Course: JAPAN 2 Elementary Japanese (5 units)
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Office Hours: Mondays & Wednesdays 11:30-1:30pm, Tuesdays & Thursdays 2:30-3:00pm
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Language Lab: M 103, (562) 938-4320

<table>
<thead>
<tr>
<th>Class Number</th>
<th>Day &amp; Time</th>
<th>Classroom</th>
<th>Language Lab (M103)</th>
</tr>
</thead>
<tbody>
<tr>
<td>#30948</td>
<td>TTh 8:00-11:05am</td>
<td>LAC-M105</td>
<td>Thursday 10:00-10:55am</td>
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<tr>
<td>#32377</td>
<td>TTh 11:20-2:25pm</td>
<td>LAC-M203</td>
<td>Thursday 1:20-2:25pm</td>
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Five reasons to study Japanese
1. Japan is a great place to travel! Japan is chosen as one of the best places to travel by many people in the world! Tokyo was voted as the best destination for travel in 2014 in an online survey conducted by TripAdvisor. Kyoto was selected as the world’s best city for travel in 2014& 2015 in the survey conducted by Travel+Leisure.
2. Knowing Japanese will open up business opportunities. Japan is constantly ranked among the top five countries of the world’s economy.
3. Japan is the 10th largest country in the world by population. Over 130 million people speak Japanese in the world.
4. Japan is the place where one can learn about both old and new traditions: samurai, kimono, ukiyo-e, judo, sushi, Akira Kurosawa, karate, anime, manga, Hello Kitty, karaoke, and many more!
5. Learning Japanese is fun!

► COURSE DESCRIPTION:
This course is the second of two beginning courses on the fundamentals of modern Japanese. Students will acquire further competency in the four skills necessary for language acquisition: listening, speaking, reading and writing. This course continues to teach the kanji writing system. It is not recommended for native speakers of Japanese.
Prerequisite: Japanese 1 with a C or better  Transfer: UC, CSU; see counselor for limitations

► REQUIRED MATERIALS  Hard Copy Only
***This course covers Lesson 6 to Lesson 11.***

► STUDENT LEARNING OUTCOMES
At the end of this semester, students will be able to
1. demonstrate reading comprehension at a medium elementary level in Japanese.
2. demonstrate aural comprehension at a medium elementary level in Japanese.
3. formulate ideas orally at a medium elementary level in Japanese.
4. formulate ideas in writing at a medium elementary level in Japanese.

► COURSE LEARNING OBJECTIVES
Upon successful completion of the course, the students will be able to:
Speaking
1. describe a sequence of actions using the te-form
2. make positive and negative requests,
3. ask, grant and decline permissions
4. state obligations and prohibitions using the te-form
5. express objective reasons using -kara
6. offer assistance and politely accept and decline offers
7. describe on-going actions or events and habitual actions using the -teiru forms
8. count people using appropriate counters
9. report what they think and what other people said
10. describe one's physical appearance and characteristics
11. talk about personal experiences and daily activities in an informal speech style
12. express what they have or have not done
13. talk about vacation plans
14. compare two or more things or people
15. express their desires and somebody else's desires
16. describe one or more representative actions

Listening
1. listen to and understand short conversations by native speakers on daily activities, family members, the past experiences and the future plans in a formal and an informal speech style
2. understand directions to a place and reported speech by native speakers

Reading
1. read and write selected kanji without referring to charts
2. read and grasp information from short passages on favorite restaurants, family members and Japanese folk tales
3. read and understands letters email messages from friends written in an informal style

Writing
1. write a short passage introducing family members, one's favorite restaurants and foods
2. write a letter or an email message to friends about daily life and vacation plans

Culture
1. demonstrate an understanding of Japanese educational system, kinship terms, foods, public transportation and New Year's
2. distinguish when to use formal and informal speech based on social relationship with audience

