

JPNS 3331: Business Japanese (Maymester)

Course Objectives

Designed to teach Japanese with emphasis on using Japanese for professional purposes. The course aims to foster the skills and the knowledge of effective cross-cultural and interpersonal communication in Japanese and to develop intercultural competence in business contexts.

Three Main Course Learning Objectives:

1. To gain skills of being able to appropriately use Japanese in professional settings such as work places in Japan and business meetings with Japanese companies. Specifically, students will enhance knowledge and skills of Japanese honorifics that they have learned in JPNS2120.
2. To develop cross-cultural understanding between Japan and students' own culture by analyzing a wide variety of business situations/cases in Japan.
3. To learn about the Japanese job market and to be able to apply for jobs in Japan or Japanese-related jobs that students want. Students will gain skills that they need in job hunting such as writing a Japanese resume, filling in the "entry sheet (application form)," and communicating with Japanese companies.

*** You must have passed JPNS2120 before you take this course or consult the instructor for your eligibility.**

Instructor

Yumiko Matsunaga (<https://www.colorado.edu/alc/yumiko-matsunaga>)

Email: Yumiko.Matsunaga-1@colorado.edu

Office hours: noon-12:30 from Monday to Friday or by appointment @Zoom

Class Meeting

- Maymester: May 15th-June 2nd.
- Mondays-Fridays 12:30-3:00 pm (Synchronous); 3-3:30 pm (Asynchronous) except May 28th (Memorial Day).
- You will be notified of the Zoom link, separately due to security issues. You are not allowed to share the Zoom link with anyone.

Course Materials

- Reading materials, PPT and assignments are uploaded to Canvas (canvas.colorado.edu).
Please do not share these materials with anyone and upload them anywhere. All materials are provided for your study purpose only.

Necessary Materials

- A video camera & a microphone **are required** for Zoom.

Recommended books/materials

1. 『新にほんご敬語トレーニング』（金子広幸, 2017, 第五版, アスク出版）
2. 『にっぽんのカイシャ』（日本漢字能力検定協会, 2017, 初版）
3. 『留学生・日本で働く人のためのビジネスマナーとルール』（武田聡子・長崎清美, 2020, 初版, 日本能率協会マネジメントセンター）
4. 『留学生の就活入門』（南雲智・寺石雅英, 2020, 初版, 論創社）
5. 『日本人社員も外国籍社員も 職場でのミスコミュニケーションを考える』
動画教材外部リンク
(<https://www.youtube.com/playlist?list=PLcRmz7bR5W3kCaWuRjnba0HVNwg4BPqsk>)
6. “Japanese at Work: Politeness, Power, and Personae in Japanese Workplace Discourse”
(H. M. Cook, & J.S. Shibamoyo-Smith, 2018, Palgrave Macmillian)←You can access all articles via the *University Libraries* (<https://www.colorado.edu/libraries/>).

Career Sites

- CareerForum.Net (<https://careerforum.net/en/>)
- Top-us.com (<https://top-us.com/>)
- Activ8 (<https://activ8usjp.com/>)
- OSHIGOTO.COM (<https://japi-oshigoto.com/>)

Study Resources

- 日本語読解学習支援システム・リーディング チュウ太
(<https://chuta.cegloc.tsukuba.ac.jp/>)
- 「BJTビジネス日本語能力テスト」(<https://www.kanken.or.jp/bjt/>)
- 「日本語能力試験 (Japanese-Language Proficiency Test)」(<https://www.jlpt.jp/>)
- The American Association of Teachers of Japanese (AATJ)/JLPT
(<https://www.aatj.org/jlpt>)
- 『敬語おもしろ相談室』
(https://www.bunka.go.jp/seisaku/kokugo_nihongo/kokugo_shisaku/keigo/index.html)

Course Website

The syllabus, schedule, handouts, study guides, information, etc. will be posted on the course website in **Canvas** (canvas.colorado.edu). You are responsible for checking it regularly.

