Your being officially enrolled for the course will be taken as confirmation that you have read and understood this syllabus, and agree to its requirements and other relevant conditions stated therein.

Classroom & Hours:
9:00 - 9:50       M - Th    VKC109    Isoyama
10:00 - 10:50  M - Th    VKC109    Matsumoto
11:00 - 11:50  M - Th    VKC202    Ikeda
12:00 - 12:50  M - Th    VKC202    Ikeda

*D class assignments for this course available in person in THH 309, by phone 740-1188, or email language@usc.edu.

Instructors:
Matsumoto, Yumi
(Course coordinator)
Office Hour:  Tue 2:00-4:00 or by appointment
Office:  THH#360
Phone:  (213) 740-3601
E-mail:  ymatsumo@usc.edu

Ikeda, Mayumi
Office Hour:  Tue 3:00-5:00 or by appointment
Office:  THH#356A
Phone:  (213) 740-3704
E-mail:  imayumi@usc.edu

Isoyama, Maki
Office Hour:  Mon, Th 10:00-11:00 or by appointment
Office:  THH#356A
Phone:  (213)740-3704
E-mail:  nabeiso@outlook.com

Japanese Language Program Director:
Kumagai, Yuka
Office:  THH#334/THH#360
E-mail:  kumagai@usc.edu

Course Materials:
Materials students need to purchase:
- *Nakama 1a* (2nd edition, paperback)
- *Nakama 1a* Student Activities Manual (Workbook)
- *Kana & Kanji* Worksheets (available at Magic Machine*)
* Magic Machine (inside University Village)
Address: 3373A S. Hoover St. Los Angeles, CA 90007
Tel: 213-744-1511  Store Hours:  M-Thu 9am-6:30pm, F 9am-6pm, Sat 10am-4pm
Sun Closed
Materials available online:
- Blackboard** (http://blackboard.usc.edu)
- Nakama 1a In-Text Audio CD***
- Nakama 1a Student Activities Manual (SAM) Audio CD Program

In order to listen to In-Text Audio CD and SAM Audio CD, access them through the USC Language Center website:
http://language.usc.edu/languages/japanese.html

** You are required to check this course website on a regular basis. The course name is “20123_ealc_120_25436: Japanese I” no matter which section you have enrolled.

*** In-Text Audio CD is free when bundled with the text. If you prefer the CD to online delivery, you should consider the bundle option.

Prerequisite:
Desire to learn Japanese.

Basically, this course is for students who have no previous knowledge of the Japanese language. Those who have taken Japanese should consult with your instructor to be placed into the appropriate course.

Course Description and Objectives:
EALC 120 (Japanese I) is the first course of USC’s 4-year Japanese program which consists of the basic courses: EALC 120 (Japanese I), 122 (Japanese II), 220 (Japanese III), 222 (Japanese IV) as well as more advanced courses. The course is centered around basic Japanese conversation practice, basic grammar and building proficiency of reading and writing Hiragana, Katakana (Japanese alphabetical systems), and 28 basic Kanji (Chinese characters used in Japanese). Students who wish to enroll in Japanese II should receive a grade of B or higher.

Academic Dishonesty:
Academic dishonesty (plagiarism, unauthorized collaboration, falsification of documents, cheating, etc.) will not be tolerated. A student who has violated the academic integrity will be subject to an appropriate sanction for the violation. Students are responsible for being aware of what kinds of conducts are considered to be academic integrity violations. Please read 11.00 Behavior Violating University Standards and Appropriate Sanctions¹ in SCampus for the detailed explanation on academic integrity violations and sanctions. It is also advisable for you to read The Trojan Integrity Guide² and An Undergraduate Guide for Avoiding Plagiarism³ provided by Student Judicial Affairs and Community Standards (http://www.usc.edu/student-affairs/SJACS/index.html).

Grading Policy:
Class Performance: 10%
Homework Assignments: 10%
Lab Assignments: 6%
Participation in Pronunciation Clinic Sessions: 2%
Mini Quizzes: 5%
Skit Presentation: 5%
Chapter/Kana Tests: 15%
Oral Exams: 7%
Midterm Exams: 20%
Final Exam: 20%

Grading Criteria:
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<tr>
<th>Grade</th>
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<tbody>
<tr>
<td>A</td>
<td>94 ~ 100</td>
<td>74 ~ 76.9</td>
<td>C</td>
<td>77 ~ 79.9</td>
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<tr>
<td>A-</td>
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<td>87 ~ 89.9</td>
<td>67 ~ 69.9</td>
<td>D+</td>
<td>0 ~ 59.9</td>
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<tr>
<td>B</td>
<td>84 ~ 86.9</td>
<td>64 ~ 66.9</td>
<td>D</td>
<td>0 ~ 59.9</td>
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<tr>
<td>B-</td>
<td>80 ~ 83.9</td>
<td>60 ~ 63.9</td>
<td>D-</td>
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<td>C+</td>
<td>77 ~ 79.9</td>
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<td>0 ~ 59.9</td>
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*Those who take the course for Pass/ No Pass should receive 70% or more to pass the course.
*Those who do not score 60% or more on the final exam will fail the course.

1. Attendance and Class Performance
You are expected to attend all classes and to be punctual.
If you have to be absent from a class for any reason, try to contact the instructor as soon as possible, so that you will not miss any information and you may request permission to submit homework late.

If you have to be absent because of a legitimate reason such as illness, you should make a request of (1) extension of homework due, (2) make-up of mini quiz, and (3) make-up of dialogue check by providing timely notice and the reason of absence to the instructor.

If you have to be absent from a class because of a religious observance, you must let the instructor know about it WITHIN THE FIRST TWO WEEKS of the semester.

