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

Syllabus

JPN 102 Elementary Japanese 2

Fall 2026
4 Credits CRN 62298 & 62341

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.

INSTRUCTOR: Akiko Swan

OFFICE: Manaleo 114
OFFICE HOURS: by appointment via email: aswan@hawaii.edu
TELEPHONE: 236 - 9233
E-mail: aswan@hawaii.edu
EFFECTIVE DATE: Sprin2026 (令和 7 年 Reiwa 8 nen)

About the instructor

Ask questions.

I am a native speaker of Japanese. I love teaching Japanese to whomever likes to learn.
Do not 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.

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.

Pre-Requisites: Credit for JPN 101 or consent of instructor.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.

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 Hawai‘i 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 102 : Elementary Japanese II

A continuation of JPN 101 focusing on additional grammar topics and increased vocabulary to maintain conversation at the the three writing systems: hiragana, katakana, and kanji.

- Credits 4
- Lecture Hours 4
- Prerequisites Credit for JPN 101 or consent of instructor.

Course Outcomes

On completing the course, students will be able to:

- Express themselves orally using sentences combining learned and new vocabulary and grammatical structures in various contexts.
- Read materials in hiragana, katakana and learned kanji, such as menus, memos, and passages
- Develop a functional command of 161 kanji.

Student Learning Outcomes

The student learning outcomes for the course are:
On completing the course, students will be able to:

1. Express themselves orally using sentences combining previously learned and new vocabulary and grammatical structures in various situations.
2. Perform basic communication in the context of the learned materials.
3. Read materials in hiragana, katakana and learned kanji, such as menus, memos and passages. Have a functional command of 161 essential kanji.
4. Write sentences and paragraphs integrating new and previously learned materials and structures along with mastering hiragana, katakana and kanji.
5. Develop communication skills by comparing Japanese culture/society/history with their own to broaden their understanding of the world.

COURSE CONTENT AND SCHEDULE

week	date	chapter to be covered	Topics	Outcomes for the week
week 1	Jan 12 to Jan 15	chapter 4	1. weather and climate 2. past tense form of i-adj/na-adj 3. comparatives	After you study this week's lessons, you should be able to: 1. conjugate adjectives 2. talk about the weather 3. use the comparatives: comparing two items
week 2	Jan 19 to Jan 22	chapter 4	1. learn how to use adverbs in comparative sentences 2. learn to how to use superlatives 3. learn how to express 4. learn how to conjugate verbs	After you study this week's lessons, you should be able to: 1. use superlatives 2. express using plain present/past tense forms of verbs

week	date	chapter to be covered	Topics	Outcomes for the week
week 3	Jan 26 to Jan 29	chapter 4	1. learn the te-form of adjectives and verbs 2. learn how to explain a reason using のだ 3. learn how to link contrasting ideas using しかし, が, けれども, でも	After you study this week's lessons, you should be able to: 1. make longer sentences using the te-form of adjectives and verbs 2. explain a reason 3. link contrasting ideas
week 4	Feb 2 to Feb 5	chapter 4	1. learn how to express probability and conjecture using ~かもしれない, でしょう 2. learn how to conjoin sequential sentences using そして, それから, その後, 〜てから	After you study this week's lessons, you should be able to: 1. express probability and conjecture 2. express sequential actions using そして, それから, その後, 〜てから
week 5	Feb 9 to Feb 12	chapter 5	1. learn to talk about leisure time/skills/abilities 2. learn how to describe abilities 3. learn how to use nominalizer の・こと	After you study this week's lessons, you should be able to: 1. talk about leisure time/skills/abilities using 〜すること or のが〜
week 6	Feb 16 to Feb 19	chapter 5	1. learn to talk about family 2. te-form of verbs	After you study this week's lessons, you should be able to: 1. talk about family's hobbies/jobs 2. use sequential actions/events using the te-form of verbs
week 7	Feb 23 to Feb 26	chapter 5	1. learn how to use relative clauses 2. learn how to describe a change in state: なる	After you study this week's lessons, you should be able to: 1. use relative clause 2. learn how to describe a change in state: なる
week 8	Mar 2 to Mar 5	chapter 5 & 6	1. learn how to express experience 2. learn how to express a desire ほしい, ほしがる, 〜たい, 〜たがる	After you study this week's lessons, you should be able to: 1. express experience 2. express a desire using ほしい, ほしがる, 〜たい, 〜たがる

week	date	chapter to be covered	Topics	Outcomes for the week
week 9	Mar 9 to Mar 12	chapter 6	1. learn how to express an opinion using と思う 2. learn how to express intention 3. learn how to use the volitional form	After you study this week's lessons, you should be able to: 1. express an opinion using と思う 2. express intention 3. use the volitional form
week 10	Mar 16 to Mar 19	chapter 6	1. learn how to use the te-form of verbs + てみる, しまう, いく, くる 2. learn how to express simultaneous actions using ～ながら	After you study this week's lessons, you should be able to: 1. use the てみる, しまう, い, くる 2. express simultaneous actions using ～ながら
week 11	Mar 23 to Mar 26	chapter 7	1. learn how to use temporal clauses 2. learn how to use indefinite pronoun の	After you study this week's lessons, you should be able to: 1. use temporal clauses 2. use indefinite the pronoun の
week 12	Mar 30 to Apr 2	chapter 7	1. learn how to make "If-Then" Statement 2. learn how to use the たら conditional	After you study this week's lessons, you should be able to: 1. express using the conditional
week 13	Apr 6 to Apr 9	chapter 7	1. learn how to express purpose using the particle に 2. learn how to report hearsay using ～そうだ	After you study this week's lessons, you should be able to: 1. express purpose using the particle に 2. report hearsay using ～そうだ
week 14	Apr 13 to Apr 16	chapter 7 and Review	1. learn how to give reasons with ... し, ...し 2. make a skit	After you study this week's lessons, you should be able to: 1. use ...し, ...し to give reasons
week 15	Apr 20 to Apr 23	Review week	Review whatever you need	
week 16	Apr 27 to	Review week	Final exam	

