Course Syllabus
JPN326 Business Japanese
Spring ‘11

Class #32605: Tu Th 8:00-9:30 @RLM 5.112

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Office Hours: TBA

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

I. Course Objectives
• This course will mainly focus on memorizing commonly used fixed business phrases/expressions and developing basic speaking skills in Japanese office environment while building business related vocabulary. 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) 30% B- 79~81.99 C 69~71.99
  6) Oral performance test (x 4) 50% C+ 76~78.99 D+ 66~68.99
                                100% C 72~75.99  D 62~65.99
                                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 homework is due at the beginning of the class. See the schedule and Blackboard; however, 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.
• Do all work by yourself without any assistance.

3) Vocabulary Quiz -- NO make-up / early quizzes
• See the schedule for the content of each quiz. The quizzes will be given at the beginning of 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. They will be graded on the basis of communicative skills as well as accuracy, structure, vocabulary, pronunciation, and fluency. 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.

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://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.

VIII. 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.