



UNIVERSITY of HAWAII
WINDWARD COMMUNITY COLLEGE

Ke Kulanui Kaiāulu o ke Ko‘olau

Syllabus

JPN101 Elementary Japanese I

Fall 2024

4 CRN 64128

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

Instructor: Akiko Swan

Office: Manaleo 114

Telephone: (808)236-9233

Office Hours: by appointment via email: aswan@hawaii.edu

Email aswan@hawaii.edu

effective Date: Fall 2024 (令和 6 年 Reiwa 6 nen)

About the instructor

Ask questions.

I am a native speaker of Japanese. I love teaching Japanese to whomever likes to learn. Don't be afraid to ask any questions. All inquiries 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 (send me an email) if you are having any difficulties in class. Let's get to know each other.

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: Alaka'i 121
- Phone: (808) 235-7422

Course Information

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

1. On completing the course, students will be able to:
2. Express themselves orally using learned phrases and sentences for introductory-level students in various social and academic contexts
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.

Required Materials

IDAP: Tohsaku: Invitation to Contemporary Japanese 3/eVol. I ebook, ISBN: 9781121988590

Course Format

This class is a fully online (asynchronous) 16-week course. The class schedule is followed as instructed in the web page. Students interact with the instructor and peers via zoom sessions.

Participation Verification

Campuses are required by federal regulations to verify the participation of students in their classes. In accordance with [Executive Policy 7.209](#), all students in the University of Hawai'i system are required to establish "participation" to ensure that they are not dropped from their class(es). Students who fail to participate by the late registration period for a class will be administratively dropped from that class. Students may also be dropped from dependent prerequisite and/or corequisite classes if both courses do not establish participation.

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Assessment Tasks and Grading

COURSE TASKS AND GRADING

1. Quizzes - 12% of final grade† (Quizzes are under the “Schedule” tab.)
2. Two Chapter exams and one final exam- 40% 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 200 points.
3. Ten WeRecordings Assignments - 48% of final grade. Assignments are under the “Schedule” tab.)

GRADE BREAKDOWN

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When you go to “Grades” on the Canvas website, you will see the weight of the final grade based on the “Web Recording Assignments - 48%”, Quia† Quizzes, Exams - 52%”, Total 100%.

		Total Points	% of Final Grade
Web Recording Assignments	48 pts x 10 times =	480 pts	48 %
Quia Quizzes			52% (Quizzes & Exams)
eight quizzes	11 pts x 9 times =	99 pts	
one writing quiz	21 pts x 1 writing quiz=	21 pts	
Exams			
Two chapter exams	100 pts x two times=	200 pts	
Final exam	200 pts x one time =	200 pts	
			Total 100%

COURSE CONTENT

Concepts or Topics

Skills or Competencies

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<ul style="list-style-type: none"> • 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 	<p>Skills or Competencies</p> <ol style="list-style-type: none"> 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.

