

Course Syllabus -- Japanese 3

JAPN 123 (Winter 2014)

Instructor: **Judy Okada, Ph.D.**

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Office & Mailbox: **R230**

Office Hours: **By appointment only**

Class Hours and Location

Daily (M-F)

Time: 1:30~2:20 pm

Location: D274A

Course Objectives

This course aims at the acquisition of the four basic skills (listening, speaking, reading, and writing) of modern Japanese. By the end of the course, students are expected to have a good grasp of the material presented in Lessons 9~12 of *Genki Vol. 1*, which include the following:

- 1) Talk about past events using informal (casual) style of speech
- 2) Make a guess about something in the past
- 3) Report what someone said
- 4) Describe people using a sentence within a sentence
- 5) Give reasons
- 6) Talk about the completion of (or not having completed) an action
- 7) Make comparisons among two or more things
- 8) Talk about change in situation/conditions
- 9) Talk about future plans/wishes
- 10) Talk about past experiences
- 11) Talk about health conditions
- 12) Give advice
- 13) Talk about things you must do
- 14) Make predictions
- 15) Learn 59 new Kanji characters

Texts and Supplemental Materials

Required: 1) *An Integrated Course in Elementary Japanese, Genki Volume I (2nd Ed.)*, The Japan Times, 2011.

2) *Genki Workbook I (2nd Ed.)*, The Japan Times, 2011.

*** Please bring both books to class daily.**

Other Study Aids:

- 1) Our **CANVAS** site (<http://bellevuecollege.edu/canvas/>) provides **answer keys, lecture notes, review material** and **links to self-study sites**. Log on with your Username & Password (same as your BC e-mail) and select the Japanese course from the dropdown menu under "Courses" at the top of the screen. Contact the Technology Help desk at 564-4357 or <http://depts.bellevuecollege.edu/helpdesk/students/> if you have any problems.
- 2) **Free tutors** are available at the **Academic Success Center (D204)** for extra practice in Japanese. Go to: www.bellevuecollege.edu/asc/tutoring for details.

It is important that you check CANVAS and your BC e-mail account regularly. If class is canceled for any reason (such as weather), I will inform you through Canvas and e-mail, and give you the assignments for that day. There may be other important information and schedule change notifications, so be sure to check both daily! Sign-up for the **Emergency School Closure Notification** at: <https://bellevuecollege.edu/alerts>.

Course Requirements

Performance (Attendance & Participation)

Class attendance is mandatory, and will count toward your daily performance grade. Tardiness or leaving early will result in a deduction. If you miss a class, you are responsible for obtaining what you missed. Active participation is expected at all times, including taking notes, asking questions (very much encouraged!) and listening attentively. If you miss class, be sure to catch up by checking Canvas for handouts, lecture notes and announcements. You may receive partial credit for e-mailing me in advance for expected tardies/absences. **(If you send me an e-mail and do not receive a reply, assume I did not receive it and re-send it.)**

Bring your **Textbook, Workbook** and any relevant **printed task sheets** to class everyday. Don't be afraid to make mistakes or worry that your question may be a "dumb" one. Let me know if you have suggestions for improving the class. **Please turn off and put away cell/ smart phones. No texting, laptops, iPods, etc. in class.**

Homework

The "Daily Schedule" lists the homework assignments and when they are due. The right-most column lists what pages are due and when. Turn in all assignments at the beginning of class. Before you turn in your homework, be sure to **CHECK YOUR WORK and make corrections, using a different color pen.** Answer keys are posted on Canvas, under each lesson. **Do not erase your original answers,** as they will be valuable study aids for exams. (Don't just copy the answers down—think about your answers and ask me if you don't understand your mistake. Your answer may not be wrong!)

You will receive full credit as long as it is complete, and you have thoroughly checked your work. **Points will be deducted for uncorrected errors,** or for incomplete or late work (half-credit or less for work turned in late, but on or before the relevant lesson test).