Grading
20% Participation
19% Homework Assignments
20% Quizzes (Hiragana, Katakana, Vocab and Kanji)
15% Lesson Tests (Review Test, Lesson 6, Lesson 7, Lesson 9 &Lesson 10)
6% Oral Tests (Oral Test 1 & Oral Test 2)
5% Midterm Exam
15% Final Exam
A: 100～90%, B: 89.9～80%, C: 79.9～70%, D: 69.9～60%, F: 59.9% or below

PARTICIPATION (20%)
Regular attendance and active participation in classes are vital parts of the learning process in a language course. In every class meeting, your class participation will be evaluated on a scale of 0-5 points. You need to attend the entire 3 hours (a 10-20 min break will be given halfway through the class) and participate actively in class to earn the full points. Be on time and active in class!

No deduction (You get 5 full points) : Arrive on time and participate actively in class
2 point deduction: latte arrival or early departure for 5-30 minutes
3 point deduction: latte arrival or early departure for 31-60 minutes
5 point deduction: absent, latte arrival or early departure more than 61 minutes or no participation for more than 10 minutes (e.g. sleeping/doing homework/chit-chatting in class)

Other examples of actions that will affect your class participation points;
  You are not attentive in class.  You do not participate in class activities.
  You do not follow instructor’s directions.  You are chatting with classmates.
  You wear earbuds/headphones during class.  You use a cellular phone/music player during class.
  You fail to bring a textbook and/or a notebook to class.  You come back late from break.
You are chewing gum. You have a cell phone on your desk. You often leave classroom during lecture---- If you need to use a restroom, please choose a time when the lecture comes to a break in topic and come back to class immediately and quietly so as not to disrupt the class.

You are expected to take care of “bathroom matters” before class, after class and/or during break.
Students with a medical condition that require an exception should notify me immediately and provide documentation such as a doctor’s note.

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♦ You will not earn points if you are absent for any reason.
♦ If you leave the classroom early without my advance consent, your participation points will be 0, so come talk to me before you leave!
♦ If you will be absent due to a religious observance, notify me before the day you will miss.
♦ It is the students’ responsibility to withdraw from the class officially by the withdrawal deadline.
♦ You are responsible for keeping track of your own absences.
♦ When you miss a class, you are responsible for catching up with the material before the next class. Read the textbook and the lecture notes and contact classmates for any announcements that may have been made in class. Do not expect me to reply to requests to "tell me what I missed".

DEPARTMENT OF FOREIGN LANGUAGES ATTENDANCE POLICY:
A student may be dropped from a 5-unit course if absent nine 9 consecutive hours or a total of fifteen 15 hours during the entire semester.

► HOMEWORK (19%)
♦ Homework is an essential part of learning process. Do your best to complete without looking at your textbook or notebook first to check your understanding of the material covered in class. If you have trouble with homework, review the textbook, lecture notes (posted on Moodle) and handouts. You are encouraged to work with your classmates and /or go to see a tutor. Do not copy the answer keys or another student’s answers blindly. You will not learn anything from it!
♦ Homework must be submitted on the due dates listed on the day-by-day course schedule.
♦ Workbook homework has two due dates. For the first submission, you will get a stamp for completing the work on time. If you get stamps on more than 80 % of the pages in each lesson, you will get 3 extra points for the test/exam that will be given on the due date for the 2nd submission. For example, if you get stamps on more than 80 % of Lesson 6 workbook homework, you will get 3 extra credits for Lesson 6 test. For the second submission, you will get 1 point per page. Do not miss the second submission because this is when your homework receives credits. When you turn in homework for the second time, you need to assemble pages in proper numerical order and staple them to receive full-credits. You should correct errors on your own by referring to the answer keys at Moodle by the 2nd submission.
♦ When you receive your homework back, review it carefully to see if there are any comments and/or corrections. Come see me immediately if you have questions or unclear parts.
♦ You are allowed to turn in homework assignments late three time without penalty for the entire semester. Late homework should be turned in within one week from the deadline.
♦ No credit will be given for homework completed in class.
♦ Do not use machine translation tools for the workbook homework. Use the glossary at the end of textbook instead.

