

# Course Syllabus

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## JPN 1: Elementary Japanese, Part 1

### Section 2411- Course Syllabus

#### Course Description


Introduction to elementary Japanese grammar and development of all language skills (listening, speaking, reading, and writing) needed to effectively communicate using Japanese cultural patterns and conventions.

**Recommended: Eligibility for ENGL 1A or equivalent**

**Transfer Credit: CSU; UC**

**Repeatability: Two Repeats if Grade was D, F, NC, or NP**

#### Student Learning Outcomes

 ents will be able to:

1. Initiate, maintain, and comprehend simple conversations in Japanese on everyday topics using statements and questions in the present tense.
2. Write coherent paragraphs containing descriptions of people, places, and everyday activities.
3. Read level-appropriate material written in traditional Japanese.
4. Utilize Japanese in linguistically and culturally appropriate ways at the beginning level.
5. Demonstrate cultural awareness and insights about the Japanese-speaking world as well as the Japanese-speaking communities in the United States.

For more information, See **Course Outline of Record**

([https://portal.santarosa.edu/SRWeb/SR\\_CourseOutlines.aspx?Semester=20223&CVID=50711](https://portal.santarosa.edu/SRWeb/SR_CourseOutlines.aspx?Semester=20223&CVID=50711)).

#### Mandatory Class Meetings

Monday and Wednesday, 4:00 to 5:45 pm (via Zoom). See **Zoom Sessions Information**.

Please be aware that I plan to record class sessions via Zoom. Such recordings will be set to record my Shared Screen rather than individual student images. Recordings are posted on the Cloud and can be found by clicking on TechConnect Zoom in the Navigation bar.

You are not permitted to share any class materials, including Powerpoints or quizzes, with those outside of the class.

## Instructor Contact

### Hisayo Suzuki

Preferred Contact Method: Email: [hsuzuki@santarosa.edu \(mailto:hsuzuki@santarosa.edu\)](mailto:hsuzuki@santarosa.edu)

Google Phone: (707) 583-1698

Office Hours: Mondays and Wednesdays (3:30 to 4 pm and 5:45 to 6:15 pm), via class Zoom link and by appointment.

I try to respond to emails within 1 business day during the semester.

## Course Website

You must have access to the course Canvas website for assignment instructions, submitting assignments, viewing classmate's work, sharing resources, and viewing grades. The class Canvas website is linked to your portal and you can log into your course using your SRJC ID number and PIN code. You can also directly access the login page through <https://canvas.santarosa.edu/> or a Canvas Student app on your phone.

## Textbooks and Materials

- Genki: An Integrated Course in Elementary Japanese, Level 1 Textbook, Japan Times/ Tsai Fong, 3rd edition (2020), ISBN 978-4-7890-1730-5 (required)
- Genki: An Integrated Course in Elementary Japanese, Level 1 Workbook, Japan Times/Tsai Fong, 3rd edition (2020), ISBN 978-4-7890-1731-2 (required)

Please note that we will be using the third edition this semester. If you already have the second edition, you should be able to get by this semester, but I recommend you exchange it for the third edition if possible, especially if you may be continuing on to JPN 2. You can locate and order textbooks via vendors such as the SRJC Bookstore. (<https://bookstore.santarosa.edu/>)

The SRJC library reserves desk on the second floor of Doyle Library has two copies of the textbook (3rd edition).

## Technical Requirements and Tools

- Computer or tablet with a functioning web camera and microphone
- Reliable high-speed broadband or internet connection.

- Access to audio files via **OtoNavi app** (<https://bookclub.japantimes.co.jp/en/book/b491927.html>) (smartphones or I-pad). Limited audio files will be available via the Canvas course and **Genki Study Resources.** (<https://sethclydesdale.github.io/genki-study-resources/lessons-3rd/>)
- Computer scanner or smartphone, to take images of homework assignments
- Optional: web camera, headphones to reduce audio feedback, tablet or I-pad pens

## Required Software/Capacities

You will need the following software for this course. Please download or install at the beginning of the course.

