Japanese For Global Organization

Instructor: Hisae Kobayashi

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This course will be conducted in Japanese unless you get permission from the instructor. You must present a valid reason to receive permission to speak English.

Texts:

就活能力・ビジネス日本語力　　国書刊行会

解いて学ぼう　留学生の就職活動　　スリーエーネットワーク

留学生のための就職内定ワークブック　　日本能率協会マネージメントセンター

Goal:

To develop professional-level Japanese language skills for use in global organizations.

Interpersonal Communication

- I can participate in conversations on a wide range of topics, including abstract and professional subjects.
- I can exchange detailed information and clarify meaning during discussions with native speakers.
- I can express my opinions clearly and support them with reasons.
- I can share personal and professional experiences, impressions, and reactions in conversation.
- I can engage in extended discussions and construct logical arguments in spoken interaction.

Interpretive Listening and Reading

- I can understand the main ideas and supporting details of extended spoken discourse on various topics, including unfamiliar and abstract content.
- I can identify and extract relevant information from spoken texts such as interviews, presentations, or professional discussions.

- I can comprehend complex written texts on a wide range of topics, including professional and academic content.
- I can search for and synthesize necessary information from multiple written sources.

Presentational Speaking and Writing

- I can give well-organized and detailed oral presentations on familiar and abstract topics, including professional content.
- I can write cohesive and logically organized essays or reports that support a viewpoint with evidence.
- I can tailor my speech and writing to a specific audience, adjusting my register and tone appropriately.

Learner Autonomy

- I can identify my own language learning needs and set realistic goals.
- I can use various strategies and resources to continue learning Japanese independently outside of class.

Grading:

- Class Participation including a class presentation and group discussion 30%
- Written Assignments 30%
- Midterm Interview 10%
- Final Presentation 10%
- Final Portfolio 20%

Final Portfolio Assignment

This is your final project, bringing together everything we've practiced in class. Your portfolio should include the following, all written in Japanese unless otherwise noted:

1. **Target Company Information (志望企業)**
   a) Company Name (e.g., 無印良品、ソニー、任天堂)
   b) Short Introduction: 3-5 sentences describing what the company does and why you chose it.
2. **Application Materials (応募書類)**

a) Japanese-style Resume (履歴書): Uset format practiced in class.
b) 志望動機 (Reasons for applying): ～300 字
c) 自己 PR (Self-promotion): 300－400 字
d) 学生時代に力を入れたこと (College Accomplishments): 300－400 字

3. **Self-Reflection & Background （自己分析・背景）**
   a) 自己分析 (Self-analysis): Reflection on your strengths, weakness, and how you can apply them in a professional setting.
   b) 自分史 (Personal History): Chronological reflection drafted during week 4. Write 3–5 sentences about what the company does and why you chose it.

Grading Scale:

A 93-100	B+ 87-89	C+ 77-79	D+ 67-69	F 0-59
A- 90-92	B 83-86	C 73-76	D 63-66	
	B- 80-82	C- 70-72	D- 60-62	

Attendance:

- **Regular Attendance**: Missing classes frequently can lead to significant academic challenges. It is highly recommended that you attend class, even if you feel unprepared for that day's material. Participation and continuous engagement are crucial for mastering the course content.
- **Absences**: If you must miss a class for any reason, please submit official notification in advance. This helps us keep track of your progress and ensure you can make up missed coursework.
- **Attendance Policy**: Please note that missing more than 20% of total class sessions will result in an automatic failure of the course. Regular attendance is essential to succeed.

Weekly Schedule:

The weekly schedule may be adjusted based on class visits to Japanese companies and other relevant locations

Week 1

Day 1	オリエンテーション		
	就活能力	1-1	目標設定

Day 2　就活能力　II-1　自己紹介

Written Assignment 1: 自己紹介

Week 2

Day 3　就活能力　II- 2　自己分析

就職活動　1-1　自己分析

リクナビ（自己分析）
https://job.rikunabi.com/contents/howto/4143/

Day 4　Mind Map: Students are required to create a mind map.

https://www.y-aoyama.jp/unicari/self-analysis/4106/?srsltid=AU7gw4WB3L0m_QSYAX-hFrXCF1axxrI40N98RyTVW3rXK8_1dYcp9kxp

Week 3

Day 5　就職内定ワークブック　3-2　人生曲線

リクナビ（モチベーショングラフ）
https://job.rikunabi.com/contents/howto/19365/

Students are required to describe their motivation levels for each event in their lives and create a graph to illustrate the changes.

