Indiana University, Bloomington
Summer Language Workshop
Intensive Elementary Japanese 1 and 2
(EALC-J101 & EALC-J102)
Summer 2018

1. Instructors:

<table>
<thead>
<tr>
<th>Integrated Lecture Instructor:</th>
<th>Drill/Conversation Instructor:</th>
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<tbody>
<tr>
<td>リチャーズ・ポール (Paul Richards)</td>
<td>Misato Hiraga 平賀 美里</td>
</tr>
<tr>
<td>Office Hrs: TBA</td>
<td>Email: <a href="mailto:mhiraga@indiana.edu">mhiraga@indiana.edu</a></td>
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<td></td>
<td>Office Hrs: TBA</td>
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2. Class Periods:

- Interactive lectures (4hrs/day): 8:00am to 12:00pm MTWRF Classroom: SY 004
- Drill/Conversation session (1hr/day): TBD Classroom: TBD
- Lunch Table (1hr/day): 12:00 to 12:50 (tentative) Location: TBD

3. Required Textbooks:

- Genki I Workbook (2nd edition)

4. Recommended Materials:


5. Course description:

This is an elementary course in modern Japanese for beginning students. We aim to master fundamental skills in modern Japanese with communicative-based activities. We will begin with greetings, the writing systems, some classroom expressions and basic sentence patterns. Hiragana, katakana, and about 145 kanji characters will be introduced during this semester. During the first week, Romanization will be used, but you are expected to master hiragana by the end of the first week.

Daily class activities are designed to help you acquire the introductory level of modern Japanese. To make sure that you are making progress to meet the learning goals, there will be a quiz and homework assignment almost every day. Quizzes and homework are an important part of this course that will provide you with feedback from the instructors. Please consider them seriously.
6. Learning objectives:
This course focuses on the skills of listening, speaking, reading, writing and socio-cultural knowledge using a “proficiency-based” curriculum. By the end of the summer term, students will be able to: 1) carry out simple conversations on everyday topics such as introducing yourself, describing your family members, giving advice, etc., 2) read and write a simple paragraph by using Hiragana, Katakana and basic Kanji and 3) acquire the basic socio-cultural knowledge. Students will develop the following four skills in standard, attaining approximately the Intermediate-Low level on the ACTFL (American Council on the Teaching of Foreign Languages) proficiency scale. Specifically, students will be able to achieve the following:

Listening: Students will be able to understand uncomplicated sentence-length utterances. Comprehension areas include such basic needs as getting meals, understanding directions, and transportation.

Speaking: Students will be able to hold brief conversations in social situations that require basic language proficiency. Conversation is restricted to some of the concrete exchanges and predictable topics necessary for survival in the target-language culture. For example, learners will be able to ask and answer questions, initiate and respond to simple statements, and maintain short face-to-face conversation. With the basic Japanese, learners will be able to perform such tasks as introducing oneself and family, ordering a meal, asking directions, stating personal preferences and making purchases.

Reading: Students will be able to understand some simple and connected texts dealing with a limited number of personal and social needs. Students will be able to puzzle out very simple handwritten messages, personal notes and very short letters, which are written in Hiragana, Katakana and basic Kanji.

Writing: Students will be able to write short and simple conversational-style sentences with basic word order to meet practical writing needs such as: writing short messages, postcards, and taking down simple notes. Most sentences are recombinations of learned vocabulary and structures.

7. Homework Assignments:
It is imperative to complete homework the day that it is assigned. If homework is submitted more than three days late, no credit will be given for it. Homework assignments will be collected before the beginning of each class. If you turn in the workbook within one day after the due day, you will lose 20% of the total grade. Homework that is submitted two days after the due day will not be accepted.

Even if it is late, it is always in your best interest to complete the assignment and show it to your instructor so that I may note if there are any serious problems in it and help you fix those before they affect your overall understanding of the material.

Workbook: Students are expected to review what has been covered in class by finishing the homework sections in the workbook (see the Lesson Plans for homework schedule).

