School of Humanities and Languages

ARTS3663, Professional Korean
S1, 2016

1. Course Staff and Contact Details
2. Course Details
3. Learning and Teaching Rationale
4. Teaching Strategies
5. Course Assessment
6. Extension of Time for Submission of Assessment Tasks
7. Attendance
8. Class Clash
9. Academic Honesty and Plagiarism
10. Course Schedule
11. Course Resources
12. Course Evaluation and Development
13. Student Support
14. Grievances
15. Other Information
1. Course Staff and Contact Details

Course Convener

<table>
<thead>
<tr>
<th>Name</th>
<th>Dr Seong-Chul Shin</th>
<th>Room</th>
<th>MB262</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone</td>
<td>+612) 9385-3724</td>
<td>Email</td>
<td><a href="mailto:s.shin@unsw.edu.au">s.shin@unsw.edu.au</a></td>
</tr>
<tr>
<td>Consultation Time</td>
<td>Mondays 10-12; Thursdays 2-3 or by appointment</td>
<td></td>
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</tbody>
</table>

Lecturer

<table>
<thead>
<tr>
<th>Name</th>
<th>Dr Seong-Chul Shin</th>
<th>Room</th>
<th>MB262</th>
</tr>
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</tr>
<tr>
<td>Consultation Time</td>
<td>Thursdays 1-3 or by appointment</td>
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Tutors

<table>
<thead>
<tr>
<th>Name</th>
<th>Joo Yun Yang</th>
<th>Room</th>
<th>MB268</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone</td>
<td>+612) 9385-1696</td>
<td>Email</td>
<td><a href="mailto:Joo.yang@unsw.edu.au">Joo.yang@unsw.edu.au</a></td>
</tr>
</tbody>
</table>

2. Course Details

Units of Credit (UoC) | 6

Course Description

This Course is one of the Professional language courses that are offered to the students who have completed gateway courses in Advanced Korean Studies. It is a First Semester course and typically serves as the Level 2 course in Advanced Korean Studies major sequence. It also serves as a Level 3 or Level 1 language course, depending on the student’s entry level (i.e. Intermediate, Advanced or Professional).

This Course provides a professional and business Korean program from thematic and task-based approaches. The primary medium of instruction is Korean. By studying a wide range of texts used in professional and business contexts, students continue to improve their integrated language skills in Korean, especially proficiency in reading and writing. Covers a range of authentic texts and a variety of topics including socio-cultural, educational, commercial and legal. Explores a repertoire of professional discourses, including self-introduction, social correspondence, reviews, business reports, newspaper articles, business and legal documents. Students are given opportunities to improve on competence in professional and business settings.

Course Aims

1. The course will enable students to develop and extend their communicative competences in Korean in professional and business settings, with a particular focus on professional writing;

2. To enhance students’ knowledge and understanding of professional practices, as well as both ethical and socio-cultural issues relating to professional discourses.

3. 

Student Learning Outcomes

At the successful completion of the Course, students should be able to:

1. Understand the norms of professional writing and complex professional discourses, and use the information by employing vocabulary, register and styles appropriate to the context and the text-type;

2. Extract and process information from a wide range of
<table>
<thead>
<tr>
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<th>written texts, and then use the information in a variety of contexts; and create a range of written texts appropriately for professional and business purposes;</th>
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<tbody>
<tr>
<td>3.</td>
<td>Investigate linguistic, ethical and socio-cultural aspects related to professional writing; present findings and a critical and imaginative thinking about issues;</td>
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<tr>
<td>4.</td>
<td>Demonstrate knowledge and understanding of professional communication in cross-cultural contexts, and use technology (WP, PP, etc.) for learning and presentations.</td>
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</table>

**Graduate Attributes**

The students will be encouraged to develop various Graduate Attributes including the following attributes by undertaking the selected activities and knowledge content. These attributes will be assessed within the prescribed assessment tasks.

1. the skills of effective communication;
2. the skills involved in collecting, documenting, organizing and analysing information;
3. an in-depth engagement with the relevant disciplinary knowledge;
4. the capacity for analytical and critical thinking and for problem solving;
5. the ability to engage in independent and reflective learning.
3. **Learning and Teaching Rationale**

This course is a professional-level language course and included to enable students to develop professional communication skills that will enhance their practice as a competent communicator in written Korean. It reflects my position that their practice within the field will require near-native levels of communication skills to enable ongoing development in various professional and business contexts.