week	date	chapter to be covered	Topics	Outcomes for the week
	Apr 30			

GRADE BREAKDOWN

Activities	Points for each Activity	Total Points	% of Final Grade (100%)
Web Recording Assignments	30 pts x 10	300 pts	30 %
Quia Quizzes			
Quia Quizzes	20 pts. x 6	120	12%
Two writing Quizzes	22 pts. x 2	44	4.4%
Six Kanji Quizzes	6 pts. x 6	36	3.6%
Quia Exams			
Quia: Reading comprehension Exam	100 pts x 1	100	10%
Quia: Two chapter exams	100 pts x 2	200	20%
Quia: Final exam	200 pts x 1	200	20%
		Total	100%

ASSESSMENT TASKS AND GRADING

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

- Quia Quizzes - 30% of final grade.
  Grades on Quia quizzes and exams can be checked anytime after submitting them by logging into Quia using your Quia username and password.
- One reading comprehension exam, two Chapter exams and one final exam- 50% of final grade† The maximum number of points for the reading comprehension exam is 100 %, chapter 4 and 5 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.
- 10 Web Recording Assignments -30% of final grade. Assignments are under the “Schedule” tab.)Assignments include typing sentences in Japanese accurately.

Assignments submitted late will have the grade reduced by 50%. After two weeks behind schedule, assignments will no longer be accepted.

When you go to “Grades” on the Lamakū website, you will see the weight of the final grade based on the “Web Recording Assignments - 30%”, Quia Quizzes & Exams - 70%”, 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.

Proficiency in reading and writing Japanese sentences will be included in your final grade.

You will be expected to improve your reading and writing sentences in hiragana, katakana and kanji with greater understanding by week 6

If you cannot read and write sentences written in hiragana, katakana and kanji with proficiency by week 5, your grade will be lowered by one grade.

There are no makeup quizzes under any circumstance.

Quizzes/Exams must be taken as scheduled. Should you fail to take a quiz during that period and wish to take it later, 10% will be deducted for each day that you take the quiz 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. Assignments must be turned in as scheduled. Assignments submitted late will have the grade lowered by 50%. You may turn in web recording assignments and “writing a passage” quizzes before the due date.

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

LEARNING RESOURCES

TEXTBOOK:

About the IDAP

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 Lamakū and sign in with your UH ID and password
2. choose JPN-102
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.

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

IDAP: Tohsaku: Select Chapters Invitation to Contemporary Japanese 3/eText / Wkbk, ISBN: 9781307615456

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-102
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.

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

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 Kakoʻo 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.

Student Conduct Code

Windward Community College follows the University of Hawaiʻi 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.
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/

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. Click here for Mac/Widnows/PDF to find out how to make your computer type in Japanese.
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 videos (click demo1. demo2) explain how to do your homework. (click here for PDF).
4. Since this is a language course, I strongly recommend that you study every day according to the schedule.
5. It is your responsibility to check your UH e-mail every day.

If you have any questions about this course, please e-mail me using my UH email address (aswan@hawaii.edu). Always include "JPNS102" in the subject field of your email, so that I will notice it immediately.

Technical Supports

For technical problems or have a problem typing in Japanese, contact the UH Mānoa IT help desk 24/7 (they always reply) at:
Phone: (808) 956-8883
Toll Free: (neighbor isles) (800) 558-2669
Fax: (808) 956-2108
Email: help@hawaii.edu (Links to an external site.)

The UH Mānoa IT help desk is available 24 hours a day, 7 days a week and is open during all Holidays.

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.

Walk-In Support (Mānoa Campus)
Information Technology Center [map (Links to an external site.)]
Mon – Fri 8:00am – 4:30pm
Not available on Holidays

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

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 solar day that you take the quiz/test late under any circumstances.

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 to let me know that your Internet connection is down. You must do this during the designated time of the quiz/test or assignment, and include in your email a screenshot showing the problem.
- A student must initiate an arrangement for taking a test in advance. I will not initiate such a procedure.

Communication with Instructor

You must check your e-mail from the course mailing list a minimum of once a day. Almost all class communication is done via e-mail. It is the student's responsibility to follow the class information/instructions. It is your responsibility to check the UH email daily.

Schedule of Assignments

A complete schedule of assignments for the entire semester is provided on the SCHEDULE page of Laulima.

Exams/Quizzes

All exams and quizzes should be taken at home on the designated date and time . I will send you a reminder through UH e-mail about the exams and quizzes**.** It is your responsibility to check your e-mail.

Due dates for submitting homework, quizzes and exams

Homework, quizzes and exams must be submit as scheduled.

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

Chapter 4 and 5 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 it at a later time. If you log out, you cannot go back to taking the test. 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.

Other policies may be announced as needed.

Support Services

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 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:

Jojo Miller, Confidential Advocate
Phone: (808) 348-0663
Email: advocate@hawaii.edu
Office: Hale Kākoʻo 110

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

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

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

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 La'akea 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

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

Talk to the instructor

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