

Japanese IV/V/VI Course Syllabus

Class Hours and Classroom:

Days: Tuesdays and Thursdays
Section C: Hours: 5:30 pm - 7:40 pm Classroom: D274A

Instructor's Information:

Name: Mari Brunson (ブロンソンまり)
Email (Primary Contact): mari.brunson@bellevuecollege.edu
Voice Message (Secondary Contact): 425-564-2069
Office & Mailbox: A245B / R230
Office Hours: 4:30 pm - 5:15 pm on Tuesdays and Thursdays (By appointment)



Texts:

1. An integrated Course in Elementary Japanese: **Genki Volume II**, Second edition, The Japan Times
 2. **Genki Volume II** Workbook, Second edition, The Japan Times
- * Please bring both textbook and workbook to the daily classes.
 * If you own the first edition of the textbook / workbook, please talk to your instructor **immediately**.

Course Overview:

This is a combined class of three 200-level courses: JAPN221, 222 and 223. The common objective of these three courses is to develop a strong foundation required for the intermediate-level Japanese study. Students will expand their basic knowledge of grammar, vocabulary and kanji while strengthening their fundamental skills in reading, writing, speaking and listening. Genki textbook Volume II will be covered during the course of three consecutive quarters. The winter quarter covers the **Lessons 16, 17, 18 and 19**. Students who successfully complete this course will be able to:

1. Talk about doing and receiving favors.
2. Ask favors with varying degrees of politeness.
3. Express hopes for ones' own situation or for other's.
4. Use variety of time expressions in sentences: "when" "before" and "after."
5. Apologize for one's own action.
6. Report hearsay information.
7. Informally quote what you have heard or read.
8. Talk about possible or probable conditions and their consequences.
9. Talk about unnecessary actions: "one does not need to do . . ."
10. Talk about resemblance and factual impressions.
11. Learn about transitive and intransitive verbs.
12. Talk about accomplished actions and regrettable actions.
13. Talk about cause and its inevitable effect.
14. Describe two actions performed simultaneously.
15. Express regret: "I should have/have not done . . ."
16. Use honorific expressions when talking about the actions of people you respect.
17. Get familiar with courteously-phrased commands.
18. Use common expressions for visiting and receiving guests.
19. Express gratitude for received favor.
20. Make a highly-likely supposition.

Kanji Characters

A total of 63 new Kanji characters will be introduced. Mastering their readings and meanings in context is required. Learning to write Kanji is strongly encouraged. In addition, 145 Kanji characters introduced in Genki Volume I will be used regularly in class (including quizzes and tests) to promote fluency. Those

who have taken the 200-level course in the fall quarter are expected to have mastered additional 48 characters introduced in Lessons 13, 14 and 15.

Culture

Learning and understanding Japanese culture is vital in mastering the language. Cultural information will be incorporated into the daily lessons to promote better understanding of the language usage.

Practical Skills

Typing Japanese and using Kanji dictionaries are important skills for Japanese language learners. Opportunities to learn and practice these skills will be provided.

Course Requirements:

Canvas

The instructor will post her syllabus, announcements, due dates for assignments, quizzes/ tests dates, grades, and various study materials, such as assignments instructions, audio files, lecture summary slides and etc. All students are required to regularly log onto the Canvas website, find and utilize the provided information and resources that are relevant to their ongoing studies. Please bookmark <http://bellevuecollege.edu/canvas/> on your internet browser. Log on with your username and password (the same ones you use for BC email), and select the Japanese course from the dropdown menu under “Courses” at the top of the screen. Many of the materials you see on Canvas are “work in progress”; therefore, it is strongly advised to use the materials online rather than downloading to your home computer or printing out, unless you are specifically asked otherwise.

Communication with the Instructor

There are three ways to communicate with the instructor outside the daily classes: 1) BC email 2) Canvas Conversation 3) Appointments during the office-hours. BC emails are definitely the best way to contact.

Do not use your personal email account to send a message to the instructor because it will be automatically forwarded into the “Junk Email” box and she will not read or reply. Communication via Canvas Conversation works if it is **not** urgent. All communications needs to be an exchange rather than one-sided notification: which means, you need to look out for a response when you send out a message to the instructor, or to reply when you receive a message from the instructor. No response from the instructor means that your message did not reach the instructor, in which case, you need to resend the original message or talk to the instructor in person.

Technology

In order to be successful in this course, students need to have daily access to a computer and internet connection, and reliable access to a printer when needed. For those whose home environment is not equipped, computers are available at Computer Lab (N250), Library Media Center (D126) and Language Lab (A244); printers are available at PALS Center (C105), Computer Lab (N250) and Media Center (D126). No technological issues should inhibit your learning or performance in this course.

Assistance: If you experience any technical issues with the Canvas or Bellevue College emails, please contact Technology Help Desk at 564-4357 or <http://depts.bellevuecollege.edu/helpdesk/students/> and inform the instructor as well. During the first week of this quarter, Tech Cafe, located in the eastern lobby of the 100 level of the R building, is open to help the students with any technological issues, such as the BC emails, Canvas, or wireless connections on campus, from 7 am to 9 pm on Monday through Thursday and possibly on Friday.

Required Action If / When a Class is Canceled Due to Inclement Weather or Other Emergency

Check for announcements at <http://bellevuecollege.edu/>. If there is a class cancellation, the instructor will post home-study guides and assignments on Canvas and may collect assignments on Canvas or via BC emails. Timely submission of these assignments will award students the attendance/participation points for the day. If you don't have internet access at home, find a buddy NOW, who can send you the updates via text or voice over a cell phone. Remember to sign up for the emergency school closure notification at: <https://bellevuecollege.edu/alerts/>

Attendance and Participation

Attendance is checked at the beginning of class, and each student's level of participation is evaluated daily. Under normal circumstances, three tardy (or leave early) will be counted as an absence. If a student has missed more than 30 minutes of instruction on a day, or a student is habitually late for classes, each tardy will be counted as one absence. You may receive partial credits if you notify the instructor in advance for expected tardy or absence. If you are late or absent, make sure to check the Canvas site for missed announcements and lecture notes before you attend the next class.