The teaching will be aligned with the aims, learning outcomes and assessment tasks of this Course described above so as to achieve desired results. The language of instruction and communication is Korean. Speaking, reading and writing skills will be integrated, with a strong emphasis on professional writing skills. Both task and situation-based approaches will be adopted.

4. **Teaching Strategies**

The Course is structured like this: 2-hour lecture and 1-hour tutorial in the face-to-face mode. The first two-hour is used for lecture where professional writing topics and related socio-cultural issues will be covered (learning outcomes 1, 2, 4). The remaining one-hour will be used for guided practices where students should carry out tasks by utilizing the knowledge and skills learned in the lecture, discussing in pairs or groups the topics and socio-cultural elements in question, and/or by critically examining their own strategies and solutions (learning outcomes 1, 2). The tasks will include reading and writing a variety of texts, discussions about the Korean-speaking professional world being covered in the week and writing various types of texts in Korean (learning outcomes 1, 2). Guided situational tasks and culture-related questions will be set to help students doing their weekly assignments and research on their project (learning outcomes 3, 4). The Blackboard materials provide students with task-based written exercises for which students are provided immediate feedback (learning outcomes 1, 4).

The Course uses a range of teaching strategies, including task-oriented activities in pairs and groups, and class and small group discussions. In this process, students communicate for appropriate vocabulary, terms, expressions and ideas both orally and in writing. They extract and analyse information from a wide range of complex written texts, re-organise them or write similar texts in Korean. This process will enable students to use IT (Korean word processor, Blackboard, internet sources, web links, etc) effectively as a means of professional communication and as an aid to language learning as well as independent learning.

5. **Course Assessment**

The assessment tasks will reflect the progress of the students towards the realization of the aims and learning outcomes of the course. Assessment procedures will maintain an appropriate balance between students’ knowledge and skills, with an emphasis on effective translation, i.e. how well they apply their knowledge to translation practice. The assessment scheme will reflect the integrated use of the translation and language skills (e.g. vocabulary, terms and expressions), as well as ethical and socio-cultural knowledge. The assessment will be based on two components: four in-class compositions (CC); and two oral presentations (OP).

<table>
<thead>
<tr>
<th>Assessment Task</th>
<th>Length</th>
<th>Weight</th>
<th>Learning Outcomes Assessed</th>
<th>Graduate Attributes Assessed</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>CC</td>
<td>4 x 800 words</td>
<td>60 (15 x4)</td>
<td>1, 2, 3, 4</td>
<td>1, 2, 3, 4, 5</td>
<td>Wks 3, 6, 9, 12 Thursdays</td>
</tr>
</tbody>
</table>
• **In-class Compositions (CC):** Students are required to complete four in-class composition tasks such as letter of introduction and business plan, and must submit one each in a designated tutorial time. The composition tasks will be given in Week 1 and uploaded on Moodle.

• **Oral Presentation (OP):** Students are required to give two oral presentations and the tasks will be given at least 2 weeks before the presentation and must present the topic for approximately 10-15 minutes during the class. More information will be given in Week 1.

**Please Note:** In addition to fulfilling the above assessment requirements, students are expected to attend at least 80% of their lectures and tutorials in order to pass the course.

A student who attends less than 80% of the classes/activities and has not submitted appropriate supporting documentation to the Course Authority to explain their absence may be awarded a grade of UF (Unsatisfactory Fail).

The Attendance Guidelines can be found in full at: [https://www.arts.unsw.edu.au/current-students/academic-information/Protocols-Guidelines/](https://www.arts.unsw.edu.au/current-students/academic-information/Protocols-Guidelines/)

**Formal Examination**

This course has no formal examination during the formal examination period. All the examinations and assessment tasks are internally held.

**Grades**

All results are reviewed at the end of each semester and may be adjusted to ensure equitable marking across the School.