Concepts or Topics

SCHEDULE

Week	Chapter to Be Covered	Topics	Outcomes for the Week
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	<ol style="list-style-type: none"> 1. Nationalities and languages 2. X wa Y desu/X wa Y dewa arimasen 3. Express possession 4. Katakana サ～ヨ 	<p>After you study this week's lessons, you should be able to:</p> <ol style="list-style-type: none"> 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
Week 5	Chapter 1	<p>Katakana quiz 1 Homework</p> <ol style="list-style-type: none"> 1. Personal pronouns/ demonstrative pronouns 2. Read a short passage 3. Katakana ラ～ン 4. Hiragana だ, ば, び, きゃ～びょ 	<p>After you study this week's lessons, you should be able to:</p> <ol style="list-style-type: none"> 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 び, and katakana combinations such as きゃ, きゅ, きょ, にゃ, にゅ, にょ
Week 6	Chapter 1	<p>Chapter 1 exam</p> <ol style="list-style-type: none"> 1. Introducing someone 2. Self-introduction 3. Hiragana: double vowels, e.g. えいが, consonants, e.g. きつと 	<p>After you study this week's lessons, you should be able to:</p> <ol style="list-style-type: none"> 1. Introduce yourself as well as someone else 2. Recognize double vowels and consonants in hiragana.
Week 7	Chapter 2	<p>Katakana quiz 2 ハ～ン</p> <ol style="list-style-type: none"> 1. Adjectives 2. Adverbs, e.g. とても, たくさん 3. Katakana ガ～ポ, キャ～ピョ, double vowels & consonants, e.g. コーヒー/ クッキー 	<p>After you study this week's lessons, you should be able to:</p> <ol style="list-style-type: none"> 1. Use i-adjectives and na-adjectives 2. Recognize katakana ガ～ポ, キャ～ピョ, and double vowels/consonants
Week 8	Chapter 2	<p>Quiz on adjectives</p> <ol style="list-style-type: none"> 1. Talking about cities/ neighborhoods 2. Expressing existence 3. Start kanji from today 	<p>After you study this week's lessons, you should be able to:</p> <ol style="list-style-type: none"> 1. Talk about cities and neighborhoods 2. Express existence 3. Read and write katakana words
Week 9	Chapter 2	<ol style="list-style-type: none"> 1. Indicate location 2. Counters 3. Kanji 	<p>After you study this week's lessons, you should be able to:</p> <ol style="list-style-type: none"> 1. Indicate location using positional words such as うえ, した, まえ 2. Use counters such as ひとつ, ひとり
Week 10	Chapter 2 Review	<ol style="list-style-type: none"> 1. Likes and dislikes 2. Talking about your house/ hometown 	<p>After you study this week's lessons, you should be able to:</p> <ol style="list-style-type: none"> 1. Express likes and dislikes

		3. Giving directions 4. Reading a passage on your neighborhood/hometown 5. Kanji	2. Talk about your house/hometown 3. Give directions 4. Read a passage about your neighborhood/hometown
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 <i>そして, それから, そのあと</i> 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 <i>そして, それから, そのあと</i> 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 <i>ましょうか/ませんか</i> 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	Review week	Final exam	

Academic Integrity

Work submitted by a student must be the student's own work. The work of others should be explicitly marked, such as through the use of quotes or summarizing with reference to the original author.

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.

[Windward CC Student Conduct Information](#)

[UH System Student Conduct Policy EO 7.208](#)

Include an AI Statement (is it ok in your class? if so, when/how?) Here are some [UH Guidelines](#) and [AI Recommendations](#). Instructors should refrain from sharing or inputting student work into online AI tools, including AI detection tools, without obtaining student consent. Uploading student work has potential FERPA implications as well as potential copyright concerns. Additionally, the uploaded content could be used as data for training of the AI, without the student's consent.

Student Responsibilities

- Expectations
- Additional policies (e.g., cell phones in the classroom, late work, attendance, missed work, extra credit, participation, netiquette)
- Any information you feel the student needs to know
- Students may check the [Student Notifications](#) page on the website for canceled classes

How to Seek Academic or Technical Support

Academic Support

- [Windward Community College Library](#)
- [Library eResources](#)
- [Ka Piko Writing Lab](#)
- [Ka Piko Speech Lab](#)
- [Ka Piko Math Lab](#)
- [Evening and Online Learning at Windward Community College](#)
- [STAR Balance](#)

Technical Support

- [UH ITS Help Desk](#) – email help@hawaii.edu or call 956-8883 (or 1-800-558-2669) for Lualima and most technology support. Available 24 hours a day, 7 days a week, including holidays.

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- Student Tech Support - email winhelp@hawaii.edu, call 808-235-7437, or stop by in person at Hale La‘akea 228. Available Monday–Friday from 8:00 am–4:00 pm.
- Laulima – Click on the [Request Assistance](#) link at the bottom of any Laulima Page to fill out and submit a question and get your answer via email.
- [Information Security for Students](#)

College Policies & Support Services

Disabilities Accommodations Statement

The Windward Community College’s Disability Student Services Office (WCC-DSSO) is committed to providing equal access to qualified students with disabilities.

