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 O‘ahu’s Ko‘olau region and beyond with liberal arts, career and lifelong learning in a supportive and challenging environment — inspiring students to excellence.

CATALOG DESCRIPTION

An introductory course focusing on grammar and vocabulary sufficient to maintain a 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>
</table>
| Week 1 | Getting started | 1. Greetings  
2. Asking someone’s name  
3. Hiragana あ〜そ | After you study this week’s lessons, you should be able to:  
1. Greet someone in Japanese  
2. Be able to recognize hiragana あ〜そ |
| Week 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 |
| Week 3 | Getting started | Hiragana quiz 1&2  
1. Asking location numbers  
2. Asking what's available  
3. Talking more about likes and dislikes  
4. Hiragana ま〜ん katakana ア〜コ | 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 |
| Week 4 | Chapter 1 | 1. Nationalities and languages  
2. X wa Y desu/X wa Y dewa arimasen  
3. Express possession | 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 |
<table>
<thead>
<tr>
<th>Week</th>
<th>Chapter</th>
<th>Homework/Exam</th>
<th>After you study this week’s lessons, you should be able to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 5</td>
<td>Chapter 1</td>
<td>Katakana quiz 1</td>
<td>1. Use personal pronouns and demonstrative pronouns, and be able to read a short passage in hiragana, katakana, and some kanji.</td>
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<tr>
<td></td>
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<td>Homework</td>
<td>2. Recognize katakana ラーン, voiced hiragana だ, ば and ぱ, and katakana combinations such as きゃ, きゅ, きょ, にゃ, にゅ, にょ.</td>
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<tr>
<td></td>
<td></td>
<td>1. Personal pronouns/demonstrative pronouns</td>
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<td>2. Read a short passage</td>
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<td>3. Katakana ラーン</td>
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<td>4. Hiragana だ, ば, ぱ, きゃ〜, びょ</td>
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<tr>
<td>Week 6</td>
<td>Chapter 1</td>
<td>Chapter 1 exam</td>
<td>1. Introduce yourself as well as someone else.</td>
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<td>1. Introducing someone</td>
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<td>2. Self-introduction</td>
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<td>3. Hiragana: double vowels, e.g. えいが, consonants, e.g. きっと</td>
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<tr>
<td>Week 7</td>
<td>Chapter 2</td>
<td>Katakana quiz 2 ハ〜ン</td>
<td>1. Use i-adjectives and na-adjectives.</td>
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<td>1. Adjectives</td>
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<td>2. Adverbs, e.g. とても, たくさん</td>
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<td>3. Katakana ガ〜ポ,キャ〜ピョ, double vowels &amp; consonants, e.g. コーヒー/クッキー</td>
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<tr>
<td>Week 8</td>
<td>Chapter 2</td>
<td>Quiz on adjectives</td>
<td>1. Talk about cities and neighborhoods.</td>
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<td>1. Talking about cities/neighborhoods</td>
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<td>2. Expressing existence</td>
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<td>3. Start kanji from today</td>
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<td>Week 8</td>
<td>Chapter 2</td>
<td>Quiz on adjectives</td>
<td>1. Express existence.</td>
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<td>2. Expressing existence</td>
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<td>3. Start kanji from today</td>
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<tr>
<td>Week 9</td>
<td>Chapter 2</td>
<td>1. Indicate location</td>
<td>1. Indicate location using positional words such as うえ, 下, 前.</td>
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<td>2. Counters</td>
<td>2. Use counters such as ひとつ, ひとり.</td>
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<td>3. Kanji</td>
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<td>Week 10</td>
<td>Chapter 2</td>
<td>Review</td>
<td>1. Express likes and dislikes.</td>
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<td>1. Likes and dislikes</td>
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<td></td>
<td>2. Talking about your house/hometown</td>
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<td></td>
<td>3. Giving directions</td>
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</tbody>
</table>
| Week 11 | Chapter 3 | Chapter 2 exam  
 1. Talk about schedules  
 2. Dictionary forms of verbs  
 3. Kanji  
 | 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  |
| Week 12 | Chapter 3 | quiz on changing polite forms to dictionary forms of verbs  
 1. Dictionary forms of verbs  
 2. Kanji  
 | 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  |
| Week 13 | Chapter 3 | quiz on dictionary form of verbs  
 1. Express several activities  
 2. Connecting sentences using そして, それから, それあと  
 3. Kanji  
 | After you study this week’s lessons, you should be able to:  
 1. Express several activities  
 2. Use expressions of frequency  
 3. Connect sentences using そして, それから, それあと  
 4. Read and write new kanji  |
| Week 14 | Chapter 3 | Review  
 1. Particles  
 2. Kanji  
 | After you study this week’s lessons, you should be able to:  
 1. Use appropriate particles  
 2. Read and write new kanji  |
| Week 15 | Chapter 3 | 1. Connecting two or more sentences  
 2. Making suggestions  
 3. Reading a passage on daily life  
 4. Kanji  
 | After you study this week’s lessons, you should be able to:  
 1. Connect two or more sentences  
 2. Make suggestions using ましょうか/ ませんか  
 3. Read a passage on daily life written in the present and past tense  
 4. Read and write new kanji  |
| Week 16 & 17 | Review week | Final exam  
 |  |