The proportion of marks lying in each grading range is determined not by any formula or quota system, but by the way that students respond to assessment tasks and how well they meet the objectives of the course. Nevertheless, since higher grades imply performance that is well above average, the number of distinctions and high distinctions awarded in a typical course is relatively small. At the other extreme, on average 6.1% of students do not meet minimum standards and a little more (8.6%) in first year courses. For more information on the grading categories see [https://my.unsw.edu.au/student/academiclife/assessment/GuideToUNSWGrades.html](https://my.unsw.edu.au/student/academiclife/assessment/GuideToUNSWGrades.html)

**Submission of Assessment Tasks**

**NOTE:** All assessments in this course take place in class. This section does not, therefore, apply to this course.

**Please note that assessment tasks (classroom compositions and presentations) must be submitted during the class at the pre-arranged particular class times.**
Where applicable, assignments must be submitted electronically through Moodle (http://moodle.telt.unsw.edu.au). You must use your zID login to submit your assignments in Moodle.

*In this course, however, there are no assessment tasks that are required to be submitted electronically.* In-class composition tasks must be submitted during the designated tutorial class, and the oral presentation must be made during the designated tutorial class.

<table>
<thead>
<tr>
<th>Assessment task to be submitted in Moodle</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**Please note the deadline to submit an assignment electronically is 4:00 pm on the due date of the assignment.**

When you submit your assessment tasks, you agree that:

“I have followed the *Student Code of Conduct*. I certify that I have read and understand the University requirements in respect of student academic misconduct outlined in the *Student Code of Conduct* and the *Student Misconduct Procedure*. I declare that this assessment item is my own work, except where acknowledged, and has not been submitted for academic credit previously in whole or in part.

I acknowledge that the assessor of this item may, for assessment purposes:

- provide a copy to another staff member of the University
- communicate a copy of this assessment item to a plagiarism checking service (such as Turnitin) which may retain a copy of the assessment item on its database for the purpose of future plagiarism checking.”

Your assignment will be available with feedback in hard copy within two weeks of the due date.

You are required to put your name (as it appears in University records) and UNSW Student ID on every page of your assessment tasks.

If you encounter a problem when attempting to submit your assignment through Moodle/Turnitin, please telephone External Support on 9385 3331 or email them on externalsupport@unsw.edu.au. Support hours are 8:00am – 10:00pm on weekdays and 9:00am – 5:00pm on weekends (365 days a year).

If you are unable to submit your assignment due to a fault with Turnitin you may apply for an extension, but you must retain your ticket number from External Support (along with any other relevant documents) to include as evidence to support your extension application. If you email External Support you will automatically receive a ticket number, but if you telephone you will need to specifically ask for one. Turnitin also provides updates on its system status on Twitter.

For information on how to submit assignments online via Moodle: https://student.unsw.edu.au/how-submit-assignment-moodle

**Late Submission of Assignments**

The Arts and Social Sciences late submissions guidelines state the following:
• An assessed task is deemed late if it is submitted after the specified time and date as set out in the course Learning Management System (LMS).

• The late penalty is the loss of 3% of the total possible marks for the task for each day or part thereof the work is late.

• Work submitted 14 days after the due date will be marked and feedback provided but no mark will be recorded. If the work would have received a pass mark but the lateness and the work is a compulsory course component a student will be deemed to have met that requirement. This does not apply to a task that is assessed but no mark is awarded.

• Work submitted 21 days after the due date will not be accepted for marking or feedback and will receive no mark or grade. If the assessment task is a compulsory component of the course a student will automatically fail the course.

The Late Submissions Guidelines can be found in full at: https://www.arts.unsw.edu.au/current-students/academic-information/Protocols-Guidelines/

The penalty may not apply where students are able to provide documentary evidence of illness or serious misadventure. Time pressure resulting from undertaking assignments for other courses does not constitute an acceptable excuse for lateness.

6. Extension of Time for Submission of Assessment Tasks

The Arts and Social Sciences Extension Guidelines apply to all assessed tasks regardless of whether or not a grade is awarded, except the following:

1. any form of test/examination/assessed activity undertaken during regular class contact hours
2. any task specifically identified by the Course Authority (the academic in charge of the course) in the Course Outline or Learning Management System (LMS), for example, Moodle, as not available for extension requests.

A student who missed an assessment activity held within class contact hours should apply for Special Consideration via myUNSW.