Course requirements and grades

Participation (attendance, performance & daily reflections)	30%
Assignments	30%
Online Exams (x2)	20%
Final Projects	20%
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Total	100%

A	93-100	B	83-86.9	C	73-76.9	D	63-66.9
A-	90-92.9	B-	80-82.9	C-	70-72.9	D-	60-62.9
B+	87-89.9	C+	77-79.9	D+	67-69.9	F	< 60

Participation (30%)

- You are expected to attend all classes and to be punctual. You will be asked to type your name in a chat box when you check in the Zoom link. It will be treated as your attendance record.
- If you need to miss a class for a legitimate reason, notify the instructor in advance (at the latest by the end of the missed day).
- You are expected to read materials in advance so that you can actively participate in discussions in class. Online post-discussions (daily reflections) are also encouraged to actively participate in it.

Participation points for discussion boards:

- 10 points: you reflect your thoughts after synchronous class session and write your comments on your classmates' posting (one or more).
- 8-9 points: you write your reflection after synchronous class session.
- 6-7 points: you write your reflection before the current module is over.
- 1-5 points: you write your reflection late but before the end of semester.
- 0 points: no participation.

- Please read the "Religious Holidays" section below.

Assignments (30%)

- You will be asked to complete online assignments every day.
- Assignments are graded as follows:
 - 10 points: when turned in before next day's class starts.
 - 9 points: when turned in after next day's class but within next day.
 - 8 points: when turned in before the current module is over.
 - 6 points: when turned in after the current module is over but **before 11:59 pm on Friday, June 2nd.**
- How to grade and submit your *exercise* assignments:
 1. Type your answers. Word is preferable; however, PDF is fine, too.
 2. Go to Canvas (canvas.colorado.edu) and find the answer sheets. Grade your assignments yourself (with a different color if possible).
 3. Upload to the dropbox @ Canvas.
- Note that these are the maximum points you can receive for each category. In addition to the timing of your delivery of assignments, their quality will be evaluated. As a result, you may receive points such as 8.5 if we consider that you should correct your mistakes and try again.

Online Exams (20%)

- You will take two online exams after Weeks 1 and 2.
- Make-up exams must be taken **within 48 hours**. You are responsible to contact the instructor as soon as possible.
- Any make-up exams will be given a **10% reduction without legitimate reasons**.

Final Project (20%)

- You will research a topic related to Japanese business that you learn from this course. You will write a paper with an introduction, a conclusion and references; 3-5 page; typescript; 12 points; English, Japanese or mix of two; upload a Word/PDF file to Dropbox @ Canvas.
- The University of North Carolina Charlotte will host the *JBusiness Forum* in November. This might be a good opportunity for you to share your final project.

“The JBusiness Forum at UNC Charlotte”

The JBusiness Forum is an event for students to share their Japanese business-related projects and presentation given by Japanese business insiders. We invite those who are interested in learning Japanese business culture and considering employment at a Japanese-related firm in the future. (<https://languages.charlotte.edu/events-news/JBusiness-Forum-2022>)

- Instead of writing a research paper, you can
 - 1) write a critical paper on **the following two papers** with an introduction, a summary of each paper, a conclusion and references (if any); 3-5 page; typescript; 12 points; English, Japanese or mix of two; upload a Word/PDF file to Dropbox @ Canvas:
 - ❖ Dunn, C. D. (2018). “Bowing Incorrectly: Aesthetic Labor and Expert Knowledge in Japanese Business Etiquette Training.” In H. M. Cook, & J.S. Shibamoyo-Smith (Eds.), *Japanese at Work: Politeness, Power, and Personae in Japanese Workplace Discourse* (pp.15-36). Cham, Switzerland: Palgrave Macmillian.
 - ❖ Moody, S. J. (2018). “Terms of Address and Identity in American-Japanese Workplace Interaction.” In H. M. Cook, & J.S. Shibamoyo-Smith (Eds.), *Japanese at Work: Politeness, Power, and Personae in Japanese Workplace Discourse* (pp.205-234). Cham, SwitzerlandNew: Palgrave Macmillian.

These two papers are available on Canvas.

- 2) OR answer brainstorming questions for making a strong job application in the following webpage and record a self-introduction video (<https://careerforum.net/en/event/cj/>). Free length; typescript; 12 points; English, Japanese or mix of two; double-spaced; upload a Word/PDF file to Dropbox @ Canvas.
- **The deadline of the final paper is 11:59 pm on Saturday, June 3rd.**

Media Release Permission

During the semester, we may photograph or video record your participation and appearance at our department events. If you do NOT wish to appear in any department content (i.e. Facebook, website, brochure, etc.), please complete the form in the last page of this syllabus and submit it to your instructor.