Essays: Students will be assigned to write a short essay. Typically, topics of each essay will be assigned by the instructor. Sometimes, students will be asked to do peer-review with other classmates.

Others: Some homework assignments will be posted on Canvas. Specific instruction will be provided.
8. Course Requirements and Policies:

Attendance and participation (lectures and conversation drills)
Because the focus of class meetings is on group work and discussion, attendance and participation are required and will form part of the final grade. Tardiness is not acceptable. A student who is chronically late to class, leaves early, or is not prepared to participate, will not receive attendance and participation credit.

Students will need to discuss with the instructor their ability to continue in the course after more than three unexcused absences. Students must inform the instructor of any absences in advance by email, including for religious observances or they will not receive points for that class meeting. Students will also not receive points if do not prepare and participate. More than one consecutive absence caused by illness or other medical necessity will only be excused if the instructor receives a note signed by an MD or RN.

Students are responsible for the material missed with an excused absence and are strongly encouraged to meet with the instructor as soon as possible.

Religious holidays policy
Under IU policy, students are required to request accommodation for religious observance before, not after, it occurs. The deadline for such requests suggested by the policy is the end of the second week of a regular semester. Students are not required to supply evidence of their attendance at the religious services or events in order to qualify for any accommodation granted to them.

Disabilities Services for Students
If you wish to request academic accommodations, you need to contact the Office of Disability Services for Students, Herman B Wells Library W302 or call (812)-855-7578 or visit https://studentaffairs.indiana.edu/disability-services-students/contact-us/index.shtml

If you have a letter from DSS, it is your responsibility to present it to your instructor at the beginning of the course. This will ensure that proper accommodations are discussed and met. No accommodation is granted in lack of such letter.

Adaptive Technology Center (ATC)
The ATC makes hardware or software designed to provide improved information access for individuals with special requirements. It specializes in assistive technologies that help with reading, writing, studying, and information access. For example, ATC provides services for students, faculty, and staff with the following disabilities: vision (blindness and low vision), mobility impairment (limited wrist/arm movement), etc. and hearing loss.
Contact: Adaptive Technology Center, Herman B Wells (Main) Library, Room 101.
Monday-Friday from 9am-5pm; or on the web: http://www.indiana.edu/~iuadapts

NOTE: The ATC is open to all. In order to use ATC services you do _not_ need to have a DSS diagnosis.
**Academic Integrity:** As a student at IU, you are expected to adhere to the standards and policies detailed in the *Code of Student Rights, Responsibilities, and Conduct* (http://studentcode.iu.edu/). When you submit an assignment with your name on it, you are signifying that the work contained therein is all yours, unless otherwise cited or referenced. Any ideas or materials taken from another source for either written or oral use must be fully acknowledged. If you are unsure about the expectations for completing an assignment or taking a test or exam, be sure to seek clarification beforehand. All suspected violations of the *Code* will be handled according to University policies. Sanctions for academic misconduct may include a failing grade on the assignment, reduction in your final course grade, a failing grade in the course, among other possibilities, and must include a report to the Dean of Students, who may impose additional disciplinary sanctions.

**Class Etiquette:** In class students are expected to be respectful of the instructor and other students, pay attention, and not distract other students or the instructor with disruptive activities. These include newspaper reading, engaging in conversation unrelated to class, eating, texting and instant messaging, and other disrupting behaviors. This includes use of your smart phones or tablets to use online dictionary. In other words, **using any smart devices is not allowed in class.** Persistently disrespectful or disruptive students will be dealt with through the university disciplinary system. You are expected to be up-to-date with the material covered in the previous classes, and willing to respond to questions and participate in discussions.