Day 6　深掘り
Students will select a personal experience and reflect critically on it by repeatedly asking 'why' to uncover core values. Following individual reflection, students will share discoveries in small groups.

金曜日午後　フィールドトリップ　（？）

同志社大学キャリアセンター（？）

Week 4

Day 7　就職内定ワークブック　3-3　自分史

Students will write about their personal experiences and significant events in chronological order.

Written Assignment 2: 自分史

Day 8　就職内定ワークブック　3-4　自分史の分析

After outlining their personal history, students will describe their reactions to each event and summarize key lessons learned.

Week 5

Day 9　就職内定ワークブック　3-5　ジョハリの窓

リクルート（ジョハリの窓）

https://www.recruit-ms.co.jp/glossary/dtl/0000000044/

Day 10　Will/Can/Must Framework:

Students will outline three aspects of their career aspirations – tasks they *want* to do (Will), tasks they *can* do (Can), and requirements they *must* fulfill (Must). Students will also begin initial corporate research.

Week 6

Day 11　就活能力　II-3　業界・業種・職種

リクナビ（業界ナビ）

https://job.rikunabi.com/contents/industry/881/

リクナビ（インターンシップの基礎知識）

https://job.rikunabi.com/contents/internship/

ワンキャリア（企業検索）
https://www.onecareer.jp/companies?lowest_rating=0&highest_rating=5&per=30&page=1&sort=standard

Students will research target industries of interest.

Day 12　就活能力　II-4　勤務の条件

就職内定ワークブック　7-9　志望企業とその理由

Students will select a target company, deliver a short presentation on the organization, and explain their selection rationale.

Week 7

Day 13　**Midterm Exam/Interview:**

Each student will present a self-analysis based on their personal history. They must present what they can do, what they want, and what they should do. The instructor will ask questions after their presentation.

Day 14　就活能力　II-5　自己 PR

就職内定ワークブック　9-5　自己 PR

リクナビ（自己 PR）

https://job.rikunabi.com/contents/entrysheet/19613/

Written Assignment 3: 自己 PR

Week 8

Day 15　就活能力　II-6　志望動機

就職内定ワークブック　9-8　志望動機

Day 16　リクナビ（志望動機）
https://job.rikunabi.com/contents/entrysheet/8637/

金曜日午後　フィールドトリップ　（？）

京都ジョブパーク　（？）

Week 9

Day 17　就活能力　III　社会文化能力　異文化理解

Group Discussion

Day 18　就活能力　IV　社会人基礎力

ケーススタディ (1)

Group discussion

Week 10

Day 19　就活能力　IV　社会人基礎力

ケーススタディ (2)

Group discussion

Day 20　就活能力　IV　社会人基礎力

チームビルディング

Group discussion

Week 11

Day 21　就活能力　IV　社会人基礎力

報告・連絡・相談

Group discussion

Day 22　就職内定ワークブック　9-1　エントリーシートのポイント

リクナビ　エントリーシート　パート１
https://job.rikunabi.com/contents/entrysheet/4570/

金曜日午後　フィールドトリップ　（？）

京都伝統産業ミュージアム　（？）

Week 12

Day 23　就職内定ワークブック　9-2　学生時代に力を入れたこと

Students will learn how to select a personal experience, reflect based on their personal history, and structure their draft.

Day 24　リクナビ　学生時代に力を入れたこと
https://job.rikunabi.com/contents/entrysheet/4570/

Students will examine how job applicants in Japan translate those reflections into polished entry sheet responses.

Written Assignment 4: 学生時代に力を入れたこと(draft)

Week 13

Day 25　私の志望企業

ファイナルプレゼンテーション

Day 26　私の志望企業
ファイナルプレゼンテーション