KORE 305 Business Korean

CLASS MEETING TIME and LOCATION   TUESDAY 10:30-13:10 / G306

INSTRUCTOR INFORMATION

Hong, Eunsil (홍은실)

Email: ehong22@gmu.edu   Office location: G763

In-person Office hour: Tuesday 14:30-16:30 (by appointment)

Virtual office hour: by appointment

COURSE DESCRIPTION

   This course is for students who want to develop their communication skills in business context. In the first half of the semester, before the midterm exam, we will focus on the language norms that must be known when writing official documents. And in the second half after the midterm exam, we will apply the learned language norms to write resumes and self-introduction letters. The completed resume and cover letter will be further developed through consultation. And students will experience mock job interviews while taking on the roles of interviewers and interviewees. We will use only Korean in the class, students should try to use formal language.

STUDENT LEARNING OUTCOMES (SLO)

At the end of semester, students will be able to

1. Understand the norms of written language in business Korean

2. Use appropriate expressions in a formal context

3. Make a presentation about companies or industries

4. Write a resume and a letter of self-introduction

5. Give appropriate answers to questions at job interviews

CLASS MATERIALS

블랙보드 탑재(PDF Files). Most lectures include Powerpoint slides, and supplementary materials will be

provided in class. Educe(http://www.educe.co.kr) will be helpful when you search for CV examples.

EVALUATION & GRADING

Attendance	10%	Portfolio (Cover Letter + CV)	20%
Oral Presentation	20%	Mock Job Interview	10%
Midterm Exam	30%	Reflectional Journal	5%
Video Resume	5%	Total	100%

GRADING SCALE

Final grades will be assigned based on the percentage points earned in the overall course

A+: 100-97   A0: 96-93   A-: 92-90   C+: 79-77   C0: 76-73   C-: 72-70

B+: 89-87   B0: 86-83   B-: 82-80   D+: 69-60   F: 59-0

A.   Attendance

Attendance is very important in this course. All students should be on time for the class. One percent point will be deducted per absence. More than 4 occurrences of absence will result in course failure. Tardies are defined as being late to class by more than 15 minutes and more than three tardies will translate into one absence. Being late to class by more than one hour will be calculated into one absence as well. A waiver will be only considered for absences that are acknowledged in the university polity. In case of those circumstances, students should notify the instructor via email in advance. Waiver for sick absences will require proper official documents.

B.   Oral Presentation - Group project

The content of oral presentation is about companies that you are considering. Choose one industry among 1) 광고/미디어/교육, 2) 통신/IT, 3) 의약/화장품/생활화학, 4) 상사/유통/운송, 5) 섬유/패션, 6) 음식료/호텔/리조트/여행, 7) 은행/보험/증권, 8) 정부/공공기관. Depending on the industry where you are interested, group will be decided. Investigate and present information you need to know to decide whether to get a job or to get a job at the company, such as the value pursued by the company, the core competencies of the employee, the organization chart, etc. Each presentation should be presented in Korean. Each person is given five minutes to present. Using visual aids is recommended.

Milestones with due dates

- ✓ Group Contract due Mar 12(3 points): Assignments and agreements made collaboratively (Appendix 1)
- ✓ Project Proposal due Mar 19(5 points): Each group member must propose at least 1 idea and

document it with at least 2 sources(source list and annotated bibliography) in the proposal in addition to indication which of ideas was selected to continue for the project

- ✓ Outline due Apr 2(5 points): Breakdown of the different parts of final project must be split evenly between group members
- ✓ Final Project due Apr 16(5 points): Each group member should participate in the oral presentation based on the clear understanding what his/her group researched
- ✓ Group Evaluation due Apr 16(2 points): Peers in the group will evaluate each other (Appendix 2)

This course is a highly student-oriented, participatory class, your sincere and active participation and engagement determines the success of this class. You are expected to share personal experiences and opinion with peers and enhance group discussion through insightful remarks respecting himself or herself, others and teacher.

C.   Midterm Exam

The range of Midterm exam covers the content you have learned from week 1 to week 8. All exams must be taken during the time specified. No electronic communication devices such as mobile phones, tablets, laptops, smart watches, etc., are permitted during the exam, or during the review of the exam. There will be no make-up exams, except prior approval from the instructor for the exceptional circumstances under university policy. Students must provide official documentation in advance of regularly scheduled exam supporting your absence from the exam. Without the final approval of the instructor before the exam, the missed exam will be scored as zero.

D.   Video Resume

Students need to shoot a short (1-2 minutes duration time) video resume covering biography, goals, skills and accomplishment, etc. The main character of this video should be yourself, but your friends can appear to help your work. Keep in mind that this video resume can be used when you apply for a real job. Think about your strengths and weaknesses while making a video. Think of any evidence or anecdotes that led you to think that way. This process will help you create a resume and cover letter to write later.

E.   Portfolio

A portfolio is a collection of student work that can exhibit a student's efforts, progress, and achievement. The first draft and final draft of a resume and a Cover Letter must be submitted on the final exam day. I will evaluate how much the final version submitted to the portfolio has improved compared to the self-introduction letter and resume reviewed together at consultation. Portfolio should be in the order of the

first draft of resume, the final version of the resume, the draft self-introduction letter, and the final version of the self-introduction letter. They should be submitted in one file. Please specify 'the first draft' and 'final version' in the file.

F. Mock Job Interviews

The guideline will be delivered in class. Students take on the role of interviewers and interviewees to conduct mock job interviews. On the day of the mock interview, I strongly recommend students to attend the class and experience the tension in the interview and difficulty of answering questions. You will have the opportunity to understand the view of interviewer. If you miss the class during mock job interview, you should notice the professor earlier than a day.