The last page of each lesson in the Workbook is extra credit (thus optional).

Notes on Homework:

- 1) **Additional homework** may be assigned throughout the quarter. These will be announced in class as well as posted in the "Announcements" of Canvas. See the Genki website for additional practice and study tools for each lesson at: http://genki.japantimes.co.jp/self_en.
- 2) The **Listening Comprehension** exercises require use of the CD that comes with your workbook. Be sure to try accessing these files during the first week of class and let me know if you have problems.
- 3) **Procedures:** Don't wait until the last minute to do your homework. It is best to turn in each Workbook assignment as soon as you complete one sheet (front & back). Each sheet in your Workbook is perforated, so as soon as you finish both sides, **check your work,** tear-out and turn it in. If you prefer to keep your Workbook intact, feel free to write out your answers on a separate sheet of paper and turn it in as soon as you complete a section.

Work Outside of Class: In addition to doing the homework assignments, you should do **4~5 hours of outside study a week,** reviewing what was covered in class, studying vocabulary and practicing Kanji. Meeting with a study partner/classmate is highly encouraged. (Ask me for a cheap and efficient way to study vocabulary.)

Course Requirements (continued)

Exams

Lesson Tests are given at the end of each lesson. Each Test is cumulative, covering all material from the beginning but emphasizing the most recent lesson. There will be multiple **Quizzes** covering grammar and kanji (one lowest quiz score is dropped). There are also two **Oral Exams**: a self-introduction mid-quarter, and an oral interview at the end. Other quizzes may be announced in class. The **Final Exam** will be given during the last week of class.

There are no make-ups for exams, unless you make arrangements with me prior to the test date. If you encounter unavoidable circumstances (e.g., illness, family emergency), e-mail me on or before the exam. You must make up all missed work within a week. Don't hesitate to talk to me if problems arise.

KANJI Learning

We will learn 59 new Kanji characters this quarter, and will regularly use the 86 we have already learned. Knowing the readings and meanings is required. Learning to write is strongly encouraged, especially if you plan to continue Japanese at a university.

Technology

You will need regular access to a computer, internet connection and a printer. In addition, you will need to be able to view Japanese websites and type Japanese characters on your computer. Please let me know if you need help with setting up your computer for Japanese. Resources are available on campus also. Computers are available at the Computer Lab (N250), Library Media Center (D126) and the Language Lab (A244). Printers are available at C105, Computer Lab (N250) and the Media Center (D126) on campus.

- 1) BC Library Media Center, Mon-Th 7am-8pm, Fri 7am-5pm, Sat Closed, Sun 1-5pm
- 2) Computer Lab (N250) Mon-Th 7am-9:30pm, Fri 7am-7pm, Sat and Sun 9am-6pm
- 3) Language Lab (A244) open hours will be posted on the door.

Grading

The grade breakdown is as follows:

A: 94-100%	B+: 87-89.9%	C+: 77-79.9%	D+: 67-69.9%
A-: 90-93.9%	B: 83-86.9%	C: 73-76.9%	D: 60-66.9%
	B-: 80-82.9%	C-: 70-72.9%	F: 59% & below

The Final Course Grade will be calculated based on the following scale:

Attendance/Participation	20%
Homework	15%
Quizzes	15% (drop one lowest score)
Lesson Tests (3)	25% (cumulative)
Oral Exams (2)	10%
Final Exam	15% (cumulative)

Class Cancellation due to Weather or Other Emergencies

Check for announcements at <http://bellevuecollege.edu/>. If our class is canceled, I will post home-study material and instructions on Canvas, and expect you to be fully caught-up when class resumes. Sign-up for the emergency school closure notification at: <https://bellevuecollege.edu/alerts/>.

