JPNS 101     Elementary Japanese 1
4 credits, CRN 64200
M, T, W, R  8:30 - 9:20

INSTRUCTOR: Akiko Swan
OFFICE: Manaleo 114
OFFICE HOURS: Tue 7:00 – 7:50 and by appointment
TELEPHONE: office 236-9233 (Do not leave any message on my office phone voice mail.)
E-mail: aswan@hawaii.edu
EFFECTIVE DATE: Fall 2018 (Heisei 30 nen)

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

1. Acquire grammar and vocabulary sufficient to maintain conversation at the elementary level.
2. Read/write short passages/sentences using the three writing systems: hiragana, katakana, kanji

Activities Required at Scheduled Times Other Than Class Times

There is lab work required that is scheduled at times other than in class. Any Japanese word processing may need to be done at the computer lab if there is no at-home access to a computer.

STUDENT LEARNING OUTCOMES

The student learning outcomes for the course are:

On completing the course, students will be able to:
1. Express themselves orally in various situations using vocabulary and grammatical structures learned in class.
2. Read materials in hiragana, katakana and learned kanji, such as menus, memos and short passages. Have a functional command of 65 essential kanji.
3. Write short sentences and passages using the three learned writing systems.

4. Develop communication skills by comparing Japanese culture/society/history with their own to broaden their understanding of the world.

## COURSE CONTENT

### Concepts or Topics
- Meeting others (personal info)
- Classroom Expressions
- Numbers to 10,000
- Phone numbers, time and prices
- Daily activities
- Future and past activities and events
- Likes and dislikes
- Schedules
- Weather
- Location
- 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 text book; become familiar with Japanese sentence patterns; able to read and write hiragana, katakana and approximately 65 kanji.
4. Word processor: introduce word processing in Japanese with some use on exercises and class assignments.

## COURSE TASKS

1. Ten Quizzes – 16 pts x 10 = 160 pts – 16% of final grade.†

2. Two chapter exams (100 pts x 2 = 200 pts – 20% each) and one final exam (250 pts – 25%) † – 45% of final grade.†

3. Semester projects:
   a. two individual oral speeches – 60 pts x 2 = 120 pts – 12% of final grade.
   b. group work – 100 pts – 10% of final grade (Students have to participate in making a skit and acting it out.)

If you do not submit your skit as scheduled, your grade will be lowered by one grade.

4. Class participation, attendance* and attentiveness in class 85 pts – 8.5% of final grade.

5. Homework 85 pts – 8.5% of final grade.

† There are no makeup quizzes or exams.

Quizzes/Tests must be taken during the designated period. Should you fail to take a quiz/test during that period and wish to take it later, 10% will be deducted for each day that you take the quiz/test late under any circumstances.
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.

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, bring me documentation certifying that circumstance in order to take the quiz/exam later. The student must then take the quiz/exam as soon thereafter as possible, and the quiz or exam is to be taken at the Test Center.

CLASS PARTICIPATION
NOTE: I will take attendance every class and points will be deducted for absences. Students are required to attend every class and participate in all activities conducted in class. Students who miss one third of the classes will have their grade lowered by one grade. Students who miss 50% of the classes will get an automatic F grade.

Students are expected to prepare for the class and review what has been covered. Students who miss classes and fail to turn in homework as scheduled tend to fall behind and do not build up the basic foundation needed to improve their language ability.

†† 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.

HOMEWORK
**Homework must be handed in as scheduled. Homework submitted late will have the grade lowered by 50%. After one week behind schedule, homework will no longer be accepted.
You will not get points by simply turning in homework even if turned in by the scheduled date. You have to study and understand what is on the homework.

Be sure to check the UH e-mail (not your personal e-mail) each day, so that you do not miss important information.