Assignments

Assignments are given almost daily. For graded assignments, please refer to the due dates and the written instructions posted on Canvas. The assignment schedule is subjected to change, so please be diligent about checking for updates in class and on Canvas. Below is a quick overview of different kinds of assignments.

Daily Reviews: Students are expected to review and practice the new Kanji characters, vocabularies, grammar and expressions introduced each day, using the textbook, workbook, audio files and lecture notes (collection of the key slides from the instructor's Power Point presentations) posted on canvas.

Genki Workbook Assignments: The instructor will collect a few worksheets every week. Please submit only the requested individual worksheets. The entire workbook, soft copies, or loose-leaf papers will **not** be accepted. **All** workbook assignments need to be complete and self-corrected; otherwise, the work will be marked as incomplete and returned to the students with zero point. Please make sure to read the detailed instructions posted on Canvas before starting your first workbook assignment.

Additional Assignments: Additional reading, writing, Kanji or grammar exercises may be assigned as needed-basis. These assignments will be announced both in class and on Canvas.

Incomplete/Late Assignments

Sincere efforts and 100% completion are required to receive **any** credits on all the assignments. Insincere or incomplete work will be returned with the expectation for resubmission (as a late assignment) on the next day. If assignments are collected in class, they need to be submitted at the beginning of the class. If you were late for class, your assignment would be marked as late. Grades for late assignments are generally reduced by 10% up to 24 hours past due and by 50% up to 48 hours past due. After 48 hours, late assignments may be accepted at the instructor's discretion with more heavily reduced points. Students may send soft copies of their assignments in order to get a "time stamp" but will not receive any grades unless hard copies are submitted at the beginning of the next class. The grade reduction ratio may be adjusted if the delay involves weekends, holidays, class cancellations, or longer-than-a-day absences due to illness.

Quizzes

Several small quizzes will be given throughout the quarter. Tentative quiz schedule is posted on Canvas. What to prepare for each quiz will be announced in advance in class. The lowest quiz score will not be counted toward the final grade. **No make-up quizzes** are given for any reasons.

Tests

Total of three written tests (Lesson 16, Lesson 17 and Lesson 19) are given. Refer to the schedule on Canvas for tentative dates. Each lesson tests are approximately 50 minutes long. Make-up tests may be given if (and only if) a student and the instructor finalize the arrangement **in writing** (via BC email or Canvas Conversation) **before** the instructor posts the grades on Canvas. All make-up test grades will be reduced at least by a full letter grade.

Assessment of Communication Skills

Formal speech, interview and/or essay will be assigned for evaluation. More information will be provided later.

Final Exam

Final exam is comprehensive, covering materials from Lesson 16 through Lesson 19 of Genki textbook and approximately 100 minutes long. It will be given during the week of final exams as follows:

5:30 pm – 7:20 pm on Tuesday, March 25th

Grading:

Grades are posted on Canvas. It is the student's responsibility to keep track of them during the quarter and contact the instructor if there are any questions or concerns.

Final grades are based on:

- Attendance and Participation: 20%
- Assignments: 15%
- Quizzes: 15%
- Tests: 20%
- Assessment of Communication Skills: 10%
- Final Exam: 20%

Grading Scale

| | | |
|------------------|------------|------------|
| A: 94-100% | A-: 90-93% | |
| B+: 87-89% | B: 83-86% | B-: 80-82% |
| C+: 77-79% | C: 73-76% | C-: 70-72% |
| D+: 67-69% | D: 60-66% | |
| F: 59% and below | | |

Student's Academic Conduct and Our Commitment:

Please refer to the Arts and Humanities Division policies at the following links:

<http://www.bellevuecollege.edu/artshum/policy.html>

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."

Student Complaint Policy

"It is the policy of Bellevue College to provide clear and accurate information, provide accessible services, and offer excellent educational programs and quality service. Students have both the right to receive clear information and fair application of college grading policies, standards, rules, and requirements as well as the responsibility to comply with them in their relationships with faculty and staff members. The purpose of this policy and procedures is to provide a systematic way in which to express and resolve misunderstandings, complaints or grievances about dissatisfaction with college personnel, services, processes or facilities, discrimination or academic issues."

http://www.bellevuecollege.edu/policies/1/1450_Complaint_Policy.asp

Help from Tutors:

Students may visit the Academic Success Center (D204) for extra practice in Japanese. Please inquire in person or visit <http://bellevuecollege.edu/asc/tutoring> for group tutoring schedule or to request one-on-one tutor. The above link is also posted on Canvas course sites.

Information on 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 the instructor during the first week of the quarter, and contact the Director of the Disability Resource Center (D125 inside the Library Media Center) to establish your eligibility for accommodation. Visit <http://bellevuecollege.edu/drc/> or call (425)564-2498 or TTY (425)564-4110.

☺ Now, here is your first assignment ☺

The instructor has posted "Course Orientation Assignment" on Canvas. If this is your first time to use the Canvas website and you are unsure how to get to the assignment, please follow the detailed instructions sent to your BC email accounts. If you have never used your BC email account, go to <http://depts.bellevuecollege.edu/helpdesk/kb/how-to-access-e-mail-from-off-campus/> to find how to log onto your email account. If you are totally at loss right now, contact the instructor immediately in person!