

Syllabus EALC 120: Japanese I (4 units) Fall 2015

Your being officially enrolled for the course will be taken as confirmation that you have read and understood this syllabus, and agree to its requirements and other relevant conditions stated therein.

Classroom & Hours:	9:00 - 9:50	M - Th	VKC202	Tamanaha
	10:00 - 10:50	M - Th	VKC202	Tamanaha
	12:00 - 12:50	M - Th	VKC202	Tamanaha

*D class assignments for this course available in person in THH 309 (Language Center), by phone 740-1188, or email language@usc.edu.

Instructors:

Tamanaha, Masako (Course coordinator)	Office Hour:	Tue and W, 2:00-3:30 or by appointment
	Office:	THH#356A
	Phone:	(213) 740-3704
	E-mail:	mshimabu@usc.edu

Director of the Japanese Language Program:

Kumagai, Yuka	Office:	THH#334
	E-mail:	kumagai@usc.edu

Prerequisite:

Desire to learn Japanese.

Basically, this course is for students who have **no previous knowledge** of the Japanese language. **Those who have taken Japanese should consult with your instructor to be placed into the appropriate course.**

Course Description and Learning Objectives:

EALC 120 (Japanese I) is the first course of USC's 4-year Japanese program which consists of the basic courses: EALC 120 (Japanese I), 122 (Japanese II), 220 (Japanese III), 222 (Japanese IV) as well as more advanced courses. The course is centered around basic Japanese conversation practice, and building proficiency of basic grammar, reading, and writing skills. Students who wish to enroll in Japanese II should receive **a grade of B or higher**.

After successfully completing the course, students will be able to:

- Converse in Japanese and perform simple tasks (such as greeting, exchanging information, and making small talk about their daily life) using simple sentences.
- Handle practiced, non-complicated social situations (such as invitations and requests) and obtain information by asking memorized questions in a culturally appropriate manner.
- Find information in short oral and written passages about personal topics (such as the self, rooms, hometowns, universities, etc.).
- Write simple passages about themselves and their daily routines, using short sentences.
- Recognize and write Hiragana and Katakana (Japanese alphabetical systems), and approximately 28 Kanji (Chinese characters used in Japanese).

Course Material:**Material students need to purchase:**

- *Nakama 1* (3rd edition)
- *Nakama 1* Student Activities Manual (*Workbook*) (3rd edition)
- Japanese 1 Course Packet (available at Custom Publishing, Trojan Bookstores (3rd fl.), Phone: (213)-740-9408)

Material available online:

- Blackboard (<http://blackboard.usc.edu>)

You are required to check this course website on a regular basis. The course name is "20153_ealc_120_25436: Japanese I" no matter which section you have enrolled.

- *Nakama 1a* In-Text Audio CD
 - *Nakama 1a* Student Activities Manual (SAM) Audio CD Program
- In order to listen to In-Text Audio CD and SAM Audio CD, access them through the USC Language Center website: <http://language.usc.edu/languages/japanese.html>

- iLrn (Cengage Learning—Textbook publisher's website)

This is available only to those who have purchased the access code. This is NOT required for the course. Please see the instruction how to register for it in the "Course Documents" folder in the course Blackboard.

IT Help: USC Information Technology Services (ITS)

<http://itservices.usc.edu/>
 Phone: (213) 740-5555
 E-mail: consult@usc.edu

USC Language Center

<http://language.usc.edu/>
 Phone: (213) 740-1188
 E-mail: language@usc.edu

Grading Breakdown:

Class performance:	10%	Mini quizzes:	5%
Homework assignments:	10%	Oral exams:	7%
Lab assignments:	6%	Chapter/Kana tests:	15%
Pronunciation Clinic:	2%	Midterm exams:	20%
Skit Presentation	5%	Final exam*:	20%

