NOTE 1: To start JPNS 101, you MUST sign and submit the syllabus acceptance within the first week. After carefully reading this syllabus, download the Syllabus Acceptance Form, fill it up, and submit it through Laulima Drop Box by the end of the first week. Without the acceptance, you are NOT allowed to participate in this course (i.e., dismissed with a failing grade).

Five things to be mindful of when you take this online Japanese course:

1. You have to be able to type in Japanese on your computer. Click here for Mac/Widows/PDF to find out how to make your computer type in Japanese.

2. You have to reserve one consecutive hour for taking two chapter exams and two consecutive hours for taking the final exam. You must agree that you are solely and totally responsible for the proper functioning of your computer since this is the online class. Should your computer fail to function properly and you are unable to take the examination, you agree that this failure of function ends your examination with no further chance to retake it.

3. You have to be able to make a web recording. The demo explains how to do your homework. Since this is a language course, I strongly recommend that you study every day according to the schedule.

4. It is your responsibility to check your Laulima e-mail every day.

NOTE 2: If you have any questions about this course, please e-mail me using my UH e-mail address (aswan@hawaii.edu). Always include “JPNS101” in the subject field of your e-mail, so that I will notice it immediately.

<table>
<thead>
<tr>
<th>Instructor</th>
<th>Akiko Swan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office</td>
<td>Manaleo 114</td>
</tr>
<tr>
<td>Consultation Hours</td>
<td>Thursday 7:30-8:20 and by appointment</td>
</tr>
<tr>
<td>Telephone</td>
<td>(808) 236-9233 (do not leave Voice Mail messages)</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:aswan@hawaii.edu">aswan@hawaii.edu</a></td>
</tr>
<tr>
<td>Effective date</td>
<td>Spring 2017 (Heisei 29 nen)</td>
</tr>
</tbody>
</table>

WINDWARD COMMUNITY COLLEGE MISSION STATEMENT

Windward Community College offers innovative programs in the arts and sciences and opportunities to gain knowledge and understanding of Hawai‘i and its unique heritage. With a special commitment to support the access and educational needs of Native Hawaiians, we provide Oʻahu’s Koʻolau region and beyond with liberal arts, career and lifelong learning in a supportive and challenging environment — inspiring students to excellence.
Course Description: (online lectures/laboratory)

An introductory course focusing on grammar and vocabulary sufficient to maintain conversation at the elementary level, and on the three writing systems: hiragana, katakana, and kanji.

STUDENT LEARNING OUTCOMES

The student learning outcomes for the course are:

1. Express themselves orally using learned phrases and sentences for introductory level students in various social and academic context.
2. Perform basic communication and exchange based on learned materials.
3. Read learned materials written in hiragana, katakana and approximately 75 kanji.
4. Write short sentences and passages using the three writing systems: hiragana, katakana and kanji.
5. Type short sentences in hiragana, katakana and kanji.

COURSE CONTENT

Concepts or Topics
- Meeting others (personal info)
- Classroom Expressions
- Numbers to 10,000
- Phone numbers, time and prices
- Daily activities
- Past and future activities/events
- Likes and dislikes
- Schedules
- Weather
- Locations
- Existence
- Hiragana/Katakana/Kanji

Skills or Competencies
1. Listening: able to understand simple conversation relating personal information, school and schedule information, and simple directions from learned materials.
2. Speaking: able to share and inquire about personal information, able to speak and ask simple questions on school and daily activities, able to make and respond to invitations using simple sentences.
3. Reading: able to read simple, short materials with the aid of the textbook; become familiar with Japanese sentence patterns; able to read and write hiragana, katakana and approximately 75 kanji.

