

Fall 9-1-2018

## JPNS 306.01: Japanese for Business

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*University of Montana, Missoula*

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## **JPNS 306: Japanese for Business**

Time: 11:00-11:50 am/MWF

Meeting Place: JRH 204

Instructor: Michihiro Ama ([michihiro.ama@mso.umt.edu](mailto:michihiro.ama@mso.umt.edu))

Office: Liberal Arts 320

Office Hours: 9:00-9:50 am on Monday; 1:00-1:50 pm on Monday; 9:00-9:50 am on Wed;  
11:00-11:50 am on Thursday; or by appointment

### Prerequisite

JPNS 202, with a minimum grade of C-

### Course Description

This course introduces students to the corporate culture of Japan while they study Japanese as it is used in the business world and for traveling purposes, with an emphasis on productive and perceptive skills. It aims to enhance the students' cross-cultural literacy and develop their interpersonal communication skills in Japanese.

### Student Learning Outcomes

Upon successful completion of the entire curriculum, students will be able to:

- 1) use the appropriate honorific words and expressions required in business practice;
- 2) use expressions required for traveling to Japan;
- 3) write résumés and business letters in Japanese;
- 4) demonstrate a Japanese business manner;
- 5) describe characteristics of Japanese companies and their products/services; and
- 6) read approximately 250 Kanji characters in various contexts.

### Textbooks

*Nihongo de hagaraku! Business nihongo sanjūjikan にほんごで働く！ビジネス日本語30時間* (Tokyo: 3A Corporation, 2009)

*Shigoto no Nihongo しごとの日本語 ビジネスマナー編* (Tokyo: Alc, 2009)

*Kanji in Context Reference Book* (Tokyo: Japan Times, 2013)\*

*Kanji in Context Workbook vol. 1* (Tokyo: Japan Times, 2013)\*

\* The textbook *Kanji in Contexts* will be used throughout the upper-level Japanese courses.

### Course Requirements

Anyone with more than two unexcused absences will have difficulty in passing the course. Grading in this class will be based on the following calculation:

		<u>Grade</u>
1. Attendance and Class Contribution	10%	A=100-90
2. Vocabulary Quizzes:	20%	B=89-80
3. Kanji Quizzes	7%	C=79-70
4. Keigo Practice Sheets:	3%	D=69-60
5. Japanese Resume:	5%	F=59 and below
6. Business Letter	5%	
7. Short Tests:	30%	
8. Final Exam (Written and Dialogue Check)	20%	
<u>TOTAL</u>	<u>100%</u>	

### 1. Attendance and Class Contribution

Attendance is mandatory as class participation is a vital part of language acquisition and affects the students' grades. They can improve their participation and make the class more interesting by coming to class prepared; interacting with the instructor and classmates in Japanese; and asking questions, commenting on discussion topics, and volunteering answers and sharing ideas in group activities. *Student attendance will be noted at the beginning of each class.* Late arrival to class will be counted as 1/2 an absence. Early departure from class will be counted as one-day absence. To keep up to date, it is highly recommended that students keep in contact with their classmates when they miss the handouts and information given on a class day.

### 2. Vocabulary Quizzes

There will be 20 vocabulary quizzes. Any missed test or quiz will be regarded as an omission.

### 3. Kanji Quizzes

There will be 7 Kanji quizzes. Any missed test or quiz will be regarded as an omission.

### 4. Keigo practice Sheets

As part of homework, students continue to familiarize themselves with keigo.

### 5. Japanese Résumé

Students are required to write a Japanese resume in Japanese, using the template.

### 6. Business Letter

Based on a template, students are required to write a business letter in Japanese, demonstrating the proper use of polite greetings and honorific, as well as communicating concisely and effectively.

### 7. Short Tests

There will be three written tests.

### 8. Final exam

There will be a final written examination, and students in pairs are required to memorize and perform short dialogues based on a sample dialogue in the textbook.

### Moodle

Students are responsible for obtaining updated course information by checking Moodle regularly.

### Grading Policy

- If a student drops the course, s/he is responsible for the paperwork. Otherwise, the student will receive an F as the final grade. If a student wishes to change grade option, s/he must register this request. See **Official Dates and Deadlines for Autumn Semester 2018**. (<http://www.umt.edu/registrar/PDF/Autumn2018OfficialDatesandDeadlines.pdf>) Changing the status after the official dates and deadlines is NOT permitted.
- *Incomplete grades will NOT be granted*, unless the student has progressed satisfactory but incidents beyond the student's control prevent him/her from pursuing the goal.
- When long absences and emergencies are expected, consult with the instructor immediately. *Do NOT wait until the incident is over*.
- *Make-up tests will NOT be permitted* unless the student has a legitimate excuse and contacts the instructor 12 hours prior to a quiz/exam day. However, it will be left to the instructor's discretion as to whether or not a make-up is granted.
- Students are required to maintain all of their work, including tests, quizzes, homework, and artifacts, which may include business cards, a video recording of a presentation, business letters, etc.

### Academic Honesty

Students are expected to follow ethical standards such as integrity and honesty in preparing and presenting materials that demonstrate their level of knowledge and that is used to determine their grades. When an act of academic dishonesty is detected, the instructor is obliged to speak to the student and report it to the Department. For more detailed information, see the **section V Academic Conduct in the University of Montana Student Conduct Code** ([http://www.umt.edu/vpsa/policies/student\\_conduct.php](http://www.umt.edu/vpsa/policies/student_conduct.php)).

### Student Service Policies

- **Emergency Procedures:** In case of an emergency evacuation, students will take all

their personal belongings and move to a safe area outside the building.

- **Disability Accommodations:** “Students with disabilities, faculty, and Disability Services for Students have rights and responsibilities related to reasonable modifications. Collaborative efforts among these three parties ensure equal access.”

“Faculty expects the student to initiate modification requests and provides reasonable modifications to ensure equal access. Faculty also refers students to Disability Services when necessary and refrains from retaliation against individuals advocating for accessibility.” (Cited from <http://www.umt.edu/dss/Faculty/default.php>)

It is highly recommended that students with certified disabilities make a specific request to the instructor at least one week prior to the particular need.

- **Disruptive and Improper Behavior:** Cell phones must be turned off when a class is in session. No chewing of gum or eating in class is allowed. The dress code should be in accord with the learning place.