**Sexual Misconduct:** IU does not tolerate acts of sexual misconduct, including sexual harassment and all forms of sexual violence. If you have experienced sexual misconduct, or know someone who has, the University can help. It is important to know that federal regulations and University policy require faculty to promptly report complaints of potential sexual misconduct known to them to their campus Deputy Title IX Coordinator(s) to ensure that appropriate measures are taken and resources are made available. The University will work with you to protect your privacy by sharing information with only those that need to know to ensure the University can respond and assist. If you are seeking help and would like to speak to someone confidentially, you can make an appointment with a Mental Health Counselor on campus. Find more information about sexual violence, including campus and community resources at http://stopsexualviolence.iu.edu/.

**9. Assessment and grading:**
Make-up's are allowed only with *prior notification*. If you miss a quiz or exam for any non-excused reason, you will receive a zero. Quizzes will be announced at least one day in advance and count toward your final grade.

Students receive two grades, one for EALC-J101 and one for EALC-J102. All work up to and including the midterm counts toward EALC-J101. All work following the midterm, up to and including the final, counts toward EALC-J102.

**Attendance and participation:** Attendance is very important to be successful in this course. If you come to class for 10 minutes late, it will be considered as absence and three lates will be considered as one absence.
Good performance in class means interacting with your teacher and fellow classmates, engaging in pair work or group discussion, and actively practice what you have learned. In-class performance is evaluated in the following way:

- **3 points** – Can be easily understood by classmates and the teacher, using the language easily, fully engaged in the practice, and no use of English
- **2 points** – Can interact with classmates and the teacher using the language with a little difficulty, generally engaged in the practice
- **1 point** – Difficulty interacting/communicating with classmates and the teacher using the target language, used English.
- **0 point** – Absent/Asleep/No participation

**Homework:** Homework is an important part of learning in this course. If submitted homework is not completed or has a lot of mistakes/errors, students will be asked to redo and resubmit it again. Homework assignments will be collected before the start of class every day. Homework will be graded as following:

<table>
<thead>
<tr>
<th></th>
<th>✓+ (3)</th>
<th>✓ (2.5)</th>
<th>✓- (1)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Completion</strong></td>
<td>All questions were</td>
<td>1 question was not</td>
<td>2 or more questions were</td>
</tr>
<tr>
<td></td>
<td>completed</td>
<td>completed</td>
<td>not completed</td>
</tr>
<tr>
<td><strong>Penmanship</strong></td>
<td>Work is clear and legible</td>
<td>2-3 answers are not</td>
<td>Half of the answers are</td>
</tr>
<tr>
<td></td>
<td></td>
<td>clear and legible</td>
<td>not clear and legible</td>
</tr>
<tr>
<td><strong>Accuracy</strong></td>
<td>Most of the answers are</td>
<td>3-4 answers are not</td>
<td>Many answers are not</td>
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<tr>
<td></td>
<td>correct.</td>
<td>correct.</td>
<td>correct.</td>
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**Anki:** All students will make an Anki (spaced repetition flashcard software) account on the first day of class. I will provide you with a pre-built deck from the first few chapters of the Genki textbook and classroom expressions. Students will be responsible for reviewing their flashcard decks daily. Students will be graded weekly on their use of the Anki software. Grading here will emphasize daily use and will be assigned weekly (used daily = 100%, missed one or two reviews = 50%, missed three or more days of reviews = 0%).

**Quizzes:** There will be a quiz almost every day on vocabulary, characters (Hiragana, Katakana, and Kanji). See the weekly schedule (will be provided) for quiz schedule. Quizzes will be given during the first 5-10 minutes in the first class. If you arrive late or miss the class, you will not be able to take the quiz. However, you may drop your two lowest quiz scores. You can make up quizzes for a legitimate reason and only when you notify the instructor of your absence in advance. Make-up quizzes will normally made before the quiz is given.

**Essays and Presentations:** You will write a short essay and give a short presentation five times about yourself, your daily life, travel experiences, your family, and what you have done during SLW. More detailed instructions will be provided.

**Chapter tests:** There will be four chapter tests (Chapter 1&2, 3&4, 7&8 and 9&10) including listening comprehension. No make-up for the test is provided unless prior arrangements are made.

