

USC Dornsife College of Letters, Arts and Sciences  
**EALC 120: Japanese I Spring 2024** 4 Units  
**Syllabus**

<b>Class Hours and Classrooms:</b>	[25325]	9:00-9:50 am	M-Th	DMC 160
	[25326]	10:00-10:50 am	M-Th	DMC 160
	[25327]	1:00-1:50 pm	M-Th	DMC 160

D-Clearance for this course is available from language@usc (<https://dornsife.usc.edu/languages/d-clearance/>).

**Instructors:**

Kono, Mitsuhiro (Course coordinator)	Office Hours:	Tue and Thu 2:00-3:30 p.m., or by appointment
	Office:	THH 356A
	Phone:	(213) 740-3704
	E-mail:	<a href="mailto:mkono@usc.edu">mkono@usc.edu</a>

**Director of the Japanese Language Program:**

Kumagai, Yuka	Office:	THH340
	Phone:	(213)740-5101
	E-mail:	<a href="mailto:kumagai@usc.edu">kumagai@usc.edu</a>

**IT Help:** USC Information Technology Services (ITS)

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

**Course Material to be purchased:**

- *Nakama 1*, 3<sup>rd</sup> edition, Enhanced (Textbook)
- *Nakama 1 Student Activities Manual*, 3<sup>rd</sup> edition, Enhanced (SAM [=Workbook])
- EALC120: 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](mailto:custom.publishing.readers@usc.edu). A digital copy is also available on Blackboard.

**Material Available Online:**

- **Blackboard** (<https://blackboard.usc.edu>)

You are required to check the Blackboard on a regular basis.

In-text audio files and SAM audio files are available on Blackboard.

Homework worksheets are uploaded on Blackboard in PDF.

- **Mindtap** (Cengage Learning—Textbook publisher’s website) - optional

This is available only to those who have purchased the access code. This is **NOT required** for the course. See the instruction to access *Mindtap* provided on Blackboard.

- **Microsoft Office**

If you do not have Microsoft Office, you are required to [download](#) it (for free) from the USC’s ITS website. Points will be deducted if you fail to meet this requirement.

**Registration Options:**

Letter or Pass/No Pass (=Audit is not acceptable for this course)

**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 make their best effort to obtain **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).

**Grading Breakdown:**

Class performance*:	10%	Mini quizzes:	6%
Homework assignments:	10%	Oral exams:	10%
Lab assignments:	5%	Chapter/Kana tests:	15%
Conversation Clinic:	1%	Midterm exams:	20%
Skit Presentation	3%	Final exam**:	20%

**Grading Criteria\*\*\*:**

94 ~ 100	A	74 ~ 76.9	C
90 ~ 93.9	A-	70 ~ 73.9	C-
87 ~ 89.9	B+	67 ~ 69.9	D+
84 ~ 86.9	B	64 ~ 66.9	D
80 ~ 83.9	B-	60 ~ 63.9	D-
77 ~ 79.9	C+	0 ~ 59.9	F

**\*If you miss 40 percent or more of total class time during the semester, which prevents your instructor from assessing your performance during those missed class time, you will automatically receive an F, regardless of your performance in the other categories 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 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.

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 late for class or leave early, 1 point will be deducted for up to 10 minutes, 2 points for up to 20 minutes, 3 points for up to 30 minutes... (e.g., two points will be deducted for being 15 minutes late). 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 and/or too much English speaking also **negatively** affects your grade. If you wish to ask a question in English, always obtain permission to do so using Japanese language first. Using cellphone, doing homework assignments in class 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 else, **you will lose all the performance points of the day.**

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 and (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. The above actions are the responsibility of the student, and the student is expected to initiate the process.

Absences due to religious reasons will be handled according to the University policy. 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.

**If you miss 40 percent or more of total class time during the semester**, which prevents your instructor from assessing your performance during those missed class time, **you will automatically receive an F, regardless of your performance in the other categories in the class.**

**Spring 2024 only:** If you cannot attend in-person class due to an inevitable reason (e.g., you test positive for COVID-19 and need to quarantine), please contact your instructor promptly to discuss how to make up the class performance points. **Attending class through Zoom without prior approval from the instructor will not earn class performance points.**

### 2. Homework

Homework is an important part of this course. All homework should be submitted in class on the days specified in the **daily schedules** (available on Blackboard <https://blackboard.usc.edu>) in order to receive full credit (2 points). **No late/early assignments are accepted** without prior permission. **No credit will be given for homework completed during class time** and is subject to further penalty.