Tentative Schedule

Module 1	日にち	クラスで勉強すること
敬語	5/15 (Mon)	<ul style="list-style-type: none">▪ 敬語への入り口▪ 訪問する▪ 簡単にあいさつする
	5/16 (Tue)	<ul style="list-style-type: none">▪ お願いする▪ 断る
	5/17 (Wed)	<ul style="list-style-type: none">▪ 申し出る▪ おわびする
	5/18 (Thurs)	<ul style="list-style-type: none">▪ 予約を受ける▪ サービスの敬語
	5/19 (Fri)	<ul style="list-style-type: none">▪ メールの敬語▪ だんだん敬語をとる

- 5/19 (Fri) – 5/21 (Sun) オンライン試験 1

Module 2	日にち	クラスで勉強すること
異文化理解	5/22 (Mon)	▪ ビジネスコミュニケーション (心構え・ウチとソト)
	5/23 (Tue)	▪ ビジネスのルール (時間厳守・あいさつ・お辞儀)
	5/24 (Wed)	▪ 社内のマナー (注意を受けたとき・退社時のマナー)
	5/25 (Thurs)	▪ 社外のマナー (名刺・雑談・席次)
	5/26 (Fri)	▪ ビジネスのスキル (電話) ▪ The Guest Lecture : Brendan Craine

- 5/26 (Fri) – 5/28 (Sun) オンライン試験 2

Module 3	日にち	クラスで勉強すること
就活 (就職活動)	5/29 (Mon)	~ No Class (Memorial Day)
	5/30 (Tue)	▪ 「就職の壁 (1)」 ▪ The Guest Lecture : Raisa Stebbins
	5/31 (Wed)	▪ 「就職の壁 (2)」 ▪ インターンシップ/キャリアフォーラム ▪ BJT ビジネス日本語能力テスト/JLPT ▪ The Video-recorded Interview : Naoki Matsui
	6/1 (Thurs)	▪ 「エントリーシート」 ▪ 適性検査 (SPI) ▪ The Video-recorded Interview : Sitong Lu
	6/2 (Fri)	▪ ファイナルプロジェクトについて

- レポート (The final paper; no Final Exam)
- The deadline of the final paper is 11:59 pm on Saturday, June 3rd.

- ❖ Consult lesson schedule sheets for any changes and details.
- ❖ The instructor reserves the right to make changes to this syllabus as needed.

(Updated 5/12/23)

Classroom Behavior

Both students and faculty are responsible for maintaining an appropriate learning environment in all instructional settings, whether in person, remote or online. Those who fail to adhere to such behavioral standards may be subject to discipline. Professional courtesy and sensitivity are especially important with respect to individuals and topics dealing with race, color, national origin, sex, pregnancy, age, disability, creed, religion, sexual orientation, gender identity, gender expression, veteran status, political affiliation or political philosophy. For more information, see the [classroom behavior](#) policy, the [Student Code of Conduct](#), and the [Office of Institutional Equity and Compliance](#).

Requirements for COVID-19

As a matter of public health and safety, all members of the CU Boulder community and all visitors to campus must follow university, department and building requirements and all public health orders in place to reduce the risk of spreading infectious disease. CU Boulder currently requires COVID-19 vaccination and boosters for all faculty, staff and students. Students, faculty and staff must upload proof of vaccination and boosters or file for an exemption based on medical, ethical or moral grounds through the MyCUHealth portal.

The CU Boulder campus is currently mask-optional. However, if public health conditions change and masks are again required in classrooms, students who fail to adhere to masking requirements will be asked to leave class, and students who do not leave class when asked or who refuse to comply with these requirements will be referred to Student Conduct and Conflict Resolution. For more information, see the policy on classroom behavior and the Student Code of Conduct. If you require accommodation because a disability prevents you from fulfilling these safety measures, please follow the steps in the “Accommodation for Disabilities” statement on this syllabus.

If you feel ill and think you might have COVID-19, if you have tested positive for COVID-19, or if you are unvaccinated or partially vaccinated and have been in close contact with someone who has COVID-19, you should stay home and follow the further guidance of the Public Health Office (contacttracing@colorado.edu). If you are fully vaccinated and have been in close contact with someone who has COVID-19, you do not need to stay home; rather, you should self-monitor for symptoms and follow the further guidance of the Public Health Office (contacttracing@colorado.edu).

