

1. Instructor and office

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Please **include your section number** when you contact the instructor via email.

2. Office hours

Wednesdays 11:00-12:00 and Thursdays 1:00-2:00, and by appointment

3. Course Objectives

In this course, students will develop basic communication skills in Japanese. Students will learn vocabulary and grammar structures that will enable them to talk about themselves, their studies, their family and friends and many other concrete matters in realistic contexts. Students will learn how to read and write in Japanese from the onset, learning approximately 150 kanji (Chinese characters) in this course. Additionally, the situations through which students will learn how to communicate are designed to provide a basic understanding of Japanese society and culture.

4. Textbook (required)

Elementary Japanese Vol. I, Yoko Hasegawa: Tuttle. 2005

Available at ASUC Bookstore, and also through amazon.com.

*Students are required to bring their textbook every day. The textbook contains in-class exercises. Students without a textbook will not be able to participate in class activities, which will affect their grade.

5. Homework Assignments

All assignments will be considered in the calculation of your final grade.

There are two kinds of homework; paper and bCourses.

1) Paper Homework

There are two kinds of paper homework:

- a) Kana/Kanji Homework
- b) Grammar/Writing Homework

***All paper homework sheets are downloadable at bCourses:** <https://bcourses.berkeley.edu/>.

Click the lesson number on the home page, and you will find the paper homework sheets under "Assignments". Please print them out, do your homework and submit to 4412 Dwinelle Hall. If the door is closed, you can place your homework in the folder by the door. You must turn in all the paper homework **by 3 PM** on their due dates. Please see the schedule for due dates.

Please make sure that you completed your homework before turning it in. If a portion of the homework is not completed, you will get "No Credit." Homework which is turned in late, too difficult to read, or with excessive errors will also result in "No Credit." You may work in groups to do homework, but you have to answer the questions with your own answers.

***All the pages of each assignment must be STAPLED.**

Note: All the paper homework will be returned to you within two working days.

2) bCourses Homework (Listening)

***bCourses homework (listening) has to be done and submit on bCourses.**

Click the lesson number on the home page, and you will find the listening homework under “Assignments”.

Students should listen to the exercises and submit answers **by 10:00 AM** on the due date.

You can do the exercises as many times as you wish and submit by the due dates. The highest score will be recorded as your final score. See the schedule for due dates.

***Students may listen to the Listening Exercises, dialogues, and vocabularies on the Berkeley Language Center website:**

- ① Go to Berkeley Language Center (BLC) homepage, <http://blc.berkeley.edu>
- ② Choose Online Language Lessons from the menu.
- ③ The login name and password are available from the instructor.
() ()
- ④ Move the pointer to JAPANESE, then, click Elementary Japanese –Listening Exercises

Note: There may be times when bCourses is inaccessible. Start your homework well before the due dates.

6. Extra Practice

There are some materials for your own practice on bCourses.

1) **Self-study** (though not graded, may appear on the tests)

There are two kinds of **Self-study** materials: paper (for grammar) and bCourses (for grammar, Kanji, and listening).

Click the lesson number on the home page, and you will find them under “Self-study”.

2) **Training** (for your own practice on Kana and Kanji practice)

Click the lesson number on the home page, and you will find them under “Training”.

***Please use these helpful study materials to improve your Japanese!**

7. Quizzes

There will be vocabulary quizzes, oral quizzes, listening quizzes, written quizzes and an oral interview.

1) **Vocabulary Quizzes** (“VQ” on the schedule)

There will be a short vocabulary quiz in the first hour of each lesson. Students should study the new vocabulary list in the textbook for these quizzes. The vocabulary quiz will start promptly at the beginning of the class, so please be in class on time.

2) **Oral Quizzes (skits)** (“OQ” on the schedule)

There will be 4 oral quizzes. The students will write, memorize and act out a short skit with a partner. Detailed instructions will be given later.

3) **Listening Quizzes** (“LQ” on the schedule)

There will be 5 listening quizzes.

4) **Written Quizzes** (“WQ” on the schedule)

There will be a written quiz, usually every other Friday. In this quiz, the students’ progress in kanji, grammar, writing and reading comprehension skills will be evaluated.

5) **Oral Interview** (Tentatively scheduled on April 30, May 1, and 2)

Details will be announced later.

Note:

- 1) All the scores from each quiz will be included in computing the final grade.
- 2) You are required to take quizzes in the section to which you are assigned. Otherwise, quizzes will not be graded.
- 3) No make-up will be given for any quiz.
If you cannot take any quiz due to having a job interview, attending a conference, conducting field work, and religious observance, please inform the instructor in writing with documentation at least two weeks before the quiz is given.

