

KORE 305 Business Korean

TIME AND CLASSROOM

10:30-11:45 AM / MW G209

Office hour: 3:30~4:30 PM / MW (by appointment)

INSTRUCTOR

Hong, Eunsil (홍은실)

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COURSE DESCRIPTION

This course is for students who want to develop their language skills in Korean and expand their understanding of business cultural practices and products. Students can perform Korean with cross-cultural understanding of Korean way of thinking and social codes to help their future careers.

Student Learning Outcomes (SLO)

At the end of semester, students will be able to

- give general explanations about one's job and express one's opinion in a formal context
- write document using formal Korean accurately
- understand the social system of Korea and understand the specificity and universality of cultures by comparing their own cultures from cross-cultural perspectives

CLASS MATERIALS

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

EVALUATION & GRADING

Attendance	10%	Midterm Exam	30%
Class Participant and preparation	5%	Portfolio (Cover Letter +CV)	20%
Oral Presentation	15%	Video Resume	10%
Job Interview	10%	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 8 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. Participation

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. Oral Presentation

The content of oral presentation is about industries, companies, or jobs that you are considering. Each presentation should be presented in Korean and should be wrapped up in 10 minutes. Using visual aids is recommended.

D. Simulated Job Interviews

The guideline will be delivered in class.

E. 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.

F. 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. And your personal reflection journal should be enclosed in portfolio as well. Details about reflection

journal will be announced in class. The date will be announced by office of Academic Affairs on the GMUK website. [Click](#)

G. Video Resume

Students need to shoot a short (3-5 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.

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	2.21.	월	강의 소개, 과정 소개, 조 짜기 (자기 소개하기)
	2.23.	수	한국어 맞춤법1
2	2.28.	월	한국어 맞춤법2
	3.2.	수	한국어 맞춤법3
3	3.7.	월	한국어 띄어쓰기1
	3.9.	수	Presidential Election (no class)
4	3.14.	월	한국어 띄어쓰기2
	3.16.	수	한국어 띄어쓰기3
5	3.21.	월	외래어 표기법
	3.23.	수	로마자 표기법
6	3.28	월	표준어 규정
	3.30.	수	문장 바로 쓰기 1
7	4.4.	월	문장 바로 쓰기 2
	4.6.	수	문장 바로 쓰기 3
8	4.11.	월	Preparation for oral presentation
	4.13.	수	Oral Presentation 1
9	4.18.	월	Oral Presentation 2

	4.20.	수	Midterm Examination
10	4.25.	월	효과적인 이력서 작성 방법
	4.27.	수	이력서 Tutoring 1
11	5.2.	월	이력서 Tutoring 2
	5.4.	수	자기소개서 작성법 (Video Resume 안내)
12	5.9.	월	자기소개서 쓰기 연습
	5.11.	수	자기소개서 Tutoring 1
13	5.16.	월	자기소개서 Tutoring 2
	5.18.	수	성공적인 취업을 위한 면접
14	5.23.	월	Task: 모의 인터뷰 연습
	5.26.	수	Task: 모의 인터뷰 실제
15	5.30.	월	Task: 모의 인터뷰 실제
	6.1.	수	Regional Election (no class)
16	6.6.	월	Memorial Day (no class)
	6.8.~6.13	화	The date and the time will be announced by Academic Affair Office Click

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.

Special Syllabus Supplement for COVID-19

In the interest of everyone's safety, students and faculty must follow these guidelines during the Fall 2020 semester.

1. Use the basement entrance to enter and exit Mason's building. Your temperature will be screened each time you enter the building. Allow additional time before class to complete the entrance screening procedure. Carry your student ID card with you at all times and be ready to show it when you enter and exit the building. Do not prop doors or let others enter the building through doors on the ground floor.
2. Wear a face mask at all times. Remain 6 feet apart from others. Clean your seat and desk space with disinfectant wipes before you begin class. Use hand sanitizer regularly, and avoid shaking hands or other forms of physical contact. Do not share pens, pencils or other personal items. Limit your use of the elevators, and use stairs to travel between floors of the building. Students are expected to purchase their own masks for personal use. Disinfectant wipes and hand sanitizer will be available in each classroom.
3. Classrooms are marked to indicate appropriate seating to allow for social distancing. Only sit in allowable seats, and maintain current set-up of classroom furniture. If you are asked to re-arrange classroom furniture by your professor for in-class exercises, return furniture to its original position when you are finished.

4. Observe these rules at all times during the class period and while in Mason's building or other public areas of the campus. This includes during class breaks, in small group work (in or out of class), meetings with your professors during office hours, tutoring sessions at the Academic Resource Center, socializing in common areas, or any other activities on campus.
5. Make sure windows and doors remain open during the class period to promote circulation of outside air. Classrooms without windows have mechanical systems that vent air, but doors should be kept open at all times.
6. The safest option for studying is to study alone in your dorm room or at home. If you must study in the building, alone or in groups, observe these rules at all times.
7. All faculty and students must abide by these rules in the classroom. If you see others who are not observing the rules outside the classroom, you may report this to your instructor, student affairs or academic affairs.
8. Do not enter the Mason building or come to class if you have symptoms such as fever, chills, sore throat, persistent cough, shortness of breath or other respiratory difficulties. If you must miss class for this reason, send an email immediately to the professor prior to the beginning of class. You will not be penalized for missing class for this reason, but you may be asked to provide documentation that you sought medical diagnosis or treatment. You are responsible for making up any missed assignments or tests as a result of your absence.
9. Students who come to class with visible signs of illness will be asked to leave the classroom immediately and seek assistance from the IGC Health Clinic. Faculty will report your name and symptoms to the Office of Student Affairs (mksa@gmu.edu) to confirm that you have sought medical assistance.
10. Failure to comply with any of these guidelines may result in disciplinary action through the Student Code of Conduct.