UNIVERSITY of HAWAIʻI
WINDWARD COMMUNITY COLLEGE
Ke Kulanui Kaiāulu o ke Koʻolau

JPN 101 Elementary Japanese 1

Fall 2026
4 credits CRN 62114

ABOUT WINDWARD COMMUNITY COLLEGE

Windward Community College Mission Statement

ʻO keia ka wā kūpono e hoʻonui ai ka ʻike me ka hoʻomaopopo i kō Hawaiʻi mau hoʻoilina waiwai. Aia nō hoʻi ma ke Kulanui Kaiāulu o ke Koʻolau nā papahana hou o nā ʻike ʻake akamai a me nā hana noʻeau. Me ke kuleana koʻikoʻi e hoʻohiki ke Kulanui e kākoʻo a e hoʻokumu i ala e hiki kē kōkua i ka hoʻonui ʻike a nā kānaka maoli. Na mākou nō e hoʻolako, kākoʻo a paipai i nā Koʻolau a kō Oʻahu aʻe me nā hana noʻeau ākea, ka hoʻonaʻauao ʻoihana a me ka hoʻonui ʻike ma ke kaiāulu— hōʻaʻano a e hoʻoulu i nā haumāna i ka poʻokela.

Windward Community College offers innovative programs in the arts and sciences and opportunities to gain knowledge and understanding of Hawaiʻi and its unique heritage. With a special commitment to support the access and educational needs of Native Hawaiians, we provide Oʻahu's Koʻolau region and beyond with liberal arts, career and lifelong learning in a supportive and challenging environment — inspiring students to excellence.

ʻĀina

Windward Community College is located in the ahupuaʻa of Kāneʻohe and Heʻeʻia in the moku of Koʻolaupoko on the island of Oʻahu. Both ahupuaʻa are directly connected to the moʻo ʻōlelo of Pāpa and Wākea, who are seen as the ancestors of the Hawaiian nation. The campus sits beneath the puʻu of Keahiakahoe, which is also connected to many moʻo ʻōlelo of this ʻāina. Because wind names and rain names are associated with specific ʻāina, the rain name of Kāneʻohe is known as the ʻĀpuakea and the rain name of Heʻeʻia is the Ulumano.

HOW TO CONTACT YOUR INSTRUCTOR

- Instructor: Akiko Swan
- Language and Arts Department
- Office Hours: by appointment via email: aswan@hawaii.edu
- Virtual Office: Offer a zoom session. Even though my class is an asynchronous class, I offer a weekly zoom session**: Zoom URL: https://zoom.us/j/6477420912**
- Response time: I response to emails and Q & A as soon as possible.

Asking Course Questions

Please use course Q&A in Lamakū Discussions for all general course questions about content, activities, due dates, how work will be graded, etc. I will check Q&A everyday during our course week (less often on weekends) and provide follow-up information there.

Email specific grading questions and/or personal matters, per FERPA, to keep your information protected. Please use Lamakū Email instead of UH Gmail or other email.

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: Alakaʻi 121
- Phone: (808) 235-7422

Contingency Plan

If there is an outage, weather situation, or family emergency on my end, I will do my best to find a way to communicate an update as soon as possible about my return to the course. Mahalo in advance for your understanding and I hope you will do the same.

COURSE FORMAT & STRUCTURE

This course is offered in a 16-week time frame. Our course schedule is provided in this syllabus. This course is an asynchronous class. From the start until the end of the term, all modules are released in Lamakū. Even though this class is an asynchronous class, I offer a weekly zoom session to see how well students are doing in class.

Regular Substantive Interaction

- Announcements: I will post a new class announcement every Monday by 9am, right before out optional weekly Zoom meeting. New course content will also be released at this time each week.

- Assignments:
  - Recording Assignments are posted in the Assignments tool in Lamakū and will be included in the Lamakū 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 Lamakū. I will keep your Lamakū course Grades as current as possible; your grading will be submitted after receiving your web recording assignment. I will give you my feedback with your grade. If you have any questions or concerns, even about recording assignments or the class in general, you can write them in the Comment box. If there are mistakes or technical issues such as there is no sound, I will write my comments about that. I also will send an email to you with my comments.

- Quizzes & Exams:
  - You can see your grade right after you submit your quiz or exam if questions are simple, short and multiple choice. But software cannot grade your written sentences. I always grade them manually so that I can grade them more appropriately with my comments.

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 Hawaiʻi system are required to establish “participation” to ensure that they are not dropped from their class(es). Effective Fall 2021, 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.