Homework includes:
1) doing written work which must be handed in promptly
2) memorizing vocabulary
3) listening to the tape: online learning center for Japanese 102 found at http://www.mhhe.com/socscience/japan/Yookoso3Bridge/
4) preparing scheduled material (schedule will be given on the first day of instruction)
5) reviewing previously studied material
## Schedule

<table>
<thead>
<tr>
<th>Week</th>
<th>chapter to be covered</th>
<th>Topics</th>
<th>Outcomes for the week</th>
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<tbody>
<tr>
<td>week 1</td>
<td>getting started</td>
<td>1. Greetings  2. asking someone’s name  3. Hiragana あ〜そ</td>
<td>After you study this week’s lessons, you should be able to: greet someone in Japanese, and be able to recognize hiragana あ〜そ</td>
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<tr>
<td>week 2</td>
<td>getting started</td>
<td>1. Talking about daily activities and time expressions  2. Expressing likes and dislike  3. Hiragana た〜ほ</td>
<td>After you study this week’s lessons, you should be able to: 1. talk about daily activities using time expressions  2. express future and past events  3. recognize hiragana た〜ほ</td>
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<tr>
<td>week 3</td>
<td>getting started</td>
<td>hiragana quiz 1&amp;2  1. Asking location numbers  2. Asking what's available  3. Talking more about likes and dislikes  4. Hiragana ま〜ん Katakana ア〜コ</td>
<td>After you study this week’s lessons, you should be able to: 1. ask location, numbers up to 10,000  2. ask about prices  3. talk about likes and dislikes  4. be able to recognize hiragana ま〜ん and katakana ア〜コ</td>
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<td>week 4</td>
<td>chapter 1</td>
<td>1. Nationalities and languages  2. X wa Y desu./X wa Y dewa arimasen.  3. Express possession  4. Katakana サ〜ヨ</td>
<td>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 &quot;no&quot; connecting two or three nouns  4. be able to recognize katakana サ〜ヨ</td>
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<td>week 5</td>
<td>chapter 1</td>
<td>katakanquiz-1  1. Personal pronouns and demonstrative pronouns  2. Read a short passage  3. Katakana ラ〜ン  4. Hiragana だ、ば、ぱ、きゃ〜びょ</td>
<td>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</td>
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<td>week 6</td>
<td>chapter 1</td>
<td>chapter 1 exam  1. Introducing someone/self-</td>
<td>After you study this week’s lessons, you should be able to:</td>
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<tr>
<td>Week</td>
<td>Chapter</td>
<td>Activity</td>
<td>After you study this week’s lessons, you should be able to:</td>
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<td>7</td>
<td>chapter 2</td>
<td>Katakana quiz-2 ハ〜ン</td>
<td>1. use i-adjectives and na-adjectives 2. recognize katakana ガ〜ポ, キャ〜ピョ, and double vowels/consonants</td>
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<td>chapter 2</td>
<td>quiz on adjectives</td>
<td>1. talk about cities and neighborhoods 2. express existence 3. read and write katakana words</td>
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<td>9</td>
<td>chapter 2</td>
<td>1. Indicate location 2. Counters 3. Kanji</td>
<td>1. indicate location using positional words such as うえ,した,とまえ 2. use counters such as ひとつ,ひとり</td>
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<td>chapter 2</td>
<td>Review</td>
<td>1. talking about your house/hometown 2. giving directions 3. reading a passage on neighborhood/hometown</td>
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<td>chapter 3</td>
<td>quiz on polite form to dictionary forms of verbs</td>
<td>1. use dictionary forms of verbs: both affirmative and negative forms 2. read and write new kanji</td>
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<tr>
<td>13</td>
<td>chapter 3</td>
<td>quiz on dictionary form of verbs</td>
<td>1. express several activities 2. use expressions of frequency 3. connect sentences using そして,それから,そのあと 4. read and write new kanji</td>
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</table>
**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  
3. Kanji  | **After you study this week’s lessons, you should be able to:**  
1. connect two or more sentences  
2. make suggestions using ましようかませんか  
3. read a passage on daily life written in the present and past tense  
4. read and write new kanji  

**week 16**  | Review week  

**week 17**  | Final exam  

* A more detailed schedule will be handed out on the first day of instruction. Thereafter throughout the term, the schedule will be adjusted in accordance with the pace of the students’ learning.  