G. Reflection Journal

Your personal reflection journal should be enclosed in portfolio as well. Reflection journal is your personal records about learning experiences. Write about your growth and things to improve related business Korean 1-2 page long. **Click**

COURSE SCHEDULE

*This schedule can be changed depending on the pace of class and some other circumstances.

Week	Date	Topic
1	2/20	강의 소개, 자기 소개, 토의 – 성격과 적성, 비즈니스 상황에서 사용하는 언어의 특징
2	2/27	한국어 맞춤법 - 소리, 형태
3	3/5	한국어 띄어쓰기, OP 조 선정
4	3/12	외래어 표기법/ Oral presentation -group contract
5	3/19	로마자 표기법, 문장 쓰기 / Preparation for oral presentation -proposal
6	3/26	Midterm Exam
7	4/2	Preparation for oral presentation - outline
8	4/9	Spring Recess (No class)
9	4/16	Oral presentation -final, group evaluation
10	4/23	효과적인 이력서 작성 방법, 이력서 작성 실습
11	5/7	자기소개서 작성법, 자기소개서 쓰기 연습, Video Resume 안내
12	5/14	자기소개서 (Cover Letter) 면담
13	5/21	자기소개서 (Cover Letter) 면답
14	5/28	면접의 기술
15	6/4	모의 면접
16	6/11	Final exam will be replaced by portfolio. Submission due date isl June 12.

Course Policies and Student Responsibilities

1. Students are expected to come to class fully prepared for class activities. Reading textbooks on the scheduled chapter and previewing vocabulary are needed to enhance students' active engagements with a new concept, grammar, and expression.

2. There are no make-up tests or examinations.

3. The use of cell phones and other electronic devices in the class is prohibited. Students should ensure that their electronic devices have been turned off while in class. The use of cell phone during an exam for any purpose is considered a violation of the Honor Code. Students who use the cell phone in any form during the exam will receive a grade of F for the course and be subject to additional Honor Code sanctions.

[HONOR CODE]

Students are expected to follow the George Mason Honor Code. Please read the Honor Code in the University Catalog.

[DISABILITY SUPPORT SERVICES (DSS) STATEMENT]

If you have a physical, psychological, medical, or learning disability that may impact your course work, please contact the Department of Student Affairs. They will determine with you what accommodations, if any, are necessary and appropriate. All information and documentation are confidential.

[ACADEMIC INTEGRITY STATEMENT]

Each student must pursue his or her academic goals honestly and be personally accountable for all submitted work Representing another person's work as your own is always wrong. Faculty are required to report any suspected instances of academic dishonesty to the Academic Integrity Committee.

[CRITICAL INCIDENT MANAGEMENT]

George Mason University Korea expects students to respect the rights, privileges, and property of other people. Faculty are required to report to the Office of Judicial Affairs any disruptive behavior that interrupts their ability to teach, compromises the safety of the learning environment, and/or inhibits students' ability to learn.

[GMU Nondiscrimination Policy]

George Mason University is committed to providing equal opportunity and an educational and work environment free from any discrimination on the basis of race, color, religion, national origin, sex, disability, veteran status, sexual orientation, or age. GMU shall adhere to all applicable state and federal equal opportunity/affirmative action statutes and regulations. Title IX - Notice of mandatory reporting of sexual assault, interpersonal violence, and stalking As a faculty member, Professor Hyang Lee is designated as a "Responsible Employee," and must report all disclosures of sexual assault, interpersonal violence, and stalking to Mason Korea's Deputy Title IX Coordinator pursuant to University Policy 1202 and 1412. If you would like to speak confidentially with the Mason Korea counselor, please see https://masonkorea.gmu.edu/resources-and-services/counseling-and-wellness for more information. For more information about what Title IX is, please see https://masonkorea.gmu.edu/resources-and-services/title-ix.

[GMU Email Account]

Students must activate their Mason email account and check it regularly. For privacy reasons, all class-related emails will be sent only to students' official GMU email address.

Appendix 1

Sample Team Contract

Team Name: _____ Date:_____

GOALS: What are our team goals for this project?   What do we want to accomplish? What skills do we want to develop or refine?
EXPECTATIONS: What do we expect of one another in regard to attendance at meetings, participation, frequency of communication, the quality of work, etc.?
POLICIES & PROCEDURES: What rules can we agree on to help us meet our goals and expectations?
CONSEQUENCES: How will we address non-performance in regard to these goals, expectations, policies and procedures?

We share these goals and expectations, and agree to these policies, procedures, and consequences.

_____

Team member name

_____

Team member name

_____

Team member name

_____

Team member name

Adapted from Ebery Center, Carnegie Mellon University
 (https://www.cmu.edu/teaching/designteach/teach/instructionalstrategies/groupprojects/tools/index.html)

Appendix 2

Peer Evaluation Form for Group Work

Your name _____

Write the name of each of your group members in a separate column. For each person, indicate the extent to which you agree with the statement on the left, using a scale of 1-4 (1=strongly disagree; 2=disagree; 3=agree; 4=strongly agree). Total the numbers in each column.

Evaluation Criteria	Group member:	Group member:	Group member:	Group member:
Attends group meetings regularly and arrives on time.				
Contributes meaningfully to group discussions.				
Completes group assignments on time.				
Prepares work in a quality manner.				
Demonstrates a cooperative and supportive attitude.				
Contributes significantly to the success of the project.				
TOTALS				

Feedback on team dynamics:

1. How effectively did your group work?

2. Were the behaviors of any of your team members particularly valuable or detrimental to the team? Explain.

3. What did you learn about working in a group from this project that you will carry into your next group experience?

Adapted from a peer evaluation form developed at Johns Hopkins University (October, 2006)