

**Instructors:**

Emi Murayama, Ph.D. (5/28 – 6/13)

Office: Moore Hall 420

Email: [emim@hawaii.edu](mailto:emim@hawaii.edu)

Office Hours: By appointment

Atsushi Hasegawa, Ph.D. (6/16 – 7/2)

Office: Moore Hall 356

Email: [atsushih@hawaii.edu](mailto:atsushih@hawaii.edu)

Office Hours: By appointment

**Course Description:**

This course is designed to develop students' practical Japanese language skills and foster cross-cultural understanding through various projects. Set as a preparatory course for the summer internship program in Japan/Hawaii, the primary focus is on how to succeed in Japanese workplace settings. More specifically, the course is organized around the following three components: (a) effective Japanese communication at the workplace, (b) Japanese work culture and essential competencies for working adults, and (c) research projects.

Class meets online synchronously on Mondays and Wednesdays. For Fridays, you'll be assigned to work on projects.

**Course Period:**

Wednesday, May 28 – Wednesday, July 2, 2025

**Zoom Links:**

Weeks 1 – 3 (5/28 – 6/13)	Weeks 4 – 6 (6/16 – 7/2)
<a href="https://hawaii.zoom.us/j/94750237711">https://hawaii.zoom.us/j/94750237711</a>	<a href="https://hawaii.zoom.us/j/88305868608">https://hawaii.zoom.us/j/88305868608</a>
Meeting ID: 947 5023 7711	Meeting ID: 883 0586 8608
Passcode: 501462	Passcode: 969778

### Student Learning Outcomes:

Upon successful completion of this course, students should be able to...

- Develop practical Japanese communication proficiency that can be used in workplace settings.
- Gain a deeper understanding of Japanese work culture, including essential competencies for working adults and fundamental business etiquette.
- Research business operations in Japan and analyze strengths and weaknesses.
- Prepare for their upcoming internship in Japan or Hawaii.

In addition, the following EALL departmental SLOs apply, at least in part, to this course:

- SLO 1: **Oral**—Engage in oral communication in Japanese in various social contexts, in linguistically and culturally appropriate ways.
- SLO 2: **Reading**—Read and comprehend texts written in Japanese from a variety of genres and contexts
- SLO 3: **Writing**—Apply critical thinking and rhetorical skills to produce coherent written works and presentations in both English and Japanese.
- SLO 4: **Research**—Use a variety of Japanese reference works and sources, including dictionaries and encyclopedias both in book form and on the internet
- SLO 5: **Research**—Conduct independent research on topics about Japan and effectively communicate the results.

Further, the following Institutional Learning Outcomes (ILOs) apply, at least in part, to this course:

- ILO 1: **Know—Breadth and Depth of Knowledge:** Develop an understanding of the world with emphasis on Hawaii, Asia, and the Pacific by integrating General Education and specialized study in an academic field.
- ILO 2: **Do—Intellectual and Practical Skills:** Improve the ability to think critically and creatively, conduct research, and communicate and report.
- ILO 3: **Value—Personal and Social Responsibility:** Demonstrate excellence, integrity, and engagement through respect for people and cultures.

### Required Textbooks/Materials:

No textbook is assigned for this course. All necessary materials will be made available on the course management site (Lamakū).

### Course Requirements:

- Attendance – We will meet synchronously online on Mondays and Wednesdays, while Friday will be spent on individual projects asynchronously. For Monday and Wednesday classes, being present via Zoom is mandatory unless there is a legitimate reason for missing the meeting, and documentation is provided in advance. To claim an excused absence, students must notify the instructor in advance of the class meeting. Excused absences include, but are not limited to, mandated court appearances, religious observances, participation in official university functions, and illness or other unforeseen circumstances beyond the student's control.
- Informed Participation – During Monday and Wednesday meetings, students are expected to contribute to the discussion by asking questions, offering comments, providing additional information, and engaging in other relevant ways. They are also expected to actively engage in and contribute to pair- or group activities.

3	2	1	0.5	0
Come to class on time and fully participate in class activities	Do not fully participate by coming late and/or leaving early (5-15 min.)	Do not participate much by coming late and/or leaving early (15-30 min.)	Do not participate much by coming late and/or leaving early (30-60 min.)	Unexcused absence

- **Preparation and Homework** – For each Monday and Wednesday meeting, homework will be assigned and due at the beginning of class. These preparations are critical for active in-class participation.
- **Project Assignment** – On Fridays, various assignments are given to facilitate students' understanding of the topics under discussion and prepare them for the upcoming internship. Students are expected to complete and submit these assignments by the specified deadline, typically by the end of the day.
- **Quizzes** – There will be two *taigū-hyōgen* quizzes in this course. These quizzes are designed to reinforce the learning of the materials. You may take each quiz as many times as you like within the designated period. Details will be given in class.

