

JPN 101 Elementary Japanese 1  
4 credits CRN 6070

**INSTRUCTOR:** Akiko Swan

**OFFICE:** Manaleo 114

**OFFICE HOURS:** by appointment via email: [aswan@hawaii.edu](mailto:aswan@hawaii.edu)

**TELEPHONE:** 808-236-9233

**EMAIL:** [aswan@hawaii.edu](mailto:aswan@hawaii.edu)

**EFFECTIVE DATE:** Spring 2024 (Reiwa (令和) 6 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**

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

#### 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

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	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

Week 5	Chapter 1	Katakana quiz 1 Homework 1. Personal pronouns/ demonstrative pronouns 2. Read a short passage 3. Katakana ラ～ン 4. Hiragana だ, ば, び, きゃ～ぴょ	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 び, and katakana combinations such as きゃ, きゅ, きょ, にゃ, にゅ, にょ
Week 6	Chapter 1	Chapter 1 exam 1. Introducing someone 2. Self-introduction 3. Hiragana: double vowels, e.g. えいが, consonants, e.g. きつと	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.
Week 7	Chapter 2	Katakana quiz 2 ハ～ン 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	After you study this week's lessons, you should be able to: 1. Use i-adjectives and na-adjectives 2. Recognize katakana ガ～ポ, キャ～ピョ, and double vowels/consonants
Week 8	Chapter 2	Quiz on adjectives 1. Talking about cities/ neighborhoods 2. Expressing existence 3. Start kanji from today	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
Week 9	Chapter 2	1. Indicate location 2. Counters 3. Kanji	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, ひとり
Week 10	Chapter 2 Review	1. Likes and dislikes 2. Talking about your house/ hometown 3. Giving directions 4. Reading a passage on your neighborhood/hometown 5. Kanji	After you study this week's lessons, you should be able to: 1. Express likes and dislikes 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	

## COURSE TASKS AND GRADING

1. Quizzes (nine 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 Web Recording Assignments - 48% of final grade. (Assignments are under the “Schedule” tab.)  
Homework submitted late will have the grade reduced by 50% †.

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

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%.

#### Grade Breakdown

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

#### †Final Grade

Homework submitted late will have the grade deducted by 50%. 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

## **How to find my grades in this class?**

### **1. 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.

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.

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 to the 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. 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.

### **2. 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.

Grade policy:

- To check your recording assignment grade, go to "Assignments" on CANVAS.
- To check your Quia quiz and exam grades, log into the Quia site. You should be able to see the list of all your quizzes and exams that you turned in.

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.

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 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.

## LEARNING RESOURCES

### IDAP ebook

#### Syllabus Verbiage:

This course will be participating in the Bookstore's **Interactive Digital Access Program (IDAP)**. Through this program, you will access your course material digitally, and it will be available to you by the first day of class.

A charge for the digital course material through IDAP will be added to your MyUH account.

You have the option to opt-out of receiving your course material through IDAP. By opting-out, you will lose access to the course material and the charge will be refunded on your MyUH account. If you do not opt-out, the charge will stay on your MyUH account. Any unpaid charges on your MyUH account will turn into a hold. Holds on your account will prevent you from accessing various services within the University.

You may opt-out by visiting your unique Inclusive Access Student Portal, which can be found in your IDAP welcome email (Subject Line: "IMPORTANT: You have enrolled in an IDAP Course").

For more information regarding IDAP, please contact your campus bookstore.

### How to go to the IDAP ebook:

1. go to Laulima and sign in with your UH ID and password
2. choose JPN-101
3. choose VitalSource for UH Windward CC IDAP on the left navigator
4. This is the first time for you to use the IDAP textbook, so you need to set up to be able to read it: create your ID and password for the IDAP (not your UH ID)

Once you set up for the textbook, you will not need to repeat it.

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.**

NOTE: 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 not be able to communicate with you.



## 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>.

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>

**URL:** <https://windwardcc.instructure.com/enroll/CFWAT8>.

Students can sign up at <https://windwardcc.instructure.com/register> and use the following join code: CFWAT8.

## Missed Work:

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

Quizzes/Exams must be taken during the designated period.

If your Internet connection is down and you do not have access to an alternative connection, and therefore you cannot take a quiz/test or submit the required assignment(s) during the designated time, you may request to reschedule the quiz/test or delay submission of the assignment(s) only if the following conditions are met:

- You need to e-mail me letting me know that your Internet connection is down. It must be made during the designated time of the quiz/exam or assignment, and include in your email a screenshot showing the problem.
- The rescheduled quiz/exam/assignment must be taken within 3 solar days after the originally scheduled time.

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.

## Exams / Quizzes

All exams and quizzes should be taken at home on the designated date and time. The designated dates are listed in the schedule tab. The dates are above week 1. I suggest that you copy the schedule for the whole semester.

When you take Quia quizzes and exams, you **do not** create your own user name and password. You must use the Quia user name and password that I sent you.

**It is your responsibility to check on the first day of instruction to see if your computer functions normally, and whether or not you can type in Japanese and which browser works best for your**

**computer. When you take 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, or while in the process of taking an exam, your computer freezes, this problem is solely related to your own network, web browser, or computer. It is not a Quia server problem.**

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.

### **Due dates for submitting homework, quizzes, and exams**

Homework, quizzes, and exams must be submitted as scheduled.

You may turn in homework and quizzes earlier than scheduled, but you must submit them by the date scheduled.

Chapter 1 and 2 exams and the final exam must be taken on the date scheduled on that one day. There is a set time limit, and you cannot go back to the exam at a later time. If you log out, you cannot go back to taking it. Therefore, 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.

## **DISABILITIES ACCOMMODATIONS**

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 Accessibility Counselor to discuss reasonable accommodations that will help you succeed in this class.

Jodi Asato, Disabilities Counselor, (808) 235-7422, email [wccdsso@hawaii.edu](mailto:wccdsso@hawaii.edu).

## **SEX DISCRIMINATION AND GENDER-BASED VIOLENCE RESOURCES (TITLE IX)**

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:

- Kaahu Alo, Student Life Counselor & Designated Confidential\* Advocate for Students
- Phone: (808) 235-7354
- Email: [kaahualo@hawaii.edu](mailto:kaahualo@hawaii.edu)
- Office: Hale 'Ākoakoa 232
- *\*confidentiality is limited*
- Desrae Kahale, Mental Health Counselor & Confidential Resource
- Phone: (808) 235-7393
- Email: [dkahale3@hawaii.edu](mailto:dkahale3@hawaii.edu)
- Office: Hale Kāko'o 10
- Karla K. Silva-Park, Title IX Coordinator
- Phone: (808) 235-7468
- Email: [karlas@hawaii.edu](mailto:karlas@hawaii.edu)
- Office: Hale 'Ākoakoa 22

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 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/](http://manoa.hawaii.edu/titleix/)

## **ADVICE FOR A SUCCESSFUL SEMESTER**

### **Ask questions.**

Don't be afraid to ask 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 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.

## **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