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 Office Hours: 11:30-12:30pm M-Th and by appt. Office: A245-C

### Course Objectives

The course goal is to provide students a foundation of four skills: listening, speaking, reading and writing beginning level Japanese. Some aspects of the Japanese culture will also be discussed. Students who successfully complete this class will be able to:

- 1) Use appropriate greeting phrases
- 2) Introduce oneself
- 3) Ask and tell time, telephone numbers, age and prices
- 4) Shop
- 5) Talk about daily, future and past activities
- 6) Extend an invitation and accept or decline an invitation
- 7) Describe where things are
- 8) Read and write kana (*hiragana* and *katakana*) characters

### Textbook and Supplementary Materials

Required: 1) An Integrated Course in Elementary Japanese, Genki Vol. 1 (Lessons 1 - 4)  
 2) Genki Workbook 1 (Lessons 1 - 4)  
 3) Kodansha's Hiragana Workbook  
 4) Kodansha's Katakana Workbook  
 5) Bellevue College e-mail account ([username@bellevuecollege.edu](mailto:username@bellevuecollege.edu))

Study Aids: 1) Before you begin, make sure you have a BC student network (email) account and know your "username" and "password". If you do not yet have an account, go to <http://mybcc.net/createAccount.asp> and create an account - it's free. In order to check whether your BC email is working, I will send an e-mail to you with some questions. Please return your answers using your BC email by Monday, Jan. 7th, 11:59pm so that I know you have a working account. You need to be able to view our course site on Canvas in order to do this assignment.

2) Log onto our Canvas course site with your network username and password for helpful study aids such as vocabulary flash cards, workbook answers, lecture highlights and links to the self-study website for Genki learners. If you do not have an internet access at home, you can log onto our class site using computers at the BC Library Media Center, Computer Lab (N250) or Language Lab (A244).

3) You may visit the Academic Success Center (D204) for extra practice in Japanese with a tutor. Please inquire about tutoring schedule in person or visit <http://bellevuecollege.edu/asc/tutoring/> for details. Drop-in group tutoring is open to anyone taking credit Japanese classes. Students receiving C or below may sign up for one-on-one (private) tutoring upon request and an approval from the instructor. All tutoring sessions are free of charge.

### Study Tips

1. Set a study schedule / routine and stick to it.
2. Listen and practice out loud with the audio disk accompanying the textbook and the workbook. The accompanying CD-ROM disks can be played on computers, but not on many older / 'standard' music-CD players. The audio files on the disk are not for passive listening, so don't be shy about speaking up. You won't learn to pronounce Japanese correctly by just listening or reading quietly to yourself. Practice with the audio as often as possible. Review speaking by listening to the practice sections we cover in class. First, just listen to see if you understand what's being said. Once you know what is expected, listen again and provide a reply. Repeat

over and over until you feel comfortable. The more you practice speaking, the sooner you will become a better speaker. The Japanese speakers in the audio files never get tired, so please replay phrases over and over. You could also use the audio files as a dictation tool. Listen to the audio and write down what it is saying.

3. Take breaks. Research shows most people learn far more in 3 sessions of 12 minutes (with 5 min. breaks in between) than in a single 50 min. marathon. Find what works for you. About a total of 40-50 min. a day should be committed to reviewing the materials we covered in class.
4. Don't be shy about asking questions. We all appreciate and learn from each other's questions.

### Course Requirements

**Attendance:** You are expected to attend classes every day on time. Attendance is checked daily at the beginning of the class. If you come to class late or leave early, it will count as a "half" absence. However, attending a class late is better than not attending at all. When you are tardy, please be sure to turn in any homework as soon as you walk into the classroom. If your homework is turned in after class, I'm going to assume the work was done during class and it will be counted as "late" work and only half credit will be given. If you miss a class, it is your responsibility to obtain information missed during your absence. If you have a BC email address, you will automatically receive emergency notifications such as school closures from Rave Alert. <https://bellevuecollege.edu/alerts/> If school is closed or a class is cancelled, check the Canvas course site for any possible announcements from your instructor.

**Participation:** Attend each class ready to work in Japanese. Daily review outside of class is essential for full participation. Bring your textbook, workbooks and printed Task Sheets posted on the course site to class and participate actively. Asking relevant questions is encouraged, and don't be afraid to make mistakes. Remember we all learn from each other's mistakes. Please also remember to turn off your music before class and no texting once class begins.

**Tests:** We will have Chapter Tests at the end of Lesson 1, Lesson 2 and Lesson 3. Material from Lesson 4 will be included as part of the Final Exam. Please see the class schedule posted on the course site for the test dates. Cell phones must be turned off and put away. Hats and sunglasses must be removed during tests and quizzes. On the day of each test, please turn in your self-corrected workbook for that lesson. On each page, please remember to indicate the page was "corrected".

**Quizzes:** We will have at least seven quizzes. See the schedule for quiz dates. If more than seven quizzes are given, they will be announced in advance.

No Test or Quiz make-ups will be given as a general rule. If you cannot come to class on the test/quiz days because of unavoidable circumstances such as a death in the family or serious illness, you need to contact the instructor via e-mail on or before the day you will be absent and you must make up the missed work within a week. Make-ups are not encouraged and should not be used simply when you have failed to adequately prepare for a test/quiz.