**COURSE TASKS AND GRADING**

1. **Quizzes** - 20% of final grade (Quizzes are under the “Schedule” tab.)
2. **Two Chapter exams and one final exam** - 45% of final grade† (Exams are under the “Schedule” tab.) The maximum number of points for the chapter 1 and 2 exams is 100 points for each exam, a total of 200 points, and the maximum number of points for the final exam is 250 points.
3. **Semester project** - 15% 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.)
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 final grade will be lowered by one grade.

4. Homework - 20% of final grade† (Homework includes two written assignments (5%) (in week 5 & week 9) and 15 web recordings (15%). Homework is under the “Schedule” tab.) Homework includes typing sentences in Japanese accurately. Homework submitted late will have the grade reduced by 50%. After one week behind schedule, homework will no longer be accepted.

GRADE BREAKDOWN

When you go to “Grades” on the Canvas website, you will see the weight of the final grade based on the “Web Recording Assignments - 15%”, Quia†† Quizzes, Exams & Written Assignments - 70%”, Skit Project- 15%” Total 100%.

<table>
<thead>
<tr>
<th>Group</th>
<th>Weight</th>
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<tbody>
<tr>
<td>Web Recording Assignments</td>
<td>15%</td>
</tr>
<tr>
<td>Quia Quizzes, Exams &amp; Written Assignments</td>
<td>70%</td>
</tr>
<tr>
<td>Skit Project</td>
<td>15%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

†† Grades on Quia quizzes and exams can be checked anytime after submitting them by logging into Quia using your Quia username and password.

How to find my grades in 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.

When you go to “Grades” on the Canvas website, you will see the weight of the final grade based on the “Web Recording Assignments”, Quia Quizzes, Exams & Written Assignments”, Skit Project”. However, if you want to talk about your grade in the middle of the semester and get my advice, you must see me in person to discuss your grade in detail. UH policy does not
allow disclosure of grades through email at any time. If you are not living on Oahu, you can arrange to talk with me via Zoom collaborate.

†Final Grade
Homework submitted late will have the grade deducted by 50%. After one week behind schedule, homework will no longer be accepted.
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 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

Grade policy:
Quia Quizzes, Exams & Written Assignments
For this course, I will not be using Canvas for making quizzes/exams, so the Gradebook in Canvas may not reflect all your graded work automatically. I prefer using a different software, QUIA, to create quizzes and exams in Japanese. Grades on Quia quizzes and exams can be checked anytime after submitting them by logging into Quia using your Quia username and password, and you should be able to see the list of all your quizzes and exams that you turned in. When you go to “Grades” on the Canvas website, you will see the weight of the final grade based on the “Web Recording Assignments”, “Quia Quizzes, Exams & Written Assignments”, and “Skit Project”.

However, Quia grades cannot automatically be transferred (exported) into the Canvas grades, so I need to add your Quia grades manually on Canvas grades. I will add your Quia grades on Canvas after the final exam being submitted.

However, if you want to talk about your grade in the middle of the semester to see where you stand, you must see me in person to discuss your grade in detail. UH policy does not allow disclosure of grades through email at any time. If you are not living on Oahu, you can arrange to talk with me via Zoom collaborate. I am happy to give you my advice whenever you need.

Web Recording Assignments
Recording Assignments are posted in the Assignments tool in Canvas and will be included in the Canvas Gradebook. Dates of submitting recording assignments for the whole semester are posted on the Schedule page in addition to Assignments.
To check your recording assignment grade, go to the Grades tool on Canvas.

Skit Project
For the Skit Project grade, you will see it in the Canvas Gradebook after submitting your final skit.
I grade written assignments based on:
・ whether or not you turned in assignments as scheduled (3 points)
・ whether or not your composition is grammatically correct (3 points)
・ whether or not you used appropriate words and sentences (2 points)
・ whether or not you typed hiragana, katakana and kanji correctly (2 points)

I grade web recording assignments based on:
・ whether or not you turned in recordings as scheduled (2 points)
・ whether or not you studied and practiced before recording (2 points)
・ whether or not you understood words and sentences while recording (2 points)
・ whether or not you pronounced words correctly (2 points)
・ whether or not you memorized sentences and spoke smoothly (2 points)

I will change points only under the following conditions:
・ if students resubmitted by correcting mistakes as instructed and as scheduled
・ if students resubmitted by correcting mistakes as scheduled, but the instructor found more mistakes or corrections were not correct, the student will have one more chance to resubmit corrections as scheduled. If everything has now been corrected appropriately, the instructor will change points accordingly. However, the student will not get 100% for the resubmitted assignments because of the resubmission to make corrections.

