

USC Dornsife College of Letters, Arts and Sciences
EALC 120: Japanese I Spring 2025 4 Units
Syllabus

Class Hours and Classrooms:	[25325]	9 – 9:50 a.m.	M – Th	DMC 160	(Matsumoto)
	[25326]	10 – 10:50 a.m.	M – Th	DMC 160	(Matsumoto)
	[25327]	1 – 1:50 p.m.	M – Th	DMC 160	(Konno)

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

Instructors:

Matsumoto, Yumi (Course coordinator)	Office Hours:	Tue, W 11:00-11:30 a.m., 1:00-2:00 pm or by appointment
	Office:	THH 360
	Phone:	(213) 740-3601
	E-mail:	ymatsumo@usc.edu

Konno, Mamiko	Office Hours:	M/T/W 2:00-3:00 pm or by appointment
	Office:	THH 360
	Phone:	(213) 740-3601
	E-mail:	mkonno@usc.edu

Director of the Japanese Language Program:

Kumagai, Yuka	Office:	THH340
	Phone:	(213)740-5101
	E-mail:	kumagai@usc.edu

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 1*, 3rd edition, Enhanced (Textbook)
- *Nakama 1 Student Activities Manual*, 3rd edition, Enhanced (SAM (=Workbook))

Material Available Online:

- **Brightspace** (<https://brightspace.usc.edu>)

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

In-text audio files and SAM audio files are available on Brightspace. Homework worksheets are uploaded on Brightspace in PDF. Should you have any technical problem, refer to the following:

Brightspace Student Guides: <https://www.brightspacehelp.usc.edu/students/>

Brightspace Technical Support Line: 888-895-2812

Brightspace Email Support: usc@d2l.com

- **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 Brightspace.

- **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 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).

Grading Breakdown:

Class performance*:	10%	Mini quizzes:	5%
Homework assignments:	10%	Oral exams:	10%
Lab assignments:	5%	Chapter/Kana tests:	15%
Conversation Clinic:	2%	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.**

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.

Academic dishonesty has a far-reaching impact and is considered a serious offense against the university. Violations will result in a grade penalty, such as a failing grade on the assignment or in the course, and disciplinary action from the university itself, such as suspension or even expulsion.

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.

Policy for the use of AI Generators in this course

This course aims to develop creative, analytical, and critical thinking skills. Therefore, all assignments should be prepared by the student working individually or in groups. Students may not have another person or entity complete any substantive portion of the assignment. Developing strong competencies in these areas will prepare you for a competitive workplace. Therefore, using AI-generated text, code, or other content is prohibited in this course, will be identified as plagiarism, and will be reported to the Office of Academic Integrity.

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 relation to the class, whether obtained in class, via email, on the internet, or via any other media. Distributing course material without the instructor's permission will be presumed to be an intentional act to facilitate or enable academic dishonesty and is strictly prohibited. ([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 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.

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 2025 only: If you are unable to attend in-person class due to illness (e.g., testing positive for COVID-19 and needing 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 Brightspace <https://brightspace.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 Brightspace);
- (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 the them in order and staple them together.

Please read “**How to Complete your Homework Assignments**” uploaded on Brightspace 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.

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 Brightspace.

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. 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:

1st Conversation Clinic: 1/27 (Mon) ~ 2/7 (Fri)

2nd Conversation Clinic: 3/3 (Mon) ~ 3/14 (Fri)

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-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 28th.**

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

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 **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 10th

11:00 a.m. - 1:00 p.m. (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-20251/final-examinations-schedule/>. 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.

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 8 of the syllabus, as well as on **Brightspace**, 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 **Brightspace**, under *Syllabus and Schedule*.

Course Notes and Class Recordings:

Copies of Power Point slides in PDF will be posted on the Brightspace every day after class. Class meetings will be recorded on Zoom, and the recordings will be posted on the course **Brightspace** (Course Tools > USC Zoom). 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.

***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!! (*ganbarimashoo* “Let’s work hard!”)

Japanese program website:

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

EALC 120: Japanese I: Schedule Spring 2025

Week	Date	Monday	Tuesday	Wednesday	Thursday	Friday
1	1/13-1/16	Introduction Ch 1-1	Ch 1-2	Ch 1-3	Ch 1-4	
2	1/20-1/23 1st Conversation Clinic Sign-up	No Class (Martin Luther King's Birthday)	Ch 1-5	Ch 1-6	Ch 1-7	
3	1/27-1/30	Ch 1 Test Ch 2-1	Ch 2-2	Ch 2-3	Ch 2-4	
4	2/3-2/6	Hiragana Test Ch 2-5	Ch 2-6	Ch 2-7	Midterm I	
5	2/10 – 2/13	Ch 3-1	Ch 3-2	Ch3-3	Ch 3-4	
6	2/17 – 2/20	No Class (Presidents' Day)	Ch 3-5	Ch 3-6	Ch 3-7	
7	2/24 – 2/27 2nd Conversation Clinic Sign-up	Ch 3-8	Ch 3-9	Ch 3 Test Reading-1	Ch 4-1	
8	3/3 – 3/6	Ch 4-2	Ch 4-3	Katakana Test Reading-2	Ch 4-4	
9	3/10 – 3/13	Ch 4-5	Ch 4-6	Ch 4-7	Review	
	3/17 – 3/20	No Class (Spring Recess)				
10	3/24 – 3/27	Oral Exam I	Oral Exam I	Midterm Exam II	Ch 5-1	
11	3/31 – 4/3	Ch 5-2	Ch 5-3	Ch 5-4	Ch 5-5	
12	4/7 – 4/10	Ch 5-6	Ch 5-7	Ch 5-8	Ch5 Test Reading-3	
13	4/14 – 4/18	Ch 6-1	Ch 6-2	Ch 6-3	Ch 6-4	Guest Day
14	4/21 – 4/24	Ch 6-5	Ch 6-6	Ch 6-7	Ch 6-8	
15	4/28 – 5/1	Skit Presentation	Review	Oral Exam II	Oral Exam II	

The final exam schedule:

Saturday, May 10th 11:00 - 1:00 p.m. @ TBA

- * Last day to drop a class without a mark of “W” on the official transcript: **Friday, February 28**
- * Last day to change a Pass/No Pass to letter grade: **Friday, February 28**
- * Last day to drop a class with a mark of “W”: **Friday, April 11**

Statement on University Academic and Support Systems

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.

Student Financial Aid and Satisfactory Academic Progress:

To be eligible for certain kinds of financial aid, students are required to maintain Satisfactory Academic Progress (SAP) toward their degree objectives. Visit the [Financial Aid Office webpage](#) for [undergraduate](#)- and [graduate-level](#) SAP eligibility requirements and the appeals process.

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 consists 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) 740-2500

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.