

Japanese I Course Syllabus

Class Hours and Classroom:

Days: Daily, Mondays through Fridays
Section B: Hours: 10:30 am - 11:20 am Classroom: D274B
Section C: Hours: 12:30 am - 1:20 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 and Mailbox: A245B / R230
Office Hours: 11:30 am -12:15 pm (By appointment)



Texts:

1. An integrated Course in Elementary Japanese: **Genki Volume I**, The Japan Times
2. **Genki Volume I Workbook**, The Japan Times
3. **Hiragana Workbook**, Kodansha International
4. **Katakana Workbook**, Kodansha International

** Please bring both the textbook and workbooks to the daily classes.

Course Overview:

The goal of this course is to build a basic foundation of four skills (listening, speaking, reading and writing) in Japanese. **Lessons 1 through 4** of Genki Volume I will be covered. Students who successfully complete this course will be able to:

1. Exchange basic greetings.
2. Introduce oneself.
3. Use number expressions, such as telephone numbers, time, age, year in school and prices.
4. Talk about daily / future / past activities and events.
5. Extend / Accept / Decline invitations.
6. Describe where things are located.
7. Read / Write basic sentences in Hiragana and Katakana characters.

Hiragana and Katakana Characters

Two sets of Japanese alphabets (each set consists of 46 characters) will be introduced. Mastery of reading and writing Hiragana and Katakana characters is required.

Culture

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

Course Requirements:

Canvas

Most, if not all, instructors at Bellevue College use the web-based software called "Canvas" to have their syllabi, announcements, schedules, assignments, grades and other course materials available online for their students. All students are required to regularly log onto Canvas website, find and utilize the provided information and materials relevant to their studies. Please go to <http://bellevuecollege.edu/canvas/> and bookmark it on your 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. If you experience any technical issues with the website, please contact Technology Help Desk at 564-4357 or <http://depts.bellevuecollege.edu/helpdesk/students/> and inform the instructor as well. During the first two weeks of each quarter, Tech Cafe, located at A265, 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.

Technology

In order to be successful in this course, students need to have regular access to a computer, internet connection and a printer. 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 C105, Computer Lab (N250) and Media Center (D126). No technological issues should inhibit your learning or performance in this course.

Communication with the Instructor

There are three ways to communicate with the instructor outside the class: 1) BC-Emails 2) Canvas Communication 3) Appointments during the office-hours. BC-Email is definitely the best way to contact, especially if it is urgent. 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. All communications should be an exchange between two parties rather than one-sided notifications: which means, you need to look out for a response whenever you send out a message to the instructor, or to send a reply whenever 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.

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: 1) post home-study guides and assignments on Canvas and 2) collect assignments 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: <http://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 15 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 Hiragana/Katakana 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 book, 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 more detailed instructions posted on Canvas before starting your first workbook assignment.

Additional Assignments: Language lab exercises or additional writing/reading 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. 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. Each student is allowed to make up for one (and **only one**) missed quiz during the quarter, as long as the student takes it within 24 hours from the time the original quiz was given. All make-up quizzes are given during the office hours and their grades will be reduced at least by 10%.

Written Tests

Total of five written tests (Hiragana, Katakana, Lesson 1, Lesson 2 and Lessons 3) are given. Refer to the schedule on Canvas for tentative dates. Hiragana and Katakana tests are approximately 20 minutes long; Lesson tests, 50 minutes long. Make-up test may be given if (and only if) a student makes an arrangement with the instructor **prior to** the time test begins. All make-up test grades will be reduced at least by a full letter grade.

Oral Tests

Two oral tests will be given. One is a short self-introduction speech. The other is a formal interview with the instructor. Refer to the schedule on Canvas for tentative dates.

Final Exam

Final exam is comprehensive, covering materials from Lesson 1 through Lesson 4 of Genki textbook and approximately 100 minutes long. It will be given during the week of final exams as follows. Please note that the exams start one hour earlier than your regular classes.

Section B: 9:30 am – 11:20 am on Wednesday, December 11th

Section C: 11:30 am – 1:20 pm on Wednesday, December 11th

Grading:

Final grades are based on:

- Attendance and Participation: 20%
- Assignments: 15%
- Quizzes: 15%
- Tests: 20%
- Oral Exams: 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		

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.

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!