Schedule

<table>
<thead>
<tr>
<th>Week</th>
<th>Chapter to Be Covered</th>
<th>Topics</th>
<th>Outcomes for the Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>Getting started</td>
<td>1. Greetings 2. Asking someone’s name</td>
<td>After you study this week’s lessons, you should be able to: 1. Greet someone in Japanese</td>
</tr>
<tr>
<td>Week</td>
<td>Section</td>
<td>Learning Objectives</td>
<td></td>
</tr>
<tr>
<td>------</td>
<td>---------</td>
<td>---------------------</td>
<td></td>
</tr>
</tbody>
</table>
| 2    | Getting started | 1. Talking about daily activities and time expressions  2. Expressing likes and dislikes  3. Hiragana た〜ほ  
After you study this week’s lessons, you should be able to:  1. Talk about daily activities using time expressions  2. Express past and future events  3. Recognize hiragana た〜ほ |
| 3    | Getting started | Hiragana quiz 1&2  
After you study this week’s lessons, you should be able to:  1. Ask location  2. Ask about prices  3. Talk about likes and dislikes  4. Count numbers up to 10,000  5. Recognize hiragana ま〜ん and katakana ア〜コ |
| 4    | Chapter 1 | 1. Nationalities and languages  2. X wa Y desu/X wa Y dewa arimasen  3. Express possession  4. Katakana サ〜ヨ  
After you study this week’s lessons, you should be able to:  1. Talk about nationalities and languages  2. Identify things and people using the "X wa Y desu/dewa arimasen" sentence structure  3. Use the particle "no" connecting two or three nouns  4. Be able to recognize katakana サ〜ヨ |
| 5    | Chapter 1 | Homework  
After you study this week’s lessons, you should be able to:  1. Use personal pronouns and demonstrative pronouns, and be able to read a short passage in hiragana, katakana and some kanji  2. Recognize katakana ラ〜ン, voiced hiragana だ, ば and ぱ, and katakana combinations such as きゃ, きゅ, きょ, にゃ, にゅ, にょ |
| 6    | Chapter 1 | Chapter 1 exam  
1. Introducing someone  2. Self-introduction  3. Hiragana: double vowels, e.g. えいが, consonants, e.g. きっと  
After you study this week’s lessons, you should be able to:  1. Introduce yourself as well as someone else  2. Recognize double vowels and consonants in hiragana. |
| 7    | Chapter 2 | Katakana quiz 2 ハ〜ン  
After you study this week’s lessons, you should be able to:  1. Introduce yourself as well as someone else  2. Recognize double vowels and consonants in hiragana.
<table>
<thead>
<tr>
<th>Week</th>
<th>Chapter</th>
<th>Quiz on adjectives</th>
<th>After you study this week’s lessons, you should be able to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 Week</td>
<td>2 Chapter</td>
<td>1. Talking about cities/neighborhoods  2. Expressing existence  3. Start kanji from today</td>
<td>1. Talk about cities and neighborhoods  2. Express existence  3. Read and write katakana words</td>
</tr>
<tr>
<td>8 Week</td>
<td>2 Chapter</td>
<td>Quiz on adjectives  1. Talking about cities/neighborhoods  2. Expressing existence  3. Start kanji from today</td>
<td>After you study this week’s lessons, you should be able to: 1. Talk about cities and neighborhoods  2. Express existence  3. Read and write katakana words</td>
</tr>
<tr>
<td>9 Week</td>
<td>2 Chapter</td>
<td>1. Indicate location  2. Counters  3. Kanji</td>
<td>After you study this week’s lessons, you should be able to:  1. Indicate location using positional words such as うえ，した，まえ  2. Use counters such as ひとつ，ひと</td>
</tr>
<tr>
<td>11 Week</td>
<td>3 Chapter</td>
<td>Chapter 2 exam  1. Talk about schedules  2. Dictionary forms of verbs  3. Kanji</td>
<td>After you study this week’s lessons, you should be able to:  1. Talk about schedules  2. Use dictionary forms of verbs  3. Read and write new Kanji</td>
</tr>
<tr>
<td>12 Week</td>
<td>3 Chapter</td>
<td>quiz on changing polite forms to dictionary forms of verbs  1. Dictionary forms of verbs  2. Kanji</td>
<td>After you study this week’s lessons, you should be able to:  1. Use dictionary forms of verbs: both affirmative and negative forms  2. Read and write new kanji</td>
</tr>
<tr>
<td>13 Week</td>
<td>3 Chapter</td>
<td>quiz on dictionary form of verbs  1. Express several activities  2. Connecting sentences using そして，それから，そのあと</td>
<td>After you study this week’s lessons, you should be able to:  1. Express several activities  2. Use expressions of frequency</td>
</tr>
</tbody>
</table>
### COURSE TASKS & ASSESSMENT

