

Japanese 311 – Third-Year Japanese for Professional Communication

Instructor: 吉井瑠里 (よしいるり) Ruri Yoshii (ruriy@hawaii.edu)

Office: Moore Hall 420

Office hours: Mondays 11:30 – 12:30 am or by appointment

Class: MWF 11:30am – 12:20pm KUY408 (come with your mask)

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 ealladv@hawaii.edu, Undergraduate Academic Advisor, in Moore Hall 390 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:

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

- Introduce themselves and/or their colleagues in the most appropriate manner at work. [O focus]
- Exchange business cards properly when meeting others for the first time. [O focus]
- Use various *aisatsu* expressions properly and effectively when exchanging greetings or farewells. [O focus]
- Participate in small talk that follows greetings. [O focus]
- Use various *aisatsu* expressions properly and effectively when apologizing or conveying gratitude. [O focus]
- Make various kinds of requests properly and effectively at work. [O focus]
- Handle requests properly and efficiently at work. [O focus]
- Invite co-workers for an activity inside or outside the office in an effective manner. [O focus]
- Handle an invitation from co-workers appropriately and effectively. [O focus]
- Understand the Japanese concepts of “*uchi/soto*,” *aisatsu*, and *on* (debt of gratitude).
- Read and write simple email messages that (i) convey thanks or apologies, or (ii) make requests.

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 (available in Laulima)

- 311 Course Packet
- Audio Materials
- Assignments (incl. video clips)

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 defined by the instructor* ----- 20 %

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.

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

*Daily performance (total: 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 2. 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. Regular attendance is expected for all students. **After the third absence, 1 percentage point will be subtracted from the final grade for each unexcused absence.**

To claim an excused absence, students must notify the instructor on time 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 the 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. If a doctor's note is not received before or upon the student's return to class, absences will NOT be excused.

Participation: Having a non-cooperative attitude in class may result in a loss of daily attendance point to 1 .

- **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.

2. Homework --- 10%

Homework will be assigned regularly. Check the lesson schedule for the deadline for each assignment and turn in assignments before the class on the specified date.

Homework is graded as follows:

- 2 points: when it is turned in on time
- 1 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 the on-time delivery of assignments, the quality will also be evaluated. If the percentage of correct answers to an assignment is less than 50 percent, or if there are questions that have not been answered, the assignment will not be considered submitted. Copies of another student's work or work produced by another person will not be considered as completion of the task.

3. Vocabulary --- 5%

Students should work daily to develop their vocabulary skills until they can naturally use each word and expression essential in a Japanese-speaking professional environment or workplace.

Vocabulary Building is graded as follows:

- Assignment tasks ... 80%
- End-of-lesson assessments ... 20%

Check your record:

Students are responsible to keep a record of their grades, assignments, and attendance. A report on each student's mid-term grade will be provided after the second Oral Test.

Makeup:

Makeups for the Oral Tests, the Listening Comprehension Tests, and the Final Exam should be avoided at all costs.

Listening Exercise:

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

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>.

Employability and your Japanese language study:

The Department of East Asian Languages & Literatures is committed to providing students with information about the value of the skills and learning they develop in conjunction with their Japanese language study for future employment. The Department works with the [Hawai'i Language Roadmap](#), a statewide initiative for a multilingual workforce for Hawai'i housed in the College of Arts, Languages and Letters, to provide students with opportunities to learn about marketing their language proficiency to employers (e.g., resume writing, interview training), to meet employers who are hiring for bilingual proficiency, and to credential their language proficiency with the nationally-recognized Global Seal of

Biliteracy, a valued workforce credential. For more information: roadmap@hawaii.edu, or visit the Roadmap website at: nflrc.hawaii.edu/languageroadmap.

In-Class Rules:

To have a focused and involved interaction in class, students are asked to follow the following rules:

- Please try to use Japanese in class as much as you can (Do not be afraid of making mistakes).
- Please wear a mask appropriately
- Please stay focused and on task, so you do not miss anything the speaker says.
- Please refrain from eating and chewing gum during class.

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.pdf

KOKUA Program:

If you feel you need a 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, academic, and career 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 Equality (Title IX):

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

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

Telephone: (808) 956-9499

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

COVID-19 UHM updates website:

Website: <http://manoa.hawaii.edu/covid19/>

Student Basic Needs:

Basic needs include food and housing, childcare, mental health, financial resources and transportation, among others. Student basic needs security is critical for ensuring strong academic performance, persistence and graduation and overall student well being. If you or someone you know are experiencing basic needs insecurity, please see the following resources: [UH System Basic Needs](#).

Visitors and Recording:

Several visitors might 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.