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

Grading:

Skit project:
The skit project will give you an opportunity to apply what you have learned up to chapter 3, and I would like you to feel that you have learned many expressions in this class and feel confidence in acting out your skit. You may ask your friend to check your script, but you must write your script by yourself.
You must memorize the script.
Do not type your script in the video.
If you read your script using a media device, such as cell phone or laptop, or read from written material, I will not give you credit.

It will be preferable to work with your friends (classmates), but if it is not feasible, you may work on your own, in which case you will have to act as two or three people. (How can I act different parts: click here, Microsoft website (Links to an external site.)Links to an external site.). The skit has to be your original creation. Do not copy an existing story. Make something interesting and enjoy making it. If your skit is outstanding, I will give you extra credit.
You may have your friends/relatives in your skit.
How about working together with one or two of your classmate(s)? This is a good chance to practice Japanese together. Go to Laulima and choose class (JPNS101) and Email. Then choose Roles. Your classmates’ names and email addresses in the parentheses should come up. Send an email to your classmates and ask if they want to work with you.

There are no makeup quizzes or exams.

Quizzes/Exams must be taken during the designated time. 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. A student must initiate an arrangement for makeup quizzes/exams. I will not initiate such a procedure. 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. It is the responsibility of the student to check the course schedule for quiz/exam dates and take all quizzes and exams as scheduled.

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**

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.
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.

5. To communicate with me, send your e-mail through the Laulima UH e-mail address (aswan@hawaii.edu). Do not send text messages as I will no be able to communicate with you. Always include "JPNS 101 & CRN 64198 or "JPNS 101 & CRN 64199 ", so that I will know who you are.

**Technical Requirements**
Japanese-ready Computer, Web Camera, Microphone, High Speed Internet Connection. To access the Canvas site, it is recommended that students use Google Chrome. If you use Internet Explorer 8 and above, you must use it in compatibility view, otherwise you may experience problems. Other browsers will work with Canvas as well.

All course materials are available through Canvas. Canvas can be accessed at [https://windwardcc.instructure.com](https://windwardcc.instructure.com). You will be sent an invitation at the beginning of the semester and you will have to set-up your Canvas account as per the instructions on the invitation. The following is a guide to getting started in Canvas: [https://community.canvaslms.com/docs/DOC-1974](https://community.canvaslms.com/docs/DOC-1974) (Links to an external site.)

[https://windwardcc.instructure.com/enroll/4BR7CK](https://windwardcc.instructure.com/enroll/4BR7CK). Alternatively, they can sign up at [https://windwardcc.instructure.com/register](https://windwardcc.instructure.com/register) and use the following join code: 4BR7CK

**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.
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. Check to see if your computer functions normally, and whether or not you can type in Japanese, and from time to time check which browser works best for your computer.

Missed Work:
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. A student must initiate an arrangement for make-up tests. I will not initiate such a procedure.

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.
A student must initiate an arrangement for make-up tests. I will not initiate such a procedure.

Communication with Instructor
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 instructions.

Schedule of Assignments
A complete schedule of assignments for the entire semester is provided on the SCHEDULE page on Canvas.

TITLE IX
Title IX prohibits discrimination on the basis of sex in education programs and activities that receive federal financial assistance. Specifically, Title IX prohibits sex discrimination; sexual harassment and gender-based harassment, including harassment based on actual or perceived sex, gender, sexual orientation, gender identity, or gender expression; sexual assault; sexual exploitation; domestic violence; dating violence; and stalking. For more information regarding your rights under Title IX, please visit: https://windward.hawaii.edu/Title_IX/.

Windward Community College is committed to the pursuit of equal education. If you or someone you know has experienced sex discrimination or gender-based violence, Windward CC has resources to support you. To speak with someone confidentially, contact Karla Silva-Park, Mental Health Counselor, at 808-235-7468 or karlas@hawaii.edu or Kaahu Alo, Designated Confidential Advocate for Students, at 808-235-7354 or kaahualo@hawaii.edu. To make a formal report, contact the Title IX Coordinator at 808-235-7393 or wcctix@hawaii.edu.

ADVICE FOR A SUCCESSFUL SEMESTER

Ask questions.
Don't be afraid to ask questions. All inquires will be welcomed by the instructor.
Please ask for clarification on information and assignments at the moment of confusion. It is the student's responsibility to let the instructor know when he/she is confused. If you say nothing, I assume you understand the material.

**Talk to the instructor.**
I am here to assist you. Feel free to talk to me if you are having any difficulties in class. Even if you are not having difficulties, you are invited to visit with me in my office or send me an email or arrange with me to call you. Let's get to know each other.

**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 235-7448, lemke@hawaii.edu, or you may stop by Hale ʻAkoakoa 213 for more information.*