1. **Quizzes** - 20% of final grade (Quizzes are under the “Schedule” tab.)
2. Two Chapter tests (10%) and one final test (20%) - 30% of final grade†† (Tests are under the “Schedule” tab.)
3. **Semester project** - 20% of final grade *(You have to make a skit. The project will give you an opportunity to apply what you have learned. This project is explained in detail under the “Projects” tab.)*
4. **Homework** - 25% of final grade† (Homework includes two written assignments (in week 5 & week 9) and 15 web recordings. Homework is under the “Schedule” tab.)

**Grading Assessment:**

- A - 90 - 100 % average on required tasks
- B - 80 - 89% average on required tasks
- C - 70 - 79% average on required tasks
- D - 60 - 69% average on required tasks
- F - less than 60% average on required tasks

I grade written assignments based on:
- whether or not you turned in assignments as scheduled
- whether or not your composition is grammatically correct
- whether or not you used appropriate words and sentences
- whether or not you typed hiragana, katakana and kanji correctly

I grade web recording assignments based on:
whether or not you turned in recording as scheduled  
whether or not you studied and practiced before recording  
whether or not you understood words and sentences while recording  
whether or not you pronounced words correctly  
whether or not you memorized sentences and spoken smoothly

You do not get credit if:  
• you read words and sentences syllable by syllable  
• you pronounce words wrong or break words and sentences incorrectly.

5. Typing Japanese accurately in assignments, quizzes, exams – 5%

**There are no makeup quizzes or exams.**
Quizzes/Tests must be taken during the designated time. Should you fail to take a quiz/test during that time and wish to take it later, 10% will be deducted for each solar day that you take the quiz/test late under any circumstances.

If on a quiz or exam day a student has an extenuating circumstance (such as a hospitalization or traffic accident), that student must notify me immediately by email about the circumstance, then as soon as possible thereafter, send me as an email with attached documentation certifying that circumstance in order to take the quiz/exam later. The student must then take/submit the quiz/exam as soon as possible thereafter. If you fail to do this, you will not be able to take the quiz/exam later. No make-up quizzes or exams will be given unless this procedure is followed.

If a student knows in advance that he/she will not be able to take a quiz/exam on the scheduled date, that student needs to arrange with me a suitable date for taking the quiz/exam prior to (not after) the scheduled quiz/exam date.
No make-up quizzes or exams will be given unless this procedure is followed.

† Final Grade
Proficiency in reading and writing Japanese sentences will be included in your final grade.
By the end of the seventh week, all hiragana and katakana will be covered. You will be expected to improve your reading and writing of sentences in hiragana and katakana and understand them with proficiency by the end of the semester.

If you cannot read and write sentences written in hiragana and katakana with proficiency by week 15, your grade will be lowered by one grade.

* A skit project submitted late will receive only 50% credit. If you fail to turn in the skit by the designated date, regardless of any reason, your grade will be lowered by one grade.

** Homework submitted late will have the grade reduced by 50%. After one week behind schedule, homework will no longer be accepted.

Final Grade
Proficiency in reading and writing Japanese sentences will be included in your final grade. By the end of the seventh week, all hiragana and katakana will be covered. You will be expected to improve your reading and writing sentences in hiragana and katakana with greater understanding by the end of the semester.
If you cannot read and write sentences written in hiragana and katakana with proficiency by week 15, your grade will be lowered by one grade.