If you have a physical, sensory, health, cognitive, or mental health disability that could limit your ability to participate fully in this class, you are encouraged to contact the Disability Specialist Counselor, Roy Inouye, to discuss reasonable accommodations that will help you succeed in this class. The Disabilities Counselor can be reached at 808-235-7448, wccdsso@hawaii.edu, or stop by the office (Hale Kako‘o 106) for more information.

Basic Needs

Basic needs include food and housing, childcare, mental health, financial resources, and transportation. Student basic needs security is critical for ensuring strong academic performance, persistence and graduation, and overall student well-being. If you or someone you know is experiencing basic needs insecurity, please see the [UH System Basic Needs website](#).

Mental Health Counseling

Mental Health and Wellness at Windward Community College counseling services and activities on campus to support students’ life goals as well as their academic goals. Information about services can be found at the [WCC Mental Health & Wellness website](#).

UH Alerts

The UH Alert emergency notification system alerts the university community in the event of a natural, health or civil emergency. The information you provide will only be used in the event of an emergency that impacts the health and safety of the UH community or the closure of whole campuses. It will not be shared with others or used for routine UH communications or announcements. To sign up, visit [UH Alerts website](#) for more information.

Financial Aid

If you are receiving financial aid and are contemplating not completing the course, BEFORE you withdraw, it is highly recommended that you contact the Financial Aid Office at 808-934-2712 or email them at wccfao@hawaii.edu to discuss the impact this decision may have on your financial aid eligibility.

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Student Conduct Code

Windward Community College follows the University of Hawai'i Code of Student Conduct which defines expected conduct for students and specifies those acts subject to University sanctions. Students should familiarize themselves with the Code of Student Conduct since, upon enrollment at Windward Community College, the student has placed herself/himself under the policies and regulations of the University and its duly constituted bodies. The disciplinary authority is exercised through the Office of the Vice Chancellor for Student Affairs. Copies of the Student Conduct Code are available at the Office of the Vice Chancellor for Student Affairs or [online](#).

Title IX - Sex Discrimination And Gender-Based Violence Resources

Windward Community College is committed to providing a learning, working, and living environment that promotes personal integrity, civility, and mutual respect and is free of all forms of sex discrimination and gender-based violence, including sexual assault, sexual harassment, gender-based harassment, domestic violence, dating violence, and stalking.

If you or someone you know is experiencing any of these, WCC has staff and resources to support and assist you. To report an incident of sex discrimination or gender-based violence, as well as receive information and support, please contact one of the following:

Leslie Cabingabang, UH System Confidential Advocate
Phone/Text: (808) 348-0432 or (808) 341-4952
Email: advocate@hawaii.edu
Office: Hale Kāko'o 107 (Wednesdays)

Mykie E. Menor Ozoa-Aglugub, J.D., Title IX Coordinator
Phone: (808) 235-7468
Email: mozoa@hawaii.edu
Office: Hale Kāko'o 109

Desrae Kahale, Mental Health Counselor & Confidential Resource
Phone: (808) 235-7393
Email: dkahale3@hawaii.edu
Office: Hale Kāko'o 101

Karen Cho, Deputy Title IX Coordinator
Phone: (808) 235-7404
Email: kcho@hawaii.edu
Office: Hale 'Alaka'i 120

As a member of the University faculty, I am required to immediately report any incident of sex discrimination or gender-based violence to the campus Title IX Coordinator. Although the Title IX Coordinator and I cannot guarantee confidentiality, you will still have options about how your

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case will be handled. My goal is to make sure you are aware of the range of options available to you and have access to the resources and support you need.

For more information regarding sex discrimination and gender-based violence, the University's Title IX resources, and the University's Policy, Interim EP 1.204, go to manoa.hawaii.edu/titleix/

ADVICE FOR A SUCCESSFUL SEMESTER

Ask questions.

Don't be afraid to ask questions. All inquires will be welcomed by the instructor.

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