USC Dornsife College of Letters, Arts and Sciences

Syllabus EALC 120: Japanese I (4 units) Fall 2019

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:

<table>
<thead>
<tr>
<th>Course</th>
<th>Room</th>
<th>Time</th>
<th>Days</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>EALC 120</td>
<td>25436</td>
<td>9:00 - 9:50</td>
<td>M-Th</td>
<td>Ikeda</td>
</tr>
<tr>
<td></td>
<td>25437</td>
<td>10:00 - 10:50</td>
<td>M-Th</td>
<td>Matsumoto</td>
</tr>
<tr>
<td></td>
<td>25438</td>
<td>11:00 - 11:50</td>
<td>M-Th</td>
<td>Matsumoto</td>
</tr>
<tr>
<td></td>
<td>25321</td>
<td>12:00 - 12:50</td>
<td>M-Th</td>
<td>Ikeda</td>
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</tbody>
</table>

*D-Clearance for this course is available on The Language Center website: [https://dornsife.usc.edu/languages/d-clearance/](https://dornsife.usc.edu/languages/d-clearance/).

Instructors:

Ikeda, Mayumi  
(Course coordinator)
Office Hours: Mon, Tue, Wed 1:30-2:30 p.m. or by appointment  
Office: THH 356A  
Phone: (213) 740-3704  
E-mail: imayumi@usc.edu

Matsumoto, Yumi
Office Hours: Mon 1:00-3:00 p.m., Wed 2:00-4:00 p.m. or by appointment  
Office: THH 360  
Phone: (213) 740-3601  
E-mail: ymatsumo@usc.edu

Director of the Japanese Language Program:
Kumagai, Yuka  
Office: THH 340  
E-mail: kumagai@usc.edu

Prerequisite: Desire to learn Japanese.
This course is for students who have no previous knowledge of the Japanese language. Those who have taken Japanese before should consult with your instructor to be placed into the appropriate course.

Course Description and Learning 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 on basic Japanese conversation practice, and building proficiency of basic grammar, reading, and writing skills. Students who wish to enroll in Japanese II should receive a grade of B or higher in Japanese I.
After successfully completing the course, students will be able to:

- Converse in Japanese and perform simple tasks (such as greeting, exchanging information, and making small talk about their daily life) using simple sentences.
- Handle practiced, non-complicated social situations (such as invitations and requests) and obtain information by asking memorized questions in a culturally appropriate manner.
- Find information in short oral and written passages about personal topics (such as names, rooms, hometowns, universities, etc.).
- Write simple passages about themselves and their daily routines, using short sentences.
- Recognize and write *Hiragana* and *Katakana* (Japanese alphabetical systems), and approximately 28 *Kanji* (Chinese characters used in Japanese).

Course Materials:

**Materials students need to purchase:**

- *Nakama 1*, 3rd edition (Textbook)
- *Nakama 1*, Student Activities Manual, 3rd edition (Workbook)
- Japanese I Homework Packet

  The Homework Packet is available for purchase at the textbook section of USC Bookstore. For questions, contact USC Custom Publishing at (800) 934-9313 or custom.publishing.readers@usc.edu

**Materials available online:**

- *Blackboard* ([http://blackboard.usc.edu](http://blackboard.usc.edu))
  You are required to check this course website on a regular basis.

- *iLrn* (Cengage Learning—Textbook publisher’s website)
  This is available only to those who have purchased the access code. This is **NOT required** for the course. Please see the instruction how to register for it in the “Course Documents” folder in the course Blackboard.

**IT Help:**

USC Information Technology Services (ITS)

[http://itservices.usc.edu/](http://itservices.usc.edu/)
Phone: (213) 740-5555
E-mail: consult@usc.edu

USC Language Center

[http://language.usc.edu/](http://language.usc.edu/)
Phone: (213) 740-1188
E-mail: language@usc.edu
Grading Breakdown:

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
<th>Component</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class performance*</td>
<td>10%</td>
<td>Mini quizzes</td>
<td>5%</td>
</tr>
<tr>
<td>Homework assignments</td>
<td>10%</td>
<td>Oral exams</td>
<td>10%</td>
</tr>
<tr>
<td>Lab assignments</td>
<td>5%</td>
<td>Chapter/Kana tests</td>
<td>15%</td>
</tr>
<tr>
<td>Conversation Clinic</td>
<td>2%</td>
<td>Midterm exams</td>
<td>20%</td>
</tr>
<tr>
<td>Skit Presentation</td>
<td>3%</td>
<td>Final exam**</td>
<td>20%</td>
</tr>
</tbody>
</table>

Grading Criteria**

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

* If you miss 40 percent or more of total class time during the semester, you will automatically receive an F, regardless of your performance in the class.

**Those who do not score 60% or more on the final exam will fail the course.

***Those who take the course for Pass/No Pass should receive 70% or more (course grade) to pass the course.
Course Policies

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, contact the instructor as soon as possible so that you will not miss any information. If you have to be absent because of a legitimate reason such as illness, you should make requests 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 (by Sep. 6, 2019).

