
KORE 305 Business Korean

CLASS MEETING TIME and LOCATION TUESDAY 16:30-19:10 / G208

INSTRUCTOR INFORMATION

Hong, Eunsil (홍은실)

Email: ehong22@gmu.edu

Office location: G613

In-person Office hour: Tuesday 19:10-20:30

Virtual office hour: Friday 09:00-11:00 (by appointment)

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

EVALUATION & GRADING

Attendance	10%	Midterm Exam	30%
Class Participant and preparation	5%	Portfolio (Cover Letter + CV + RJ)	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 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. 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 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. Decide a specific company you want to learn in that industry with your group. 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.

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. 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](#)

G. Video Resume

Students need to shoot a short (2-3 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.

COURSE SCHEDULE

*** One classe 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.

Week	Date	Topic
1	2/21	강의 소개, 자기 소개, 토의 – 성격과 적성, 비즈니스 상황에서 사용하는 언어의 특징
2	2/28	한국어 맞춤법

3	3/7	한국어 띄어쓰기
4	3/14	외래어 표기법
5	3/21	로마자 표기법 / Preparation for oral presentation
6	3/28	Preparation for oral presentation
7	4/4	Oral presentation
8	4/11	Midterm Examination
9	4/18	효과적인 이력서 작성 방법, 이력서 작성 실습
10	4/25	자기소개서 작성법, 자기소개서 쓰기 연습, Video Resume 안내
11	5/2	Spring recess (No class)
12	5/9	자기소개서 (Cover Letter) tutoring
13	5/15	자기소개서 (Cover Letter) tutoring
14	5/22	성공적인 취업을 위한 면접
15	5/29	모의 면접
16	6/13	Final exam will be replaced by portfolio. Submission due date is 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.