

## KCJS31 Fall 2019

### A Class/Second-Level Syllabus

#### INSTRUCTORS:

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#### CLASS HOURS:

1<sup>st</sup> period: 9:30-10:30

2<sup>nd</sup> period : 10:40-11:30

#### OBJECTIVE OF KCJS'S JAPANESE PROGRAM:

The objective of KCJS's Japanese Program is to enhance the student's communicative competence and to enable interactions with members of Japanese society in ways that are culturally readily acceptable. In particular, a KCJS student will come to:

1. Understand the intentions of others when Japanese is spoken;
2. Understand the intentions of others when written materials of various genres and media are presented;
3. Control the use of Japanese expressions, both spoken and written, in order to fit the socio-cultural settings and purposes of communication;
4. Expand the modes of communication used to include such genres as formal presentations, negotiations, projects, the organization of events, and their follow-up.

#### COURSE DESCRIPTION:

2nd-Level Japanese is designed for students who have completed at least one year of college-level Japanese or the equivalent. Students who want to take this course are expected to be at least at the Novice-High level of the ACTFL (American Council on the Teaching of Foreign Languages) Proficiency Guidelines at the beginning of the course.

You will learn basic Japanese grammar utilizing the four language skills (speaking, listening, reading, and writing). We will use *Genki II* and 『日本語中級 J301』 (subject to change).

#### OBJECTIVE OF THIS CLASS:

Our goal is for students to 1) learn how to study Japanese effectively and 2) further develop competence in interpersonal, interpretive, and presentational modes of communication and to expand their overall abilities to function effectively in Japanese in various socio-cultural settings. To this end, we will assist students to:

- 1) learn effective study methods,
- 2) establish good study habits,
- 3) reinforce basic grammar points in order to use them accurately and more effectively,
- 4) master beginning-level grammar points to advance beyond the current level of Japanese,
- 5) expand vocabulary, idiomatic expressions and *kanji*,
- 6) raise awareness of the differences between spoken/written language, and formal/casual speech styles.

### <Speaking>

- 1) develop conversation strategies to improve daily communication,
- 2) speak appropriately in a given situation,
- 3) manage longer discourse in a coherent manner by using complex sentences, conjunctions and transitional devices,
- 4) give detailed explanations and report on events and experiences,

### <Listening>

- 1) comprehend conversational utterances and stories in both formal and casual speech registers,
- 2) gather details from spoken discourse.

### <Reading>

- 1) manage texts of slightly longer and complex style of various genres,
- 2) read for a variety of purposes.

### <Writing>

- 1) short response papers, and speeches of multiple paragraphs, using complex sentences, conjunctions and transitional devices in written Japanese.

## COURSE MATERIALS:

- 1) Banno, E., et al. (2011). *Genki: An Integrated Course in Elementary Japanese II* (Second Edition). Tokyo: Japan Times.
- 2) Banno, E., et al. (2011). *Genki: An Integrated Course in Elementary Japanese Workbook II* (Second Edition). Tokyo: Japan Times.
- 3) 石沢弘子他 (2016) 『改訂版日本語中級 J301—中級前期—英語版』スリーエーネットワーク (予定)

## SUPPLEMENTARY MATERIALS:

- 1) A Dictionary of Basic Japanese Grammar
- 2) A Dictionary of Intermediate Japanese Grammar

Note: 1) and 2) are available in the library and can be purchased at KCJS.

## USEFUL TOOLS:

### Online dictionaries :

- 1) Reading Tutor [http://language.tiu.ac.jp/index\\_e.html](http://language.tiu.ac.jp/index_e.html)
- 2) Weblio <http://ejje.weblio.jp/>
- 3) Eijiro <http://www.alc.co.jp/>
- 4) Anki <http://ankisrs.net/>

### Cellphone apps:

- 1) Japanese (Renzo Inc.) <https://itunes.apple.com/gb/app/japanese/id290664053?mt=8>
- 2) Imiwa? <https://itunes.apple.com/gb/app/imiwa-japanese-dictionary/id288499125?mt=8>

## GRADE BREAKDOWN:

Attendance, Preparation & Participation	20%
Homework Assignments	15%
Quizzes	15%
Lesson Tests	15%
Project & Portfolio	5%
Community Involvement Project (CIP)	5%
Mid-term Exam	10%
Final Exam	15%

## GRADING CRITERIA (Attendance, Preparation & Participation)

- 10 : Preparation for assigned materials is thoroughly done including looking up vocabulary and kanji. The student is able to actively participate in class activities, and their performance is smooth. In student's preparation, unclear areas are identified clearly. The content of the material is understood accurately. Performance clearly reflects the feedback instructors have given previously.
- 8 : Participation is active, but preparation has not been thoroughly performed including looking up vocabulary and kanji. In the student's preparation, unclear areas are not identified clearly. The content of the assigned material is not understood thoroughly or accurately. Performance is not smooth in order to communicate without difficulty. Mistakes are repeatedly made in the same areas where instructors have given feedback previously.
- 6 : Lack of thorough preparation hinders active participation in class activities. In the student's preparation, unclear areas are not identified clearly. Half of the vocabulary and kanji are not looked up. The content of the assigned material is only partial or greatly misunderstood.
- 5 : Preparation has not been performed, and nor is there participation in class activities. In the student's preparation, unclear areas are not identified clearly. Most of the vocabulary and kanji are not looked up. The content of the assigned material is not understood.
- 0 : Absent

