



KORE 305 Business Korean, Spring 2021

TIME AND CLASSROOM

10:30 pm - 11:45 pm MW

Office hour: TR 11:00-17:00 at (by appointment)

INSTRUCTOR

Hyang Lee (이향, 李香)

Email: hlee52@gmu.edu

COURSE DESCRIPTION

The objective of this course is for students who want to develop all language skills in Korean and foster a deeper understanding of Korean business cultural products and practices. Students will demonstrate both linguistic skills and practical information that they need to conduct any kind of business with Korean or in Korea. The goal of this course is enhancing students' cross-cultural understanding of Korean way of thinking and social codes to help their future careers.

CLASS MATERIALS

블랙보드 탑재(PDF Files). 국립국어원 공개자료

Most lectures include PowerPoint slides. And supplementary materials will be distributed in class.

GRADING & EVALUATION

Overall evaluation of the course is based on attendance, homework, classroom participation & performance, and quizzes and exams as scaled in the following. Level of skills at which each student begins the course and the amount of progress each student makes are also taken into consideration.

Attendance		Midterm Exam	30%
Class Participant and preparation	10%	Final Report (Cover Letter + CV)	20%
Oral Presentation 1	10%	Video Resume	10%
Task	15%	E-mail	5%
Total	100%		

A⁺ : 96.6-100%	A : 92.6-96.5%	A⁻ : 89.6-92.5%
B⁺ : 86.6-89.5%	B : 82.6-86.5%	B⁻ : 79.6-82.5%
C⁺ : 76.6-79.5%	C : 72.6-76.5%	C⁻ : 69.6-72.5%
D : 59.6-69.5%		
F : 0-59.5 (<i>failing grade</i>)		

A. ATTENDANCE (Required)

Attendance is very important in this class. Though attendance does not carry points toward the final grade, absences can cause you to lose points or fail the course. Each absence beyond the 4th one will cause you to lose one point each time directly from your final grade and more than a total of ten absences will result in a course failure. In case of serious sickness or emergency, students should contact the instructor (preferably via email) before the class time to be considered for a waiver. In any case, a written document is required. Being late to class by 20 minutes or more will be counted as a partial absence. Three tardies equal to one absence.

B. Oral Presentation (Group)

1. Must use standard Korean; should not exceed 10 minutes.
2. May use visual aids such as video clips, PowerPoint slides, and images.
3. Suggested content: local and global companies' profiles, histories, their brands or employment opportunities

C. Task : Job Interviews

The rubric and the detailed guideline will be announced in class.

D. Final Report (Cover Letter + CV)

E. Video Resume

Students need to shoot a short (3-5 minutes duration time) video resume covering biography, characteristics, career histories, applying motivation, and blueprints for a job position. 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.

F. Midterm Exam

There will be midterm tests for the previously covered material, as indicated on the schedule. All exams must be taken during the time specified. No electronic communication devices, such as mobile phones, tablets, laptops, etc., are permitted during the exam, or during the review of the exam. You can only miss regularly scheduled exams with prior approval from the instructor and for reasons allowable under university policy. You will need to provide acceptable, official documentation in advance of the regularly scheduled exam supporting your absence from the exam. Students missing a midterm or final exam

without prior approval or for reasons not allowable under university policy will automatically receive a score of "zero" for that exam. There will be no delays, extensions, or make-ups given to students who miss an exam without prior approval or for reasons not allowable under university policy.

G. Writing E-mail

The rubric and the detailed guideline will be announced in class.

H. Class participation and preparation

This course is *not* just a lecture-only course. It is a highly participatory, student-centered class, and nonparticipation in class activities will adversely affect your final grade. Be aware that class preparation and participation—accounts for 10% of the final grade. Most of our class time will be spent in doing class activities such as group discussions, role plays, and presentations. If you think of this class activity as the best chance of making mistakes, you may receive a high score for class participation.

COURSE REQUIREMENTS AND POLICIES

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.
4. For all questions about tests, exams, assignments and for other class-related inquiries, please visit me during the office hours with the appointment or email me (hlee52@gmu.edu)

[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.

CLASS SCHEDULE

* Two classes can be changed to culture experience classes. If Cultural classes are held off-campus, classes can be held on weekend. The exact dates will be announced during the semester.

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

주	날짜		내용
1	2.22.	월	강의 소개, 과정 소개, 조 짜기 (자기 소개하기)
	2.24.	수	한국어 맞춤법1
2	3.1.	월	한국어 맞춤법2
	3.3.	수	한국어 맞춤법3
3	3.8.	월	한국어 맞춤법4
	3.10.	수	한국어 띄어쓰기1
4	3.15.	월	한국어 띄어쓰기2
	3.17.	수	한국어 띄어쓰기3
5	3.22.	월	한국어 표준어 규정
	3.24.	수	좋은 문장 쓰기
6	3.29.	월	좋은 문장 쓰기
	3.31.	수	정확한 글쓰기 연습
7	4.5.	월	Oral Presentation 준비
	4.7.	수	Midterm Examination
8	4.12.	월	Oral Presentation 실제
	4.14.	수	Oral Presentation 실제
9	4.19.	월	이력서 쓰기 연습
	4.21.	수	면접의 의미와 실제
10	4.26.	월	Special Lecture 1
	4.28.	수	Special Lecture 2
11	5.3.	월	Spring Recess (No Class)
	5.5.	수	Children's Day (no classes)
12	5.10.	월	Task: 모의 인터뷰 연습
	5.12.	수	Task: 모의 인터뷰 실제
13	5.17.	월	Task: 모의 인터뷰 실제

	5.19.	수	Buddha's Birthday (no classes)
14	5.24.	월	자기소개서 쓰기 연습 Video 이력서 관력 설명/안내
	5.26.	수	자기소개서 쓰기 연습
15	5.31.	월	Activity (일대일 수정)
	6.2.	수	Activity (일대일 수정)
16	6.7.	월	Reading Day
	5.9.	수	Final Examination
17	6.14.	월	이력서, 자기소개서, Video resume 최종 제출