The Arts and Social Sciences Extension Guidelines state the following:

• A student seeking an extension should apply through the Faculty’s online extension tool available in LMS.
• A request for an extension should be submitted before the due time/date for the assessment task.
• The Course Authority should respond to the request within two working days of the request.
• The Course Authority can only approve an extension up to five days. A student requesting an extension greater than five days should complete an application for Special Consideration.
• The Course Authority advises their decision through the online extension tool.
• If a student is granted an extension, failure to comply will result in a penalty. The penalty will be invoked one minute past the approved extension time.
7. Attendance

The Arts and Social Sciences Attendance Guidelines state the following:

- A student is expected to attend **all** class contact hours for a face-to-face or blended course and complete all activities for a blended or fully online course.

- If a student is unable to attend all classes for a course due to timetable clashes, the student must complete the Faculty of Arts & Social Sciences Permitted Timetable Clash form (see information at Item 8 below). A student unable to attend lectures in a course conducted by the School of Education can apply for “Permission to Participate in Lectures Online”.

- Where practical, a student’s attendance will be recorded. Individual course outlines/LMS will set out the conditions under which attendance will be measured.

- A student who arrives **more than 15 minutes late** may be penalised for non-attendance. If such a penalty is imposed, the student must be informed verbally at the end of class and advised in writing within 24 hours.

- If a student experiences illness, misadventure or other occurrence that makes absence from a class/activity unavoidable, or expects to be absent from a forthcoming class/activity, they should seek permission from the Course Authority, and where applicable, should be accompanied by an original or certified copy of a medical certificate or other form of appropriate evidence.

- Reserve members of the Australian Defence Force who require absences of more than two weeks due to full-time service may be provided an exemption. The student may also be permitted to discontinue enrolment without academic or financial penalty.

- If a Course Authority rejects a student’s request for absence from a class or activity the student must be advised in writing of the grounds for the rejection.

- A Course Authority may excuse a student from classes or activities for up to one month. However, they may assign additional and/or alternative tasks to ensure compliance.

- A Course Authority considering the granting of absence must be satisfied a student will still be able to meet the course’s learning outcomes and/or volume of learning.

- A student seeking approval to be absent for more than one month must apply in writing to the Dean and provide all original or certified supporting documentation.

- The Dean will only grant such a request after consultation with the Course Authority to ensure that measures can be organised that will allow the student to meet the course’s learning outcomes and volume of learning.

- **A student who attends less than 80% of the classes/activities and has not submitted appropriate supporting documentation to the Course Authority to explain their absence may be awarded a final grade of UF (Unsatisfactory Fail).**

- A student who has submitted the appropriate documentation but attends less than 66% of the classes/activities will be asked by the Course Authority to apply to discontinue the course without failure rather than be awarded a final grade of UF. The final decision as to whether a student can be withdrawn without fail is made by Student Administration and Records.

**Students who falsify their attendance or falsify attendance on behalf of another student will be dealt with under the Student Misconduct Policy.**
8. Class Clash

Students who are enrolled in an Arts and Social Sciences program (single or dual) and have an unavoidable timetable clash can apply for permissible timetable clash by completing an online application form. Students must meet the rules and conditions in order to apply for permissible clash. The rules and conditions can be accessed online in full at: https://www.arts.unsw.edu.au/media/FASSFile/Permissible_Clash_Rules.pdf

For students who are enrolled in a non-Arts and Social Sciences program, they must seek advice from their home faculty on permissible clash approval.

9. Academic Honesty and Plagiarism

Plagiarism is presenting someone else's thoughts or work as your own. It can take many forms, from not having appropriate academic referencing to deliberate cheating.

In many cases plagiarism is the result of inexperience about academic conventions. The University has resources and information to assist you to avoid plagiarism.

The Learning Centre assists students with understanding academic integrity and how to not plagiarise. Information is available on their website: https://student.unsw.edu.au/plagiarism/. They also hold workshops and can help students one-on-one.

If plagiarism is found in your work when you are in first year, your lecturer will offer you assistance to improve your academic skills. They may ask you to look at some online resources, attend the Learning Centre, or sometimes resubmit your work with the problem fixed. However, more serious instances in first year, such as stealing another student's work or paying someone to do your work, may be investigated under the Student Misconduct Procedures.