#### Course Grade:

- Class Attendance & Participation..... 33% (3% x 11 meetings)
- Class Preparation & Homework ..... 30%
- Friday Project Assignments ..... 30% (6% x 5 assignments)
- Quizzes ..... 7% (3.5% x 2 quizzes)

#### Grade Distribution:

A+ = 97.0% or above	B+ = 87.0 – 89.9%	C+ = 77.0 – 79.9%	D = 60.0 – 69.9%
A = 93.0 – 96.9%	B = 83.0 – 86.9%	C = 73.0 – 76.9%	F = below 60%
A- = 90.0 – 92.9%	B- = 80.0 – 82.9%	C- = 70.0 – 72.9%	
CR = 73.0% or above	NC = below 73.0%		

#### Course Policy:

- **Language Use:** In order to create an immersive environment, the use of the Japanese language is strongly encouraged throughout the course. However, depending on the nature of activities and the individual's readiness, English may be used on a case-by-case basis. English may also be used for some assignments and activities.
- **Written Assignments:** Unless otherwise noted, all written assignments must be typed using Microsoft Word or a compatible software. Also, most assignments are expected to be written in Japanese.
- **Project Work:** Because of the nature of project work, students are expected to spend a considerable amount of time outside of class doing various project-related activities.

### Additional Information:

#### 1. KOKUA Program:

The University of Hawai'i at Manoa's KOKUA Program serves students with disabilities. If you have a disability related to academic access, you are warmly encouraged to contact the KOKUA Program and me to make any necessary arrangements.

Telephone: 956-7511; 956-7612 (Voice or TTY)

Website: <https://www.hawaii.edu/kokua/>

Location: Queen Lili'uokalani Center for Student Services (Room 013)

#### 2. Student Basic Needs:

Basic needs include food and housing, childcare, mental health, financial resources, and transportation, among others. Student basic needs security is critical for ensuring strong academic performance, persistence and graduation, and overall student well-being. If you or someone you know are experiencing basic needs insecurity, please see the following resources: <https://www.hawaii.edu/student-basic-needs/resources/manoa/>

#### 3. Office of Title IX:

The University of Hawai'i is committed to maintaining and promoting safe and respectful campus environments free from sex discrimination and gender-based violence. If you experience...

- Sexual Harassment/Stalking
- Sexual Discrimination
- Gender Discrimination
- Sexual/Domestic Abuse or Violence

...you are encouraged to first contact the Office of Gender Equity, which will provide an **absolutely confidential** assessment of your situation and discuss options with you. (Note: Any conversations with faculty about incidents pertaining to the above issues will be reported to the Office of Title IX).

Telephone: 956-2299 Email: [t9uhm@hawaii.edu](mailto:t9uhm@hawaii.edu) Website (UHM): <https://manoa.hawaii.edu/titleix/>

#### 4. UHM Counseling & Student Development Center (CSDC):

If you have personal, academic, or career-related inquiries or concerns, CDSC provides encouraging, collaborative, goal-focused, and culturally sensitive support and assistance.

Telephone: 956-7927

Website: <http://manoa.hawaii.edu/counseling/>

Location: Queen Lili'uokalani Center for Student Services (Room 312)

#### 5. Student Code of Conduct:

Students will be held to the highest standards of conduct. For details, see...

[http://www.studentaffairs.manoa.hawaii.edu/policies/conduct\\_code/](http://www.studentaffairs.manoa.hawaii.edu/policies/conduct_code/)

The University of Hawai'i considers *academic dishonesty* to be a serious offense. One of the primary forms of academic dishonesty is **cheating**, which involves the unauthorized use of information, materials, devices, sources, or assistance when completing academic assignments or exams. For example, **cheating includes not only copying from another student's work but also allowing another student to copy your work** – both are strictly prohibited, especially during tests or exams meant to be completed individually. Any student found to be attempting or engaging in cheating will be penalized in the course and reported to the University's Office of Student Conduct, where they may be subject to further disciplinary action.

