

CAPILANO UNIVERSITY COURSE OUTLINES		
Term: Fall 2015	Course No.: JAPN 315	
Instructor: Language Associate:	Course Name: Practical Japanese for The Professions I	
Office: Email:	Section:	Credits: 4
Office Hours:		

COURSE FORMAT

Three hours of class time, one hour delivered through on-line activities or other activities (on-line learning and language workshop), one hour of conversation with a Language Associate and a 45 minute drop-in session of self-study at the Language Resource Centre (LRC, AR 117) for a 15 week semester, which includes two weeks for final exams.

COURSE PREREQUISITES

45 credits of 100 level or higher coursework including Japanese 201. Note: a Japanese Language Proficiency Test Level N3 or equivalent knowledge will also satisfy the prerequisite. Students must contact the department.

COURSE DESCRIPTION

This course is the continuation of JAPN201. Using course texts, as well as modified and actual Japanese texts from media and other sources, students will work on their language skills within real-world professional and business contexts.

This content-learning approach will be individualized through each student's use of portfolios throughout the course.

COURSE LEARNING OUTCOMES

Upon successful completion of this course, students will have succeeded in:

- Building technical vocabulary and *kanji* for reading articles on social, cultural, professional and business topics;
- Developing skills for accurate and efficient reading;
- Developing effective writing skills;
- Learning how to communicate and to express/criticize ideas logically and effectively;
- Developing business oral presentation skills as well as creating effective presentation material using computer technology;
- Learning socio-cultural behaviours in professional/business settings;
- Improving their aural comprehension;
- Familiarizing with Japanese current events.

COURSE WEBSITE

<http://moodle.capilanou.ca> Moodle enrolment key will be given in class.

REQUIRED TEXTS

Research Institute for Japanese Language Education. *Reading Comprehension; Dokkai o Hajimeru Anatae (読解をはじめのあなたへ)*, Tokyo: Bonjinsha, 2004. Print.
 Shimizu, A et al. *Practical Japanese; Structures and Expressions, Seikosuru Kata (成功する型)*, Tokyo: Oufu, 2004. Print.

COURSE CONTENT

week	Content
1 st week	Orientation / Portfolio Proposal
2 nd week	1 st topic selection & Feed back of the initial proposed research Structure 1: Oral & Writing (pp7-10) Reading 1: Interview (pp4-7)
3 rd week	Creation of the 1 st Presentation material; Power-point 1 Review grammar 1 and creation of technical vocabulary 1
4 th week	Presentation 1 Feed back and criticism of Presentation 1
5 th week	2 nd topic selection & Feed back of the second proposed research Structure 2: Private Writing VS Public Writing (pp11-13) Reading 2: Japanese and Soybean (pp8-9)
6 th week	Creation of the 2 nd Presentation material, Power-point 2 Review grammar 2 and creation of technical vocabulary 2
7 th week	Presentation 2 Feedback and criticism of Presentation 2
8 th week	3 rd topic selection & Feed back of the third proposed research Structure 3: Facts and Views (pp15-19) Reading 3; Group Life (pp10-13)
9 th week	Creation of the 3 rd Presentation material, Power-point 3 Review grammar 3 and creation of technical vocabulary 3
10 th week	Presentation 3 Feedback and criticism of Presentation 3
11 th week	4 th topic selection & Feed back of the third proposed research Structure 4: Effective Expressions (pp21-24)) Reading 3; No TV (pp14-15)
12 th week	Creation of the 4 th Presentation material, Power-point 4 Review grammar 4 and creation of technical vocabulary 4
13 th week	Presentation 4 Feedback and criticism of Presentation 3
14 th /15 th	Final exam period

COURSE ASSIGNMENTS

- Research: Topic selection will require individually-demonstrated research;
- Building technical vocabulary: Selected topics will require the development of relevant new vocabulary lists;
- Reading and Writing: Efficient reading and logical writing skills will be demonstrated through work on texts and topics;
- Presentation Materials: Self-created computer generated materials will be required for student oral presentations and reports;
- Portfolios: For assessment purposes individual student portfolios will be maintained and built up throughout the course;

- Listening: Comprehension of real-world speech will be demonstrated through the use of the LRC.

Lab (Language Resource Centre)

Language labs provide the opportunity to further develop listening and pronunciation skills. Students must attend the Language Resource Centre (LRC in Arbutus 117) to complete assigned material (typically 45 min per week). The LRC will be open on a drop-in basis. Mark will be based on completion of weekly assignments.

Conversation

During conversation classes you have the opportunity to practice speaking Japanese in small groups. Mistakes and risk-taking are a normal part of the learning process; you are therefore encouraged to participate to the best of your ability. Students will participate in a one hour conversation seminar on a weekly basis, during which oral exercises will be conducted based on lessons learned in the lecture.

EVALUATION PROFILE

Final grades for the course will be computed based on the following schedule.

Writing & Reading Assignments	20%
Presentation / Report	20%
Presentation Material-Slides	15%
Portfolio	20%
Lab	10%
Conversation	15%
Total:	100%

GRADE PROFILE

Letter grades will be assigned according to the following guidelines:

A+ 90 - 100%	B+ 77 - 79%	C+ 67 - 69%	D 50 - 59%
A 85 - 89%	B 73 - 76%	C 63 - 66%	F 0 - 49%
A- 80 - 84%	B- 70 - 72%	C- 60 - 62%	

Students should refer to the University Calendar for the effect of the above grades on grade point average.

OPERATIONAL DETAILS

University Policies

Capilano University has policies on Academic Appeals (including appeal of final grade), Student Conduct, Cheating and Plagiarism, Academic Probation and other educational issues. These and other policies are available on the University website.

Attendance

Attendance in class, labs and conversation sessions are required. It is the student's responsibility to catch up on any material missed due to absence from class, including announcements, assigned reading/homework and handouts. Students are expected to adhere to class times so as not to disrupt the activity of the class.

Missed Exams

If absent for an exam, the student will receive a grade of zero. Special arrangements can only be made in case of documented illness or severe personal crisis and **provided that the student contact the instructor on or before the due date**. In the case of illness proper medical documentation must be given. Make-up tests are given at the discretion of the instructor.

Final Exams

There will be a final written exam during the final exam period, **December DD to December DD** (*this includes Saturday, December DD*). Students can expect to write exams at any time during this period. Individual exam times will not be rescheduled because of holidays, work, or other commitments.

Incomplete Grades

Incomplete grades ("I") are given only when special arrangements have been agreed upon with the instructor **prior to the end of the semester**. Since "I" grades are granted only in exceptional circumstances (usually health problems), their occurrence is rare.

Electronic Devices

No personal electronic devices (cell phones, pagers, calculators, electronic dictionaries, etc...) may be used without prior approval from the instructor.

Cheating and Plagiarism

All forms of cheating, including plagiarism, (on examinations, quizzes, in-class work and/or assignments) will result in a mark of "0" at the instructor's discretion. A repeat of cheating/plagiarism in this course may result in an "F" letter grade for the course.

Emergency Procedures

Students are expected to familiarize themselves with the emergency procedures posted on the wall of the classroom.