► QUIZZES (20%)
Quizzes on new vocabulary, grammar and kanji will be given in every lesson, which will help you to build knowledge gradually. You should study material bit by bit every day. It is a key to success in a foreign language class!

► LESSON TESTS (15%)
One review test and four lesson tests (Lesson 6, 7, 9 & 10) will be given. There will be no make-up given for any reason. The lowest score of the tests will be dropped at the end of semester.

► ORAL TESTS (6%)
There will be two oral tests (Oral Test 1 and Oral Test 2) given this semester. You will be working with a classmate for that. Your partner must be different each time, or your score will be reduced by 50%.
► MIDTERM EXAM (5%)
One midterm exam will be given in the halfway point in the semester. The exam is cumulative. If you review materials in halfway through the semester, it should be easier for you to prepare for the final exam!

► FINAL EXAM (15%)
The final exam will be given on June 7th (Tuesday). The final exam will not be given early for any reason. If you are unable to take the final on the scheduled date, you should take the course in a different semester. The final exam is cumulative; you will be tested on everything you learned in this course.

► POLICIES and OTHER INFORMATION
♦ Make-up Policy
(1) Quizzes
No make-up will be offered for quizzes. Vocabulary quizzes will be given online. You can retake it up to three times during the announced lab hour, and the highest score will be recorded. As for the kanji quizzes, you are allowed to retake the last kanji quiz on the day of a lesson test or an exam if there's time left after you complete them.

(2) Lesson Tests
No make-up will be offered for lesson tests. The lowest score of the tests will be dropped at the end of semester.

(3) Oral Tests, Midterm Exam and Final Exams
A make-up test or exam will be offered ONLY in case of an emergency such as hospitalization or a death in the family. In such a case, you need to contact me immediately to discuss alternative arrangements. You are required to provide official documentation, such as a doctor's note or a police report, before the start of the make-up tests/exams. A make-up test/exam must be taken within a week from the originally scheduled date. No exception will be made.

♦ Late Homework Policy
For the entire semester, you are allowed to turn in homework assignments late three times without penalty for any reason (you should notify me when you are submitting your work late!) Late homework should be turned in within one week from the deadline. You will have no credits after the fourth homework that is turned in. If you have to be absent from class due to emergency, such as illness or death in the family, contact me as soon as possible. You are allowed to turn in your homework on the day that you return to class in such cases. Your work will not count as late homework ONLY if you provide official and legitimate documentation with your homework.

♦ Academic Integrity Policy
Plagiarism and cheating of any kind will not be tolerated. Copying other's work or helping others cheat are not allowed. If this occurs, both students who copied and helped others copy will receive a zero on the assignment and may be referred to the Director of Student Discipline & Student Life. Please note that self-plagiarism (e.g., submitting work that was already turned in for credits) is also prohibited. Read Creating a Collegiate Environment (page 31, Catalogue 2015-2016) and familiarize yourself with LBCC policies and procedures.

♦ Grade Progress
Your grades will be recorded in Gradebook on Moodle. Make a habit of checking them regularly and promptly notify me of any grade inaccuracies. Please retain all graded assignments till the end of semester. You are responsible for showing the original work if there is a grade inaccuracy.

♦ Incompletes
"I" (Incomplete) grade can be assigned only in case of an emergency, such as an illness, accident or death in the family. It is the responsibility of the student to initiate the request for the incomplete.

♦ Instructor's Absence
In the event that I am late in arriving to class, please remain in the classroom for 20 minutes from the start of the scheduled class time to avoid being counted absent. Check your email and the course website for instructions I may give in such cases.

♦ Recommendation Letter
I am happy to write recommendation letters to support your academic or non-academic opportunities. This means
that I want to write letters for students who showed an outstanding performance in my course. Usually, I write letters only for students who received an A. If you want me to write one: (1) ask me three weeks before the deadline, and (2) give information about you and what you are applying for. Do let me know how it went!

