Course Syllabus
JPN113 Sec. 003 Elementary Japanese I / Spring 2011
Department of Foreign Languages, University of Nevada Las Vegas
ようこそ！(Welcome to Elementary Japanese I!)

**Time:** 1:00-2:15 (MW)  
**Office Hours:** 11:30 -12:45 (MW) or by appointment  
**Classroom:** CBC C-146  
**Instructor:** Tomoko Tashiro  
**Office:** FDH 233  
**Phone:** (702) 895-3554 (Instructors' Office)  
**E-mail:** tomoko.tashiro@unlv.edu

☆**REQUIRED Course Materials:**

4. Kanji Practice Sheet for Homework (from Lesson 3)

☆**Website Information:**

1. UNLV Foreign Language Website: [http://liberalarts.unlv.edu/Foreign_Languages/courses.html#japanese](http://liberalarts.unlv.edu/Foreign_Languages/courses.html#japanese)

☆**Course Description:**

Japanese 113 is an elementary course, designed for beginning-level students. This course covers Lesson 1, 2, 3 and part of Lesson 4 of the "Genki I" textbook.

☆**Course Objectives:** *(Source: ACTFL Proficiency Guidelines [Speaking ~ Writing]: Novice-mid )*

Upon completion of this course, students will be able to communicate in Japanese minimally in such situations as asking/telling time, introducing oneself/friends, shopping and ordering food, and describing daily activities.

- **Speaking:** Able to produce phrases consisting of isolated words and learned phrases sufficient for handling simple, elementary needs and expressing basic courtesies.
- **Listening:** Able to understand some short, learned utterances, some words and phrases from simple questions, statements, high-frequency commands and courtesy formulae about topics that refer to basic personal information or the immediate physical setting.
- **Reading:** Able to identify an increasing number of highly contextualized words and/or phrases including cognates and borrowed words, where appropriate.
- **Writing:** Able to transcribe familiar words or phrases and reproduce some from memory. (*Hiragana, Katakana, and 29 kanji characters will be covered in this course.*)
- **Culture:** Able to understand the very basic cultural manners such as greetings as well as the lifestyle based on the concept of *uchi* (in-group) and *soto* (out-group).

☆**Grading Policies:**

1) Homework and Assignments 20%  
2) Quizzes 20%  
3) Exams 30%  
4) Presentation and Interview 10%  
5) Final Exam 20%

☆**Grading Scale:**

<table>
<thead>
<tr>
<th>Grade Range</th>
<th>Grade</th>
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<tbody>
<tr>
<td>100-93%</td>
<td>A</td>
</tr>
<tr>
<td>92-90%</td>
<td>A-</td>
</tr>
<tr>
<td>89-87%</td>
<td>B+</td>
</tr>
<tr>
<td>86-83%</td>
<td>B</td>
</tr>
<tr>
<td>82-80%</td>
<td>B-</td>
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<tr>
<td>79-77%</td>
<td>C+</td>
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<tr>
<td>76-73%</td>
<td>C</td>
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<tr>
<td>72-70%</td>
<td>C-</td>
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<tr>
<td>69-60%</td>
<td>D</td>
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<tr>
<td>59 or Below</td>
<td>F</td>
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</table>
Course Policies:

Cellular phone, Lap-top Computer or any other electronic device should be turned off during class and be put away in your bag– not in your pocket! (See below for a consequence.)

1. Attendance and Participation Policy: **IMPORTANT!**

Japanese classes offer an important opportunity for students to be exposed to authentic Japanese. Therefore, you are expected to come to class regularly, on time and to participate in all class activities. **FIRST TWO absences will not affect your AP score.** (However, your other grades (ex. exams) will definitely be affected if they are not excused absences.) Each additional absence will result in the loss of 2% of your total grade. Also, 3 times of any of the following activities will be counted as one absence:

1. tardy, (2) early departure, (3) leaving more than 5 minutes during class and (4) an activity that disrupts students’ participation such as using a cell phone (or any electronic device), eating food, and doing homework in class. After 8 absences, the student will receive a warning to drop the course (if it is before the last day to drop (11/1)). Contact your instructor if your absence is justifiable (ex. religious holiday, UNLV extracurricular activity, emergency situation with official documentation to support it). *Receipts from pharmacies will NOT be accepted."