Grading Criteria:**

94 ~ 100	A	74 ~ 76.9	C
90 ~ 93.9	A-	70 ~ 73.9	C-
87 ~ 89.9	B+	67 ~ 69.9	D+
84 ~ 86.9	B	64 ~ 66.9	D
80 ~ 83.9	B-	60 ~ 63.9	D-
77 ~ 79.9	C+	0 ~ 59.9	F

***Those who do not score 60% or more on the final exam will fail the course.**

****Those who take the course for Pass/ No Pass should receive 70% or more to pass the course.**

Academic Conduct:

Plagiarism – presenting someone else’s ideas as your own, either verbatim or recast in your own words – is a serious academic offense with serious consequences. Please familiarize yourself with the discussion of plagiarism in *SCampus* in Section 11, *Behavior Violating University Standards*: <https://scampus.usc.edu/1100-behavior-violating-university-standards-and-appropriate-sanctions/>. Other forms of academic dishonesty are equally unacceptable. See additional information in *SCampus* and university policies on scientific misconduct, <http://policy.usc.edu/scientific-misconduct/>.

Discrimination, sexual assault, and harassment are not tolerated by the university. You are encouraged to report any incidents to the *Office of Equity and Diversity* <http://equity.usc.edu/> or to the *Department of Public Safety* <http://capsnet.usc.edu/department/department-public-safety/online-forms/contact-us>. This is important for the safety whole USC community. Another member of the university community – such as a friend, classmate, advisor, or faculty member – can help initiate the report, or can initiate the report on behalf of another person. *The Center for Women and Men* <http://www.usc.edu/student-affairs/cwm/> provides 24/7 confidential support, and the sexual assault resource center webpage sarc@usc.edu describes reporting options and other resources.

Support Systems:

A number of USC’s schools provide support for students who need help with scholarly writing. Check with your advisor or program staff to find out more. Students whose primary language is not English should check with the *American Language Institute* <http://dornsife.usc.edu/ali>, which sponsors courses and workshops specifically for international graduate students. *The Office of Disability Services and Programs* http://sait.usc.edu/academicsupport/centerprograms/dsp/home_index.html provides certification for students with disabilities and helps arrange the relevant accommodations. If an officially declared emergency makes travel to campus infeasible, *USC Emergency Information* <http://emergency.usc.edu> will provide safety and other updates, including ways in which instruction will be continued by means of blackboard, teleconferencing, and other technology.

Course Policies

1. Attendance and Class Performance

You are expected to attend all classes and to be punctual. If you have to be absent from a class for any reason, try to **contact the instructor as soon as possible**, so that you will not miss any information and you may request permission to submit homework late.

If you have to be absent because of a **legitimate reason** such as illness, **you should make a request** of (1) extension of homework due, (2) make-up of mini quiz, and (3) make-up of dialogue check by providing timely notice and the reason of absence to the instructor.

If you have to be absent from a class because of a **religious observance**, you must let the instructor know about it **WITHIN THE FIRST TWO WEEKS** of the semester.

If you are absent from class for four days consecutively without any information/ contact provided to the instructor, it is considered as a sign of withdrawal from the course, and no handouts or information will be saved for such students thereafter.

Your class performance is evaluated every day --- **5 points** per session. If you are absent for any reason other than timely noticed religious observance, you cannot earn these points. If you are not well-prepared for the session and/or do NOT try to speak in Japanese, it **negatively** affects your grade. Using cell-phone, chit-chatting, too much English speaking, doing homework assignments in class, late arrival and leaving early also **negatively** affect your grade.

Viewing an electronic/digital copy of the textbook with a tablet or a laptop in class is allowed, but if you view something else including your cellphone, **you would lose all the performance points of the day.**

2. Homework

The due date of each homework assignments is notified on **the daily schedule** posted on **Blackboard** (<http://blackboard.usc.edu>). **No late/early assignments are accepted** without prior permission. **No credit will be given for homework completed during class time.**

Homework is graded as “done” (marked with “ok”) or zero. When you get your homework back, take a look at **the upper right corner of the sheet** to see if there are any comments there:

"Too late"	graded as zero
"Do it all again by ..."	graded as zero unless you turn it in again by the specified date.

