You 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: Section #: 25354  11:00 - 11:50 M-Th  VKC161

Instructor: Masako Tamanaha (玉那覇 雅子)
Office Hours: Tuesdays & Wednesdays 2-3:30 p.m., or by appointment
Office: THH#356A
Phone: (213) 740-3704
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Office: THH334
E-mail: kumagai@usc.edu

Course Description and Objectives:
EALC 222 (Japanese IV) is a direct continuation of EALC 220 (Japanese III). It is centered on practice in Japanese conversation emphasizing simple, everyday expressions as well as the more sophisticated grammar and vocabulary of natural conversation. Although the emphasis of the course is on spoken Japanese, students are required to learn fundamental reading and writing skills. Continuing from EALC 220 (Japanese III), EALC 222 (Japanese IV) covers from Chapter 5 to Chapter 7 of Nakama 2 and some important grammar and vocabulary will be selected and introduced from Chapter 8 to Chapter 11. Students will be introduced to at least 110 kanji (both for reading and writing) and another 34 kanji (for reading only) beyond those introduced in Japanese I, II and III.

Prerequisite:
Japanese III at USC or its equivalent (Nakama I and Nakama 2 Ch. 1 – Ch. 4.) Those who have taken Japanese at institutes other than USC, or with textbooks other than Nakama, should consult with the instructor to be placed into the appropriate courses.

Course Materials (required):
2) Student Activities Manual to accompany Nakama 2 (2nd edition) (SAM=Workbook)

- Available at the USC Bookstore as well at other vendors.
- Both textbook and Student Activities Manual are on reserve in Leavy Library. You can check them out for three hours.

3) Course packet (available at the course reader section of the USC Bookstore)
Materials available online:

1) Available at [http://language.usc.edu/languages/japanese.html](http://language.usc.edu/languages/japanese.html) (USC Language Center):
   - Text Audio CD to accompany *Nakama 2*
   - SAM Audio CD for Student Activities Manual
   Students are required to listen to the accompanied CDs regularly.

2) *Blackboard*** ([http://blackboard.usc.edu](http://blackboard.usc.edu))
   Assignment sheets, assignment answers, lecture slides, and other important course materials are posted in Blackboard. Students are required to check it on a regular basis.

**Grading Breakdown:**

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class performance</td>
<td>10%</td>
</tr>
<tr>
<td>Homework assignments</td>
<td>10%</td>
</tr>
<tr>
<td>Lab assignments</td>
<td>6%</td>
</tr>
<tr>
<td>Conversation Clinic</td>
<td>2%</td>
</tr>
<tr>
<td>Skit presentation</td>
<td>3%</td>
</tr>
<tr>
<td>Mini quizzes</td>
<td>7%</td>
</tr>
<tr>
<td>Chapter Tests</td>
<td>15%</td>
</tr>
<tr>
<td>Oral exams</td>
<td>7%</td>
</tr>
<tr>
<td>Midterm exams</td>
<td>20%</td>
</tr>
<tr>
<td>Final exam</td>
<td>20%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

**Grading Criteria:**  

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
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<tbody>
<tr>
<td>A</td>
<td>94 ~ 100</td>
</tr>
<tr>
<td>A-</td>
<td>90 ~ 93.9</td>
</tr>
<tr>
<td>B+</td>
<td>87 ~ 89.9</td>
</tr>
<tr>
<td>B</td>
<td>84 ~ 86.9</td>
</tr>
<tr>
<td>B-</td>
<td>80 ~ 83.9</td>
</tr>
<tr>
<td>C+</td>
<td>77 ~ 79.9</td>
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<tr>
<td>C</td>
<td>74 ~ 76.9</td>
</tr>
<tr>
<td>C-</td>
<td>70 ~ 73.9</td>
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<tr>
<td>D+</td>
<td>67 ~ 69.9</td>
</tr>
<tr>
<td>D</td>
<td>64 ~ 66.9</td>
</tr>
<tr>
<td>D-</td>
<td>60 ~ 63.9</td>
</tr>
<tr>
<td>F</td>
<td>0 ~ 59.9</td>
</tr>
</tbody>
</table>

*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.

**Assessment and course policies:**

Students are assessed based on their grades in class attendance/performance, conversation clinic participation, homework assignments, skit presentation, quizzes, chapter tests, and the final exam.

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 to obtain permission to submit late homework.

   If you have to be absent because of a legitimate reason such as illness, you can ask for (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 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, late arrival and leaving early also **negatively** affect your grade.

You would lose all the performance points of the day if you use a tablet or your laptop computer during the class except for viewing an electronic/digital copy of the textbook, or if you use your cell-phone during the class (calling, texting, viewing the internet, etc.).

2. **Homework  （宿題）**:  
The due date of each homework assignments is notified on the weekly schedule. When required, you need to print out assignment sheet(s) from the Blackboard.

**No late/early assignments are accepted** without prior permission.  
**No credit will be given for homework completed during class time.**

In order to get the full credit for an assignment, you should submit the assignment twice (you will get 1 point each). 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:

**After 1st submission**
- "見ました" 1 point.
- "おそい" 0 point. This means “too late” and is graded as zero.
- "0 pt" 0 point. The quality of the work is not acceptable and is graded as zero. If you submit the checked version on the due date, you will earn 1 point for the 2nd submission.

**After 2nd submission**
- "OK" 1 point in addition to the point you earned for the 1st submission.
- "おそい" 0 point. This means “too late” and is graded as zero.
- "0 pt" 0 point. The quality of the work is not acceptable and is graded as zero.