Accommodation for Disabilities

If you qualify for accommodations because of a disability, please submit your accommodation letter from Disability Services to your faculty member in a timely manner so that your needs can be addressed. Disability Services determines accommodations based on documented disabilities in the academic environment. Information on requesting accommodations is located on the [Disability Services website](#). Contact Disability Services at 303-492-8671 or dsinfo@colorado.edu for further assistance. If you have a temporary medical condition, see

[Temporary Medical Conditions](#) on the Disability Services website.

Preferred Student Names and Pronouns

CU Boulder recognizes that students' legal information doesn't always align with how they identify. Students may update their preferred names and pronouns via the student portal; those preferred names and pronouns are listed on instructors' class rosters. In the absence of such updates, the name that appears on the class roster is the student's legal name.

Honor Code

All students enrolled in a University of Colorado Boulder course are responsible for knowing and adhering to the [Honor Code](#). Violations of the Honor Code may include, but are not limited to: plagiarism, cheating, fabrication, lying, bribery, threat, unauthorized access to academic materials, clicker fraud, submitting the same or similar work in more than one course without permission from all course instructors involved, and aiding academic dishonesty. All incidents of academic misconduct will be reported to Student Conduct & Conflict Resolution (honor@colorado.edu); 303-492-5550). Students found responsible for violating the [Honor Code](#) will be assigned resolution outcomes from the Student Conduct & Conflict Resolution as well as be subject to academic sanctions from the faculty member. Additional information regarding the Honor Code academic integrity policy can be found on the [Honor Code website](#).

Sexual Misconduct, Discrimination, Harassment and/or Related Retaliation

CU Boulder is committed to fostering an inclusive and welcoming learning, working, and living environment. University policy prohibits sexual misconduct (harassment, exploitation, and assault), intimate partner violence (dating or domestic violence), stalking, protected-class discrimination and harassment, and related retaliation by or against members of our community on- and off-campus. These behaviors harm individuals and our community. The Office of Institutional Equity and Compliance (OIEC) addresses these concerns, and individuals who believe they have been subjected to misconduct can contact OIEC at 303-492-2127 or email cureport@colorado.edu. Information about university policies, [reporting options](#), and support resources can be found on the [OIEC website](#).

Please know that faculty and graduate instructors have a responsibility to inform OIEC when they are made aware of any issues related to these policies regardless of when or where they occurred to ensure that individuals impacted receive information about their rights, support resources, and resolution options. To learn more about reporting and support options for a variety of concerns, visit [Don't Ignore It](#).

Religious Holidays

Campus policy regarding religious observances requires that faculty make every effort to deal reasonably and fairly with all students who, because of religious obligations, have conflicts with

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scheduled exams, assignments or required attendance. In this class, you have to notify the instructor expected absences regarding your religious holidays **within first two weeks of the semester.**

See the [campus policy regarding religious observances](#) for full details.

Updated December 2022

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PHOTO OPT OUT RELEASE

Please complete and return this form ONLY if you do NOT wish for the ALC (Asian Languages and Civilizations) department and CU-Boulder (University of Colorado Boulder) to record your participation and appearance in class and at department events.

I, the undersigned, do not wish the ALC department and CU-Boulder to record my participation and appearance in class and at department events. I understand the ALC department and CU-Boulder will make reasonable efforts to comply with my request. If I become aware of a recording with my likeness, I will notify my instructor. I understand that the ALC department and CU-Boulder will then make reasonable efforts to remove my likeness from recordings.

I hereby confirm that I am of legal age (18) and have every right to contract in my own name as stated above. I further affirm that I have read the above Photo Opt Out Release, and am familiar with its contents.

Name (Please Print): _____ Telephone #: _____
Address: _____ City: _____ State: _____
Signature: _____ Date: _____

Please sign and return this completed form to your instructor.

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REQUIRED FOR ALL PARTICIPANTS UNDER 18 YEARS OF AGE

I hereby confirm that I am the parent or legal guardian of the above-named participant. On behalf of myself and my spouse, partner, co-guardian or any other person who claims the participant as a dependent, I have read the above Photo Opt Out Release, and am familiar with its contents.

Parent or Guardian
Signature _____ Date _____

NOTE: Complete a new form every semester for on-going events.