   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. **If you miss 40 percent or more of total class time during the semester, you will automatically receive an F, regardless of your performance in the class.**

   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. Using phone, too much English speaking, doing homework assignments in class, late arrival and leaving early also **negatively** affect your grade.

   Viewing an electronic/digital copy of the textbook with a smartphone, tablet, or a laptop in class is allowed, but if you **view something irrelevant to class** on such devices, you **would lose all the performance points of the day.**

2. Homework
   The due date of each homework assignments is notified on the **daily schedule** posted on Blackboard (http://blackboard.usc.edu). Assignments submitted early or late will not receive full points without prior permission. No credit will be given for homework completed during class time.

   For most of the assignments, you have to **check and correct your answers** by looking at the answer keys on Blackboard. Please refer to the separate handout (“How to Complete Your Homework Assignments”) for the submission and the grading system of homework assignments. The handout is available in the Course Documents folder on Blackboard.

3. Lab Assignments
   Over the weekends, students are expected to do Lab Assignments. Lab Assignments include Lab Activities in the **Student Activities Manual** (SAM: workbook, listening questions with sound files are available on the course Blackboard), memorization of the dialogues, as well as writing an essay.
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 the 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:

- 1st Conversation Clinic: During 9/3 (Tue) ~ 9/17 (Wed)
- 2nd Conversation Clinic: During 9/30 (Mon) ~ 10/22 (Wed)

*Your instructor will talk about sign-up processes in class.

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 I. 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 Tuesday, December 3rd.

6. Mini Quizzes

About twenty mini quizzes (5 min. each) will be given throughout the semester (dates are shown in the daily 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 dropped from your total score on the ‘third progress/grade report,’ which will be distributed at the end of the semester.

7. Chapter/Kana Tests

Three chapter tests and two Kana Tests (20~30 min.) 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 in a timely manner.

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 cumulative 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 and **must be taken** at the time specified in USC Schedule of Classes. Stipulations governing the make-up of a missed final exam will follow the general university policy.

<table>
<thead>
<tr>
<th>The Final Exam:</th>
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<tbody>
<tr>
<td>Saturday, Dec. 14th 11:00 a.m. - 1:00 p.m.</td>
</tr>
</tbody>
</table>

Once again, those who do not score 60% or more on the final exam will not pass the course. Also, if you miss 40 percent or more of total class time during the semester, you will automatically receive an F, regardless of your performance in the class.

It is your responsibility to resolve potential final exam schedule conflict before you finalize your course registration for the semester (by the end of the third week).

- Check your final exam dates at [https://classes.usc.edu/term-20193/finals/](https://classes.usc.edu/term-20193/finals/)
- The schedule of Japanese exam is listed under “Exceptions”. Your other courses can also be listed here, so please check carefully now.

Good luck, and がんばりましょう!! *(ganbarimashoo “Let’s work hard!”)*

Please follow us (USC Japanese Language Program) on Facebook!
[https://www.facebook.com/uscjlp](https://www.facebook.com/uscjlp)

Official Website: [https://dornsife.usc.edu/ealc/japanese-prog/](https://dornsife.usc.edu/ealc/japanese-prog/)
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 Part B, Section 11, “Behavior Violating University Standards” policy.usc.edu/scampus-part-b. 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.

Support Systems:
Student Counseling Services (SCS) – (213) 740-7711 – 24/7 on call
Free and confidential mental health treatment for students, including short-term psychotherapy, group counseling, stress fitness workshops, and crisis intervention. engemannshc.usc.edu/counseling

National Suicide Prevention Lifeline – 1 (800) 273-8255
Provides free and confidential emotional support to people in suicidal crisis or emotional distress 24 hours a day, 7 days a week. www.suicidepreventionlifeline.org

Relationship and Sexual Violence Prevention Services (RSVP) – (213) 740-4900 – 24/7 on call
Free and confidential therapy services, workshops, and training for situations related to gender-based harm. engemannshc.usc.edu/rsvp

Sexual Assault Resource Center
For more information about how to get help or help a survivor, rights, reporting options, and additional resources, visit the website: sarc.usc.edu

Office of Equity and Diversity (OED)/Title IX Compliance – (213) 740-5086
Works with faculty, staff, visitors, applicants, and students around issues of protected class. equity.usc.edu

Bias Assessment Response and Support
Incidents of bias, hate crimes and microaggressions need to be reported allowing for appropriate investigation and response. studentaffairs.usc.edu/bias-assessment-response-support

The Office of Disability Services and Programs
Provides certification for students with disabilities and helps arrange relevant accommodations. dsp.usc.edu

Student Support and Advocacy – (213) 821-4710
Assists students and families in resolving complex issues adversely affecting their success as a student EX: personal, financial, and academic. studentaffairs.usc.edu/ssa

Diversity at USC
Information on events, programs and training, the Diversity Task Force (including representatives for each school), chronology, participation, and various resources for students. diversity.usc.edu

USC Emergency Information
Provides safety and other updates, including ways in which instruction will be continued if an officially declared emergency makes travel to campus infeasible. emergency.usc.edu

USC Department of Public Safety – UPC: (213) 740-4321 – HSC: (323) 442-1000 – 24-hour emergency or to report a crime.
Provides overall safety to USC community. dps.usc.edu