**Important Information**  
Be sure to check the **UH e-mail** (not your personal e-mail) each day, so that you do not miss important information. That URL is:  
http://windward.hawaii.edu/  

**Homework includes:**  
1) doing written work which must be handed in promptly  
2) memorizing vocabulary  
3) listening to the tape: online learning center for Japanese 102 found at  
http://www.mhhe.com/socscience/japan/Yookoso3Bridge/  
4) preparing scheduled material (schedule will be given on the first day of instruction)  
5) reviewing previously studied material  

**You are responsible for homework even if you missed the previous class.**  

If you are absent from a class, make sure you find out from resources on the Laulima site what the homework is for the next class. It is your responsibility to check by yourself the schedule given on what covered in the previous class, and to study the missed material before coming to the following class. The instructor does not send you information about the missed class.  

Please prepare for the class, and review what has been covered in class. The page numbers for each class are given in the schedule. A detailed schedule will be handed out on the first day of instruction. Thereafter throughout the term, the schedule will be adjusted in accordance with the pace of the students’ learning.  

Check the Laulima site yourself following the steps below to copy the grammatical explanations.
1. http://windward.hawaii.edu/
2. choose JPNS 101 tab
3. go to “Resources”
4. open the file you need to copy

In order to get Yookoso! online resources, follow the steps below.

2. First, choose the textbook on the left: “An Invitation to Contemporary Japanese”.
3. Then choose: "Student Edition". Under "Home", click on "Choose one", scroll down to the chapter you are going to study. For example choose "getting started" for week 1.
4. Then choose either "Textbook Audio Program" (for the Textbook ) or "Laboratory Audio Program" (for the Workbook) under "More Resources".
5. Choose and listen to the tape you want from Audio Program. For example, the first audio program under Textbook Audio Program is (D1) "A simple Introductions " (326.0K).

My email address: aswan@hawaii.edu
When you send me an email, please make sure to put the subject line as follows:
Subject: JPNS101 your name (e.g. John Yamada)

Do not leave any message on my office phone voice mail.

Attendance is a part of your overall grade. This is a language class. If you miss classes, you will get behind. So it is essential that you attend class regularly. Attendance will be taken at the start of each class.
Coming to class late three times will be equivalent to one day’s absence which will be deducted from your attendance percentage.
Refrain from leaving class during the class period, or go out and come back in during the class period, as this disturbs the other students, and you will miss what you are supposed to be learning.
You are expected to stay in class for the duration of the class period.
If your cell phone rings during class, you will forfeit your attendance points for that class day.

Important message
You will not get credit for this course by simply attending classes. You have to participate well in class, and show improvement.

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. e.g. A will become B.
A detailed schedule will be handed out on the first day of instruction. Thereafter throughout the term, the schedule will be adjusted in accordance with the pace of the students’ learning.

Since this is a language class, I expect you to study outside of class (reviewing materials, doing homework, preparing for the next class lesson) for at least one hour a day. The schedule will be adjusted in accordance with the pace of the students’ learning. I will pay close attention to each student’s learning ability. However, each student has to make due study effort to keep pace with the schedule and the rest of the students in class. You must memorize and learn to be able to write and read Japanese with proficiency. I will not slow the pace of the class for students who do not progress because of a persistent failure to learn the sentence structures covered in class and memorize vocabulary and to learn the three Japanese written forms: hiragana, katakana and kanji, and do not do homework.

