

Japanese 312 – Third-Year Japanese for Professional Communication II

Spring 2023

Class time: MWF 11:30-12:20

Classroom: HOLM 242

Instructor: Ruri Yoshii (ruriy@hawaii.edu)

Office: Moore 420

Office hours: Mondays 1:00-2:00 am, or by appointment



Course Description: Japanese 312 (3 credits) is the second 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 in Japanese.

Prerequisite: Satisfactory completion of Japanese 202 with a grade of “C” or better, or a grade of “CR,” or the instructor’s consent.

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. 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 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:

Course-specific SLOs: Students will be able to demonstrate linguistic, cultural, and strategic knowledge. They will be able to:

- Understand the role of greetings in various contexts.
 - ▶ Identify situations in which requesting permission is necessary. [O focus]
 - ▶ Ask for permission in a socially appropriate manner. [O focus]
- Understand the value of “good service” in Japanese society.
 - ▶ Provide customer service in various situations. [O focus]
- Understand the etiquette of Japanese business phone calls.
 - ▶ Make/take phone calls at work using the taigūhyōgen (attitudinal expressions). [O focus]
- Provide/ask for advice to/from colleagues at workplace. [O focus]
- Understand the role of small talk in various contexts.
 - ▶ Employ the conversational structures and linguistic resources commonly used in small talk as it occurs in the workplace and in other professional contexts. [O focus]
- Exchange short text messages and emails with colleagues.
- Comprehend written Japanese with help from colleagues and/or online dictionaries.

Student Learning Outcomes (cont'd)

In addition, the following EALL departmental SLOs apply, at least in part, to this course:

SLO 1: Oral Engage in oral communication in Japanese in various social contexts, in linguistically and culturally appropriate ways.

SLO 2: Reading Read and comprehend texts written in Japanese from a variety of genres and contexts.

SLO 3: Writing Apply critical thinking and rhetorical skills to produce coherent written works and presentations in both English and Japanese.

Further, the following Institutional Learning Outcomes (ILO) apply, at least in part, to this course:

ILO 1: Know—Breadth and Depth of Knowledge 1a General Education and Specialized Study in an Academic Field

ILO 2: Do—Intellectual and Practical Skills 2c Communicate and Report

ILO 3: Value—Personal and Social Responsibility 3b Respect for People and Cultures

Course materials

- 312 Course Packet (downloadable from Lualima)
- Worksheets (downloadable from Lualima)*
- Audio Materials (CLT Language Audio) <http://clt.manoa.hawaii.edu/>
- Video Clips (Lualima)

***Course Packet and Worksheets** (incl. homework assignments) for each lesson will be uploaded to the course site on Lualima. 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)	-----	15 %
• Two oral tests (10% and 15%)	-----	25 % (O focus)
• Two listening comprehension tests (10% and 10%)	-----	20 %
• Daily performance*	-----	20 %

*Daily performance (20%)

(1) Daily class attendance, active participation, daily performance and preparation 5%

Student's Attendance:

Daily attendance is graded on a scale from **0 to 3**. An absence will result in a grade of 0. In this class, tardiness results in point deduction of one's daily grade of 1 for that day. Being late to class by 15 minutes or leaving more than 15 minutes early will be also counted as an absence.

Attendance: Regular attendance is expected for all students. In order to claim an excused absence, students must notify the instructor in a timely manner and provide appropriate documentation when applicable. Failure to let the instructor know in advance counts as an unexcused absence. Excused absences include, but are not limited to, mandated court appearances, religious observations, participation in official university functions, and illness or other unanticipated events beyond a student's control. The instructor retains discretion to excuse student absences for reasons other than those described above. For medical necessities, up to two absences are excused without a doctor's note. After the third time, however, students need to provide documentation from a physician or the University Health Service before they return to class.

Active participation is required: 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 is required: 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 Lulima (“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 5%

Homework will be assigned regularly. Check the lesson schedule for the deadline for each assignment and turn in your assignments before the class on the specified date. Homework is graded as follows:

3 points ---when it is turned in on time

2 point ---when it is turned in later than the due date, but before the current lesson is over

0 points---when it is turned in after the current lesson is over

Note that these are the maximum points students can receive for each category. In addition to on time delivery of assignments, quality will also be evaluated. Copies of another student’s work or of work produced by another person will not be considered as completion of the task.

