

USC Dornsife College of Letters, Arts and Sciences

Syllabus EALC 120: Japanese I (4 units) Fall 2022

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:	25436	9:00 - 9:50	MTuWTh	THH 121	Tamanaha
	25437	10:00 - 10:50	MTuWTh	CPA 110	Konno
	25438	11:00 - 11:50	MTuWTh	THH 121	Tamanaha
	25321	12:00 - 12:50	MTuWTh	THH 121	Konno

*D-Clearance for this course is available from The Language Center
(<https://dornsife.usc.edu/languages/d-clearance/>).

Instructors:

Tamanaha, Masako (Course coordinator)	Office Hours:	Tue & W 2-3:30 p.m. or by appointment
	Office:	THH 356A
	Phone:	(213) 740-3704
	e-mail:	mshimabu@usc.edu

Konno, Mamiko	Office Hours:	Monday, Tuesday, Wednesday: 1:00-2:00 pm or by appointment
	Office:	THH 356A
	Phone:	(213) 740-3704
	E-mail:	mkonno@usc.edu

Director of the Japanese Language Program:

Kumagai, Yuka	Office:	THH 340
	E-mail:	kumagai@usc.edu

Prerequisite: Desire to learn Japanese.

This course is for students who have **no previous knowledge** of the Japanese language. **Those who have taken Japanese before 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 on 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** in Japanese I.

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 names, 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 Materials:

1) **Textbook: Namaka 1, 3rd edition enhanced**

2) **Workbook: Student Activity Manual (SAM) for Nakama 1, 3rd edition enhanced**

3) **Homework Packet:**

The Homework Packet is available for purchase at the textbook section of USC Bookstore. For questions, contact USC Custom Publishing at (800) 934-9313 or custom.publishing.readers@usc.edu.

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

You are required to check this course website on a regular basis.

5) **Microsoft Office**

If you do not have Microsoft Office, you are required to [download](#) it (for free) from the USC's ITS website. Points will be deducted if you fail to meet this requirement.

Course Notes:

Copies of Power Point slides will be posted on the Blackboard every day after class.

IT Help:

- USC Information Technology Services (ITS): <http://itservices.usc.edu/>
Phone: (213) 740-5555, E- mail: consult@usc.edu
- Tools and resources in online learning environment:
<https://keepteaching.usc.edu/students/student-toolkit/>

Grading Breakdown:

Class performance*:	10%	Mini quizzes:	5%
Homework assignments:	10%	Oral exams:	10%
Lab assignments:	5%	Chapter/Kana tests:	15%
Conversation Clinic:	2%	Midterm exams:	20%
Skit Presentation	3%	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

***If you miss 40 percent or more of total class time during the semester, which prevents your instructor from assessing your performance during those missed class time, you will automatically receive an F, regardless of your performance in the other categories in the class.**

****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.**

Note: You are not allowed to audit this course.

Course semester schedule:

The semester schedule shows when each chapter is covered as well as dates of tests and exams. The semester schedule is available on **Blackboard**, under *Syllabus and Schedule*.

Daily schedule:

The daily schedule shows what the daily assignments are and their deadlines, as well as the dates of quizzes, tests, and exams. Daily schedules get posted bi- (or tri-) weekly on **Blackboard**, under *Syllabus and Schedule*.

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, contact the instructor as soon as possible so that you will not miss any information. If you have to be absent because of a legitimate reason such as illness, you should **make requests** 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. **If you miss 40 percent or more of total class time during the semester, which prevents your instructor from assessing your performance during those missed class time, you will automatically receive an F, regardless of your performance in the other categories in the class.**

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 (see below for some exceptions for this semester). If you are not well-prepared for the session and/or do NOT try to speak in Japanese, it **negatively** affects your grade. Using phone, too much English speaking, doing homework assignments in class, late arrival and leaving early also **negatively** affect your grade.

Fall 2022 only: If you cannot attend in-person class due to an inevitable reason (e.g., you test positive for COVID-19 and need to quarantine), please contact your instructor promptly to discuss how to make up the class performance points.

Viewing an electronic/digital copy of the textbook with a tablet or a laptop in class is allowed, but **if you view something irrelevant to class** on such devices, **you would lose all the performance points of the day.**

2. Homework

The due date of each homework assignment is indicated on the **daily schedule** posted on *Blackboard* (<http://blackboard.usc.edu>). Assignments submitted early or late will not receive full points without prior permission. No credit will be given for homework completed during class time.

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

If a single assignment (listed under a single-bullet in the “HW to hand in” column in the daily schedule) has multiple sheets, please put the them in order and staple them together. Failure to do so will result in 50% credit. Do not staple different assignments (listed under different bullets) together or use paper clips.

3. Lab Assignments

Lab Assignments include Lab Activities in the *Student Activities Manual* (SAM: workbook, listening questions with sound files are available on the course Blackboard), memorization of the dialogues, as well as writing an essay.

4. Participation in Pronunciation/Conversation Clinic Sessions

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

1st Conversation Clinic: 9/1 (Thu) ~ 9/16 (Fri)

2nd Conversation Clinic: 10/5 (Wed) ~ 10/18 (Tue)

Each session will be scheduled on a sign-up basis. Your instructor will talk about the sign-up process in class.