CATALOG DESCRIPTION

JPN 101 : Elementary Japanese I

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

- Credits 4
- Lecture Hours 4

Course Outcomes

On completing the course, students will be able to:

- Express themselves orally using learned phrases and sentences for introductory-level students in various social and academic context.
- Read learned materials written in hiragana, katakana and approximately 75 kanji.
- Write short sentences and passages using 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	date	Chapter to Be Covered	Topics	Outcomes for the Week
Week 1	Aug 24 to Aug 27	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	Aug 31 to Sep 3	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	Sep 7 to Sep 10	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	Sep 14 to Sep 17	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 nous 4. Be able to recognize katakana サ～ヨ
Week 5	Sep 21 to Sep 24	Chapter 1	Katakana quiz 1 Homework 1. Personal pronouns/ demonstrative pronouns 2. Read a short passage 3. Katakana ラ～ン 4. Hiragana だ, ば, ぱ, 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 ぱ, and katakana combinations such as きゃ, きゅ, きょ, にゃ, にゅ, にょ

Week	date	Chapter to Be Covered	Topics	Outcomes for the Week
Week 6	Sep 28 to Oct 1	Chapter 1	Chapter 1 exam 1. Introducing someone 2. Self-introduction 3. Hiragana: double vowels, e.g. えいが, consonants, e.g.きっと	After you study this week's lessons, you should be able to: 1. Introduce yourself as well as someone else 2. Recognize double vowels and consonants in hiragana.
Week 7	Oct 5 to Oct 8	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	Oct 12 to Oct 15	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	Oct 9 to Mar 12	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	Oct 26 to Oct 29	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	Nov 2 to Nov 5	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	Nov 9 to Nov 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	Nov 16 to	Chapter 3	Quiz on dictionary form of verbs 1. Express several activities	After you study this week's lessons, you should be able to: 1. Express several activities

Week	date	Chapter to Be Covered	Topics	Outcomes for the Week
	Nov 19		2. Connecting sentences using そして, それから, そのあと 3. Kanji	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
Week 14	Nov 23 to Nov 26	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	Nov 20 to Nov 23	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
Dec	Dec 7 to Dec 3	Review week	---	---
Week 17	Dec 4 to Decy 7	Review week	Final Exam	---

COURSE TASKS AND GRADING

- Quizzes (nine quizzes) - 12% of final grade †† (Quizzes are under the "Schedule" tab.)
  - 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.
- The Web Recording Assignments - 48% of final grade. (Assignments are under the "Schedule" tab.) Homework submitted late will have the grade reduced by 50%.

Grade Breakdown

Activities	Points for each Activity	Total Activity Points	% of Final Grade (100%)
Introduction Recording (participation verification)	credit (required)	0	0
Web Recording Assignments (10)	48pts. X 10	48	48%
Quia Quizzes (9)	11 pts. X 9	99	20%
Quiz: Writing Quiz (1)	21 pts. X 1	21	5%

Activities	Points for each Activity	Total Activity Points	% of Final Grade (100%)
Quia Exams: Chapter Exams (2)	100 pts. X 2	200	12%
Final Exam (1)	200 pts. X 1	200	15%

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

† 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. *Introduction Recording*
   - This credit/non-credit activity is required by UH for participation verification within 10 days of the start of the course. Students may be dropped by WIN for non-participation if they do not complete this activity.

2. *Quia Quizzes, Exams & Written Assignments*
   - For this course, I will be using Quia for making quizzes/exams, and the Gradebook in Lamakū may not reflect all of 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. You should be able to see the list of all your quizzes and exams that you turned in. I always grade quizzes/exams manually so that I can add more points to how you answered since the software cannot grade your sentence(s) appropriately.

   - In order to view your quiz scores and whether or not you have turned in your assignments and quizzes, follow these steps:
     a. Go to http://www.quia.com/web and log in.

b. If you see a link with the name of your class, click on it. (If you don't see that link, skip this step.)
c. Look for the name of your quiz.
d. Click the black and white icon to the left of your quiz name.
e. A pop-up window will appear containing a summary of your submissions for quizzes.

- When you go to “Grades” on the Lamakū website, you will see the weight of the final grade based on the “Web Recording Assignments”, “Quia Quizzes, Exams & Written Assignments”.
  - However, Quia grades cannot automatically be transferred (exported) into the Lamakū grades, so I need to add your Quia grades manually to the Lamakū grades. I will add your Quia grades on Lamakū after the final exam has been 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.

