3年生中村クラス (Third-Year Japanese) Syllabus
Fall Semester, 2025

INSTRUCTOR

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COURSE DETAILS

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

Classroom: F204

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 with others 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 just completed two years of college-level Japanese** or the equivalent. Students who take this course are expected to be 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

The goal of this course is to achieve **Intermediate-Mid** or above of the ACTFL Proficiency Guidelines. Upon successful completion of the course, the students will:

- be able to create simple sentences and strings of sentences using elementary and intermediate-level vocabulary and grammar to express personal meaning;
- handle communicative tasks in straightforward social situations, and in task-based learning language classroom;
- be able to ask and answer questions, and participate in discussions about familiar topics;
- have familiarized themselves with strategies to infer the meaning of unknown words/phrases from given context;
- have familiarized themselves with strategies for self-directed learning.

COURSE MATERIALS/TOOLS

1) Textbooks

　「初級が終わったら始めよう　日本語漢字トレーニング」アスク
　「タスクベースで学ぶ日本語中級１」スリーエーネットワーク
　良心館地下1階の本屋で
　生協カードで 10%割引

2) Handouts

3) Computer, Google Drive, CourseWorks（成績をチェックする）

COURSE POLICY

General

1) In the event of illness or other absence, please notify your instructor by the beginning of the class hour (i.e. 9am) by E-mail.

2) Students are expected to abide by the "Participation Agreement" they signed during the admissions process for KCJS, as well as the code of Academic Conduct outlined in Columbia University's General Handbook and your KCJS Handbook.

3) Students with disability paperwork should contact the Japanese language coordinator as soon as possible at the beginning of the term in order to discuss accommodations.

4) You are strongly encouraged to communicate with each other in Japanese in the Japanese classroom.

5) No consuming food in class.

6) Use formal speech (です/ます) style when talking to Japanese instructors and staff members.

7) 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.

8) It is your responsibility to check time and keep the deadline of homework, quizzes, etc.

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. Any absence from class over 20 minutes will be treated as one class absence.

3) At the end of the semester, your **lowest three** performance scores 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.

4) From the **forth** class absence, you will receive a zero for each session (i.e. 1st and 2nd sessions).

5) For absences arising due to extenuating circumstances beyond the seven class absences (e.g., return to your country for the funeral of a relative), please write an explanation of the situation within five business days upon your return and submit that to the Director with a copy to your language instructor for consideration with respect to your final grade. If you fail to submit a written explanation within five business days upon your return, then your score for that day will NOT be dropped at the end of the semester and it will remain as zero.

6) Do not come to class if you have 37.5 or higher even if you tested negative for COVID-19.

Quizzes & Lesson Tests

1) If you are not present when the quiz is distributed, you will not be allowed to take the quiz.

2) The **lowest quiz grade** will be dropped from the final score at the end of the semester.

3) You will not be allowed to make up or reschedule quizzes **under any circumstances**.

4) You may be permitted to make up lesson tests at the discretion of the instructor, except for personal reasons.

Homework

1) All assignments must be handed in on time, i.e. **at the beginning of the class** or otherwise instructed.

2) It will be considered one-day late if it is turned in after the deadline and **50% will be deducted** from the grade.

3) No homework handed in **beyond two days late** will receive a grade.

4) 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**.

5) All homework must be done INDIVIDUALLY. If it is discovered that a student has done any action against the Columbia University's Honor Code (http://www.college.columbia.edu/ccschonorcode), they will be penalized accordingly.

6) You will be required to re-submit homework assignments that require self-corrections for "redoing (やり直し)". You must correct and resubmit the homework **within three days** or the original grade you received for that work will stand.

8) Under no circumstances will students be allowed to submit redo homework after the last day of class.

GRADING

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

Preparation, Attendance, Participation		20%
Homework (pre-/main-/post tasks, kanji workbook, grammar, additional reading/listening assignment, etc.)		25%
Lesson Tests (grammar and vocabulary quizzes)		15%
Final Exam (cumulative)		15%
CIP (Communicative Involvement Project)		5%
Group Project	- In a group of two or three, select a topic you want to explore and conduct preliminary research - Based on the preliminary research, set out a point of inquiry and conduct interview to the locals of different age groups to gather information - Analyze the information gained from the interview and come up with a conclusion	15%
	- Give a presentation (15~20 minutes) followed with a QA session. Format of the presentation is open: a slideshow presentation, a skit, creative video project, etc.	5%

GRADING SCALE FOR PREPARATION, PARTICIPATION, ATTENDANCE

10 points: Preparation for assigned materials is thoroughly done including looking up vocabulary and kanji. The student actively participates in class activities, and their performance is smooth and effective. In student's preparation, unclear areas are identified clearly and the student is able to ask for clarification. The student gives themselves linguistic challenges and they are trying to master new vocabulary and grammar points through trial and error and from feedback.

8 points: Participation is active, but preparation has not been thoroughly done including looking up vocabulary and kanji. Therefore, the performance is not as smooth and effective as possible. In the student's preparation, unclear areas are not identified thoroughly and clearly. Therefore, the student is not able to ask for clarification thoroughly and effectively. Learnt materials should be incorporated more in their performance. Feedback is not taken into consideration as much as possible.

6 points: Lack of thorough preparation hinders active participation in class activities. The student does not understand what they are clear and not yet clear about. Therefore, the student remains passive during the class. The content of the assigned material is greatly misunderstood. Feedback is not taken into consideration. The student does not challenge themselves linguistically and performs within their comfort zone.

4 points: Preparation has not been performed and little participation is made in class. The content of the assigned material is not understood at all.

0 points: Absent

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	B	86.9 - 83	C	76.9 - 73	F	59.9 –
A-	93.9 - 90	B-	82.9 - 80	C-	72.9 - 70		
B+	89.9 - 87	C+	79.9 – 77	D	69.9 - 60		

NOTE: If you are an Academic Year student, you must earn a B or above in the fall semester to continue to study at KCJS in the spring semester.

GRADE REPORT

Your grade is updated in the online grade book (CourseWorks). 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 above letter grades your final numerical grade must fall within the given ranges.

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 inform 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.

<Use of Generative AI>
Absent a clear statement from a course instructor granting permission, the use of Generative AI tools to complete an assignment or exam is prohibited. The unauthorized use of AI shall be treated similarly to unauthorized assistance and/or plagiarism (page 11 of Standards and Discipline.)

<Policy>
KCJS expects all KCJS community members to follow these guidelines when using Generative AI tools for teaching and learning, research, and work-related functions.

・ Do not input Confidential Information;
・ Do not input Personal Information;
・ Do not input information that violates IP or general contract terms and conditions;
・ Confirm the accuracy of the output provided by Generative AI tools;
・ Check the output of Generative AI tools for bias;
・ Disclose the use of Generative AI tools;
・ Comply with third-party intellectual property rights.

For more detailed information, please refer to the following page.
https://provost.columbia.edu/content/office-senior-vice-provost/ai-policy

<Plagiarism>
The use of words, phrases, or ideas that do not belong to the student, without properly citing or acknowledging the source, is prohibited whether in draft or final form. This may include, but is not limited to, copying computer code for the purposes of completing assignments for submission.
To avoid committing plagiarism, cite **all sources** properly.