Japanese 311 – Third-Year Japanese for Professional Communication I

Instructor: Emi Murayama 村山恵美 (emim@hawaii.edu)
Office: Lincoln Annex 1-3
Phone: 956-5200
Office hours: Mondays & Wednesdays 2:30-3:30 am (or by appointment)

Course Description
Japanese 311 (3 credits) is the first half of the third-year Japanese course with an emphasis on the spoken language used in professional environments. It is designed for students who have a foundation in grammar and are interested in developing further communication skills essential for operating in a Japanese-speaking professional environment or workplace. The primary emphasis of this course is on spoken Japanese. Class time will also provide opportunities for students to compose simple written messages. Students will also learn to read unmodified, authentic written Japanese with help from Japanese colleagues and online dictionaries.

[Oral Communication Focus]

The class meets three times a week (M/W/F) and will be conducted as much as possible in Japanese.

Prerequisite: Satisfactory completion of Japanese 202, 205, or 212 with a grade of a “C” or better, or a “CR,” or qualification by placement test. All students with prior background taking language courses in this program for the first time and students returning from an exchange program in Japan, with the exceptions noted below, must take a regularly scheduled placement test. Please contact Mr. Todd Ashida (tashida@hawaii.edu), Undergraduate Academic Advisor, in Moore Hall 378 for screening. For continuing UHM students, a grade of C or better or CR in the prerequisite course is required for continuation.

Taking the placement exam is optional for students who have already earned prerequisite college credits for Japanese language at one of the UH campuses, including community colleges, or in the Konan or Obirin study abroad programs, with a grade of C or better, or CR. However, the placement exam is strongly recommended if you are interested in taking advanced courses (300-400 level), if there has been a gap since your last language class, or if you would like a firmer sense of your proper placement.

Goal
The goal of this course is to enable students to: (1) develop oral communication skills essential for operating in a Japanese-speaking professional environment or workplace, and (2) obtain cultural knowledge necessary to effectively and appropriately perform various kinds of interpersonal, presentational, and interpretive communication tasks required in professional contexts in Japanese society.

Students Learning Outcomes
Students will be able to demonstrate sufficient linguistic, cultural, and strategic knowledge by effectively and appropriately performing the following tasks:

- Meet others in business and other professional environments according to social convention. [O focus]
- Understand the role of greetings in various contexts, and fully utilize the Japanese greeting customs while attending to the etiquette to which Japanese (business) professionals are accustomed. [O focus]
- Understand the role of apology in Japanese culture, identify situations requiring apologies, and provide appropriately-phrased apologies as needed. [O focus]
- Understand (1) the role of small talk in various contexts, (2) the range of topics that are appropriate and effective for establishing rapport with people in workplace and other professional contexts, and (3) the conversational structures and linguistic resources used for small talk. [O focus]
- Exchange short text (email) messages with colleagues.
- Comprehend written Japanese with help from online dictionaries and/or colleagues.
Course materials

- 311 Course Packet (downloadable from Laulima)
- Worksheets (downloadable from Laulima)*
- Audio Materials (CLT Language Audio)
- Video Clips (Laulima)

*Course Packet and Worksheets (incl. homework assignments) for each lesson will be uploaded to the course site on Laulima. You are expected to (print them out and) bring them to class according to the lesson schedule.

Grading

Final course grades will be based on the results of:

- Final Oral Test ----------------------------------------------- 20% (O focus)
- Final written exam (including listening comprehension [10%]) ---- 15%
- Two oral tests (10% and 15%) ------------------------------- 25% (O focus)
- Two listening comprehension tests (10% and 10%) --------------- 20%
- Daily performance defined by the instructor*------------------- 20%

*Daily performance defined by instructor (total: 20%)

(1) Daily class attendance, active participation, daily performance and preparation ...... 7%

- Attendance Regular attendance is essential. It is your responsibility to find out about any assignments that you have missed. You are allowed up to three absences with a reasonable cause.
- Punctuality Punctuality is important for Japanese people, particularly in work contexts. In this class, three unexcused lates will count as one absence.
- Active participation Students should take an active role in their learning process inside as well as outside the classroom.
- Daily performance During each class period students should make every effort to use the grammatical patterns, vocabulary and strategies that they have learned. Frequent attempts to use Japanese in class are strongly encouraged.
- Preparation It is your responsibility to prepare for each class according to the lesson schedule. You are expected to BRING YOUR OWN COPY of the necessary materials (course packet and worksheets). To summarize: (1) find materials on Laulima (“Resources” folder), (2) print them out, and (3) bring them to class. (You can also use your tablet/laptop to read/write in the materials.)

(2) Homework ...... 6%

Students will be assigned homework. Homework will be credited without grades. Copies of another student’s work or of work produced by a Japanese speaker will not be considered as completion of the task.

(3) Mini quizzes ...... 7%

Vocabulary, Key Expression, and Grammar quizzes will be given for every lesson.