♦ Keep in Touch with Me
If you are unable to attend two or more classes in a row or have concerns or questions about class or class material, come see me during my office hours or send me an e-mail at ytsubo@lbcc.edu. Please include the course name in the subject line of your email message. (e.g., JAPAN 2 8am). Be sure to include your name in the message!

♦ Disabled Student Programs and Services (DSPS)
LBCC offers many types of support for students with disabilities. Contact DSPS for more information. LAC (562) 938-4558; PCC (562) 938-3921; (562) 275-7471 video phone. Or ask questions of a DSPS counselor online at https://onlinecounseling.lbcc.edu.

♦ Free Tutoring Service
The Learning and Academic Resources Department offers services and classes designed to help you improve your academic performance. Free tutoring, study skills assistance, computers, and more are available at both campuses. For more information visit: www.lbcc.edu/lar or contact the Multidisciplinary Student Success Centers at LAC (L-212, 562 983-4699) or at PCC (EE-206, 562 938-3991).

♦ Moodle
Supplemental materials and exercises are either given in class or posted on Moodle. Your grade will be recorded in Gradebook on Moodle. To access Moodle, go to http://lms.lbcc.edu/

♦ Schedule Changes are announced in Class, by Email or on Moodle.
Please be sure to check your email and Moodle regularly for such changes. I suggest that you get contact information from two or three classmates so that you can obtain all missed information from them if you miss or are late for class.

► STUDY HINTS

♦ Study Load
This is a 5-unit course. You should spend two hours of study outside of class for each unit. Hence, students are expected to spend 16 hours a week (six hours to attend the class/lab and ten hours for outside study). **Commit to spending one to two hours everyday to be successful in class.**

♦ Tips for Success
a) When you receive your work back, read comments and corrections carefully. Learn from your mistakes! Feel free to ask me if you have any questions.
b) Use a folder or a binder to keep class materials organized. Organization skills are critical to your academic success!
c) Write neatly. **You are strongly recommended to use a pencil and an eraser.** If you use a pen, you must use a correction liquid or tape (such as a Wite-Out) to erase. Homework, tests and quizzes that appear to have been done without reasonable care will not receive full credits!

♦ Genki CD
Make sure to find time to listen to the Genki CD at least **20 minutes every day.** Daily practice builds up a solid foundation and progress.

► Expectations
I expect you to
1. be respectful. I expect you to be considerate, courteous and respectful to other students and the professor at all times. This is a language class, which requires lots of student-student and teacher-student interactions; therefore, it is essential that we respect each other to create and maintain a positive learning environment.
2. come to class on time and be prepared. The class will start promptly at the scheduled time.
3. follow the professor’s directions and participate in all classroom activities at all times.
4. be organized. Bring all necessary materials, such as a textbook, a notebook, a pencil and an eraser, to class.
5. complete all homework neatly with maximum effort. Homework that appears to have been done without reasonable care may not receive full credits.
You can expect me to
1. be fair, courteous and respectful.
2. be on time and prepared for all the class meetings.
3. be available for help. I am usually available before and after class, in addition to during office hours. You can also email me to set up an appointment.
4. reply to your email messages within 48 hours during weekdays or 72 hours on the weekends. If you don’t hear from me within the time frame, please resend your message. Be sure to use a reliable email address (Yahoo! email is not recommended, as it tends to end up in the spam folder.).

ANY CHANGES announced in class SUPERSEDE the contents of the semester schedule, the syllabus, and any other class procedure handouts.

クラスのきまり-Classroom Rules
1. No chewing gum, no hats/hoods and no foods are allowed during class meetings.
2. Take care of “bathroom matters” before class or after class and/or during break as much as possible.
3. Take off earbuds/earphones and turn off your cell phones/music players and put them in your bag (not in pocket!) BEFORE the beginning of class.
4. Be respectful to classmates and your professor. 情けは人のためならず.
5. Use "sensee" or the last name followed by "sensee" in addressing Japanese professors and the family name followed by "san" in addressing classmates.

Learning a new language is challenging yet exciting!
Let's have a fun adventure together!