

B Class
Third-Year Japanese Syllabus
Fall Semester, 2023

Instructors

Instructor: Orie Maeguchi 前口 織江 oy18@columbia.edu

Office: Fuso-kan 203

TEL: (075)251-4996

Office hours by appointment

Course Details

Meeting times: M-F 9:00-11:10 (1st period: 9:00-10:00; 2nd period: 10:10-11:10)

Classroom: F214

Credits: 8 points

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 in Japanese. 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

This course is designed for students who have completed at least two years of college-level Japanese or the equivalent. Students who want to take this course are expected to be at least at the **Intermediate-Low level** of [the ACTFL \(American Council on the Teaching of Foreign Languages\) Proficiency Guidelines](#) at the beginning of the course. Please note that the language levels used at KCJS (i.e. 2nd-year, 3rd-year, etc.) may not exactly match those used at your home institution. The placement test, however, will help ensure that you are enrolled in a class that will improve your skills most effectively.

Course Objectives/Goals

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 intermediate-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.

Course Materials

1. ABK. (2022). 『TRY! トライ日本語能力試験N3 文法から伸ばす日本語』
2. Beuckmann et al. (2021). 『聞いて覚える話し方 日本語生中継・初中級編1』
3. Matsuura et al. (2023). 『初級が終わったら始めよう にほんご漢字トレーニング』
4. Other materials will be provided by the instructor.
5. **Please bring your laptop to this class every day.**

IMPORTANT: You are not allowed to, unless otherwise instructed:

share all materials distributed in class, such as, but not limited to, handouts in PDFs, grammar videos with others including classmates.

Course Policy

General

1. In the event of illness or other absence, please notify your instructor as soon as possible.
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](#) [Links to an external site.](#) 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 accommodations.
4. No chewing gum, consuming food, wearing a hat/cap in class.
5. Use formal speech (です / ます) style when talking to instructors and staff members.
6. 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.
7. It is your responsibility to check time and keep the deadline of homework, quizzes, etc.
8. Do not come to class if you have 37.5 or higher even if you tested negative for COVID-19.

Attendance/Participation

1. Daily attendance is mandatory. NO make-up classes will be given.
2. If you are absent from or late to class, one point will be deducted from your participation score for every 5 minutes you are absent. Tardiness of 1, 2, 3, or 4 minutes will be treated as 5 full minutes. If you are more than 20 minutes absent from class, it will be treated as one class absence.
3. At the end of the semester, your lowest **three days** attendance/performance scores, regardless of reason (e.g., illness, poor performance) will be dropped from your record when your grade is calculated. You should save them for illness and emergencies that prevent you from attending class. From the fourth day of absence, you will receive a zero.
4. If you fail to notify your instructor 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 course and it will remain as zero.
5. For absences arising due to extenuating circumstances beyond the fourth day absences (e.g., return to your country for the funeral of a relative), 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 within five days upon your return. If you fail to submit the written explanation within five business days upon your return, then, your scores for those days will not be dropped at the end of the semester, and they will remain as zero.

Quizzes & Tests

1. The lowest **three** quizzes/tests grades will be dropped from the final score at the end of the semester.
2. Make-up quizzes/tests may be possible with a valid excuse and prior notice to the instructor only.
3. Make-up quizzes/tests will be scored at 80% of the actual result.

Homework

1. All assignments must be handed in on time, i.e. at the beginning of the class or otherwise instructed. Work will be considered one day late if it is turned in after the class on the assigned day.
2. If an assignment is turned in one-day late, 10% will be deducted from the grade. No homework handed in beyond two days late will receive a grade.
3. If it is discovered that a student has done any action against the Columbia University's Honor Code, they will be penalized accordingly. <http://www.college.columbia.edu/ccschonorcode>.

Columbia University Statement on Academic Integrity

As members of an academic community, each one of us bears the responsibility to participate in scholarly discourse and research in a manner characterized by intellectual honesty and scholarly integrity. Collaborative scholarship requires the study of other scholars' work, the free discussion of such work, and the explicit acknowledgement of those ideas in any work that informs our own. This exchange of ideas relies upon a mutual trust that sources, opinions, facts, and insights will be properly noted and carefully credited. In practical terms, this means that, as students, all work submitted in this course, whether in draft or final form, must be your own. You must be responsible for the full citations of others' ideas in all of your research papers and projects; you must be scrupulously honest when taking your examinations; you must always submit your own work and not that of another student, scholar, or internet agent. Any breach of this intellectual responsibility is a breach of faith with the rest of our academic community. It undermines our shared intellectual culture, and it cannot be tolerated.

The use of ChatGPT or any other AI tools for course assignments (with the exception of artificial neural networks like DeepL for machine translations, duly cited) is tantamount to plagiarism. Any cases of plagiarism or cheating will be reported to Columbia Undergraduate Global Engagement and the academic advisor at your home institution and are subject to the code of academic conduct there. In such cases, your final grade will be determined by your home institution and not by KCJS.

Grade Breakdown

Course grades will be based on the following items and percentages.

- Attendance/Participation : 30%
- Homework Assignments/Preparation : 30%
- Quizzes and Tests (Written, Speaking) : 35%
- CIP: 5%

Grade

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

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

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 numbers when we determine your final grade. To earn the below letter grades your final numerical grade must fall within the given ranges.**

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.

To Ensure a Successful Working Relationship:

In our course, there will be many opportunities to discuss ideas in small groups. To support a productive, respectful, and learning-focused discussion, I ask that you participate with the following classroom norms, which we will review and add to together as a class:

- Listen respectfully. Comments that you make (whether asking for clarification, sharing critiques, or expanding on a point) should reflect that you have paid attention to the previous speakers' comments.
- Be open to changing your perspectives based on what you learn from others.
- Understand that we are bound to make mistakes in this space, as anyone does when approaching complex tasks or learning new skills. Strive to see your mistakes and others' as valuable elements of the learning process.
- Understand that your words have effects on others. Speak with care.
- Understand that others will come to these discussions with different experiences from yours. Be careful about assumptions and generalizations you make based only on your own experience.
- Understand that there are different approaches to solving problems. If you are uncertain about someone else's approach, ask a question to explore areas of uncertainty.
- Differentiate between opinion--which everyone has--and informed knowledge, which comes from sustained experience, study, and practice. Hold your opinions lightly and with humility.

