

Course Syllabus
JPN326 Business Japanese
Fall '09

Class #31855: Tu Th 8:00-9:30 @RLM 5.112

Instructor: Midori Tanaka
Office: WCH 4.114
Phone: 475-6033
E-mail: midori@mail.utexas.edu
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.
- You will need to spend many hours outside of the class in order to do the final group project. If your schedule is not flexible and will not be able to work with your group members outside of the class as necessarily, please do not take this class.

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>

I. Course Objectives

- This course will mainly focus on memorizing commonly used 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

1) Attendance & Participation	?%	
2) Homework	10%	
3) Vocab Quiz (16-2=14)	7%	A=100-90
4) Kanji quiz (4-1)	3%	B=89-80
5) Written test x (2)	30%	C=79-70
6) Oral performance test (x 3)	36%	D=69-60
7) Final Group Project	14%	F= 59
	<u>100%</u>	

Plus/minus grades will NOT be assigned.

VI. 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. You will receive an extra 2% on your total course grade if you attend all the classes or receive 1 % if you are absent less than 2 days. Come to class on time since two days of tardiness (coming later or leaving early) counts as one absence.
- 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 (e.g. News Report Presentation).
- 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 scores 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.

7) Final Group Movie Project

- You and your partners will cooperate to create a skit in Japanese, turn it into a G-rated movie (please remember that this is a school project), and submit it by deadline so that the rest of the class can evaluate it during the final exam hours. The movie should last about 10-13 minutes. You should use your own equipment to shoot and edit the movie (but I have one camcorder that you can borrow). Use a DVD (or VHS tape) and be sure to make it clearly audible. Do not start shooting before you receive back the revision 1.
- Several group meetings are included in your regular class hours. You are required to participate in all the meetings in order to receive full credit. You will be kicked out from your group if you do not attend the group meetings (both in class or outside of the class) or/and do not fully contribute to the project. Please do not miss the final (exam hours) since this may result in lowering the entire group’s grade. In addition, you need to watch as well as evaluate other presentations and movies to receive full credit. Be on time.
- The skit plot has to be primarily taken place in the company office and has to deal with various office situations related to textbook lessons. The plot must include at least 4 different office situations (“lesson topics”) as learned in the textbook. The dialogue must include both 社内 and 社外 situations. Do not use unfamiliar vocabulary, complicated structures, and phrases. Keep the plot and dialogues simple and easy; it will be easier for you to memorize your dialogue lines and for the audience to understand. Building up on or expand model dialogues in the textbook is a good approach, but do not copy dialogues exactly from the textbook.
- The Japanese dialogue has to be typed double-spaced, and the English equivalent for each Japanese line should be typed directly below each Japanese line. Please specify who (the student’s name & role/title) will be speaking which lines. Turn in the dialogue draft and cover page (and revisions) according to the schedule. Attach the plot summary in English as well.
- Each member has to memorize his/her lines, act, and speak in front of camera; Use of puppets etc. is not allowed. Avoid voiceover as well.
- Try acting as realistic as possible by wearing appropriate business outfits, using props/equipment, etc. when shooting the movie.
- Each group must keep a journal, which indicates the progress of the project. Please type in English and double-spaced. Submit the journal with the movie & scripts on deadline.

- Each student must evaluate one's own as well as group member's participation after finishing the project. Please type in English, double-spaced. Submit individually when the final exam hour starts.
- All the group members have to equally take part in the performance. The final group project will be evaluated based on the quality of the prepared script and the performance.

VI. Policy on Scholastic Dishonesty

- The University of Texas guidelines on scholastic dishonesty apply to ALL REQUIREMENTS in this class.
- 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.

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.