**After 1st and/or 2nd submission**
- "もう一度" 0 point **unless** you redo the homework and submit it on the next class day.

If you cannot turn in your homework for the 1st submission, then try your best to submit it on the due day for the 2nd submission (your original answers and the corrections). You cannot earn 1 point for 1st submission but you can earn 1 point for the 2nd submission. **Refer to the separate handout ("How To Complete your HW Assignments")** for the detailed instruction on the procedures.
3. Lab assignments (ラボの宿題):
   You are expected to do Lab assignments on your own on the weekends. Lab assignments include working in the Student Activities Manual, textbook, memorization of the dialogue, as well as writing essays. No late submission is accepted.

   When an essay is assigned as a Lab assignment, the first draft is graded as regular homework (2 points or zero). The final draft that reflects the correction on the first draft is graded by a 5-point system. The memorization of the dialogue is also graded by a 5-point system. Lab assignments from Student Activities Manual are graded by the same system as the Homework. DO NOT ASK FOR NATIVE JAPANESE HELP!

4. Participation in Conversation Clinic:
   Students are required to attend Conversation Clinic twice in the semester. The clinic session is an individual meeting with the instructor to check and discuss the problems in their pronunciation, conversation strategies, or any other aspects of Japanese.

   Schedule one conversation clinic session in each of the following periods:

   #1  2/4  ~  2/18
   #2  3/24  ~  4/3

5. Skit Presentation:
   Toward the end of the course, students are divided into several groups to prepare for a group skit presentation. The presentation should include the vocabulary, grammatical points and cultural understanding students learned in Japanese 4. The presentation is evaluated both as a group and as an individual on preparation and performance. The details will be announced and discussed in class later.

   A student whose attendance is below 80% at the end of 8th week may not participate in skit presentation and thus will not earn any credit for this activity.

6. Mini quizzes (小テスト):
   Mini quizzes (5 min. each) will be given at the beginning of class throughout the semester (dates will be announced in the weekly schedule). They will be based on new vocabulary, basic grammatical points. No make-up quizzes will be offered, unless the student has a legitimate reason and gets the instructor’s approval. Two lowest quiz scores will be automatically dropped from your total score.

7. Chapter tests (テスト):
   Three chapter tests (Review Test (take-home), Chapter 5 Test, and Chapter 7 Test) will be given during the semester. No make-up tests will be offered, unless the student has a legitimate reason and gets the instructor’s approval.

8. Oral exams (口答試験):
   Three oral exams will be given during the semester (Week 6, 13 and 16). Two students form a pair and perform the tasks together in a 10-minute session per exam. Each student will be graded separately. The content of the each exam is cumulative and a study guide will be

provided before each exam so that the students can practice for the exam with their partners. 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  （中間試験）
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 quiz/ exam is accumulative and will include everything you have learned.

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

10. Final exam  （期末試験）
The final written exam (2 hours) will be given at the time specified in the course catalogue. 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. Wanting to finish the semester earlier is not a legitimate reason to reschedule the final exam. Stipulations governing the make-up of a missed final exam will follow the general university policy. Once again, those who do not score 60% or more on the final exam will not pass the course.

The final exam is on May 6th (Wednesday) 11:00 a.m. - 1:00 p.m. at VKC 161.

Course semester schedule:
Semester schedule shows when each chapter is covered as well as dates of skit presentation, tests, and exams. See the separate sheet.

Daily schedule:
Daily schedule shows what the daily assignments are and their due days, as well as the dates of quizzes and dialogue checks. See the separate sheets. Daily schedules get posted bi- (or -tri) weekly on Blackboard.

Statement on Academic Conduct and Support Systems

Academic Conduct
Plagiarism – presenting someone else’s ideas as your own, either verbatim or recast in your own words – is a serious academic offense with serious consequences. Please familiarize yourself with the discussion of plagiarism in SCampus in Section 11, Behavior Violating University Standards. Other forms of academic dishonesty are equally unacceptable. See additional information in SCampus and university policies on scientific misconduct, http://policy.usc.edu/scientific-misconduct/.
Discrimination, sexual assault, and harassment are not tolerated by the university. You are encouraged to report any incidents to the Office of Equity and Diversity [http://equity.usc.edu/](http://equity.usc.edu/) or to the Department of Public Safety [http://capsnet.usc.edu/department/department-public-safety/online-forms/contact-us](http://capsnet.usc.edu/department/department-public-safety/online-forms/contact-us). This is important for the safety whole USC community. Another member of the university community – such as a friend, classmate, advisor, or faculty member – can help initiate the report, or can initiate the report on behalf of another person. The Center for Women and Men [http://www.usc.edu/student-affairs/cwm](http://www.usc.edu/student-affairs/cwm) provides 24/7 confidential support, and the sexual assault resource center webpage sarc@usc.edu describes reporting options and other resources.

Support Systems

A number of USC’s schools provide support for students who need help with scholarly writing. Check with your advisor or program staff to find out more. Students whose primary language is not English should check with the American Language Institute [http://dornsife.usc.edu/ali](http://dornsife.usc.edu/ali), which sponsors courses and workshops specifically for international graduate students. The Office of Disability Services and Programs [http://sait.usc.edu/academicsupport/centerprograms/dsp/home_index.html](http://sait.usc.edu/academicsupport/centerprograms/dsp/home_index.html) provides certification for students with disabilities and helps arrange the relevant accommodations. If an officially declared emergency makes travel to campus infeasible, USC Emergency Information [http://emergency.usc.edu/](http://emergency.usc.edu/) will provide safety and other updates, including ways in which instruction will be continued by means of blackboard, teleconferencing, and other technology.

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