2. Homework and Assignments:

Homework and assignments are given **EVERY WEEK.** All homework is due within the first 15 minutes of class on the designated day unless your instructor tells you differently. **Late Homework will be accepted as long as it is submitted by the beginning of next class.** However, there will be **50% reduction** (2pts) from your grade for the assignment. All the homework must be completed entirely in order to receive full credit. If the homework is missing one or more section(s) or has too many errors, it will be considered as “incomplete” (0 pt.). **Absolutely no credit will be given if your assignment is done or is submitted by someone else.** This also applies if your assignment is done during class or if it is copied from someone else’s work. Contact your instructor before due date if you have any questions or concerns. If you know in advance that you will miss a class on the due date, complete the homework earlier to the best of your knowledge and submit earlier so as to avoid late credit.

Points of each Homework assignment (4 pts. max.):

- 4 pts. → Everything was completed and submitted on time.
- 3 pts. → Everything was completed and submitted on time but there were few errors.
- 2 pts. → Late or incomplete work was completed and submitted.
- 0 pts. → Nothing was submitted / It was not completed entirely or has too many errors. ("incomplete")

*Incomplete* means missing one (or more) section(s) or having too many errors.

- **Listening Homework:** Use the Student CD to do the workbook listening comprehensions and practice vocabulary and dialogue in the textbook. It is your responsibility to get the CD. You can also go to the Language Resource Center (FDH240) to listen to it.

- **Kanji Homework:** Use the Kanji Practice Sheet to take notes in class and to do the Kanji homework.

3. Classroom Quizzes:

Quizzes will be given frequently. Students are allowed to drop the lowest quiz grade. If you miss a quiz, it will be counted as your lowest score. **Under no circumstances will there be any make-up quizzes.** Some quizzes will be given to test your speaking skills (Oral Quiz).

4. Lesson Exams and Final Exams:

There will be three Lesson Exams. Final Exam will be comprehensive. **No make-ups are given without the submission of official documentation that validates the justifiable nature of your absence.** Other make-ups will receive 20% reduction. (*Receipts from pharmacies will NOT be accepted."

5. Presentation and Interview:

You will be assigned to participate in presentation(s) and one-to-one interview with the instructor. Details will be announced later.
Students Responsibilities:

1. Preview the lesson:
   You MUST study Vocabulary and Kanji assigned for each lesson and read “Grammar” and “Expression Notes” sections in the textbook before class for effective class participation. Use the Genki-Online website for self-study and the Student CD to practice listening.

2. Add, Drop and/or Withdraw:
   The last day to add, drop or withdraw and receive 100% refund is January 24, 2011. The last day to drop or withdraw from classes or change to audit is March 25, 2011. Drops and withdrawals will not be allowed after this date even with the instructor’s approval. The instructor must assign a final grade if a student stops coming to class and fails to withdraw by the deadline. (Refer to the Undergraduate Catalog.)

3. Getting Assistance:
   If things become unclear and difficult, it is your responsibility to take the initiative and contact the instructor for assistance after class or during the instructor’s office hours.

4. Letter of Recommendation:
   For a letter of recommendation, please contact the instructor AT LEAST a month before the deadline. You absolutely do not want it to be a rush job. Please provide full information such as the following:
   1) Write a brief description of the position or honor (and possibly provide a URL or a pamphlet), so that the instructor can provide the correct variety of detail.
   2) Provide a filled-out form, a pre-addressed, stamped envelope, and any other necessary materials.
   3) Provide your resume (or CV) and your personal statement, if one is required for the application.
   4) Remind the instructor of any specific details that might be helpful or that are more appropriate for a letter of recommendation than for your personal statement.

