation

- You are required to attend all classes and to prepare for the class according to the schedule; however, you will not be penalized for your absences. Come to class on time, and do not disturb the class by coming late or leaving before the end of the class.
- You are not allowed to take quizzes without attending the class. In other words, you must not come to the class only to take quizzes and leave. If you do so, you will receive no credit for the day's quiz. However, you are allowed to turn in assignments in advance (with your instructor's permission) without attending the class.
- The student must notify the instructor at least 14 days prior to the classes scheduled of dates s/he will be absent to observe a religious holy day.
- There will absolutely no make-up for missed course requirements such as quizzes, tests, etc. listed below. You are allowed to turn in an assignment earlier if you get permission from your instructor in advance, but you are not allowed to take quizzes and tests earlier.
- Your instructor will abide by the above-mentioned rules very strictly and reserves the right to judge whether to allow work to be made up or not in unexpected circumstances such as family emergencies.
- No food, no drink, no gum in class. Turn your cellular phone (beeping device) etc off.
- You are not allowed to use any recording devices (e.g. voice recorder, camera, etc.) in class.

##### 2) Homework - NO make-up

- All written homework is due at the beginning of the class. See the schedule and Blackboard; Your instructor may periodically assign additional homework which may not be listed on the schedule.
- Students are responsible for missed assignments, regardless of the reason.
- The homework will be graded.
- Joshu online assignments are extra credit homework. Submit before 7:30 am of the due date. See the schedule. See the schedule or BB to learn how to submit.
- Do all the work by yourself without any assistance.

##### 3) Vocabulary Quiz -- NO make-up / early quizzes

- See the course schedule. The quizzes will be given at the beginning of the class, so come to class on time.
- Each lesson has 2 vocabulary quizzes. Each quiz includes 5 words. Your instructor will read each word twice. Your task is to write the word using appropriate *kana* (Do not use *kanji*.) and its English equivalent.
- The 2 lowest scores will be dropped from your grade. Use this to make up emergency absences such as sickness.

##### 4) Kanji Quiz -- NO make-up / early quizzes

- There will be a kanji quiz after every two lessons. You will provide the *furigana* and English equivalent for the given words. Study all the kanji *furigana* reading and meaning of stage 1.
- The lowest score will be dropped from your grade.

##### 5) Written Test -- NO make-up / early chapter test

- You will have two written tests to examine your understanding of the work you have done in given lessons.
- *Kanji* writing will not be tested; however, you should be able to recognize (*furigana* reading and English meaning) all the *kanji* in Stage 1 of each lesson. You should know all the *kanji* from the 1st and 2nd year classes ("Yookoso") as well. See Blackboard.

## 6) Oral Performance Test-- NO make-up / early oral performance

- There will be a speaking test after every two lessons based upon the material that you have been practicing (except L7 & L8). They will be graded on the basis of communicative skills as well as accuracy, structures, vocabulary, pronunciation, fluency, and routine. Study handouts on Blackboard.
- You need to sign up for each oral performance test in advance. Without signing in, you cannot take the oral test. There will be no make up if you missed your scheduled time slot, so come on time (preferably at least 5 minutes early).
- The test will be conducted at the instructor's office.

\* You cannot keep any of the tests (except the vocabulary/kanji quizzes). Make sure to return them to your instructor by the end of the class. If they are not returned on the same day, you will not receive any credit for the test.

## 7) Individual Final Project Presentation (oral presentation in Japanese) about 7 min.

- The type/format of your project can be anything (e.g., slides, movies, singing your own song, telling your own story, etc.), but it has to be accompanied by your live oral presentation in Japanese, and the topic of your presentation has to be related to business language and practice/culture in Japan.
- Turn in the presentation proposal in English on Tuesday, 10/23. Include your topic, short summary, and presentation method. Individual consultation (required signup) will be held on Tuesday, 12/6. Bring your draft and presentation material. Submit your final project (with presentation script/essay) by Wednesday, 12/12 by 2pm. You have to present your project and watch other's presentations on specified final exam day (during the final exam week). You will not receive any credits if you miss this presentation.
- Vocabulary words and grammatical structures allowed to use in the presentation are limited to material covered from JPN506 to 412L and 326. Use simple, clear sentences. Make your presentation audience-friendly (Imagine that you are a Japanese instructor who is teaching about Japanese business language and practice to beginner students.). Comprehensibility (among all the classmates) is one of the most important elements in evaluation.
- Do not "read" your presentation script. You need to communicate and interact with your audience. during/after presentation. Your presentation will be videotaped.
- You have to do this project by yourself without any help from anyone/anything. Come talk to your instructor if you need consultation.

## V. Policy on Scholastic Dishonesty

- The University of Texas guidelines on scholastic dishonesty apply to all requirements in this class.
  - e.g. Copying other students' homework/exam answers.
  - Showing your homework/exam answers to other students.
  - Working homework together.
  - Having someone else write a paper for you or correct your compositions.
- Visit the following web sites for more information.
  - [http://deanofstudents.utexas.edu/sjs/acint\\_student.php](http://deanofstudents.utexas.edu/sjs/acint_student.php)
  - <http://www.dec.utexas.edu/onlinecourses/dishonesty.html#topimage>
- Students who violate university rules on scholastic dishonesty are subject to disciplinary penalties, including the possibility of failing the course and dismissal from the University. University policies on scholastic dishonesty will be strictly enforced.

## VI. Honor Code

•The core values of the University of Texas at Austin are learning, discovery, freedom, leadership, individual opportunity, and responsibility. Each member of the University is expected to uphold these values through integrity, honesty, trust, fairness, and respect toward peers and community.

## VII. For Students with Disabilities

•Any student with a documented medical condition which requires academic accommodations should contact the Service for Students with Disabilities in the Office of the Dean of Students at 471-6259 or 1-866-329-3986 (video phone) as soon as possible to request an official letter outlining authorized accommodations.