Repeated plagiarism (even in first year), plagiarism after first year, or serious instances, may also be investigated under the Student Misconduct Procedures. The penalties under the procedures can include a reduction in marks, failing a course or for the most serious matters (like plagiarism in an Honours thesis) or even suspension from the university. The Student Misconduct Procedures are available here: http://www.gs.unsw.edu.au/policy/documents/studentmisconductprocedures.pdf

10. Course Schedule

To view course timetable, please visit: http://www.timetable.unsw.edu.au/

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<thead>
<tr>
<th>Week Commencing</th>
<th>Topic</th>
<th>Lecture Content</th>
<th>Tutorial/Lab Content</th>
<th>Readings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wk1</td>
<td>Introduction</td>
<td>Introduction</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wk2</td>
<td>Employment</td>
<td>Employment</td>
<td>CV, self-introduction</td>
<td>Study handouts</td>
</tr>
<tr>
<td>Wk3</td>
<td>Preparing why</td>
<td>Preparing why</td>
<td>Why applied etc.</td>
<td>Study handouts</td>
</tr>
<tr>
<td>Wk4</td>
<td>Job ads writing</td>
<td>Job ads</td>
<td>Job description</td>
<td>Study handouts</td>
</tr>
<tr>
<td>Wk5</td>
<td>Social letters</td>
<td>Social letters</td>
<td>Invitations, thanks, etc</td>
<td>Study handouts</td>
</tr>
<tr>
<td>Wk6</td>
<td>Making enquiries, requests</td>
<td>Enquiries and requests</td>
<td>Enquiries, requests, etc</td>
<td>Study handouts</td>
</tr>
</tbody>
</table>
11. Course Resources

Textbook Details
(Required) In-House study handout provided by the Lecturer or available on UNSW Moodle.

Journals

Additional Readings

Websites
UNSW library: [www.library.unsw.edu.au](http://www.library.unsw.edu.au)

12. Course Evaluation and Development

Courses are periodically reviewed and students’ feedback is used to improve them. Feedback is gathered using various means including UNSW’s Course and Teaching Evaluation and Improvement (CATEI) process.

13. Student Support

The Learning Centre is available for individual consultation and workshops on academic skills. Find out more by visiting the Centre’s website at: [http://www.lc.unsw.edu.au](http://www.lc.unsw.edu.au)
14. Grievances

All students should be treated fairly in the course of their studies at UNSW. Students who feel they have not been dealt with fairly should, in the first instance, attempt to resolve any issues with their tutor or the course convenors.

If such an approach fails to resolve the matter, the School of Humanities and Languages has an academic member of staff who acts as a Grievance Officer for the School. This staff member is identified on the notice board in the School of Humanities and languages. Further information about UNSW grievance procedures is available at: https://my.unsw.edu.au/student/atoz/Complaints.html

15. Other Information

myUNSW

myUNSW is the online access point for UNSW services and information, integrating online services for applicants, commencing and current students and UNSW staff. To visit myUNSW please visit either of the below links:
https://my.unsw.edu.au
https://my.unsw.edu.au/student/atoz/ABC.html

OHS

UNSW's Occupational Health and Safety Policy requires each person to work safely and responsibly, in order to avoid personal injury and to protect the safety of others. For all matters relating to Occupational Health, Safety and environment, see http://www.ohs.unsw.edu.au/

Special Consideration

In cases where illness or other circumstances produce repeated or sustained absence, students should apply for Special Consideration as soon as possible.

The application must be made via Online Services in myUNSW. Log into myUNSW and go to My Student Profile tab > My Student Services channel > Online Services > Special Consideration.

Applications on the grounds of illness must be filled in by a medical practitioner. Further information is available at: https://my.unsw.edu.au/student/atoz/SpecialConsideration.html

Student Equity and Disabilities Unit

Students who have a disability that requires some adjustment in their learning and teaching environment are encouraged to discuss their study needs with the course convener prior to or at the commencement of the course, or with the Student Equity Officers (Disability) in the Student Equity and Disabilities Unit (9385 4734). Information for students with disabilities is available at: http://www.studentequity.unsw.edu.au

Issues that can be discussed may include access to materials, signers or note-takers, the provision of services and additional examination and assessment arrangements. Early notification is essential to enable any necessary adjustments to be made.