

IT Help: USC Information Technology Services (ITS)

<http://itservices.usc.edu/>

Phone: (213) 740-5555

E- mail: consult@usc.edu

Course Material to be purchased:

- *Nakama 2*, 3rd edition, Enhanced (Textbook)
- *Nakama 2 Student Activities Manual*, 3rd edition, Enhanced (*SAM* (=Workbook))

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 for Kanji practice and grammar practice 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 → Course Documents.

Registration Options:

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

Grading Breakdown:

| | | | |
|-----------------------------|-----|----------------|-----|
| Class performance*: | 10% | Mini quizzes: | 10% |
| Homework assignments: | 10% | Oral exams | 8% |
| Lab assignments and essays: | 5% | Chapter tests: | 10% |
| Travel Plan Project: | 5% | Midterm exams: | 20% |
| Conversation Clinic: | 2% | 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+ | Below 60 | 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 not pass the course.**

*****Those who take the course for Pass/ No Pass should receive a course grade of 70% (C-) or higher to receive the credit.**

Academic Integrity

The University of Southern California is foremost a learning community committed to fostering successful scholars and researchers dedicated to the pursuit of knowledge and the transmission of ideas. Academic misconduct is in contrast to the university’s mission to educate students through a broad array of first-rank academic, professional, and extracurricular programs and includes any act of dishonesty in the submission of academic work (either in draft or final form).

This course will follow the expectations for academic integrity as stated in the [USC Student Handbook](#). All students are expected to submit assignments that are original work and prepared specifically for the course/section in this academic term. You may not submit work written by others or “recycle” work prepared for other courses without obtaining written permission from the instructor(s).

Students suspected of engaging in academic misconduct will be reported to the Office of Academic Integrity.

Other violations of academic misconduct include, but are not limited to, cheating, plagiarism, fabrication (e.g., falsifying data), 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 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](#).

Policy regarding the use of machine translation, generative AI, or assistance from Japanese-speaking individuals

Obtaining or using academic work from any source without proper attribution, including but not limited to family members, friends, web resources, or generative AI, constitutes an academic integrity violation in this course. Machine translation, generative AI, and assistance from Japanese-speaking individuals are not permitted in graded materials, including homework and essays. Violations will be investigated by 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 need to make efforts to 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 used too much.

As long as the above rules are followed, students are encouraged to use machine translation and generative AI to help them learn the course materials. For example, they can use these tools to find appropriate words/expressions, check 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.

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).

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, try to **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 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 cell-phone, 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 else, **you would 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/or Dialogue Check** by providing timely notice and the reason of absence to the instructor.

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 isolate), please contact your instructor promptly to discuss how to make up the class performance points. **With the instructor's approval, you may view class video recordings to earn daily performance points.** The detailed instructions are provided in Blackboard→Announcements.

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 (宿題)

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 answers (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 do not find any errors, write “まちがいはありません。” or “見ました。” with a **pen of different color**. If your homework is not completed or not corrected fully or not marked with “まちがいはありません。” or “見ました。”, you will not earn the full points.

Please read and follow the “**How to Complete your Homework Assignment**” handout (Blackboard→Course Documents) very carefully. Whenever you have problems turning in an assignment on time or have any questions about your own answers, please talk to the instructor.

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 sheets in order and staple them together. **Failure to do so will result in 50% credit.**

3. Lab assignments (ラボの宿題) & Essays (作文)

The lab(oratory) homework, often assigned over the weekends, include Lab Activities (listening questions) on Student Activity Manual (= SAM), writing an essay, and dialogue check (to recite short 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 on the basis of 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. Travel Plan Project (「旅行の計画」プロジェクト)

In this project, students will form groups of 3 to 4 to create a travel plan for Japan. Students will practice using the vocabulary and grammar they have learned in the course, while learning about interesting places to visit, accommodation, transportation, culture and customs, and travel-related issues in Japan. In addition to creating an itinerary, each student will research a place they want to visit, and will present their itinerary and findings to the class in Week 15.

5. Conversation Clinic (会話クリニック)

You are **required to attend Conversation Clinic sessions 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. The instructor will notify you of the schedule of each session.

6. Mini quizzes (小テスト)

Mini quizzes (approximately 5 min. each) will be given few times per chapter (dates will be announced in the daily schedule). They will be based on new vocabulary, basic grammatical points, and *kanji*. The two lowest quiz scores will be dropped from your total score at the end of the semester.

7. Oral exams (話す試験)

Three oral exams will be given during the semester at the end of Chapter 1, Chapter 3 and Chapter 4 respectively. The content of each exam is cumulative, and a study guide will be provided before each exam so that students can practice 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.**

8. Chapter tests (テスト)

Two chapter tests (50 min. each) will be given during the semester at the end of the Preliminary Chapter and Chapter 2. **No make-up tests will be offered unless the student has a legitimate reason and obtains instructor's approval in a timely manner.** If such request is approved, the student has to take the make-up the earliest time possible.