Academic Dishonesty/Misconduct:

Academic Dishonesty/Misconduct includes, but is not limited to: Cheating, Getting External Assistance, and Plagiarism.
- Cheating is not allowed in class. The actions during the quiz/test considered as cheating (but are not limited to) are: having a cell phone out, looking at other student’s quiz/test, putting your hands in your bag, communicating with others and looking at any for of cheating material.
- Any assignment including project and essays must be completed entirely by each student without any external assistance. Your tutor/friend cannot change your assignments and essays in any way and you should not copy other people’s work. If you need help with your assignments and essays, contact your instructor. Online translations will be considered as the external assistance.

Consequences:
- Any student found to have committed academic dishonesty/misconduct will receive a grade of “F” for the work. Instructor will notify the student and have a private meeting before the grade of “F” is given. Once the act of dishonesty is proved, the instructor is required to report it, no matter how large or small, to the Japanese Program, the Department and the University. Students may appeal a finding of academic dishonesty/misconduct to the Department Chair and then go through the University’s appeal process.

Academic Dishonesty Policy (UNLV): Japanese Program will follow the Academic Dishonesty Policy and Procedure of UNLV.
- Any form of academic dishonesty is not allowed and will not be tolerated at UNLV. Violations of academic honesty will be reported for appropriate actions. (Refer to the undergraduate catalogue, p. 61-66 or <http://studentlife.unlv.edu/judicial/misconductPolicy.html>)

Other Information:

Learning Resource Center (LRC):
- LRC is located in FDH240 (Phone: 895-1930). It has Japanese software (Power Japanese, Kanji Moments), Internet access, and audio CD for the Workbook Listening Comprehension Activities and the Textbook Dialogue/Vocabulary. Students are encouraged to visit the lab for their independent study. Operating Hours: Mon. – Thurs. 9:00 a.m. – 8:00 p.m., Fri. 9:00 a.m. – 1:00 p.m.
Copyright and Fair Use Requirement:
- You are individually and solely responsible for violations of copyright and fair use laws. The university will neither protect nor defend you nor assume any responsibility for employee or student violations of fair use laws. Please visit the copyright website at: <http://www.unlv.edu/committees/copyright/> for more information.

Official Extracurricular Activity:
- Students who represent UNLV at any official extracurricular activity shall have the opportunity to make up assignments; however, the student must provide official written notification to the instructor no less than one week prior to the missed class(es).

Religious Holidays:
Students who will miss class to observe religious holidays are responsible for notifying the instructor no later than the last day of late registration, January 24, 2011 to be assured of this opportunity.

Students with Disabilities:
- If you have a documented disability that may require accommodations, you will need to contact the Disability Resource Center (DRC) for coordination of services. The DRC is located in the Student Services Complex (SSC), Room 137. Their numbers are: Voice (702) 895-0866, TTY (702) 895-0652, FAX (702) 895-0651. For additional information please visit: <www.studentlife.unlv.edu/disability/>.

Support for Student Academic Success: <http://tlc.unlv.edu/student_success.htm>
  Tutoring: <http://academicsuccess.unlv.edu/tutoring>
  Writing Center: <http://writingcenter.unlv.edu/>


☆For any inquiries regarding the Japanese Program, please contact Emi Fujiyama, the Japanese Language Coordinator, at 702-895-3164 or emi.fujiyama@unlv.edu.
# Tentative Course Schedule & Assignments

**Instructor:** Tomoko Tashiro (たしろともこ) / **Office:** FDH233 / **Office Hours:** 11:30–12:45 (MW) or by appointment

**E-mail:** tomoko.tashiro@unlv.edu / **Phone (Instructors’ Office):** (702) 895–3554

**Tb:** GENKI Textbook Book I, **Wb:** GENKI Workbook I  **G:** Grammar,  **K:** Kanji

You MUST read the grammar sections in the textbook and preview vocabulary and kanji before each lesson!

