

**Due to COVID-19, this course will run via Live Zoom.**  
**The class time is 10:00 – 10:59 am Pacific Time.**

1. Instructor

Yukiko Tsuchiya  
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2. Office Hours (Zoom)

January 19 ~ February 19: Mondays and Thursdays, 9:30 am-10:00 am  
After February 22: Mondays and Thursdays, 11:00 am-11:30 am

Or by appointment

3. Course Objectives

Japanese 1B is a continuation of J1A. Japanese 1B is designed to develop basic skills acquired in Japanese 1A further. 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 also further develop their reading and writing skills in Japanese, and learn approximately 150 kanji in this course. In addition, students will learn how to communicate through situations designed to provide a basic understanding of Japanese society and culture.

4. Textbook (required)

*Elementary Japanese Vol. II*, 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 and it will affect their final grade.

5. Homework Assignments

All assignments will be considered in the calculation of your final grade. There are three kinds of homework: paper, bCourses and composition.

1) Paper Homework

There are three kinds of paper homework:

- a) Kanji Homework
- b) Grammar Homework
- c) Reading Homework

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

Find paper homework sheets under “<sup>しゅくだい</sup>宿題 (assignments)”. Please print them out, do your homework and **submit on bCourses by 3:00 PM** on their due dates. Please see the schedule for due dates.

Note: All the paper homework will be returned to you within two working days. If a portion of the homework is not completed, you will get “No Credit.” Homework which is turned in late, is difficult to read, or contains 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.

## 2) bCourses Homework (J1A のふくしゅう & Listening)

Click Lesson number on the home page and find listening homework under “<sup>しゅくだい</sup>宿題 (assignments)”. Students should listen to the exercises and **submit answers by 9:00 AM on the due dates**. 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.

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

## 3) Composition Homework

You will write an essay of 600-800 character length about your friends, family, favorite place, trip, etc. using the sentence structures, vocabulary and Kanji you have learned. Details will be announced later.

## 6. Extra Practice

There are some self-study materials for your own practice on bCourses. Although it will not be included in your final grade, similar questions may appear on the tests. There are two kinds of self-study materials: paper (for grammar) and bCourses (for grammar, Kanji, and listening). Click lesson number on the home page, and find them under “**Self-study**”.

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

## 7. Quizzes

There will be vocabulary quizzes, oral quizzes, listening quizzes, written quizzes and 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. Please be sure to arrive in class ten minutes after the hour for the quiz.

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

There will be 5 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 23, 26, and 27)  
Details will be announced later.

Note:

- a) All the score of quizzes will be included in computing the final grade.
- b) You are required to take quizzes in the section to which you are assigned. Otherwise, quizzes will not be graded.
- c) No make-up will be given for any quiz.

### 8. Attendance

Attendance is essential in this course, and **you are expected to attend class every day**. However, unpredictable events (e.g. an accident, conference presentation, family emergency, illness, job interview) may occur. Therefore, you are allowed up to five discretionary absences during the semester without grade penalty. One percentage point will be taken off the final grade for each absence over five. If you need longer absences due to hospitalization, an overseas job interview, etc., you must consult the instructor immediately. You are expected to arrive to class on time and stay until the end of the class period. Three late arrivals or early departures (by five minutes or more) will be considered as one absence. Missing more than 15 minutes will also count as one absence.

There will be absolutely **no make-ups** for any quizzes or presentations you miss because of absence(s). The total possible points of the activity (a quiz or presentation) will be adjusted to calculate the final grade if your activity day absence is excused.

Accommodation of religious creed will be made according to the University policy: <https://sa.berkeley.edu/uga/religion>

### 9. Grading Scale

Attendance .....	5%	Oral Quizzes.....	5%
Class participation.....	3%	Listening Quizzes.....	5%
Homework.....	22%	Written Quizzes .....	45%
Vocabulary Quizzes .....	10%	Oral Interview .....	5%

Note: The final grades will be calculated carefully 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.

## 11. Academic Integrity

You have pledged to abide by the UC Berkeley honor code as a UC Berkeley student, “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, “Student Guide to Academic Integrity at Cal,” which is available from Student Judicial Affairs, 326 Sproul Hall or Code of Conduct, The Center for Student Conduct at <http://students.berkeley.edu/osl/sja.asp>.

The guidelines state that 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.” (Berkeley Campus Code of Student Conduct p.26)

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.
- Taking an exam for another person or having someone take an exam for you.

## 12. Class Rules

J1B is a fun course and I hope you will enjoy studying Japanese together. There are a few rules for class I want you to observe in order to learn more and enjoy the 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/group 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 covered 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. Please note that doing homework during class is considered not participating in class activities.
- 4) Eating during class is NOT allowed, including chewing gum and candy.
- 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 hat or cap in class, make sure that your face is visible while you take quizzes.

## 13. Online rules and etiquette

### **\* Checking your technical equipment and learning environment**

- Organize your learning environment.
- Check your Wi-Fi network beforehand.
- Connect a few minutes early.
- Adjust your webcam to ensure other participants can see you.
- Avoid background noise. Mute mic when you are outside or there is noise around you.
- You may want to use a headset to reduce background noise and other distractions.

### **\* Communicating during your online class**

- Follow the typical classroom rules, be patient, collaborative, listen to others, be respectful, and be open-minded.
- Allow time for your classmates to ask questions and finish speaking.
- Respect everyone's opinion/their backgrounds and perspectives (The Golden Rules).

## 14. Harassment and Discrimination

Please see bCourses for information.