CANVAS

Course sites are now available through Canvas (MyBC Course Sites are no longer available). Go to <http://bellevuecollege.edu/canvas/>, log-in with your username & password (the same ones you use for your BC e-mail), and select the Japanese course from the dropdown menu under “Courses” at the top of the screen. On this site, I will post various material, including Announcements, Syllabus, Course Schedule, Assignments, Class Handouts, Homework Answers, and Review Material. The site will be edited and updated daily. You are required to log onto Canvas regularly, and utilize the information and material available. If you're having trouble with any documents on the Canvas class site or need technology help, 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) Learn about campus technology: <http://depts.bellevuecollege.edu/helpdesk/students/>
- 4) Send your technology-related questions to <https://www.bellevuecollege.edu/STSC/>
- 5) Ask your technology questions at the Technology Help Desk in N250; Mon-Fri 7am-7pm, Sat & Sun 9am-6pm
<http://depts.bellevuecollege.edu/helpdesk/help-desk-location-hours/>
- 6) Call the Tech Support for students at (425) 564-HELP (425-564-4357).
- 7) During the first week (Jan. 6-9th, 9am-7pm), visit the Tech Café on the 1st floor of the R building, in the eastern lobby. Canvas training will be held in R102/103 during the first week as well.
<http://depts.bellevuecollege.edu/ir/news/tech-cafe-is-back/>

Academic Conduct

Cheating is a serious offense, whether on homework or exams. Inappropriate/disruptive classroom behaviors are also violations of the Student Code of Conduct at Bellevue College. Refer to the Arts and Humanities Division Policy for details at: <http://www.bellevuecollege.edu/ArtsHum/policy.html>.

Disability Resource Center (DRC)

If you require accommodations based on a documented disability, have medical information to share, or need special arrangements in case of emergency evacuation, please inform me during the first week of class, and call (425)-564-2498 (TTY: 564-4110) or go in person to the DRC (Disability Resource Center) in the LMC (Library Media Center: D126) to inquire about eligibility for accommodation. You can also visit: www.bellevuecollege.edu/drc.

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. For details, go to: <http://bellevuecollege.edu/about/college/inclusion/>.

Student Complaints

Should you have concerns about any aspect of this class, I invite you to bring them to me. In any of your classes, if for any reason you don't feel comfortable speaking with your instructor, the usual next step would be to talk with the program chair—for World Languages, Eva Norling (eva.norling@bellevuecollege.edu). If for any reason you don't feel comfortable raising your concerns with the chair, you can bring concerns about the class to the Division Dean—for Arts & Humanities, Maggie Harada (maggie.harada@bellevuecollege.edu) in the Arts and Humanities Division Office (R230). If your concerns are still not being addressed by faculty or administration, an additional resource is the Ombuds Office (<http://www.bellevuecollege.edu/ombuds/default.html/>). Below is also the link to the student academic dispute resolution procedure here at Bellevue College. Please make sure you are acquainted with your rights before issues arise: <http://www.bellevuecollege.edu/policies/1/1450P2%20Student%20Academic%20Dispute%20Resolution%20Procedure.asp>.

Study Tips

- 1) Look over your **notes** and **lecture slides** (posted on Canvas, under each Lesson) and review what we covered in class. Read the relevant explanation in the **textbook** (see Daily Schedule, under Textbook>Reading). Go over the **Vocabulary**, **Kanji** and relevant **Reading Material** (see Daily Schedule, under Kanji). Try reading the text in the Reading Material out loud. You should commit about **40-50 min. a day** to reviewing the material covered in class.
- 2) Listen to the relevant section(s) using the **CD** provided with your textbook. Practice listening to the CD as often as you can, and try speaking along with the audio.
- 3) Do the **homework** assignments on the day they are assigned (see Daily Schedule, under “Homework Assigned”). A quick review of what was covered in class should reduce the time it takes to do the homework. Be sure to **check** your work with the answer key posted on Canvas before you turn them in.
- 4) Take breaks often.
- 5) Don't be afraid to ask questions. We all learn from each other's questions.