**Homework assignments:** Turn in completed, self-corrected workbook pages on the due date. To correct your work, refer to the "Genki Workbook Answers" and "Hiragana/Katakana Workbook Answers" posted on the Canvas course site. Please use a different colored pen when making corrections. After you self-correct your work, remember to write "Self-corrected" at the top even if there are no corrections to make, so I know you checked your answers. Pages that are completed, but not self-corrected will only receive partial credit. Wrong answers that are not self-corrected will also only receive partial credit. You are not penalized for the number of mistakes in workbook pages as long as they are self-corrected. "Listening Comprehension" audio files for the workbook are also posted on the class site in the audio folder. Don't wait until the

last minute to do your workbook. You cannot “cram” for this class. Learning a language is acquiring a new set of skills, so daily review is essential.

Homework turned in after class begins but up to one day after the due date will only receive half-credit. Homework turned in two days or more after the due date will be corrected, but no credit will be given. Remember to turn in your homework as soon as you enter the classroom and *BEFORE* class begins on the due date to avoid losing points.

**Oral Interview:** Each student will be interviewed individually in Japanese by the instructor towards the end of the quarter. More information on this will be given later.

**Final Exam:** The final exam is comprehensive, covering from Lesson 1 through Lesson 4. The final exam start time may not be the same as the usual class start time, so please check your final exam schedule by clicking on “Course Schedule” on our Canvas class site.

### Technology Support

If you're having trouble with any documents on the Canvas Course site, do one or more of the following:

- 1) Before you begin, make sure you have a BC student network account.
- 2) Try a different browser. Usually Internet Explorer, Firefox and Safari work.
- 3) If you need help, send your questions to <http://depts.bellevuecollege.edu/helpdesk/students/>
- 4) You could also visit the Open Computer Lab help desk in N250.  
N250 Open Hours: Mon-Th 7am-9:30pm, Fri 7am-7pm, Sat and Sun 9am-6pm
- 5) Call the Tech Support for students at (425) 564-HELP (425-564-4357).
- 6) You can also send your technology questions to Student Help Desk via the Request Center.

### Grading

Grading Scale:

100-94	A
93-90	A-
89-87	B+
86-83	B
82-80	B-
79-77	C+
76-73	C
72-70	C-
69-67	D+
66-60	D

59 and below F

Final course grade will be based on the following:

20%	Attendance and Participation
35%	Tests (20%) and Quizzes (15%)
15%	Homework assignments
10%	Oral Interview
20%	Final Exam

### Academic Conduct

Please refer to the Arts & Humanities Division policy at the following link:

[www.bellevuecollege.edu/ArtsHum/studentinfo.asp](http://www.bellevuecollege.edu/ArtsHum/studentinfo.asp)

### Affirmation of Inclusion

Bellevue College is committed to maintaining an environment in which every member of the campus community feels welcome to participate in the life of the college, free from harassment and discrimination. We value our different backgrounds at Bellevue College, and students, faculty, staff members, and administrators are to treat one another with dignity and respect.

<http://bellevuecollege.edu/about/college/inclusion/>

### Information on DRC

The Disability Resource Center serves students with a wide array of learning challenges and disabilities. If you are a student who has a disability or learning challenge for which you have

documentation or have seen someone for treatment and if you feel you may need accommodations in order to be successful in college, please contact us as soon as possible. If you are a person who requires assistance in case of an emergency situation, such as a fire, earthquake, etc, please meet with your individual instructors to develop a safety plan within the first week of the quarter.

The DRC office is located in B 132 or you can call our reception desk at (425) 564-2498. Deaf students can reach us by video phone at (425) 440-2025 or by TTY at (425) 564-4110. Please visit our website for application information into our program and other helpful links at [www.bellevuecollege.edu/drc](http://www.bellevuecollege.edu/drc)

### Public Safety / Lost & Found

The Bellevue College (BC) Public Safety Department's well-trained and courteous non-commissioned staff provides personal safety, security, crime prevention, preliminary investigations, and other services to the campus community, 24 hours per day, 7 days per week. Their phone number is 425.564.2400. The Public Safety website is your one-stop resource for campus emergency preparedness information, campus closure announcements and critical information in the event of an emergency. Public Safety is located in K100 and on the web at: <http://bellevuecollege.edu/publicsafety/>

### Miscellaneous Information

#### - Sakura Club -

A club for BC students interested in Japanese culture. The club's mission is to introduce Japanese culture to the BC community by promoting Japan-related activities for all to enjoy. Promotes interaction between international students from Japan and non-Japanese students for mutual understanding. If you are interested in joining the Sakura club, visit Facebook under "Sakura Club BC" and request to be a "friend." Meeting times: TBD

#### - Genki Society -

If you are into "anime," this club may be for you. Inquire at the Student Programs office in L100 to see whom to contact to join.

#### - Aki Matsuri ( <sup>あきまつ</sup>秋祭り ) = Japanese Fall Festival) -

Thanks for those who volunteered at the 15th Annual Aki Matsuri last year! This year's Aki Matsuri will be on Sept. 6<sup>th</sup> (set-up only), Sept. 7<sup>th</sup> and 8<sup>th</sup>, 2013. Popular programs include Japanese fine arts & crafts exhibits and demonstrations, booths of Japan-related businesses & organizations, Japanese martial art demonstrations, on-stage performing arts, Nomi-no-ichi (Japanese-style flea market), Guest artists from Japan, and Yatai (Japanese food booths). Last year, there were approximately 350 volunteers helping during the festival. An Aki Matsuri T-shirt is awarded to anyone completing a minimum of 4 hours of volunteering. If you're interested in helping out at this year's Aki Matsuri, contact the Aki Matsuri Volunteer Coordinator, Anne Matsumoto Stewart, or send an e-mail to: [akimatsuri.volunteer@gmail.com](mailto:akimatsuri.volunteer@gmail.com) (Volunteers do not need to know any Japanese language)

For more information, visit the Eastside Nihon Matsuri Association website: <http://enma.org/>