When the worksheets are assigned as homework, you should:

- (1) answer the questions with your best effort by consulting with textbook, PowerPoint slides, dictionaries, and other references but **without help from other people;**
- (2) correct your mistakes with a pen of a different color by checking the answer keys (given on Blackboard);
- (3) submit them in class.

Both your original answers and the corrections should be visible to the instructor. After checking the answers, if you find your first answers were perfect, write "Checked" with a **pen of different color**. If your homework is not

completed or not corrected fully or not marked with “Checked”, you will not earn the full points. 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 them in order and staple them together.

Please read “**How to Complete your Homework Assignments**” uploaded on Blackboard very carefully for more details. Whenever you have problems turning in an assignment on time or have any questions about your own answers, please talk to the instructor.

Please note that you are expected to spend at least 2 hours on studying Japanese every day to be successful in this course.

### 3. Lab Assignments

On the weekends, the lab(oratory) homework is assigned. The lab assignments include Lab Activities (listening questions) on Student Activity Manual (= SAM), writing an essay, and dialogue check (to recite small dialogue). SAM sound files are available on the course Blackboard.

When an essay is assigned as a lab assignment, the first draft is graded as a regular homework assignment, and the final draft is graded based on the quality and counted toward the Lab assignments. Whenever your first draft of an essay is returned, correct your essay based on the feedback and submit the final version.

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

Students are required to attend 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:

1<sup>st</sup> Conversation Clinic: Around week 3, 4

2<sup>nd</sup> Conversation Clinic: Around week 7-9

Each session will be scheduled on a sign-up basis. Your instructor will talk about the sign-up process in class.

### 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 5-7 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 9<sup>th</sup> week may not participate in skit presentation** and thus will not earn any credit for this activity. **The presentation day is Monday, April 22<sup>nd</sup>.**

### 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 receives instructor's approval. **Two lowest quiz scores will be dropped from your final grade calculation 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 receives 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 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 **written request** 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 director of the Japanese Language Program 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.

**The Final Exam:**  
**Saturday, May 4<sup>th</sup>                      2:00 pm - 4:00 pm (Room: TBA)**

If you find any **final exam schedule conflict** (e.g., overlapping exam schedules or more than two exams on the same day), you **must consult with your instructor** before you finalize your course registration for the semester, which is **by the end of the third week**. Failure to notify the instructor by the specified deadline and **requesting a rescheduling later may result in a penalty**.

- Check your final exam time and dates at <https://classes.usc.edu/term-20241/finals/>
- The schedule of Japanese exam is listed under “**Exceptions**”. Your other courses can also be listed there, so please check carefully.

**Once again, those who do not score 60% or more on the final exam will not pass the course.**

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

**Official Website:**

<https://dornsife.usc.edu/ealc/japanese-language-program/>

**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 page 7 of the syllabus, as well as 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*.

**Course Notes and Class Recordings:**

Copies of Power Point slides in PDF will be posted on the Blackboard every day after class. Class meetings will be recorded on Zoom, and the recordings will be posted on the course Blackboard. The recordings are intended to be watched only by the students registered for the course. Do not share the class recordings with anyone who is not registered for the course.

**Course Content Distribution and Synchronous Session Recordings Policies**

USC has policies that prohibit recording and distribution of any synchronous and asynchronous course content outside of the learning environment.

Recording a university class without the express permission of the instructor and announcement to the class, or unless conducted pursuant to an Office of Student Accessibility Services (OSAS) accommodation. Recording can inhibit free discussion in the future, and thus infringe on the academic freedom of other students as well as the instructor. ([Living our Unifying Values: The USC Student Handbook](#), page 13).

Distribution or use of notes, recordings, exams, or other intellectual property, based on university classes or lectures without the express permission of the instructor for purposes other than individual or group study. This includes but is not limited to providing materials for distribution by services publishing course materials. This restriction on unauthorized use also applies to all information, which had been distributed to students or in any way had been displayed for use in relationship to the class, whether obtained in class, via email, on the internet, or via any other media. ([Living our Unifying Values: The USC Student Handbook](#), page 13).

