USC Dornsife College of Letters, Arts and Sciences

Syllabus  EALC 120: Japanese I (4 units)  Spring 2020

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:  25326  9:00 - 9:50  MTuWTh  VKC109  Irie
25325  10:00 - 10:50  MTuWTh  VKC109  Tamanaha
25327  1:00 - 1:50  MTuWTh  VKC109  Tamanaha

* D-Clearance for this course is available from The Language Center (http://language.usc.edu).

Instructors:
Tamanaha, Masako  (Course coordinator)
Office Hours:  Tue & W 2-3:30 p.m. or by appointment
Office:  THH 356A
Phone:  (213) 740-3704
e-mail:  mshimabu@usc.edu

Irie, Maki
Office Hours:  Tue 1:00-2:30 & Wed 2:00-3:30 or by appointment
Office:  THH 360
Phone:  (213) 740-3601
E-mail:  mirie@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 (basement). For questions, contact USC Custom Publishing at (800) 934-9313 or custom.publishing.readers@usc.edu

Materials available online:
- Blackboard (http://blackboard.usc.edu)
  You are required to check this course website on a regular basis.
- iLrn (Cengage Learning—Textbook publisher’s digital platform)
  This is available only to those who have purchased the access code (it also comes with a Cengage Unlimited subscription). 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.

Course Notes:
Copies of Power Point slides will be posted on the Blackboard every day after class.

IT Help:
USC Information Technology Services (ITS)
http://itservices.usc.edu/
Phone: (213) 740-5555
E-mail: consult@usc.edu

Grading Breakdown:

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
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<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>5%</td>
</tr>
<tr>
<td>Pronunciation Clinic</td>
<td>2%</td>
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<tr>
<td>Skit Presentation</td>
<td>3%</td>
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<tr>
<td>Mini quizzes</td>
<td>5%</td>
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<tr>
<td>Oral exams</td>
<td>10%</td>
</tr>
<tr>
<td>Chapter/Kana tests</td>
<td>15%</td>
</tr>
<tr>
<td>Midterm exams</td>
<td>20%</td>
</tr>
<tr>
<td>Final exam**</td>
<td>20%</td>
</tr>
</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.

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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***Those who take the course for Pass/ No Pass should receive **70% or more** to pass the course.***
Course semester schedule:
The semester schedule shows when each chapter is covered as well as dates of tests and exams. The semester schedule is available on Blackboard, under Syllabus and Schedule.

Daily schedule:
The daily schedule shows what the daily assignments are and their deadlines, as well as the dates of quizzes, tests, and exams. Daily schedules get posted bi- (or tri-) weekly on Blackboard, under Syllabus and Schedule.

For students with disabilities:
Any student requesting academic accommodations based on a disability is required to register with Disability Services and Programs (DSP) each semester. A letter of verification for approved accommodations can be obtained from DSP. Please be sure the letter is delivered to me (or to TA) as early in the semester as possible. DSP is located in GFS 120 and is open 8:30 a.m.–5:00 p.m., Monday through Friday. Website for DSP (https://dsp.usc.edu/) and contact information: (213) 740-0776 (Phone), (213) 740-6948 (TDD only), (213) 740-8216 (FAX) dspfrontdesk@usc.edu.

Academic Integrity:
USC seeks to maintain an optimal learning environment. General principles of academic honesty include the concept of respect for the intellectual property of others, the expectation that individual work will be submitted unless otherwise allowed by an instructor, and the obligations both to protect one’s own academic work from misuse by others as well as to avoid using another's work as one’s own. All students are expected to understand and abide by these principles. SCampus, the Student Guidebook, contains the University Student Conduct Code (see University Governance, Section 11.00), while the recommended sanctions are located in Appendix A.

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 January 31, 2020).

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 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 assignment is indicated 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.

If a single assignment (listed under a single-bullet in the “HW to hand in” column in the daily schedule) has multiple sheets, please put the them in order and staple them together. Failure to do so will result in 50% credit. Do not staple different assignments (listed under different bullets) together or use paper clips.

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 clinic sessions will be held in each of the following periods:

- 1st Conversation Clinic: 1/29 (Tue) ~ 2/5 (Wed)
- 2nd Conversation Clinic: 3/2 (Mon) ~ 3/10 (Wed)

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 Monday, April 27th.

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
Two oral exams will be given during the semester at the end of chapters 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 it. 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. Once again, those who do not score 60% or more on the final exam will not pass the course. 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-20201 finals/
- The schedule of Japanese exam is listed under “Exceptions”. Your other courses can also be listed here, so please check carefully by the end of the 3rd week of the semester.

<table>
<thead>
<tr>
<th>The Final Exam:</th>
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<td>Saturday, May 9th 2:00 - 4:00 p.m. (Room to be announced)</td>
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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

Official Website:  
https://dornsife.usc.edu/ealc/japanese-prog/

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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, policy.usc.edu/scientific-misconduct.
Support Systems:

Counseling and Mental Health - (213) 740-9355 – 24/7 on call
studenthealth.usc.edu/counseling
Free and confidential mental health treatment for students, including short-term psychotherapy, group counseling, stress fitness workshops, and crisis intervention.

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

Relationship and Sexual Violence Prevention and Services (RSVP) - (213) 740-9355(WELL), press “0” after hours – 24/7 on call
studenthealth.usc.edu/sexual-assault
Free and confidential therapy services, workshops, and training for situations related to gender-based harm.

Office of Equity and Diversity (OED)- (213) 740-5086 | Title IX – (213) 821-8298
equity.usc.edu, titleix.usc.edu
Information about how to get help or help someone affected by harassment or discrimination, rights of protected classes, reporting options, and additional resources for students, faculty, staff, visitors, and applicants. The university prohibits discrimination or harassment based on the following protected characteristics: race, color, national origin, ancestry, religion, sex, gender, gender identity, gender expression, sexual orientation, age, physical disability, medical condition, mental disability, marital status, pregnancy, veteran status, genetic information, and any other characteristic which may be specified in applicable laws and governmental regulations. The university also prohibits sexual assault, non-consensual sexual contact, sexual misconduct, intimate partner violence, stalking, malicious dissuasion, retaliation, and violation of interim measures.

Reporting Incidents of Bias or Harassment - (213) 740-5086 or (213) 821-8298
usc-advocate.symphlicity.com/care_report
Avenue to report incidents of bias, hate crimes, and microaggressions to the Office of Equity and Diversity | Title IX for appropriate investigation, supportive measures, and response.

The Office of Disability Services and Programs - (213) 740-0776
dsp.usc.edu
Support and accommodations for students with disabilities. Services include assistance in providing readers/notetakers/interpreters, special accommodations for test taking needs, assistance with architectural barriers, assistive technology, and support for individual needs.

Campus Support & Intervention - (213) 821-4710
campussupport.usc.edu
Assists students and families in resolving complex personal, financial, and academic issues adversely affecting their success as a student.

Diversity at USC - (213) 740-2101
diversity.usc.edu
Information on events, programs and training, the Provost’s Diversity and Inclusion Council, Diversity Liaisons for each academic school, chronology, participation, and various resources for students.

USC Emergency - UPC: (213) 740-4321, HSC: (323) 442-1000 – 24/7 on call
dps.usc.edu, emergency.usc.edu
Emergency assistance and avenue to report a crime. Latest updates regarding safety, including ways in which instruction will be continued if an officially declared emergency makes travel to campus infeasible.

USC Department of Public Safety - UPC: (213) 740-6000, HSC: (323) 442-120 – 24/7 on call
dps.usc.edu
Non-emergency assistance or information.