(3) Quizzes 5%

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

(4) Interview Project5%

The instruction will be provided separately.

Students taking the course on the Cr/NC option must achieve at least a “C” overall average to receive credit.

A+	=	97.0% and above	A	=	92.0 – 96.9%	A-	=	90.0 – 91.9%
B+	=	87.0 – 89.9%	B	=	83.0 – 86.9 %	B-	=	80.0 – 82.9%
C+	=	77.0 – 79.9%	C	=	73.0 – 76.9%			
C-	=	70.0 – 72.9%	D	=	60.0 – 69.9%	F	=	59.9% and below

Keeping a record: Students are responsible to keep a record of their own grades, assignments, and attendance.

Makeup: Students who cannot take a quiz on the scheduled date may take it later on no more than three occasions (unless they provide appropriate documentation of their absences). However, makeup quizzes have to be taken within 48 hours from the originally scheduled time. Also, students must schedule makeups with the instructor prior to taking a makeup quiz.

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 either a Certificate or Minor in Japanese. For more information, please go to <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. (Please, keep your phone on silent.)
- Please refrain from eating, and chewing gum during class.
- Please do not walk out of classroom unless it is an emergency.

Student Conduct Code: Students will be held to the highest standards of conduct. For details, see: http://studentaffairs.manoa.hawaii.edu/downloads/Conduct_Code/UHM_Student_Conduct_Code.pdfSt

KOKUA Program: 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, 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.

Telephone: (808) 956-7511 or (808) 956-7612 (V/T)

Website: <http://www.hawaii.edu/kokua/>

Counseling & Student Development Center (CSDC): If you have personal concerns, you are invited to contact the Counseling & Student Development Center (CSDC), Room 312, Queen Lili'uokalani Center, for their assistance.

Telephone: (808) 956-7927

Website: <http://manoa.hawaii.edu/counseling/>

Office of Gender Equity (Title IX): The Office of Gender Equity is ready and able to provide UH Manoa Students, Staff and Faculty with an **absolutely confidential** assessment of your situation if you are experiencing:

- Sexual Harassment/Stalking
- Sexual Discrimination
- Gender Discrimination
- Sexual/Domestic Abuse or Violence

Telephone: (808) 956-9499

Website: <http://manoa.hawaii.edu/genderequity/titleix/>

Visitors and Recording: Several visitors will come to observe the class. The instructor will try to announce the visit and the purpose in advance. Also, audio and video recording may take place. If you are uncomfortable with being recorded, please let me know.

Japanese 312 Spring 2023

Course Schedule MWF 11:30-12:20 at HOLM 242

	DATES	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	
01	1/9-1/13	Orientation		Begin Lesson 6			
02	1/16-1/20	HOLIDAY: Martin Luther King, Jr. Day	*				
03	1/23-1/27					Oral Test #1	
04	1/30-2/3	Oral Test #1		Oral Test #1		Begin Lesson 7	
05	2/6-2/10						
06	2/13-2/17						
07	2/20-2/24	HOLIDAY: Presidents' Day				Listening Test #1 (L6 & L7) ***	
08	2/27-3/3	Begin Lesson 8					
09	3/6-3/10						
10	3/13-3/17	Spring Recess					
11	3/20-3/24	Interview Project Presentation		Oral test #2		Oral test #2	
12	3/27-3/31	HOLIDAY: Kūhiō Day		Begin Lesson 9			
13	4/3-4/7					HOLIDAY: Good Friday	
14	4/10-4/14			Listening Test #2 (L8 & L9)		Begin Lesson 10	
15	4/17-4/21						
16	4/24-4/28					Final Oral Test	
17	5/1-5/5	Final Oral Test		Final Oral Test	<i>Study Days</i>		
18	5/8-5/12 Final Exams	No Class		No Class		FINAL EXAM 12:00-2:00	

* Tuesday, January 15 (4:00 pm): Last day to register a course; Last day to change course grading mode

** Wednesday, January 30 (4:00 pm): Last day to drop a course without "W" grade

*** Monday, March 25 (4:00 pm): Last day for In-person restricted withdrawal (with "W" grade)