

Advanced Korean for Business II
Spring 2013
01:574: 304

Class: Monday, 4:30-5:50 pm at CA-A3 &
Wednesday, 4:30 – 5:50 pm at SC-221

Instructor: Jong Kyum Kim

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Office hours: Wednesday, 6:00 – 7:00 p.m. at Scott Hall 326 or by appointment

Course Description:

This course aims to help students build an advanced-level speaking, vocabulary, and communication skills needed for a variety of Korean business settings. Students will become familiar with Korean business culture through classroom activities and homework assignments. Topics will include formal communication skills, basic business related vocabularies frequently used in formal writing, and current issues related to Korean economy, society and culture.

Textbook:

Yonsei University KLI (2009). *Business Korean*. Seoul, Korea: Yonsei University Press.

Course Format:

This course will be made up of a variety of activities:

- Lectures: The instructor will mainly use Korean in class, and use of English will be minimal.
- Small and large group discussions
- Presentations
- Group project
- Quizzes
- Occasional extra activities

Requirements:

- ❖ **Attend class on time.** Please be punctual. Being tardy to class twice or leaving class early twice will count as an absence. The instructor will often make important announcements and hand out information about assignments and exams in the first or last five minutes of class. More than two absences will result in the loss of your attendance points unless you notify the instructor prior to the day of class or provide appropriate documentation.
- ❖ **Keep track of the class schedules and resources.** It is a student's responsibility to be aware of all the updates and guidelines. Not knowing is not excusable. Also, it is important that you come to class thoroughly prepared.
- ❖ **Check the Sakai** (sakai.rutgers.edu) website and your email account for class emails from the instructor every day. Keep track of all the announcements and reading resources as specified on the website or in emails.

- ❖ **Submit all your assignments on time.** Every paper and assignment must be submitted to the instructor **in class** as scheduled. The instructor will not accept papers by email or fax, or to give the papers to someone in the department office or the instructor's office. Each of these is due at the beginning of class on the days noted in the course schedule. Grades for any late submission will drop a half a letter grade (5 points, ex. From a B+ to a B) for each day (NOT class day) in which the assignment is late (this includes weekends).

Please note that short assignments will often be assigned in class not be found on the syllabus. You will only know of the homework if you were present in class. Absence from class or being unaware of the homework/assignment is not a valid excuse for failure to complete the task, and there is no guarantee you will be allowed to make up the missed work.

- ❖ **Academic Integrity**

Academic integrity is strictly required. All work must be original and the product of the student's own knowledge, effort, and ability. Any incidence of unethical actions such as cheating, plagiarism and/or fabrication in this course will result in a failing a grade. Students should consult University publications for official policies and further information regarding academic honesty. University policy on this can be found at <http://academicintegrity.rutgers.edu/integrity.shtml>

- ***Plagiarism and fabrication***

Rutgers University defines plagiarism as "the representation of the words or ideas of another as one's own in any academic exercise" and fabrication as falsification or invention of any information or citation in an academic exercise".

If you are doubtful about any issue related to plagiarism or scholastic dishonesty, please discuss it with the instructor.

Disability Statement:

Rutgers University encourages qualified persons with disabilities to participate in its programs and activities. If you anticipate needing any type of disability-related accommodation in this course, please let me know as soon as possible and/or contact the Office of Disability Services, 151 College ave, Suite 122, New Brunswick, NJ. 08901, 732-932-2848. If you seek assistance due to a disability, it is your responsibility to inform me and made arrangements prior to any relevant assignments.

Course Evaluation:

Attendance & Participation	10%
Assignments	10%
Quizzes	10%
Midterm	15%
Mock Interview	10%
Presentation	10%
In Class Exercises	10%
Final Exam	25%
Total	100%

Course Evaluation in detail:

(1) Attendance & Participation (10%)

Attendance is crucial and will be strictly checked. Any unexcused absence will adversely affect your grade. If you miss classes more than twice without prior notice or documentation, you will have penalties in your attendance score, and if you miss more than **four classes**, you may **fail** the course. It is also notable that this course is designed to achieve an interactive learning experience. Students are expected to be active contributors to the discussions and activities at each class, and participation in discussion will account for 10% of the final grade combined with attendance. Students are also encouraged to raise questions, and challenge the perspectives suggested by lectures as well as assigned readings. Also, you must bring your textbook and any other readings assigned in class.