8. Attendance

Attendance is very important in this course and you are required to attend class every day. You will be allowed to be absent up to five times without it affecting your final grade. If you miss more than five classes, however, **one percent will be taken off from your final grade for each absence over five**. If you cannot attend the class due to illness, having a job interview, attending conferences, conducting field work, and religious observance, use these five allowed absences. Please inform the instructor about these absences in written communication with documentation.

You are expected to arrive at class on time. If you are late for class three times, it will be considered as one absence. If a student misses more than 5 minutes of class meeting time, it will be considered as one “late”; missing more than 15 minutes will be considered as one absence.

9. Grading Scale

Attendance.....	5%	Oral Quizzes.....	5%
Class participation.....	3%	Listening Quizzes.....	5%
Homework.....	17%	Written Quizzes.....	50%
Vocabulary Quizzes.....	10%	Oral Interview.....	5%

Note:

- 1) Grades on bCourses reflect only partial grades, based on homework and attendance.
- 2) The final grades will be calculated by the whole J1A teaching team according to the above grading scale. Once they are assigned, they are FINAL and NOT NEGOTIABLE.

10. Accommodations for Students with Disabilities

If you have been issued a letter of accommodation from the Disabled Students Program (DSP), please contact the instructor as soon as possible to work out the necessary arrangements. If you need an accommodation and have not yet seen a Disability Specialist at the DSP, please do so as soon as possible. If you will need any assistance in the event of an emergency evacuation of the building, the DSP recommends that you make a plan for this in advance. (Contact the DSP access specialist at 643-6456.)

11. Academic integrity

As a UC Berkeley student, you have pledged to abide by the UC Berkeley honor code “As a member of the UC Berkeley community, I act with honesty, integrity, and respect for others.” The EALC faculty and advisors expect that students will abide by the standards of academic honesty outlined in the Student Code of Conduct. Incidences of academic dishonesty in EALC classes, when they are discovered, will be reported to Office of Student Conduct. Students found responsible for academic dishonesty will be subject to sanctions including a failing grade, community service, academic probation, or suspension.

It is important that you familiarize yourself with these guidelines, “Academic Honesty: A Guide for Students,” which is available from Student Judicial Affairs, 326 Sproul Hall or on the web at <http://students.berkeley.edu/osl/sja.asp>.

The guidelines state academic dishonesty is any action or attempted action that may result in creating an unfair academic advantage for oneself or an unfair academic advantage or disadvantage for any other member or members of the academic community.

Cheating is a form of academic dishonesty: “Cheating is defined as fraud, deceit, or dishonesty in an academic assignment, or using or attempting to use materials, or assisting others in using materials which are prohibited or inappropriate in the context of the academic assignment in question.” (Academic Honesty: A Guide for Students, p.3)

EXAMPLES OF CHEATING INCLUDE (but are not limited to):

- Copying or attempting to copy from others during an exam or on an assignment.
- Communicating answers with another person during and/or after an exam.
- Writing answers on a desk before an exam.
- Allowing others to do an assignment or portion of an assignment for you.
- Collaborating on an exam or assignment with any other person without prior approval from the instructor.
- Taking an exam for another person or having someone take an exam for you.

12. Class rules

J1A is a fun course and we hope you will enjoy studying Japanese with us. There are a few rules for class we want you to observe in order to learn more and enjoy in class.

- 1) RESPECT for your instructor and your fellow students is very important.
Respect and support for each other will create a better learning environment.
We will have a lot of pair work in class. Please be respectful and cooperate with your classmates as well as your instructor.
- 2) Preparation and reviewing are required.
You are expected to **study two hours every day** for review and preview for the class. Please make sure to memorize vocabulary, and read each lesson in the textbook beforehand, so that you will have an idea of what we will be covering during a given week. This is very important because the instructor will NOT explain grammar in English during class.
You are expected to review the materials covered in class every day and make sure you understand them. The longer you put off reviewing, the more difficult it will be to catch up.
- 3) Class participation is important.
Make sure you understand usages of grammar points and vocabulary in class by answering questions in class. Don't be afraid of giving a wrong answer. Wrong answers are welcomed because everybody in your class can feel comfortable to do the same and learn more.
- 4) Eating in class is NOT allowed, including chewing gum and candy. If you need to eat during class hours, please do so outside of classroom.
- 5) Be sure to turn off your cell phones and laptops and other electronic devices and put them in your bag when you enter the classroom.
- 6) If you wear a cap, hat or hood in class, make sure that your face is visible while you take quizzes.

13. Harassment and discrimination

Please see bCourses for more information.