GRADING

A - 90 - 100 % average on required tasks  
B - 80 - 89%   average on required tasks  
C - 70 - 79%   average on required tasks  
D - 60 - 69%   average on required tasks  
F - less than 60% average on required tasks

How to find my grades for this class?

1. In order to view your quiz scores and if you have turned in your assignments and quizzes, follow these steps:

1) Go to http://www.quia.com/web and log in.
2) If you see a link with the name of your class, click on it. (If you don't see that link, skip this step.)
3) Look for the name of your quiz.
4) Click the black and white icon to the left of your quiz name.

A pop-up window will appear containing a summary of your submission for quizzes.

2. For your grade on web recording assignments, you can check by logging into Assignments and choosing the Recording Assignment number (e.g. Recording Assignment 1) that you want to check.

You must see the instructor in person to discuss your grade in detail. UH policy does not allow disclosure of grades through email at any time.

LEARNING RESOURCES

Textbook:
The eBook can be downloaded or the hardcover eBook can be purchased through the following online site.
For downloading:
1. Go to the following URL: https://create.mheducation.com/shop/#/catalog/details/?isbn=9781121988590
2. Fill in your information

For the hardcover eBook:
1. Go to the URL:
   http://shop.mheducation.com/mhshop/productDetails?isbn=1259765741

2. Fill in your information

Audio activities for the online learning center of Yookoso! Textbook and Workbook are found at http:www.mhhe.com/socscience/japan/Yookoso3Bridge/

Getting Started and three chapters will be covered in JPNS 101.

Getting Started:
The five parts of this “Getting Started” chapter are a functional introduction to the Japanese language. In this chapter you learn to express yourself in a variety of situations such as meeting others, introducing yourself and talking about daily activities without formally studying grammar. You also learn to read and write Hiragana, Katakana and Kanji.

Chapter 1
• Nationalities and Languages
• Personal Information
• Around Campus

Chapter 2
• Commuting
• Cities and Neighborhoods
• Building and Places around
• Town

Chapter 3
• Schedules
• Daily Activities
• Weekends and Holidays

Additional Information
Requirements: Japanese-ready Computer, Web Camera, Microphone, High Speed Internet Connection.

Class URL

Course Portal: Use the portal to see the schedule and to submit online assignments.

TECHNICAL INFO
To access the UH Laulima site, it is recommended that students use Firefox. If you use Internet Explorer 8 and above, you must use it in compatibility view, otherwise you may experience problems. The Laulima IT staff has found Firefox (http://www.getfirefox.com) to be more compatible with Laulima.

Important Information:
If you must miss an online quiz/test, please send an e-mail before or on the day of the quiz/test notifying me that you will miss the quiz/test. No make-up quizzes or exams will be given unless this procedure is followed.

You must check your e-mail from the Laulima course mailing list multiple times a day on a regular basis. Almost all class communication is done via e-mail. It is the student’s responsibility to follow the class information/instructions.

It is your responsibility to check on the first day of instruction to see if your computer functions normal, and whether or not you can type in Japanese and which browser works best for your computer. When you take some quizzes and chapter exams, there is a set time limit and you cannot go back to it at a later time. If you log out, you cannot go back to taking the test.

If while taking a quiz or exam, your answers start to be erased or not saved, this problem is solely related to your own network, web browser, or computer. It is not a student must initiate an arrangement for make-up tests. I will not initiate such a procedure.

DISABILITIES ACCOMMODATION STATEMENT

If you have a physical, sensory, health, cognitive, or mental health disability that could limit your ability to fully participate in this class, you are encouraged to contact the Disability Specialist Counselor to discuss reasonable accommodations that will help you succeed in this class. Ann Lemke can be reached at (808)235-7448, lemke@hawaii.edu, or you may stop by Hale ‘Akoakoa 213 for more information. Other policies may be announced as needed.