- Latest version of Zoom: <https://cccconfer.zoom.us/download/> (<https://cccconfer.zoom.us/download/>)
- Adobe Acrobat Reader: <https://get.adobe.com/reader/> (<https://get.adobe.com/reader/>)
- Document scanner/scanning app such as File or Genius Scan, allowing you to create multi-page scanned documents:
  - Genius Scan For Windows: [https://play.google.com/store/apps/details?id=com.thegrizzlylabs.geniusscan.free&hl=en\\_US](https://play.google.com/store/apps/details?id=com.thegrizzlylabs.geniusscan.free&hl=en_US) ([https://play.google.com/store/apps/details?id=com.thegrizzlylabs.geniusscan.free&hl=en\\_US](https://play.google.com/store/apps/details?id=com.thegrizzlylabs.geniusscan.free&hl=en_US))
  - Genius For Apple: <https://apps.apple.com/us/app/genius-scan-pdf-scanner/id377672876> (<https://apps.apple.com/us/app/genius-scan-pdf-scanner/id377672876>)
- Japanese Typing Capacity (Follow website's instructions for setting up Input Method Editor (IME) for Windows or Mac): <https://sethclydesdale.github.io/genki-study-resources/help/writing/> (<https://sethclydesdale.github.io/genki-study-resources/help/writing/>)
- Google Account (personal or one created for this course). See **Information on Creating a Google Account.** (<https://support.google.com/accounts/answer/27441?hl=en>)
- **Oto-Navi for I-Pad** (<https://apps.apple.com/us/app/oto-navi-sound-navigator/id1490391845>)
- **Oto-Navi for Android** ([https://play.google.com/store/apps/details?id=jp.co.japantimes.jtpaudioplayer&hl=en\\_US&gl=US](https://play.google.com/store/apps/details?id=jp.co.japantimes.jtpaudioplayer&hl=en_US&gl=US))

The below free software is strongly recommended, but not required:

- **Canvas Student for Iphone** (<https://apps.apple.com/us/app/canvas-student/id480883488>)
- **Canvas Student for Android** (<https://play.google.com/store/apps/details?id=com.instructure.candroid>)

## Teaching Approach

This course is an intensive college-level course for gaining the linguistic and cultural foundations of meaningful oral and written communication in Japanese, including handwriting, typing, and the hiragana ひらがな, katakana カタカナ, and kanji 漢字 writing systems. You will study via asynchronous readings, videos, and assignments prior to the Zoom sessions, which will be used mainly for review and reinforcement through instructor and class interactions. Thus, participation in discussion boards, remote

class sessions, as well as breakout room group activities is important for meeting our goals and is required.

An Overview of each module's assignments is provided at the beginning. Assignments are usually spaced one or two days apart throughout the week to encourage continuous practice, but are best finished in advance, prior to the due dates. Each week, the next week's modules will be published by or on Friday.

An overview of upcoming submission deadlines can be seen in the Calendar. However, some deadlines, such as video viewing deadlines, do not have a submission link and do not show upon on the Calendar. To keep track of weekly deadlines, please carefully read the Overview at the beginning of each week's Module as well as any Announcements. You may also see upcoming assignments (those with an assignment link) on the PDF version linked at the top of this Syllabus.

This is not a conversational or high-school level class and will require a high degree of personal responsibility and time commitment. You are encouraged to plan your schedule well, using tools such as the Canvas calendar. At the same time, the best way to progress is to have fun!

## Instructor Announcements

The instructor will post announcements on the "Instructor Announcements" page in Canvas throughout the semester. Canvas notifies students according to their preferred Notification Preferences as soon as the instructor creates an Announcement. Instructors may also periodically email individual students at their registered email address. For more information on how communications take place, please see the [Communications page](#) (also in Week 0 Module).

## Grading Policy

Visit the "Grades" in Canvas to keep track of your grades. I grade at least once a week and post grades and comments on the online Canvas gradebook.

The lowest quiz score (not including the midterm or final) and the lowest homework will be dropped. If taking Pass/No Pass, you need to accrue at least 70% of the total class points and to complete the midterm exam and the final exam to pass the class.

While the discussion boards are usually optional extra credit and count towards Participation, the last two discussion board assignments count towards for the Final Skit Project and are required. In other words, some of the Discussion Board assignments are mandatory and will be labeled "required."

Final grades will be assigned as follows:

Final Grade Calculations

<b>A</b>	<b>90%</b>	<b>90 points or more</b>
<b>B</b>	<b>80%</b>	<b>80 points or more</b>
<b>C</b>	<b>70%</b>	<b>70 points or more</b>
<b>D</b>	<b>60%</b>	<b>60 points or more</b>
<b>F</b>	<b>0%</b>	<b>Below 60 points</b>

#### Final Grade Breakdown

<b>Participation (Attendance, Participation and Discussion Boards)</b>	<b>15%</b>
<b>Online Midterm and Final Exam</b>	<b>22%</b>
<b>Quizzes</b>	<b>20%</b>
<b>Individual Homework</b>	<b>20%</b>
<b>Group Homework</b>	<b>10%</b>
<b>Final Skit Project</b>	<b>13%</b>
<b>Total</b>	<b>100%</b>

## Late Policy

Most assignments are due at midnight Pacific Standard Time on the due date (check due dates and times for exceptions). Late submissions are not accepted without arrangements with the instructor. With a granted extension, late homework will be accepted with a 33 percent markdown, up to one week later than the original due date. One lowest homework score is dropped automatically.