If you are absent from class for four days consecutively without any information/ contact provided to the instructor, it is considered as a sign of withdrawal from the course, and no handouts or information will be saved for such students thereafter.

Your class performance is evaluated every day --- 5 points per session. If you are absent for any reason other than timely noticed religious observance, you cannot earn these points. If you are not well-prepared for the session and/or do NOT try to speak in Japanese, it negatively affects your grade. Chit-chatting, too much English speaking, doing homework assignments in class, late arrival and leaving early also negatively affect your grade.
2. **Homework**

The due date of each homework assignment is notified on the weekly schedule posted on Blackboard (http://blackboard.usc.edu).

*No late/early assignments are accepted* without prior permission.

*No credit will be given for homework completed during class time.*

Homework is graded as “done” or zero. When you get your homework back, take a look at the upper right corner of the sheet to see if there are any comments there:

- "Too late" graded as zero
- "Do it all again by ..." graded as zero unless you turn it in again by the specified date.

If there are no comments, your homework is graded as "done" and you earn 2 points for each assignment. Any other comments found in any other place on your homework have nothing to do with your grade.

Your instructor will not correct your mistakes except for the Kana/Kanji worksheets. Please refer to the separate handout ("How to Complete Your Homework Assignments") for the submission and the grading system of homework assignments other than the Kana/Kanji worksheets. The handout will be distributed in class later.

3. **Lab Assignments**

Over the weekend, students are expected to do Lab Work and they are assigned to do it on their own. You can either go to The Language Center, or you can study at home. Lab assignments include working in the Student Activities Manual (workbook listening questions), memorization of the dialogue, as well as writing an essay.

For the Student Activities Manual (workbook listening questions), please see the separate handout ("How to Complete Your Homework Assignments") for the detailed instruction on the procedures.

When an essay is assigned, the first draft is graded as a regular homework assignment. The second draft is graded by a 7-point system on the basis of the quality and counted toward lab assignments.

4. **Participation in Pronunciation/Conversation Clinic Sessions**

Students are required to attend Pronunciation/Conversation Clinic *twice* during the semester.

The clinic session is an individual meeting with an instructor to check and discuss the problems in their pronunciation, conversation strategies, or any other aspects of Japanese. The first session must be completed prior to Oral Exam I, and the second session prior to Oral Exam II. The clinic sessions will be held in each of the following periods:

<table>
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<tr>
<th>#</th>
<th>Date</th>
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<tbody>
<tr>
<td>#1</td>
<td>9/9 (Mon)  ~ 9/18 (Wed)</td>
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<tr>
<td>#2</td>
<td>10/14 (Mon) ~ 10/23 (Wed)</td>
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Each session will be scheduled on a sign-up basis; the sign-up sheets will be available later. If you have a conflict with your schedule and the conversation clinic hour, contact your instructor to set up an alternative time/plan.
5. **Skit Presentation**

   Toward the end of the course, students are divided into several groups to prepare for a group presentation. The presentation should take the form of a 5-minute skit that includes the vocabulary, grammatical points and cultural understanding students learned in Japanese 1. The presentation is evaluated both as a group and as an individual on preparation and performance. **Students whose attendance is below 80% at the end of 9th week may not participate in skit presentation and thus will not earn any credit for this activity.**

   The presentation day is **Monday, December 2nd.** The details will be announced in class later.

6. **Mini Quizzes**

   About twenty mini quizzes (5 min. each) will be given throughout the semester (dates are shown in the weekly schedule). They will be based on new vocabulary and basic grammatical points. **No make-up quizzes will be offered, unless the student has a legitimate reason and gets instructor's approval.** Two lowest quiz scores will be automatically dropped from your total score.

7. **Chapter Tests**

   Three chapter tests and two Kana Tests (30 min. each) will be given during the semester. **No make-up tests will be offered, unless the student has a legitimate reason and gets instructor's approval.**

8. **Oral Exams**

   Three oral exams will be given during the semester at the end of chapters 2, 4, and 6. The content of each exam is cumulative and a study guide will be provided before each exam so that the students can prepare for the exam. **No make-up oral exams will be offered unless the student has a legitimate reason and obtains instructor’s approval in a timely manner.**

9. **Midterm Exams**

   Two midterm exams (50 min. each) will be given during the semester. The content of each exam is mainly based on current chapters; however, each exam is accumulative and will include everything you have learned.

   **No make-up midterm exams will be given,** unless the student submits a petition request form with supporting documents for an alternate date, stating the unavoidable circumstances leading to an expected absence from the exam in question, and secures approval from both the section instructor and the program director for the make-up exam.

10. **Final Exam**

    The final written exam (2 hours) will be given at **the time specified in the course catalogue.** Stipulations governing the make-up of a missed final exam will follow the general university policy. **The final exam must be taken at the regularly scheduled time.** Wanting to finish the semester earlier is not a legitimate reason to reschedule the final exam. Once again, **those who do not score 60% or more on the final exam will not pass the course.**
The final written exam schedule:
Wednesday, Dec 11th  2:00 p.m. - 4:00 p.m.

You MUST take the final exam at the time scheduled. It is your responsibility to resolve potential final exam schedule conflict before you finalize your course registration for the semester.

Good luck, and がんばりましょう!!

Disability Services and Programs:
Students requesting academic accommodations based on disability are required to register with Disability Services and Programs (DSP) each semester. A letter of verification for approved accommodations can be obtained from DSP when adequate documentation is filed. Please be sure the letter is delivered to the instructor as early in the semester as possible. DSP is open Monday-Friday, 8:30-5:00. The office is in Student Union 301 and their phone number is (213) 740-0776.