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 Tuesday, November 29th.**

6. Mini Quizzes

About twenty mini quizzes (3 min. each) will be given throughout the semester (dates are shown in the daily 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 receives instructor's approval. Two lowest quiz scores will be dropped from your final grade calculation at the end of the semester.

7. Chapter/Kana Tests

Three chapter tests and two *Kana* Tests (20~30 min.) will be given during the semester. No make-up tests will be offered, unless the student has a legitimate reason and receives 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 it. 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 cumulative 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 and **must be taken** at the time specified in USC Schedule of Classes. Stipulations governing the make-up of a missed final exam will follow the general university policy.

**The Final Exam:
Saturday, December 10th 11:00 am - 1:00 pm (Room: TBA)**

If you find any **final exam schedule conflict** (e.g., overlapping exam schedules or more than two exams on the same day), you **must consult with your instructor** before you finalize your course registration for the semester, which is **by the end of the third week**.

- Check your final exam time and dates at <https://classes.usc.edu/term-20223/finals/>
- The schedule of Japanese exam is listed under “**Exceptions**”. Your other courses can also be listed there, so please check carefully.

Once again, those who do not score 60% or more on the final exam will not pass the course.

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

Please follow us (USC Japanese Language Program) on Facebook!

<https://www.facebook.com/uscjlp>

Official Website:

<https://dornsife.usc.edu/ealc/japanese-prog/>



Statement on Academic Conduct and Support Systems

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 Part B, Section 11, “Behavior Violating University Standards” policy.usc.edu/scampus-part-b. Other forms of academic dishonesty are equally unacceptable. See additional information in SCampus and university policies on [Research and Scholarship Misconduct](#).

Students and Disability Accommodations:

USC welcomes students with disabilities into all of the University’s educational programs. The Office of Student Accessibility Services (OSAS) is responsible for the determination of appropriate accommodations for students who encounter disability-related barriers. Once a student has completed the OSAS process (registration, initial appointment, and submitted documentation) and accommodations are determined to be reasonable and appropriate, a Letter of Accommodation (LOA) will be available to generate for each course. The LOA must be given to each course instructor by the student and followed up with a discussion. This should be done as early in the semester as possible as accommodations are not retroactive. More information can be found at osas.usc.edu. You may contact OSAS at (213) 740-0776 or via email at osasfrontdesk@usc.edu.

Support Systems:

Counseling and Mental Health - (213) 740-9355 – 24/7 on call

studenthealth.usc.edu/counseling

Free and confidential mental health treatment for students, including short-term psychotherapy, group counseling, stress fitness workshops, and crisis intervention.

National Suicide Prevention Lifeline - 1 (800) 273-8255 – 24/7 on call

suicidepreventionlifeline.org

Free and confidential emotional support to people in suicidal crisis or emotional distress 24 hours a day, 7 days a week.

Relationship and Sexual Violence Prevention Services (RSVP) - (213) 740-9355(WELL), press “0” after hours – 24/7 on call

studenthealth.usc.edu/sexual-assault

Free and confidential therapy services, workshops, and training for situations related to gender-based harm.

Office for Equity, Equal Opportunity, and Title IX (EEO-TIX) - (213) 740-5086

eeotix.usc.edu

Information about how to get help or help someone affected by harassment or discrimination, rights of protected classes, reporting options, and additional resources for students, faculty, staff, visitors, and applicants.

Reporting Incidents of Bias or Harassment - (213) 740-5086 or (213) 821-8298

usc-advocate.symplicity.com/care_report

Avenue to report incidents of bias, hate crimes, and microaggressions to the Office for Equity, Equal Opportunity, and Title for appropriate investigation, supportive measures, and response.

The Office of Student Accessibility Services (OSAS) - (213) 740-0776

osas.usc.edu

OSAS ensures equal access for students with disabilities through providing academic accommodations and auxiliary aids in accordance with federal laws and university policy.

USC Campus Support and Intervention - (213) 821-4710

campussupport.usc.edu

Assists students and families in resolving complex personal, financial, and academic issues adversely affecting their success as a student.

Diversity, Equity and Inclusion - (213) 740-2101

diversity.usc.edu

Information on events, programs and training, the Provost’s Diversity and Inclusion Council, Diversity Liaisons for each academic school, chronology, participation, and various resources for students.

USC Emergency - UPC: (213) 740-4321, HSC: (323) 442-1000 – 24/7 on call

dps.usc.edu, emergency.usc.edu

Emergency assistance and avenue to report a crime. Latest updates regarding safety, including ways in which instruction will be continued if an officially declared emergency makes travel to campus infeasible.

USC Department of Public Safety - UPC: (213) 740-6000, HSC: (323) 442-120 – 24/7 on call

dps.usc.edu

Non-emergency assistance or information.

Office of the Ombuds - (213) 821-9556 (UPC) / (323-442-0382 (HSC)

ombuds.usc.edu

A safe and confidential place to share your USC-related issues with a University Ombuds who will work with you to explore options or paths to manage your concern.

Occupational Therapy Faculty Practice - (323) 442-3340 or otfp@med.usc.edu

chan.usc.edu/otfp

Confidential Lifestyle Redesign services for USC students to support health promoting habits and routines that enhance quality of life and academic performance.