**\*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.**

## EALC 120: Japanese I: Schedule Spring 2024

Week	Date	Monday	Tuesday	Wednesday	Thursday	Friday
1	1/8-1/11	Introduction Ch 1-1	Ch 1-2	Ch 1-3	Ch 1-4	
2	1/15-1/18 <b>1<sup>st</sup> Conversation Clinic Sign-up</b>	<b>No Class</b> (Martin Luther King's Birthday)	Ch 1-5	Ch 1-6	Ch 1-7	
3	1/22-1/25	Ch 1 Test Ch 2-1	Ch 2-2	Ch 2-3	Ch 2-4	
4	1/29-2/1	<b>Hiragana Test</b> Ch 2-5	Ch 2-6	Ch 2-7	<b>Midterm I</b>	
5	2/5 – 2/8	Ch 3-1 <b>Oral Exam I due</b>	Ch 3-2	Ch3-3	Ch 3-4	
6	2/12 – 2/15 <b>2<sup>nd</sup> Conversation Clinic Sign-up</b>	Ch 3-5	Ch 3-6	Ch 3-7	Ch 3-8	
7	2/19 – 2/22	<b>No Class</b> (Presidents' Day)	Ch 3-9	<b>Ch 3 Test</b> Reading-1	Ch 4-1	
8	2/26 – 2/29	Ch 4-2	Ch 4-3	<b>Katakana Test</b> Reading-2	Ch 4-4	
9	3/4 – 3/7	Ch 4-5	Ch 4-6	Ch 4-7	Review	
	3/11 – 3/14	<b>No Class</b> (Spring Recess)				
10	3/18 – 3/21	<b>Oral Exam II</b>	<b>Oral Exam II</b>	<b>Midterm Exam II</b>	Ch 5-1	
11	3/25 – 3/28	Ch 5-2	Ch 5-3	Ch 5-4	Ch 5-5	
12	4/1 – 4/4	Ch 5-6	Ch 5-7	Ch 5-8	<b>Ch5 Test</b> Reading-3	
13	4/8 – <b>4/12</b>	Ch 6-1	Ch 6-2	Ch 6-3	Ch 6-4	<b>Guest Day</b>
14	4/15 – 4/18	Ch 6-5	Ch 6-6	Ch 6-7	Ch 6-8	
15	4/22 – 4/25	<b>Skit Presentation</b>	Review	<b>Oral Exam III</b>	<b>Oral Exam III</b>	

The final exam schedule:

**Saturday, May 4<sup>th</sup> 2:00 - 4:00 p.m. @ TBA**

- \* Last day to drop a class without a mark of "W" on the official transcript: **Friday, February 23<sup>rd</sup>**
- \* Last day to change a Pass/No Pass to letter grade: **Friday, February 23<sup>rd</sup>**
- \* Last day to drop a class with a mark of "W": **Friday, April 5<sup>th</sup>**

## Statement on Academic Conduct and Support Systems

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#### Academic Integrity:

The University of Southern California is a learning community committed to developing successful scholars and researchers dedicated to the pursuit of knowledge and the dissemination of ideas. Academic misconduct, which includes any act of dishonesty in the production or submission of academic work, compromises the integrity of the person who commits the act and can impugn the perceived integrity of the entire university community. It stands in opposition to the university's mission to research, educate, and contribute productively to our community and the world.

All students are expected to submit assignments that represent their own original work, and that have been prepared specifically for the course or section for which they have been submitted. You may not submit work written by others or "recycle" work prepared for other courses without obtaining written permission from the instructor(s).

Other violations of academic integrity include, but are not limited to, cheating, plagiarism, fabrication (e.g., falsifying data), collusion, knowingly assisting others in acts of academic dishonesty, and any act that gains or is intended to gain an unfair academic advantage.

The impact of academic dishonesty is far-reaching and is considered a serious offense against the university. All incidences of academic misconduct will be reported to the Office of Academic Integrity and could result in outcomes such as failure on the assignment, failure in the course, suspension, or even expulsion from the university.

For more information about academic integrity see [the student handbook](#) or the [Office of Academic Integrity's website](#), and university policies on [Research and Scholarship Misconduct](#).

Please ask your instructor if you are unsure what constitutes unauthorized assistance on an exam or assignment, or what information requires citation and/or attribution.