*If you are to submit different HW numbers, staple the assignments of the same HW number. (4 pts max.)*

<table>
<thead>
<tr>
<th>週/Wk</th>
<th>月日/Date</th>
<th>コーススケジュール/Course Schedule</th>
<th>しゅくだい/Assignments</th>
<th>Due Dates: Submit on <strong>Mondays</strong> unless stated.</th>
</tr>
</thead>
</table>
| 1     | 1/17 (M)  | **L1** Martin Luther King Jr. day | **☆Quiz 1** Lesson 1 New Friends | *More Hiragana Rules (Voiced Consonants, Long Vowel) Numbers 10–100*  
*G: X は Y です (ka)*  
**#1 (Due on Wed 1/26):** Wb. 11-12, 105-108  
Tb. 20-I-A (Write the numbers on a separate sheet in Hiragana.)  
Hiragana Worksheet  
Student Information Sheet with your signature |
|       | 1/19 (W)  | **L2** Course Introduction  
Everyday Greetings/ Hiragana あ～こ |  
**Listen to the greetings in your CD. □ Read the syllabus thoroughly!!** |
| 2     | 1/24 (M)  | **L3** Everyday Greetings (Cont.)  
Numbers 1–10/ Hiragana さ～の |  
*Use your student CD to do the workbook listening comprehension.*  
Do not use Roomaji (alphabet).  
**#2:**  
Wb.109–10  
Tb.20-I-B (Write the numbers on a separate sheet in Hiragana.)  
Practice classroom expressions on p. 53 and the ones in the handout. |
|       | 1/26 (W)  | **L4** Classroom Expressions (p.53+handout)  
Numbers 11–20/ Hiragana は～ん |  |
| 3     | 1/31 (M)  | **☆Quiz 2 G: Question Sentences**  
(Major, Age, School year) |  
*Choose 2 people and describe them about (a) through (e).*  
Write a short dialogue on a separate sheet based on the Personal Information Sheet (Q & A.)  
**#4:**  
Lesson 1 Vocabulary Worksheet,  
Wb. p.15-18 / Tp. 23-24-V-A  
(Choose 2 people and describe them about (a) through (e).)  
Write a short dialogue on a separate sheet based on the Personal Information Sheet (Q & A).  
**#5:** Exam 1 Review Sheet |
|       | 2/7 (M)   | **L6** G: Question Sentences  
(Major, Age, School year) |  |
|       | 2/9 (W)   | **L7** Asking Personal Questions (handout)  
(Wb. p.15-18 / Tp. 23-24-V-A)  
(Choose 2 people and describe them about (a) through (e).)  
Write a short dialogue on a separate sheet based on the Personal Information Sheet (Q & A).  
**#4:**  
Lesson 1 Vocabulary Worksheet,  
Wb. p.15-18 / Tp. 23-24-V-A  
(Choose 2 people and describe them about (a) through (e).)  
Write a short dialogue on a separate sheet based on the Personal Information Sheet (Q & A).  
**#5:** Exam 1 Review Sheet |
|       | 2/14 (M)  | **☆Quiz 3** Lesson 1 Dialogue  
Review for Exam 1 |  |
| 6     | 2/21      | President Day |  |
| 7     | 2/23 (W)  | **☞ Lesson 2: かいもの**  
G: Katakana アート  
Large numbers (100–100,000), Price |  |
| 8     | 2/28 (M)  | **L12** Katakana ナーン, Katakana rules  
G: こ/そ/あ/ど words |  
**#6:** Wb. p.19-21, p.112-6 (*backside of p. 111 (HW#3))  
Tb. p.40-I-A (Only odd numbers – Write the numbers in Hiragana.)  
p.258–260- I (A, B, C, E) *No need to complete D*  
Lesson 2 Vocabulary sheet |
<p>| 3     | 3/2 (W)   | **☆Quiz 5 G: Places, ここの/そこの/あそこの/ どこ, Whose だれの (Possessive の), Noun も |  |</p>
<table>
<thead>
<tr>
<th>Wk</th>
<th>Date</th>
<th>コーススケジュール (Course Schedule)</th>
<th>しゅくだい Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>Spring Break 3/14-3/19</td>
<td></td>
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<tr>
<td>10</td>
<td>3/21 (ML16)</td>
<td>G: Verbs (じしょ Form, ます・ません Form) Lesson 2 Dialogue, Review G: Verbs (じしょ Form, ます・ません Form), Daily Activities (Nouns, Particle で, に,)</td>
<td>#8: Exam 2 Review Sheet Lesson 3 Vocabulary Worksheet</td>
</tr>
<tr>
<td>15</td>
<td>5/2 (ML28)</td>
<td>G: Past Event でした・じゃありませんでした</td>
<td>#13: Tb. p.83-I-B, p.84-5-D (Follow the example and write 3 Q&amp;A dialogues about your own schedule.) Wb. p. 33-4, 36-7 K: 日本人曜月火水木金土上下中半(Kanji Practice Sheet)</td>
</tr>
<tr>
<td>16</td>
<td>5/9 (M) 5/29</td>
<td>Final Exam (1:00 pm–3:00pm)</td>
<td>#14 (Due on 11/24): Wb. p. 35, p.120 Interview (Day 1) Study for the Final Exam! Interview (Day 2) Study for the Final Exam!</td>
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</tbody>
</table>