# Quizzes and Exams

There will be several online quizzes, as well as **online midterm and final exams**. The material comes from the textbook, class lectures and supplementary materials. There may also be occasional "Zoom Activity" quizzes that are due before the Zoom class in which they will be reviewed orally. Zoom Activity Quizzes may be taken as many times as you wish, and the highest score is counted automatically. Other quizzes and the Midterm may be taken up to two times, and the highest score is counted automatically. However, the Final Exam may only be taken once.

If any assessment is missed, a zero will be recorded as the score. One lowest quiz score is dropped automatically. Makeup quizzes, tests, and exams are not allowed, except for emergencies. It is your responsibility to take the online quizzes, tests, and exams by the due date.

# Participation and Attendance

Students who fail to attend the first Zoom class or do not log-in to an online class after the second day of the semester will be dropped from the class. It is strongly advised that if you need to miss more than one class/homework deadline in a row that you contact me to avoid being dropped from the class.

Excused attendance credit, which may be provided based on your contacting the instructor in advance, documentation, and the instructor's discretion, will be 1 point out of 2.

For class participation, students will be given a grade (0–2) for each class, which I will record every time. (2: active participation based on good knowledge of material; 1: participation with fair knowledge of material/attendance of part of class/excused absence; 0: poor or no participation).

The participation portion of your grade (15%) includes discussion postings (most are optional), attendance of Zoom sessions (required), and participation in class and group activities via Zoom (required).

Participation in office hours is encouraged for questions, extra practice, and informal check-ins. You may also interact with classmates who are also attending, unless you request a private session.

# Dropping the Class

If you decide to discontinue this course, it is your responsibility to officially drop it to avoid getting no refund (after 10% of course length), a W symbol (after 20%), or a grade (after 60%). Also, for absence during the first Zoom meeting OR several consecutive, unexplained absences, the instructor may drop a student.

# Pass-No Pass (P/NP)

You may take this class P/NP. You must decide before the deadline and add the option online with TLC or file the P/NP form with Admissions and Records. With a grade of C or better, you will get P.

Once you decide to go for P/NP, you cannot change back to a letter grade. If you are taking this course as part of a certificate program, you can probably still take the class P/NP. Check with a counselor to be sure.

## Important Dates\*

First Zoom Class: August 14

Last Day to Add without instructor's approval: August 20

Last Day to drop semester length class and be eligible for refund: August 27

Last Day to Add with instructor's approval: September 3

Last Day to Drop without a 'W' symbol: September 3

**Labor Day Holiday: September 4 (No Class)**

**Last Day to Drop with a 'W' symbol: November 12**

Last Zoom Class Day: December 6

Last Office Hours: December 11

Final Exam: December 11-12

Last Day to Opt for Pass/No Pass: December 15

\*Please see **SRJC Academic Calendar** (<https://admissions.santarosa.edu/academic-calendar>) for details and updates.

## Standards of Conduct

Students who register in SRJC classes are required to abide by the SRJC Student Conduct Standards. Violation of the Standards is basis for referral to the Vice President of Student Services or dismissal from class or from the College. See the **Student Code of Conduct page.** (<https://student-conduct.santarosa.edu/>)

## Other Important Policies and Practices

### Avoid Plagiarism

Collaborating on or copying of tests or homework in whole or in part will be considered an act of academic dishonesty and result in a grade of 0 for that test or assignment. I encourage students to share information and ideas, but not their work. See these links on Plagiarism:

**[SRJC Writing Center Lessons on avoiding plagiarism](http://srjcstaff.santarosa.edu/~jroyal/research/plagiarism/plagiarism.html)**

**[\(<http://srjcstaff.santarosa.edu/~jroyal/research/plagiarism/plagiarism.html>\)](http://srjcstaff.santarosa.edu/~jroyal/research/plagiarism/plagiarism.html)**

**[SRJC's policy on Academic Integrity \(<http://www.boarddocs.com/ca/santarosa/Board.nsf/goto?open&id=A63TMC78051C>\)](http://www.boarddocs.com/ca/santarosa/Board.nsf/goto?open&id=A63TMC78051C)**

When preparing homework for this JPN 1 class, students are permitted to use online dictionaries such as **Jisho** (<https://jisho.org/>) to look up individual words, but they may not use translation software such as Google Translate to translate entire sentences. Assignments suspected to be generated with an electronic translator may be considered plagiarized. Assignments suspected to be completed with reference to answer keys or external sources without attribution and without using a different-colored pen for corrections may also be considered cheating.