If there are no comments, your homework is graded as "done" and you earn 2 points for each assignment. Any other comments found in any other place on your homework have nothing to do with your grade.

For most of the assignments, you will have to check and correct your answers by looking at the answer keys on Blackboard. Please refer to the separate handout (“How to Complete Your Homework Assignments”) for the submission and the grading system of homework assignments. The handout is available on Blackboard.

3. Lab Assignments

Over the weekends, students are expected to do Lab Work. Lab assignments include **Lab Activities in the *Student Activities Manual* (workbook listening questions with sound files that are available on the Language Center Website), memorization of the dialogues, as well as writing an essay.**

When an essay is assigned, the first draft is graded as a regular homework assignment. The second draft is graded by a 7-point system on the basis of the quality and counted toward lab assignments.

4. Participation in Pronunciation/Conversation Clinic Sessions

Students are required to attend **Pronunciation/Conversation Clinic *twice during the semester***. The clinic session is an individual meeting with an instructor to check and discuss the problems in their pronunciation, conversation strategies, or any other aspects of Japanese. The first session must be completed prior to Oral Exam I, and the second session prior to Oral Exam II. The clinic sessions will be held in each of the following periods:

- #1 : 9/7 (Mon) ~ 9/16 (Wed)
- #2 : 10/12 (Mon) ~ 10/21 (Wed)

Each session will be scheduled on a sign-up basis; the sign-up sheets will be available later. If you have a conflict with your schedule and the conversation clinic hour, contact your instructor to set up an alternative time/plan.

5. Skit Presentation

Toward the end of the course, students are divided into several groups to prepare for a group presentation. The presentation should take the form of a 5-minute skit that includes the vocabulary, grammatical points and cultural understanding students learned in Japanese I. The presentation is evaluated both as a group and as an individual on preparation and performance. **Students whose attendance is below 80% at the end of 9th week may not participate in skit presentation and thus will not earn any credit for this activity.**

The presentation day is **Monday, December 1st**. The details will be announced in class later.

6. Mini Quizzes

About twenty mini quizzes (5 min. each) will be given throughout the semester (dates are shown in the weekly schedule). They will be based on new vocabulary and basic grammatical points. **No make-up quizzes will be offered, unless the student has a legitimate reason and gets instructor's approval.** Two lowest quiz scores will be automatically dropped from your total score.

7. Chapter Tests

Three chapter tests and two Kana Tests (30 min. each) will be given during the semester. **No make-up tests will be offered, unless the student has a legitimate reason and gets instructor's approval in a timely manner.**

8. Oral Exams

Three oral exams will be given during the semester at the end of chapters 2, 4, and 6. The content of each exam is cumulative and a study guide will be provided before each exam so that the students can prepare for the exam. **No make-up oral exams will be offered unless the student has a legitimate reason and obtains instructor's approval in a timely manner.**

9. Midterm Exams

Two midterm exams (50 min. each) will be given during the semester. The content of each exam is mainly based on current chapters; however, each exam is accumulative and will include everything you have learned.

No make-up midterm exams will be given, unless the student submits a **petition request form with supporting documents** for an alternate date, stating the **unavoidable circumstances** leading to an expected absence from the exam in question, and secures approval **from both the section instructor and the program director** for the make-up exam.

10. Final Exam

The final written exam (2 hours) will be given at **the time specified in the course catalogue**. Stipulations governing the make-up of a missed final exam will follow the general university policy. **The final exam must be taken at the regularly scheduled time.** Wanting to finish the semester earlier is not a legitimate reason to reschedule the final exam. Once again, **those who do not score 60% or more on the final exam will not pass the course.**

The Final Exam:

Saturday, December 12th 11:00 a.m. - 1:00 p.m.
(Location to be announced)

You **MUST** take the final exam at the time scheduled. It is your responsibility to resolve potential final exam schedule conflict before you finalize your course registration for the semester.

Good luck, and がんばりましょう!! (*ganbarimashoo* "Let's work hard!")

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