#### 6. Employability and your Japanese language study:

The Department of East Asian Languages & Literatures is committed to providing students with information about the value of the skills and learning they develop in conjunction with their Japanese language study for future employment. The Department works with the [Hawai'i Language Roadmap](#), a statewide initiative for a multilingual workforce for Hawai'i housed in the College of Arts, Languages and Letters, to provide students with opportunities to learn about marketing their language proficiency to employers (e.g., resume writing, interview training), to meet employers who are hiring for bilingual proficiency, and to credential their language proficiency with the nationally-recognized Global Seal of

Biliteracy, a valued workforce credential. For more information, contact [roadmap@hawaii.edu](mailto:roadmap@hawaii.edu) or visit the Roadmap website at [nflrc.hawaii.edu/languageroadmap](https://nflrc.hawaii.edu/languageroadmap).

7. EALL:

Please visit the homepage of the **Department of East Asian Languages and Literatures** for more information on course offerings, the major and minor in Japanese, the certificate in Japanese, and other departmental activities: <https://eall.manoa.hawaii.edu/>

8. Technical Support:

We recommend that students contact the ITS Help Desk, which is available 24/7. Concerns can be routed to the appropriate administrator.

Phone: (808) 956-8883

Toll Free: (Neighbor Isles) (800) 558-2669

Fax: (808) 956-2108

Email: [help@hawaii.edu](mailto:help@hawaii.edu)

**⚠ COURSE SYLLABUS AND SCHEDULE ARE SUBJECT TO CHANGE**

*The content of the course syllabus may be modified during the semester due to unforeseen circumstances.*

## Course Schedule

Wk	日にち	日本語コミュニケーション力	ビジネスマナー／社会人基礎力	リサーチプロジェクト
1	5/28 (水)	あいさつと敬語の基本 ▪ 自己紹介 ▪ あいさつ ▪ 待遇表現 (敬語の基本)	社会人になるということ	
	5/30 (金) ASYNC	自己紹介文 福山大学の学生との交流 (1)*		
2	6/2 (月)	仕事のコミュニケーション (1) ▪ 待遇表現 (つづき)	ビジネスマナー (1) ▪ お礼・お辞儀・おみやげ・ 名刺・身だしなみ	
	6/4 (水)	仕事のコミュニケーション (2) ▪ 依頼・質問・許可 ▪ 待遇表現小テスト (1)	ビジネスマナー (2) ▪ 仕事の「ハウレンソウ」	
	6/6 (金) ASYNC			インターン先の地域について調べる (地理・言語・文化・歴史など)
3	6/9 (月)	仕事のコミュニケーション (3) ▪ 謝罪・感謝・提案	社会人基礎力 (1) ▪ 発信力	インターン先の地域について発表
	6/11 (水)	おもてなしの日本語 ▪ 待遇表現小テスト (2)	社会人基礎力 (2) ▪ 傾聴力	
	6/13 (金) ASYNC			インターン先の組織について調べる (規模・歴史・事業内容・特徴・社員など)
4	6/16 (月)	書きのコミュニケーション ▪ LINE の書き方 ▪ メール の書き方		インターン先の組織について発表
	6/18 (水)		社会人基礎力 (3) ▪ 主体性 ▪ 実行力 ▪ 計画力 ▪ 働きかけ力 ▪ 創造力 ▪ 課題発見力	
	6/20 (金) ASYNC	福山大学の学生との交流 (2)*		インターン業務について調べる
5	6/23 (月)	人間関係構築のためのコミュニケーション (1)		インターン業務について発表

Wk	日にち	日本語コミュニケーション力	ビジネスマナー／社会人基礎力	リサーチプロジェクト
	6/25 (水)		社会人基礎力 (4) ■ 状況把握力 ■ 規律性 ■ 柔軟性 ■ ストレスコントロール力	
	6/27 (金) ASYNC	福山大学の学生との交流 (3)*		研修先の分野・業界が抱える課題と課題解決の方法について調べる・必要なリソース・タスクについて調べる
6	6/30 (月)	人間関係構築のためのコミュニケーション (2)		課題解決の方法について発表
	7/2 (水)		社会人基礎力 (5) まとめ** インターンシップの目標 将来のキャリアプラン	

\*福山大学の学生との交流—Topics (tentative)

1. 自己紹介 (お互いのことを知るために)

日本の文化 (特に 職業文化) について、知っていること、興味があること、知りたいこと。

「社会人」と学生の違いは何?

2. 雑談力を身につける (様々な話題・会話のスキル・リソースを駆使し、話し続ける)

職場でのコミュニケーションで気をつけることは何?

職場でのコミュニケーションについて、(日本人として / 外国人として) 不安に思うことは?

3. インターン先の事業・業界が抱える問題とは?

その問題の解決策として考えられることは何?

大切な (伸ばしたい) 社会人基礎力とは?

\*\*福山大学前田ゼミ監修のガイドブックを参照する