

inside of the office by slipping them in under the door. You must turn in all the paper homework by 3:00 PM on their due dates. Please see the schedule for due dates.

All the paper homework will be returned to you within two to three working days. You may work in groups to do homework, but you have to answer the questions with your own answers.

2) bCourse Homework

There are three kinds of bCourse Homework:

- a) Reading the whole,
- b) Listening Exercised,
- c) Writing Homework

a) and b) will be found on bCourse (Quiz). You can do as many times as you wish and submit by due dates. Highest scores will be recorded as your final scores. All bCourse homework must be submitted by 9:00AM on due date.

c) homework instruction will also be found on bCourse. Please follow the instruction and submit on bCourse by due date.

Please see the schedule for due dates.

Note: There are times when bCourse is inaccessible. Start your homework well before the due dates.

3) Project/Presentation

Details will be announced later.

Note:

- Additional homework may be assigned throughout the course.
- The use of online translation programs, such as Google translation, will not be allowed for your homework assignments and project. Any work identified as having used such tools will receive an automatic zero score.

9. Quizzes:

- 1) Two Vocabulary quizzes for each unit (appear as VQ on the schedule).
- 2) Written quizzes (appear as WQ on the schedule).
- 3) Two Kanji quizzes for each unit (appear as KQ on the schedule).
- 4) Listening quizzes (appear as LQ on the schedule).
- 5) Oral quizzes (appear as OQ on the schedule).
- 6) Oral interview.

Note:

- All quiz scores are included in computing the final grade.
- No make-up will be given for any quiz.
- Details for quizzes will be announced later.

10. Attendance:

Students are expected to attend class every day, however, up to three absences will be allowed without any grade penalty. We recommend that you save these three dates for emergency purposes, such as hospitalization, a job interview, and conferences. If your absence exceeds three days due to a job interview or conference, please write a letter of explanation with your signature and submit it at least two weeks prior to the intended absence date. In the case of sickness, please submit within one week your signed letter with a doctor's note or signed letter from a person who can prove your sickness.

*One percentage point will be taken off the final grade for each absence over three. Three late arrivals will be counted as one absence. More than 15 minutes of one class missed is considered as one absence.

Students must attend the section for which they are registered. In cases where this is absolutely impossible, permission must be obtained from the instructor at least one day in advance. In cases where the student has overslept or for other such reasons, the student may join a later section, but, this will not be counted as having attended the class. Further, as a general rule, the Japanese program policy does not permit solving course conflict problems by regularly attending two or more different sections each week.

11. Grading Scale:

*Attendance.....	3%	Oral Quizzes.....	3%
Class Participation.....	2%	Listening Quizzes.....	3%
Homework.....	20%	Project and Presentation.....	5%
Vocabulary Quizzes.....	10%	Oral Interview.....	3%
Kanji Quizzes.....	10%	Written Quizzes	41%

12. Accommodations for Students with Disabilities:

If you have been issued a letter of accommodation from the Disabled Students Program (DSP), please contact your 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.

13. Academic Integrity:

The student community at UC Berkeley has adopted the following Honor Code which you are expected to adhere to:

“As a member of the UC Berkeley community, I act with honesty, integrity, and respect for others.”

Homework assignments are to be completed *independently* and materials submitted as homework should be the result of one's own independent work unless otherwise instructed for specific assignments.

Anyone caught cheating on a quiz or exam in this course will receive a failing grade in the course and will also be reported to the University Center for Student Conduct. In order to

guarantee that you are not suspected of cheating, please keep your eyes on your own materials and do not converse with others during the quizzes and exams.

To copy text or ideas from another source without appropriate reference is plagiarism and will result in a failing grade for your assignment and usually further disciplinary action.

There is no tolerance for dishonesty in the academic world, for it undermines what we are dedicated to doing –furthering knowledge for the benefit of humanity.

Students are encouraged to study with others for exams. A good rule of thumb is to consistently behave in such a way that no one would ever imagine that you would even consider cheating.

14. Harassment and Discrimination:

The University of California strives to prevent and respond to harassment and discrimination. Engaging in such behavior may result in removal from class or the University. If you are the subject of harassment or discrimination there are resources available to support you. Please contact the Confidential Care Advocate (sa.berkeley.edu/dean/confidential-care-advocate) for non-judgmental, caring assistance with options, rights and guidance through any process you may choose. Survivors of sexual violence may also want to view the following website: survivorsupport.berkeley.edu.

For more information about how the University responds to harassment and discrimination, please visit the Office for the Prevention of Harassment and Discrimination website: ophd.berkeley.edu.