(2) Assignments (10%)

All assignments are submitted at the beginning of class. Every paper and assignment must be submitted to the instructor **directly in class**. Detailed instructions will be announced in class. Late submission will be penalized 10 % of the available points for each day that they are late (this includes weekends). All assignments must be typed in Korean (Malgun Gothic typeface; 12 pt with 1" margins; double spaced). You have to present in class in order to hand in your assignments. No handwritten or emailed papers will be accepted. These may or may not be announced and may not be made up if you miss class. These include posting job information, vitae, cover letter and/or other short assignments (1-2 pages or less) as determined by the instructor.

(3) Quizzes (10%)

In-class quizzes will be given to students so that they can catch up with lectures and the readings. If you miss the class, you may get risk lowering your grade by missing the quizzes. Please make sure that some quizzes may be given without prior notice. **No make-up is permitted.**

(4) Midterm (15%)

Midterm exam will be administered on **Wednesday, October 26**. You may not have any technological device such as cell phone, pager, etc. on or near your desk. Any headwear is subject to required removal, and all ball caps, etc. must be worn backwards during test taking. Detailed information will be announced as the time draws nearer. **No make-up is permitted.**

(5) Mock Interview (10%)

Based on individual vitae, job information and cover letter, each student will conduct a mock interview. The goal of this task is to promote your communication skills and prepare for a mock interview in Korean. Additional instructions will be announced in class.

(6) Presentation (10%)

Students will work in pairs for this assignment. Before deciding your topic, you should bring a hardcopy in class and talk with me in advance. Each group is required to post a

newspaper article and summarize it in your own words on the Sakai. The presentation will run no more than 15 minutes in total. You are encouraged to use PowerPoint and to prepare handouts to pass around. Additional instructions will be announced later.

Final version of the article and summary is due by 9 pm on the day before your presentation. For example, if we meet on Dec 3rd, your article and summary is due by 9 pm on Dec 2nd. Also, you will need to bring the summary of the articles to talk about it in class. There will be four main themes when selecting the articles: politics, economy, society, and global. Additional instructions will be announced in class.

(7) In-Class Exercises (10%)

Students will work in groups of three for a small group discussion. Each group will be given a topic that goes along with the ones that will be covered in class and/or other business related ones. The discussion will run no more than 30 minutes in total. Additional instructions will be announced later.

(8) Final exam (25%)

A final exam will be administered in Thursday, December 22, 4:00-7:00 p.m. The exam questions will consist of a series of multiple choice, short answers, and essay questions covering all the lectures, readings, and other materials given in class up to that date. You may not have any technological device such as cell phone, pager, etc. on or near your desk. Any headwear is subject to required removal, and all ball caps, etc. must be worn backwards during test taking. Further, ***you must arrive to take the exam before the first person completes his or her exam and exits the classroom.*** Should you arrive after the first person completes the exam, you may NOT take the exam on the scheduled exam day. Remember that you cannot take the same exam if you do not take it with the class. Make-up exams are difficult to accommodate and are administered only in extreme circumstances. To qualify, you must provide the instructor with University documentation (see a College Dean). The documentation must be provided within one week of the scheduled date of the exam, and the exam must be completed within one week after that. Make-up exams cannot be the same exams as those given in class and are often essay exams.