3. *Web Recording Assignments*
   - Recording Assignments are posted in the Assignments tool in Lamakū and will be included in the Lamakū 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 Lamakū. I will keep your Lamakū course Grades as current as possible and will post them after receiving your web recording assignments. I will give you my feedback with your grade. If you have any questions or concerns, even about recording assignments or the class in general, you can write them in the Comment box. If there are mistakes or technical issues such as there is no sound, I will write my comments about that. I also will send an email you with my comments.

Grade policy

- To check your recording assignment grade, go to "Assignments" on Lamakū.
- 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 have 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 with appropriate pronunciation (4 points)
- whether or not you typed hiragana, katakana and kanji correctly if the assignments are required to write sentences

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 under the following conditions:
- if a student resubmits assignments with mistakes corrected as instructed and as scheduled
- if a student resubmits assignments as scheduled with mistakes corrected, but the instructor finds more mistakes or corrections were not correct. The student will then have more chances to

resubmit corrections as scheduled. If everything has been corrected appropriately, the instructor will change points accordingly. The student will get 100% for the resubmitted corrected assignments. However, if there are still some mistakes in your resubmission, you will be instructed to resubmit again until all mistakes have been corrected. The purpose for resubmission is for you to understand the lessons fully.

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 students have been studying hard, but need more time to study, they need to send me an email before the submission 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, send me as an email with attached documentation certifying that circumstance in order to take the quiz/exam later. The student must then take/submit the quiz/exam as soon as possible thereafter. If you fail to do this, you will not be able to take the quiz/exam later. No make-up quizzes or exams will be given unless this procedure is followed. If a student knows in advance that he/she will not be able to take a quiz/exam on the scheduled date, that student needs to arrange with me a suitable date for taking the quiz/exam prior to (not after) the scheduled quiz/exam date. No make-up quizzes or exams will be given unless this procedure is followed.

LEARNING RESOURCES

Required

Regular access to a computer with internet (desktop or laptop).

Windward CC offers free laptop and WiFi hotspot check-out to students (first-come, first-served), as well as software and other tech discounts; see Ka Piko Student Tech Support for information.

Recommended

D2L Brightspace Pulse App (free download from app stores)

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 materials, 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 Lamakū 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.

Getting Started

This section lists how to get started in our course and the three chapters that will be covered in JPN101.

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 and a half consecutive hours 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 an 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 Lamakū e-mail every day**.

NOTE: To communicate with me, send your e-mails through the Lamakū 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 Lamakū 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.
All course materials are available through Lamakū. Lamakū can be accessed at:
https://lamaku.hawaii.edu/d2l/home
You will be sent an invitation at the beginning of the semester, and you will have to set-up your Lamakū account as per the instructions on the invitation.

Missed Work

If you must miss an online quiz/exam, please send an e-mail notifying me that you will miss the quiz/exam before or on the day of the quiz/exam. **No make-up quizzes or exams will be given unless this procedure is followed.**
Quizzes/Exams must be taken during the designated period. If you have been studying hard, and you know that you need more time to study before taking quizzes, you must send me an email before the designated day.
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. Your e-mail must be made during the designated time of the quiz/exam or assignment, and it must include a screenshot showing the problem.
- The rescheduled quiz/exam/assignment must be taken within 3 solar days after the originally scheduled time or by the time directed by the instructor.

A student must initiate an arrangement for making up an exam. I will not initiate such a procedure.

Communication with Instructor

You must check your e-mail from the Lamakū 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 Lamakū.

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 username and password. You must use the Quia username 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 exam.

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

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 day and date that they are scheduled to be taken. 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.

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.
- In this class, students who commit academic dishonesty, cheating, or plagiarism will have the following consequence(s):
- 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.
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Windward CC Student Conduct Information

Support Services

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.

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:

Desrae Kahale, UH System Confidential Advocate
Phone: (808) 235-7393
Email: advocate@hawaii.edu
Office: Hale Kākoʻo 101

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

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

Karen Cho, Deputy Title IX Coordinator
Phone: (808) 235-7404
Email: kcho@hawaii.edu
Office: Hale ʻAlakaʻi 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 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/

Technical Support

- UH ITS Help Desk: email help@hawaii.edu or call (808) 956-8883 (or 1-800-558-2669) for Lamakū and most technology support. Available 24 hours a day, 7 days a week, including holidays.
- Student Tech Support: email winhelp@hawaii.edu, call (808) 235-7437, or stop by in person at Hale Laʻakea 228. Available Monday–Friday from 8:00 am–4:00 pm.
- Lamakū: Click on the Lamakū Help link in the menu bar at the top of the Lamakū homepage to fill out and submit a question and get your answer via email.
- Information Security for Students

ADVICE FOR A SUCCESSFUL SEMESTER

Ask questions

Do not 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.