Students taking the course on the Cr/NC option must achieve at least a “C” overall average to receive credit. A course grade of a “C” or better, or a “CR” is a prerequisite for taking Japanese 312.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A+</td>
<td>97.0% and above</td>
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<tr>
<td>A</td>
<td>92.0 – 96.9%</td>
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<tr>
<td>A-</td>
<td>90.0 – 91.9%</td>
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<tr>
<td>B+</td>
<td>87.0 – 89.9%</td>
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<tr>
<td>B</td>
<td>83.0 – 86.9%</td>
</tr>
<tr>
<td>B-</td>
<td>80.0 – 82.9%</td>
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<tr>
<td>C+</td>
<td>77.0 – 79.9%</td>
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<tr>
<td>C</td>
<td>73.0 – 76.9%</td>
</tr>
<tr>
<td>C-</td>
<td>70.0 – 72.9%</td>
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<tr>
<td>D</td>
<td>60.0 – 69.9%</td>
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<tr>
<td>F</td>
<td>59.9% and below</td>
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</table>
Keeping a record

Students are responsible to keep a record of their own grades, assignments, and attendance. A report on each student’s pre-final grade will be provided on the last day of instruction.

Makeup

- Students who cannot take a quizze on the scheduled date may take it later if they have a reasonable excuse for their absence. Remember that each student may have a makeup on no more than three occasions.
- Makeups for the Oral Tests and the Listening Comprehension Tests should be avoided at all costs.
- NO makeup is available for the Final Exam.

Listening Exercise

All students are required to spend regular hours of independent practice with audio/video materials to enhance their listening skills.

Bomb threat

In case of emergency situations, such as a bomb threat, we will meet on the lanai in back of Jefferson Hall (by the Japanese garden).

Certificate or Minor in Japanese

JPN 311 and JPN 312 will both count towards both either a Certificate or Minor in Japanese. For more information, please go to [http://www.hawaii.edu/eall](http://www.hawaii.edu/eall).

In-Class Rules

In order to have a focused and involved interaction in class, students are asked to follow the following rules:
- Please refrain from texting while class is in session.
- Laptops, tablets and smartphones may be used ONLY when they are necessary for in-class activities. (Needless to say, keep your phone on silent!)
- Please refrain from eating, drinking, and chewing gum during class.
- Please do not walk out of classroom unless it is an emergency.

Students will be held to the highest standards of conduct. Go to the link below for details: [http://studentaffairs.manoa.hawaii.edu/downloads/Conduct_Code/UHM_Student_Conduct_Code.pdf](http://studentaffairs.manoa.hawaii.edu/downloads/Conduct_Code/UHM_Student_Conduct_Code.pdf)

If you feel you need reasonable accommodation because of the impact of a disability, please (1) contact the KOKUA Program, Queen Lili‘uokalani Center for Student Services, Room 013, (V/T) 956-7511 or 956-7612, kokua@hawaii.edu ([http://www.hawaii.edu/kokua](http://www.hawaii.edu/kokua)), and (2) speak with me privately to discuss your specific needs. I will be happy to work with you and the KOKUA Program to meet your access needs related to your documented disability.
## Japanese 311 FALL 2015

**Course Schedule**

<table>
<thead>
<tr>
<th>DATE</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
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</thead>
<tbody>
<tr>
<td>01</td>
<td>Orientation</td>
<td></td>
<td>Begin L.1</td>
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<td>02</td>
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<tr>
<td>03</td>
<td><strong>HOLIDAY: Labor Day</strong></td>
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<tr>
<td>04</td>
<td>Oral Test #1 (L. 1)</td>
<td>Oral Test #1 (L. 1)</td>
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<td>Begin L.2</td>
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<td>05</td>
<td>9/21-9/25</td>
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<td>06</td>
<td>9/28-10/2</td>
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<tr>
<td>07</td>
<td>Listening Test #1 (L.1 &amp; 2)</td>
<td></td>
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<td>Begin L.3</td>
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<tr>
<td>08</td>
<td>10/12-10/16</td>
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<td></td>
<td><strong>Nippon Culture Day</strong></td>
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<td>09</td>
<td>10/19-10/23</td>
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<td>10</td>
<td>Oral Test #2 (L. 2 &amp; 3)</td>
<td>Oral Test #2 (L. 2 &amp; 3)</td>
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<td>Begin L.4</td>
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<td>11</td>
<td>11/2-11/6</td>
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<tr>
<td>12</td>
<td><strong>HOLIDAY: Veterans Day</strong></td>
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<tr>
<td>13</td>
<td>Listening Test #2 (L.3 &amp; 4)</td>
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<td>Begin L.5</td>
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<tr>
<td>14</td>
<td>11/23-11/27</td>
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<td><strong>HOLIDAY: Thanksgiving</strong></td>
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<td>15</td>
<td>11/30-12/4</td>
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<tr>
<td>16</td>
<td>Final Oral Test</td>
<td>Final Oral Test</td>
<td>Last Day of Instruction</td>
<td>STUDY PERIOD</td>
<td></td>
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<tr>
<td>17</td>
<td>12/14-12/18</td>
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*August 31, 2015: Last day to change section(s) or drop courses without a "W" on your record.

**September 2, 2015: Last day to register, add classes, or change grading option.

***After Friday, October 23, 2015, no withdrawals are permitted, except under unusual circumstances beyond your control.