#### Regarding use of machine translation and generative artificial intelligence for academic work

The acquisition of academic work in whole or in part from any source (from Japanese-speaking family or friend to web resources to generative AI) and the subsequent presentation of those materials as the student's own work constitutes an academic integrity violation unless otherwise allowed by the instructor. In this course, no machine translation or generative AI or help of Japanese-speaking friend or family should be used for homework or essays to be submitted. Such incidents will be reported to the Office of Academic Integrity. You may use paper or online dictionaries, machine translation, and generative AI to look up words and phrases from time to time. However, please note that students basically must use the vocabulary and grammar introduced in the textbook in their homework and essays. Vocabulary and grammar not introduced in the textbook may be used occasionally but should not be overused.

As long as the above rules are not violated, students should explore use of machine translation and generative AI to help them learn the course materials (e.g., finding appropriate words/expressions, checking if phrases/sentences that they have created are correct, etc.).

If you have any questions about what uses of machine translation and generated AI are permitted, please check with your instructor.

#### Students and Disability Accommodations:

USC welcomes students with disabilities into all of the University's educational programs. [The Office of Student Accessibility Services](#) (OSAS) is responsible for the determination of appropriate accommodations for students



who encounter disability-related barriers. Once a student has completed the OSAS process (registration, initial appointment, and submitted documentation) and accommodations are determined to be reasonable and appropriate, a Letter of Accommodation (LOA) will be available to generate for each course. The LOA must be given to each course instructor by the student and followed up with a discussion. This should be done as early in the semester as possible as accommodations are not retroactive. More information can be found at [osas.usc.edu](https://osas.usc.edu). You may contact OSAS at (213) 740-0776 or via email at [osasfrontdesk@usc.edu](mailto:osasfrontdesk@usc.edu).

## Support Systems:

[Counseling and Mental Health](#) - (213) 740-9355 – 24/7 on call

Free and confidential mental health treatment for students, including short-term psychotherapy, group counseling, stress fitness workshops, and crisis intervention.

[988 Suicide and Crisis Lifeline](#) - 988 for both calls and text messages – 24/7 on call

The 988 Suicide and Crisis Lifeline (formerly known as the National Suicide Prevention Lifeline) provides free and confidential emotional support to people in suicidal crisis or emotional distress 24 hours a day, 7 days a week, across the United States. The Lifeline is comprised of a national network of over 200 local crisis centers, combining custom local care and resources with national standards and best practices. The new, shorter phone number makes it easier for people to remember and access mental health crisis services (though the previous 1 (800) 273-8255 number will continue to function indefinitely) and represents a continued commitment to those in crisis.

[Relationship and Sexual Violence Prevention Services \(RSVP\)](#) - (213) 740-9355(WELL) – 24/7 on call

Free and confidential therapy services, workshops, and training for situations related to gender- and power-based harm (including sexual assault, intimate partner violence, and stalking).

[Office for Equity, Equal Opportunity, and Title IX \(EEO-TIX\)](#) - (213) 740-5086

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.

[Reporting Incidents of Bias or Harassment](#) - (213) 740-5086 or (213) 821-8298

Avenue to report incidents of bias, hate crimes, and microaggressions to the Office for Equity, Equal Opportunity, and Title for appropriate investigation, supportive measures, and response.

[The Office of Student Accessibility Services \(OSAS\)](#) - (213) 740-0776

OSAS ensures equal access for students with disabilities through providing academic accommodations and auxiliary aids in accordance with federal laws and university policy.

[USC Campus Support and Intervention](#) - (213) 740-0411

Assists students and families in resolving complex personal, financial, and academic issues adversely affecting their success as a student.

[Diversity, Equity and Inclusion](#) - (213) 740-2101

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

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) 442-1200 – 24/7 on call

Non-emergency assistance or information.

[Office of the Ombuds](#) - (213) 821-9556 (UPC) / (323-442-0382 (HSC)

A safe and confidential place to share your USC-related issues with a University Ombuds who will work with you to explore options or paths to manage your concern.

[Occupational Therapy Faculty Practice](#) - (323) 442-2850 or [otfp@med.usc.edu](mailto:otfp@med.usc.edu)

Confidential Lifestyle Redesign services for USC students to support health promoting habits and routines that enhance quality of life and academic performance.