## GRADE REPORT

Your grade is updated in the online grade book. You should access the grade book regularly to gauge your progress. If you find an error, it is your responsibility to let the instructor know immediately so that necessary adjustments are made in a timely manner. **Please note that we do not round number when we determine your final grade. To earn the below letter grades your final numerical grade must fall within the given ranges.**

### GRADE:

Based on the relative weights indicated on the previous page, a composite numerical grade will be computed, to which a letter grade will be assigned as follows:

A	100 - 94	B	86.9 - 83	C	76.9 - 73	D	66.9 - 63
A-	93.9 - 90	B-	82.9 - 80	C-	72.9 - 70	D-	62.9 - 60
B+	89.9 - 87	C+	79.9 - 77	D+	69.9 - 67	F	59.9 -

## **POLICY:**

### **General:**

- 1) In the event of illness or other absence, please notify your language instructor, the Director or the office staff as soon as possible by telephone or via e-mail.
- 2) Students are expected to abide by the “Terms of Participation” they signed during the admissions process for KCJS, as well as the code of Academic Conduct outlined in Columbia University’s General Handbook (<http://www.college.columbia.edu/ccschonorcode>) and your KCJS Handbook.
- 3) Students with disability paperwork should contact their instructors as soon as possible at the beginning of the term in order to discuss procedures for papers, examinations, etc.
- 4) The Fusokan is a "Japanese-only space" everyday between 9am-noon. Ask your instructor 「英語でもいいですか。」 when you need to speak English. Please find a space outside of the Fusokan if you want to use a language other than Japanese, to use your smart-phones, PCs or tablet-type devices, etc.
- 5) No chewing gum, consuming food, wearing hat/cap in class.
- 6) You are not allowed to leave the classroom for any reason except in cases of sudden illness or emergency.
- 7) Use formal speech (です/ます) style when talking to Japanese instructors and staff members.
- 8) Emails sent after 5pm Monday through Thursday will NOT be answered until the following morning. Emails sent after 5pm on Friday as well as on Saturday and Sunday will NOT be answered until Monday morning.
- 9) Use a binder as your “portfolio,” which is part of your course grade, to organize handouts, quizzes and exams.

### **Attendance/Participation:**

- 1) Daily attendance is mandatory. NO make-up classes will be given.
- 2) If you are more than 5 minutes absent from class, 1 will be deducted from your participation score.
- 3) If you are more than 20 minutes absent from class, it will be treated as one class absence.
- 4) At the end of the semester, your lowest **4** performance scores, regardless of reason (e.g., illness, poor performance) will be dropped from your record when your grade is calculated.
- 5) If you fail to notify your language instructor, the Director, or the office staff, about your absence prior to or on the day of your absence, then your score for that day will NOT be dropped at the end of the semester and it will remain as zero.
- 6) From the 5<sup>th</sup> class absence, you will receive a zero for each class missed. [Note that this refers to *class* absences, not *days* absent. If you are absent one day, this would be noted as two zeroes.]
- 7) If you experience an extended illness or if unforeseen circumstances arise (e.g., return to the United States for the funeral of a relative), such that you miss five or more Japanese language *classes* (not days), please write an explanation of the situation and submit it to the Director with a copy to your language instructor for consideration with respect to your final grade.

### **Quizzes & Lesson Test:**

- 1) The lowest **2** quiz grades will be dropped from the final score at the end of the semester.
- 2) You will not be allowed to make up or reschedule quizzes under any circumstances.
- 3) You may be permitted to make up lesson tests at the discretion of the instructor except for personal travel.

**Homework:**

- 1) All assignments must be handed in on time, i.e. in the beginning of the class.
- 2) It will be considered one-day late if it is turned in after the class on the assigned day.
- 3) If an assignment is turned in one-day late, 50% will be deducted from the grade.
- 4) No homework handed beyond two days after the due date will not receive a grade.
- 5) Outstanding homework assigned during your absence must be submitted no later than the second day of your return to class. A 50% grade penalty will be applied to the outstanding assignment after the third day of your return to class. Completed homework assigned during your absence will not be accepted beyond the fourth day of your return to class.
- 6) All written homework must be done INDIVIDUALLY. If it is discovered that the students have done any action against the Columbia University's Honor Code, you will be penalized accordingly.  
<http://www.college.columbia.edu/ccschonorcode>
- 7) Homework assignments that require self-corrections will be returned for 'redoing'. Unless it is redone correctly within two days, the original grade you received for that work will remain the same.
- 8) The homework must be written in pencil.
- 9) Under no circumstances will students be allowed to submit redo homework after the last day of class.

Language learning is a cumulative process that requires discipline and daily efforts. Missing even one class can create a gap affecting your entire subsequent study. **COME TO EVERY CLASS!** You are urged to bring ANY problem you have to the coordinating instructor's attention, no matter how minor you may think it is.

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