

FS25. JPN 491: Special Topics in Japanese
Business Japanese for Pre-professionals



講師とオフィスアワー

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Office Hours: By appointment

Class schedule: Mon. (1:30-3:30) & Fri. (1:00-3:00)

I. Course Content

This course is designed for intermediate-high to advanced-low level students to foster the skills and knowledge necessary for effective communication in Japanese business settings. The prerequisite for this course is that students must have completed second-year Japanese and have some familiarity with Japanese polite language (*keigo*). The course will cover business vocabulary, polite language (*keigo*), business etiquette, and practical communication skills.

II. The objectives of the course are to:

1. Enhance listening and speaking skills required in a business context
2. Learn to use *keigo* to talk with customers
3. Acquire the skills to effectively advertise oneself in the Japanese job market
4. Gain familiarity with Japanese business practices, culture, and manners
5. Acquire non-verbal communication skills, including exchanging business cards and performing various types of bows
6. Write an 自己紹介文

III. Topics include:

- Vocabulary and expressions, and polite language (*keigo*) for business communication
- Job seeking in the Japanese business market
- Japanese business culture, manners, and etiquette
- Basic knowledge about Japan, employment, and workplaces in Japan
- How to write an entry sheet
- Discussing the differences between Japanese and American business styles

VI. Materials

REQUIRED (Please bring materials to class, unless otherwise instructed.)

(1) 村野節子. 山辺まりこ. 向山陽子. 2018. 『中級レベルロールプレイで学ぶビジネス日本語

—就活から入社まで』 スリーエーネットワーク

(2) 坂本恵他. 2023. 『聞いて慣れよう日本語の敬語』

(3) Additional reading materials might be provided later.

V. Grades

If you have difficulty with the homework, tests, etc., be sure to consult the instructor ASAP.

Academic Dishonesty: Copying others' homework, quizzes, tests, etc., and looking at cheat sheets, etc., during a test are prohibited. The student will receive a grade of 0.0 for the work, the category, or even the whole course. We are obligated to submit an academic dishonesty report to the Office of the Registrar. The same is true for a student who collaborates with anyone who cheats.

I. Attendance and performance

Your performance will be evaluated during each class period as follows:

Attendance 5%

- 2: Arrives on time and stays for the entire class period.
- 1.5: Late or leaves early (up to 3 minutes).
- 1: Late or leaves early (up to 3-10 minutes).
- 0: Late or leaves early more than 10 minutes or is absent.

Note: 3 instances of being late or leaving early (up to 3-10 minutes) will be regarded as one absence.

Performance 5%

- 2 (Excellent): Very prepared and actively involved in speaking, listening, reading, and writing during in-class assignments. Actively supports, engages, and listens to classmates in all class activities and pair/group work. Follows all classroom policies.
- 1.5 (Good): Sufficiently prepared and actively involved in speaking, listening, reading, and writing during in-class assignments. Makes a sincere effort to interact with classmates in all class activities and pair/group work. Follows most classroom policies.
- 1 (Average): Prepared with sporadic involvement in speaking, listening, reading, and writing during in-class assignments. Limited interaction with classmates in class activities and pair/group work. Follows few classroom policies.
- 0.5 (Poor): Insufficiently prepared with no involvement in speaking, listening, reading, and writing during in-class assignments. No interaction with classmates in class activities and pair/group work. Follows few classroom policies.
- 0 (Very Poor): Does not prepare at all and does not follow classroom policies at all.

Being absent from class:

Students who must be absent from class are expected to notify their instructor before the lesson by email in the case of (A) an illness or injury or (B) the desire to use an academic accommodation from their home university (that specifically allows for missed lessons). (A) and (B) will count as an excused absence. **Sending a message through a classmate to the instructor is not an acceptable means of notification.** As a reminder, JCMU and the consortium of Michigan universities DO NOT endorse unlimited accommodation-related absences.

Students who do not contact their instructor by email prior to start of class will be counted as unexcused and receive a grade of 0/2 for participation and 0/2 for attendance. Students who follow the above guidelines will receive a 1/2 for participation and 2/2 for attendance so as to neither penalize nor advantage absences.

	Presence		Absence	
	Attendance Pts	Participation Pts	Attendance Pts	Participation Pts
Student	0-2*	0-2*	0	0
Student with excused absence			2	1

Note: Classroom Policy:

Classroom policies will follow etiquette appropriate for learning Japanese culture and customs:

No food or beverage other than water, tea, or coffee will be allowed in class.

Please turn off cellular phones before class begins. Using your cell phone (e.g., text messaging, checking messages/email) or other electronic devices (e.g., iPad, iPod, laptop) for personal use or other coursework during class time will affect your class participation grade. Please use the restroom before class begins.

Once class begins, without your teacher's permission, do not leave the room until class ends. Also, do not leave the classroom during an exam without your teacher's permission.

Not following these policies will affect your class participation grade.

2. Homework: 10 %

Late submission will NOT be accepted unless the delay is due to illness (with documentation) or an emergency circumstance (documentation required).

3. Quiz: 15%

4. Skit: 15%

- a. Recording skit presentations and uploading them into the ePortfolio on Facebook

5. Essays: 10%

6. Mid-term and Final Examination (Written & Oral Test): 40%

JCMUの成績評価基準			
A :	100-90.0	A- :	89.9-87.0
B :	83.9-80.0	B- :	79.9-77.0
C :	73.9-70.0	C- :	69.9-67.0
D :	62.9-60.0	F :	50.9~
		B+ :	86.9-84.0
		C+ :	76.9-74.0
		D+ :	66.9-63.0

VI. Academic dishonesty:

CHEATING will not be tolerated. This includes copying homework, quizzes, or tests from others, using cheat sheets, books, or other unauthorized resources. Both the person who copies and the person who allows copying will be penalized. Additionally, you must not use artificial intelligence systems like ChatGPT to complete your work.

In cases of academic dishonesty:

- For the first offense, the grade of 0.0 will be assigned for the specific work.
- For the second offense, a grade of 0.0 will be assigned for the entire category of the course grade (e.g., homework category).
- For the third offense, a grade of 0.0 will be assigned for the entire course

V. Disruptive Behavior:

Article 2.III.B.4 of the [Student Rights and Responsibilities \(SRR\)](#) for students at Michigan State University states: "The student's behavior in the classroom shall be conducive to the teaching and learning process for all concerned." Article 2.III.B.10 of the [SRR](#) states that "The student and the faculty share the responsibility for maintaining professional relationships based on mutual trust and civility." [General Student Regulation 5.02](#) states: "No student shall . . . interfere with the functions and services of the University (for example, but not limited to, classes . . .) such that the function or service is obstructed or disrupted. Students whose conduct adversely affects the learning environment in this classroom may be subject to disciplinary action.