9. Midterm exams (中間試験)

Two midterm exams (50 min. each) will be given during the semester at the end of Chapter 1 and Chapter 3. The content of each exam is mainly based on current chapters; however, the content of each test/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 (期末試験)

The final written exam (two 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 schedule:

Saturday, May 4th, 2:00 pm – 4:00 pm Room: To be Announced

If you find any **final exam schedule conflict** (e.g., overlapping exam schedules or having 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 do so may result in penalty deduction from your final exam score.

- 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.

11. Class Rules (クラスのきそく)

1. Please arrange the chairs in a **U-shape** before class starts.
2. Do not work on homework during class.
3. Food is not allowed in class.
4. Please turn off **your cellphone** and put it away from your desk during class.
5. Please try to speak Japanese in class as much as possible. If you need to ask a question in English, please ask for permission from the instructor.
6. Please refrain from using electronic devices (e.g., cellphones, tablets, or laptops) for anything **unrelated to class** during class time.

* Please note that your instructor is prohibited from receiving any gifts from students, with the exception of a thank-you note.

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.

Spring 2024 COVID-19 Policy:

Students are expected to comply with all aspects of USC's COVID-19 policy. Failure to do so may result in removal from the class and referral to Student Judicial Affairs and Community Standards.

***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.**

Good luck, and がんばりましょう!!

Japanese program website: <https://dornsife.usc.edu/ealc/japanese-prog/>

EALC 220: Japanese III Semester Schedule Spring 2024

| Wk | Dates | Mon | Tue | Wed | Thu | Fri | |
|----|-------------|--------------------------------|--------------|--------------|-----------------------------------|--------------|--|
| 1 | 1/8 - 1/12 | Introduction Prelim. Ch-1 | Prelim. Ch-2 | Prelim. Ch-3 | Prelim. Ch-4 | | |
| 2 | 1/15 - 1/19 | 休み (MLK Jr. Day) | Prelim. Ch-5 | Prelim. Ch-6 | Prelim. Ch. Test (Review Test) | | |
| 3 | 1/22 - 1/26 | Ch 1-1 | Ch 1-2 | Ch 1-3 | Ch 1-4 | | |
| 4 | 1/29 - 2/2 | Ch 1-5 | Ch 1-6 | Ch 1-7 | Ch 1-8 | | |
| 5 | 2/5 - 2/9 | Ch 1-9 | Oral Exam 1 | Oral Exam 1 | Midterm I | | |
| 6 | 2/12 - 2/16 | Ch 2-1 | Ch 2-2 | Ch 2-3 | Ch 2-4 | | |
| 7 | 2/19 - 2/23 | 休み (Presidents' Day) | Ch 2-5 | Ch 2-6 | Ch 2-7 | | |
| 8 | 2/26 - 3/1 | Ch 2-8 | Ch 2-9 | Ch2-10 | Ch2-11 Travel Project | | |
| 9 | 3/4 - 3/8 | Chapter 2 Test | Ch 3-1 | Ch 3-2 | Ch 3-3 | | |
| | 3/11 - 3/15 | 春休み (Spring Break) | | | | | |
| 10 | 3/18 - 3/22 | Ch 3-4 | Ch 3-5 | Ch 3-6 | Ch 3-7 | | |
| 11 | 3/25 - 3/29 | Ch 3-8 | Ch 3-9 | Ch 3-10 | Oral Exam 2 | | |
| 12 | 4/1 - 4/5 | Oral Exam 2 | Midterm II | Ch4-1 | Ch 4-2 | Guest Day | |
| 13 | 4/8 - 4/12 | Ch 4-3 | Ch 4-4 | Ch 4-5 | Ch 4-6 | | |
| 14 | 4/15 - 4/19 | Ch 4-7 | Ch 4-8 | Ch 4-9 | Review1 | | |
| 15 | 4/22 - 4/26 | Travel Project Presentation | Review2 | Oral Exam 3 | Oral Exam 3 | | |

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期末試験 (Final Exam):

2 p.m. - 4 p.m. Saturday, May 4th (Location: TBA)

1st Conversation Clinic: 1/22 (Mon) ~ 2/5 (Mon)

2nd Conversation Clinic: 3/5 (Tue) ~ 3/27 (Wed)

Daily schedules are available at <http://blackboard.usc.edu> (→Syllabus & Schedule)

Statement on Academic Conduct and Support Systems

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.

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. You may contact OSAS at (213) 740-0776 or via email at 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

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