The video below reviews what plagiarism is and how not to do it.

**[Plagiarism: How to avoid it \(<http://www.youtube.com/watch?v=2q0NIWcTq1Y>\)](http://www.youtube.com/watch?v=2q0NIWcTq1Y)**

## Netiquette

*Netiquette* refers to using common courtesy in online communication. All members of the class are expected to follow netiquette in all course communications. Use these guidelines:

- Use capital letters sparingly.
- Forward emails only with a writer's permission.
- Be considerate of others' feelings and use language carefully.
- Cite all quotations, references, and sources (otherwise, it is plagiarism).
- Use humor carefully. It is hard to "read" tone; sometimes humor can be misread as criticism or personal attack. Feel free to use emoticons like :) for a smiley face to let others know you are being humorous.
- Use complete sentences and standard English grammar to compose posts. Write in proper paragraphs. Review work before submitting it.
- Text speak, such as "ur" for "your" or "ru" for "are you" etc., is only acceptable when texting.
- Keep the content and tone appropriate for a positive, educational setting.

## Zoom Etiquette

- Please mute your microphone if you are not speaking, to reduce background noise.
- I strongly encourage you to keep your video on for the majority of the class session, in order to encourage participation. If you do not have a web camera, please also let the instructor know.
- If your connection is unstable, however, I recommend you try to turn your video off to see if it helps.



- If you need to walk away from your computer for unforeseen reasons, please let me know via Chat message. If I call on you and you do not respond, you may be removed from the session and put into a waiting room.
- Please arrive on time and leave when excused. To help me take roll, please write in your name in the Chat Box at the beginning (ex: John Smith desu--it is John Smith) and say one word at the end (ex: Sayoonara--good bye). If you need to leave class early, please let the instructor know in advance. In addition, you can excuse yourself by typing, "Shitsureeshimasu" (excuse me).

## Student Services

Santa Rosa Junior College provides a number of wrap-around supports for students, including academic counseling. For more information, please see [Resources and Technology Support](#) (also in Week 0 Module).

## Tutorial Center

Free Japanese tutoring is open to anyone taking Japanese credit courses if there is a hired tutor. For details, contact the [SRJC Tutorial Center](https://college-skills.santarosa.edu/srjc-tutorial-centers). (<https://college-skills.santarosa.edu/srjc-tutorial-centers>)

## Welcome Center and Tech Help

For more information on peer coaching and other student success resources, please see the [Welcome and Connect Center](https://welcome.santarosa.edu/online-services). (<https://welcome.santarosa.edu/online-services>)

Students are responsible for resolving any technical issues, but **tech help** is available through the Welcome Center during business hours: **text**: 1-888-343-4038, **phone**: 707-527-4410. Technical help can also be contacted anytime via **email**: [firstyearpeercoach@santarosa.edu](mailto:firstyearpeercoach@santarosa.edu). (<mailto:firstyearsuccescoach@santarosa.edu>)

Canvas Help for students is available via the **hotline**: (844) 303-0344. Click on the question mark icon in the Navigation bar for more Help options.

## Language Lab

The Language Lab at Emeritus 1525 is open Tuesdays and Thursdays 12 - 5 pm. The Lab can be used for computer work and printing. Telephone: (707) 527-4469.

## Disability Resources Department (DRD)

Disability Resources serves students with disabilities (any physical or mental impairment that substantially limits one or more major life activities). If you may need accommodations to have equal access to programs, activities, and services, please contact the DRD at (707) 527-4278) as soon as

possible so that such accommodations are implemented in a timely fashion. For more information about their services, visit the [DRD website \(https://drd.santarosa.edu/\)](https://drd.santarosa.edu/).

## Attributions and Caveats

I thank Peggy Hardt of Bellevue College for generously sharing some of the materials used or adapted in this course.

The instructor reserves the right to make changes to the syllabus and will notify students of those changes in class.