- ❖ **The level of language skills that individual students have may be considered:**
Depending on the level of skills at which each student begins, the amount of progress may be differently evaluated in this course.
- ❖ The final grade will be posted on Sakai: If you want to discuss your final grade with the instructor, you can contact the instructor **within 24 hours** after the grade is posted on Sakai. Once your final grade is submitted to University, it will **never** be changed.
- ❖ **NOTE: The instructor reserves the right to amend the syllabus as necessary.**

Course Schedule

	Date	Readings	Topics	Due
Week 1	Jan 23	Handout	Overview/Self-Introduction	
Week 2	Jan 28	Lesson 25	Potential Job Markets	
	Jan 30	Lesson 1	Job Search/ Job Search-Related Terms	
Week 3	Feb 4	Lesson 4	Departments and Job Descriptions	Assignment 1
	Feb 6	Handout	Writing an Application Form and Resume	
Week 4	Feb 11	Lesson 2	Writing a Cover Letter 1	Resume
	Feb 13	Lesson 2	Writing a Cover Letter 2	
Week 5	Feb 18	Lesson 3	Job Interview	Cover Letter
	Feb 20	Lesson 5	Business Etiquette/Business Card	
Week 6	Feb 25	Lesson 29	Interpersonal Relationships	Quiz 1
	Feb 27	Handout	Business Terms	
Week 7	Mar 4	Lesson 7	Presentation 1	
	Mar 6	Lesson 7	Presentation 2	
Week 8	Mar 11		Mock-Interview	
	Mar 13		Mock-Interview/Review	
Week 9	16 -24	Spring Break		
Week 10	Mar 25	Midterm		
	Mar 27	Lesson 6	Business Meetings	
Week 11	Apr 1	Lesson 15	Telephone Conversation 1	
	Apr 3	Lesson 15	Telephone Conversation 2	
Week 12	Apr 8	Lesson 10	Office Culture	Assignment 2
	Apr 10	Lesson 10	Office Culture/Business Ethics	
Week 13	Apr 15	Lesson 8	Business Email	
	Apr 17	Lesson 9	Internal Posting	Quiz 2
Week 14	Apr 22	Lesson 16	Contracts	
	Apr 24	Lesson 26	Data Analysis 1	
Week 15	Apr 29	Lesson 26	Data Analysis 2	Assignment 3
	May 1		Group Presentation	
Week 16	May 6		Group Presentation/Review	
	7 - 8	Reading Days		
May 13, Monday		Final Exam		

Course Schedule (Korean)

	Date	Readings	Topics	Due
Week 1	Jan 23	Handout	수업 소개 / 자기 소개	
Week 2	Jan 28	Lesson 25	미래 직업	
	Jan 30	Lesson 1	구직 / 구직 관련 용어	
Week 3	Feb 4	Lesson 4	부서와 업무	Assignment 1
	Feb 6	Handout	입사지원서와 이력서 쓰기	
Week 4	Feb 11	Lesson 2	자기소개서 쓰기 1	이력서
	Feb 13	Lesson 2	자기소개서 쓰기 2	
Week 5	Feb 18	Lesson 3	면접	자기소개서
	Feb 20	Lesson 5	비즈니스 예절 / 명함	
Week 6	Feb 25	Lesson 29	대인관계	Quiz 1
	Feb 27	Handout	비즈니스 용어	
Week 7	Mar 4	Lesson 7	Presentation 1	
	Mar 6	Lesson 7	Presentation 2	
Week 8	Mar 11		가상 면접	
	Mar 13		가상 면접/Review	
Week 9	16 -24	Spring Break		
Week 10	Mar 25	Midterm		
	Mar 27	Lesson 6	회의	
Week 11	Apr 1	Lesson 15	업무 전화 1	
	Apr 3	Lesson 15	업무 전화 2	
Week 12	Apr 8	Lesson 10	비즈니스 문화	Assignment 2
	Apr 10	Lesson 10	비즈니스 문화 / 비즈니스 윤리	
Week 13	Apr 15	Lesson 8	Business Email	
	Apr 17	Lesson 9	사내 게시물	Quiz 2
Week 14	Apr 22	Lesson 16	계약	
	Apr 24	Lesson 26	자료 분석 1	
Week 15	Apr 29	Lesson 26	자료 분석 2	Assignment 3
	May 1		Group Presentation	
Week 16	May 6		Group Presentation/Review	
	7 - 8	Reading Days		
May 13, Monday		Final Exam		