**ASSESSMENT TASKS AND GRADING**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
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<tbody>
<tr>
<td>A</td>
<td>90 - 100 % average on required tasks</td>
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<tr>
<td>B</td>
<td>80 - 89%   average on required tasks</td>
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<tr>
<td>C</td>
<td>70 - 79%   average on required tasks</td>
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<tr>
<td>D</td>
<td>60 - 69%   average on required tasks</td>
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<tr>
<td>F</td>
<td>less than 60% average on required tasks</td>
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</tbody>
</table>

**LEARNING RESOURCES**

**Textbook:**
The textbook can be bought at the WCC bookstore.
Title: CONTEMPORARY JAPANESE 3/e Vol. 1 Japanese 101
ISBN: 9781259765742

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.mcgraw-hill.com/shop/
2. The following message appears, “Looking for new materials?”
3. Enter the ISBN for Japanese 101: 9781121988590
4. Fill in your information

For the hardcover eBook:
1. Go to the same URL:
   https://create.mcgraw-hill.com/shop/
2. The following message appears, “Looking for new materials?”
3. Enter the ISBN for Japanese 101: 9781121990968
4. 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.

**Additional Information**

Classroom policies:
1. No eating and/or drinking (except water) in class
2. Pagers and cellular phones * will be turned off while class is in session.
3. Laptops are allowed to use only if you downloaded the textbook or my lecture notes.

* Checking or sending text messages during the class is absolutely not allowed. A student who is using a phone during class will be asked to leave the classroom immediately because this is a language class where the students need to pay attention to the studies and practice conversation with classmates. Using one’s phone in class is not only impolite but is disturbing to the other students.

Other policies may be announced as needed.

The Final Exam is:
December 12, Wednesday 8:30 - 10:30

**Important dates:**

<table>
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<tr>
<th>Month</th>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>August</td>
<td>20</td>
<td>First Day of Instruction</td>
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<tr>
<td>September</td>
<td>3</td>
<td>No Class (Labor Day)</td>
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<tr>
<td>November</td>
<td>6</td>
<td>No Class (General Election Day)</td>
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<tr>
<td>November</td>
<td>12</td>
<td>No Class (Veterans day)</td>
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<tr>
<td>November</td>
<td>22</td>
<td>No Class (Thanksgiving Day)</td>
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<tr>
<td>December</td>
<td>6</td>
<td>Last Day of Instruction</td>
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<td>August</td>
<td>28</td>
<td>Last Day for 100% Refund</td>
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<td>September</td>
<td>11</td>
<td>Last Day for 50% Refund</td>
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<tr>
<td>October</td>
<td>29</td>
<td>Last Day to Establish Credit/No – credit</td>
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<tr>
<td>October</td>
<td>29</td>
<td>Last Day to Withdraw with a “W” Grade</td>
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</tbody>
</table>

**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.

**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.

ACADEMIC INTEGRITY

In this class, students who commit academic dishonesty, cheating or plagiarism will have the following consequence(s): Students will receive a failing grade for plagiarized assignments.

All cases of academic dishonesty are referred to the Vice Chancellor for Student Affairs.

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 when you are confused, even if it means "interrupting" the lectures. 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. Let's get to know each other.

Be considerate.
It is essential that you listen to what is being discussed in class. Be considerate of the instructor and the other students by refraining from any unnecessary talking. During class, please turn your cell phone off to avoid any distractions.

ALTERNATE CONTACT INFORMATION

If you are unable to contact the instructor, have questions that your instructor cannot answer, or for any other issues, please contact the Academic Affairs Office:

Location: Alakai 121
Phone: 808-235-7422
Email: wccaa@hawaii.edu

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. I am happy to give you my advice whenever you need.

GRADE BREAKDOWN WORKSHEET

<table>
<thead>
<tr>
<th>Gradebook</th>
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<table>
<thead>
<tr>
<th>Course: 101</th>
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<tbody>
<tr>
<td>Akiko Swan</td>
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<table>
<thead>
<tr>
<th>Week</th>
<th>Q1</th>
<th>Q2</th>
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<th>Q5</th>
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Student: [Blank]