- **Assignments**
  - Review Lesson 2 and katakana for Exam 2
  - Review Lesson 2
  - Spring Break 3/14-3/19
  - Exam Review Sheet
  - Kanji Practice Sheet
  - Presentation Draft
  - Mid-term Presentation
  - Presentation Script (hand-written)
  - Lesson 3 Dialogue Review
  - Lesson 3 Vocabulary Worksheet
  - Kanji Practice Sheet
  - Lesson 4 Dialogue Review
  - Lesson 4 Vocabulary Worksheet
  - Lesson 4 Location/Position Worksheet
  - Past Event
  - Study for the Final Exam!
  - Interview (Day 1)
  - Interview (Day 2)
Student Information Sheet for JPN_____ Sec._____ Semester_______

*Submit this sheet with HW#1.

1. Your Name: ____________________________ (English) ____________________________ (Japanese *if you already have one)


4. Contact Info.: <E-mail address you usually use> ____________________________ <Phone> ____________________________

5. Birthplace: city/state country  6. Native Language(s) ____________________________

7. Place where you grew up (if different from 5): ____________________________  8. Ethnicity: ____________________________

9. Your past Japanese class(es): *Please list all the classes to the best of your knowledge. (Use the back of this paper if necessary.)

*Please describe your past experience with Japanese language in section (10) if you have not taken any Japanese classes before.

- a) Level of class(es)  
  - Ex. Japanese 1 in HS (high school), JPN113

- b) Textbook(s)  
  - Please write the state if it was outside of Las Vegas.

- c) School(s)  
  - Only if you took class(es) in Las Vegas.

- d) Teacher(s)  
  - Only if you took class(es) in Las Vegas.

- e) When year and/or semester

10. Your past experience with Japanese Language:

   Have you been to Japan before?   Yes / No   If yes, (a) where, (b) when and (c) how long?

   (a) ____________________________ (b) ____________________________ (c) ____________________________

   Other experience:

11. Have you studied any other foreign language before?      Yes / No

   If yes, (a) what language and (b) how long?    (a) ____________________________ (b) ____________________________

12. What are the reasons that you decided to take this course? Check (✓) the three that best apply.

   (✓) A foreign language is required for graduation.
   ( ) This class fits my schedule the best and was still open among all the foreign languages.
   (✓) I would like to be able to speak and understand the basic Japanese.
   ( ) I have Japanese friends/relatives/associates.
   ( ) I am interested in the Japanese culture, which is particularly (  ).
   ( ) I would like to study in Japan. If so, when and where? (  )
   (✓) It might help me find a job. If so, what kind of job? (  )
   ( ) I would like to go to Japan someday. If so, where in Japan? (  )
   ( ) Other reasons: (  )

13. Any particular things which you are interested in or which you would like to do in this class?

   ____________________________

14. Any other pertinent information that you think your instructor should know?

   ____________________________

※Please sign below after you read the course syllabus and schedule and submit this with your first homework. Thank you!

I understand and will accept the course syllabus and the grading policies completely.

Signature: ____________________________ Date: ____________________________