**Project:** During the semester, you are going to work on a project. Specific instructions TBA.

**Exam:** There will be a midterm exam at the end of week 4 and a final exam at the end of week 8. Both exams include speaking and written exams. More details will be announced.
Grading Scale

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Grade</th>
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<tbody>
<tr>
<td>97-100</td>
<td>A+</td>
</tr>
<tr>
<td>93-96</td>
<td>A</td>
</tr>
<tr>
<td>90-92</td>
<td>A-</td>
</tr>
<tr>
<td>88-89</td>
<td>B+</td>
</tr>
<tr>
<td>83-87</td>
<td>B</td>
</tr>
<tr>
<td>80-82</td>
<td>B-</td>
</tr>
<tr>
<td>78-79</td>
<td>C+</td>
</tr>
<tr>
<td>73-77</td>
<td>C</td>
</tr>
<tr>
<td>70-72</td>
<td>C-</td>
</tr>
<tr>
<td>68-69</td>
<td>D+</td>
</tr>
<tr>
<td>65-67</td>
<td>D</td>
</tr>
<tr>
<td>0-64</td>
<td>F</td>
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Calculating the Final Grade

There will be no test make-ups, except in the case of previously excused absence, death in the family, military orders, or an excuse from your doctor showing that you are incapable of taking the exam. Notification of any other absence on a test day should be made to the instructor at the beginning of the program. At the end of the semester your final percentage will determine your final grade, as follows:

- Attendance and participation: 10%
- Homework: 5%
- Anki (Spaced Repetition Vocab Work): 5%
- Quizzes [Hiragana, Katakana, Kanji and Vocabulary]: 15%
- Essays and Presentation: 10%
- Chapter tests: 20%
- Project: 10%
- Conversation class: 5%
- Exam [midterm and final]: 20%

10. **Tips for becoming a successful student.**

- **Building a good relationship with your classmates:** You will practice Japanese a lot throughout this program both inside and outside of a classroom. In order to create more opportunities to practice, it is best to build a good relationship with your classmates and practice with them.
- **Classroom environment:** You will make mistakes and errors a lot throughout this program. Please keep in your mind that this is a common process when you learn a language. So, please try not to feel embarrassed and but rather try to understand why you made mistakes. Also, do not embarrass someone who makes mistakes, but rather help them.
- **Preview and Review:** Your language skills will not be improved unless you study and practice every day. It is very important that you are ready for each class. It is your responsibility to read the textbook and provided materials carefully.
- **Come to instructors’ office hours:** If you have any questions or concerns, feel free to come to instructors’ office hours.
- **Stay Healthy:** In order to perform well in this intensive program, it is very important to stay healthy physically and mentally. If you have any problems or concerns, do not hesitate to discuss with the instructors.
11. **First Week Schedule:**
This is a tentative plan, so all information in this syllabus, including course requirements and daily lesson plans, is subject to change and should not be considered a substitute for attending class or for any information that is provided to you by your instructor. For a more detailed schedule, please refer to the weekly schedule provided by the instructor every Thursday.

<table>
<thead>
<tr>
<th>しゅう 週 (week)</th>
<th>げつようび 月曜日 (Monday)</th>
<th>にちようび 火曜日 (Tuesday)</th>
<th>すいようび 水曜日 (Wednesday)</th>
<th>もくようび 木曜日 (Thursday)</th>
<th>きんようび 金曜日 (Friday)</th>
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<tbody>
<tr>
<td>第1週 6/4</td>
<td>Course Introduction Classroom expressions Greetings Hiragana</td>
<td>6/5 Lesson 1 Vocabulary Quiz</td>
<td>6/6 Lesson 1 Hiragana quiz 1</td>
<td>6/7 Lesson 1 Hiragana Quiz 2</td>
<td>6/8 Lesson 2 Vocabulary quiz Katakana</td>
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</tbody>
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