I. Course Objectives

1) To acquire four skills in the Japanese language:
   • Listening: Ability to understand simple everyday conversation.
   • Speaking: Ability to handle some survival situations through circumlocutions and repetitions.
   • Reading: Ability to read simple, short reading materials including semi-authentic materials.
   • Writing: Ability to write simple sentences learned in class using the appropriate hiragana, katakana, and kanji.

2) To acquire a fundamental knowledge of Japanese grammatical structures.

3) To acquire some knowledge of the Japanese culture.

II. Course Materials

2) Workbook/Laboratory Manual for Yookoso! An Invitation to Contemporary Japanese, 3rd edition
3) Audio files (for textbook and workbook) are available at http://highered.mcgraw-hill.com/sites/0072408154/student_view0/index.html
4) Handouts including syllabus and schedule are available at Blackboard. (http://courses.utexas.edu) EID and password required.
5) The textbook and the workbook are on reserve at PCL 2.112.
6) JOSHU study help site (custom made for UT): http://www.laits.utexas.edu/japanese/joshu/

III. Course Structure

- Attend all classes.
- Prepare for class according to the daily schedule.

1) Lecture class (T and Th)
   - Please come prepared. Read appropriate textbook assignments and do the grammar exercises and activities before class. Please bring the textbook to class.
   - Brief grammar explanations and grammar exercises will be given.
   - Reading and some writing practice, including new kanji, will be given.
   - Japanese cultural information related to the topic will be discussed.
• Administrative information will be announced.

2) Activity class (M, W, and F)
• Dialogues and activities in the textbook will be followed by communicative practice.
• The sessions will be conducted entirely in Japanese. Questions that require explanations (in English) should be asked in lecture classes.

IV. Grading Policy
Your final course grade is determined in the following way:
1) Attendance & Class Participation 20%
2) Homework 14%
3) Vocabulary Quizzes (18) 13%
4) Writing Quizzes (10) 10%
5) Oral Exams (2) 15%
6) Chapter Tests (3) 30%
7) Final Written Exam 18%

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>92-100</td>
<td>A</td>
</tr>
<tr>
<td>89-91.99</td>
<td>A-</td>
</tr>
<tr>
<td>86-88.99</td>
<td>B+</td>
</tr>
<tr>
<td>82-85.99</td>
<td>B</td>
</tr>
<tr>
<td>79-81.99</td>
<td>B-</td>
</tr>
<tr>
<td>76-78.99</td>
<td>C+</td>
</tr>
<tr>
<td>72-75.99</td>
<td>C</td>
</tr>
<tr>
<td>69-71.99</td>
<td>C-</td>
</tr>
<tr>
<td>66-68.99</td>
<td>D+</td>
</tr>
<tr>
<td>62-65.99</td>
<td>D</td>
</tr>
<tr>
<td>59-61.99</td>
<td>D-</td>
</tr>
<tr>
<td>0-58.99</td>
<td>F</td>
</tr>
</tbody>
</table>

Letter grades will be determined according to the above scale. There will be no grading on a curve.

V. Course Requirements
1) Attendance, Class Participation, and Classroom Etiquette
• Because of the cumulative nature of language learning, it is essential that students keep up with course work on a daily basis and attend all classes. You are required to attend all classes and to prepare for the class according to the daily schedule. When you have the perfect attendance record at the end of the semester, you will receive the extra 1% added to your course grade. If you miss classes 3 times or less, you will receive the extra 0.5% added to your course grade. Missing class more than 3 times will not get you any extra points. Absence will not excuse a student in any way from responsibility for course material. Notify your instructor as soon as possible if you cannot attend the class. Only in RARE emergency cases (e.g., funerals with the announcement, hospitalization with a written proof), students will be allowed to make up work missed during their absences. Your instructor will abide by this rule very strictly and reserve the right to judge whether to allow work to be made up or not.
• It is the policy of the UT that the student must notify the instructor at least 14 days prior to the classes scheduled on dates s/he will be absent to observe a religious holy day.
• **Come to each class on time.** The quizzes will be given at the beginning of the class period, so it is very important to be in class on time. Two incidents of tardiness (coming late or leaving early) count as one absence. In addition, studying other subjects, sending text messages, chatting in English with your classmates, etc. will penalize your attendance.
• **No foods, No open container drinks (only bottled drink is allowed), No gum** in the classroom.
• **Please keep all electronic devices off.**
• Your active participation in class activities will greatly enhance your progress in Japanese. Please do not be afraid of making mistakes/errors in the classroom.
• Please show respect for the instructor and classmates and consideration towards them.
• Please refrain from engaging in behaviors that can be distracting to both the instructor and classmates. Disruptive and distracting behaviors include, but are not limited to:
  - Arriving late or leaving early
  - Leaving or re-entering the classroom during class - Please use the bathroom before coming to class.
  - Talking or whispering between students – If you have a question, please ask the instructor instead of a fellow student.
  - Use of electronic devices, sleeping, drawing, or not paying attention.
2) Homework -- No late / incomplete homework will count toward your grade.
   • You will be given written homework assignments almost every day. Do your homework promptly and carefully. Answer all of the questions even though you are not sure of the correct answer--your instructor can help you with your mistakes but need to have something to correct.
   • Write neatly. Use only pencil (and erase carefully).
   • Homework is due at the beginning of each class, so turn it in before the class starts. Do not leave homework at your instructor's office or mailbox without receiving permission to do so in advance. Late, incomplete, or sloppily done homework may be accepted but will not be counted for credit.
   • Write your name on each homework sheet. If there are more than 2 pages, staple them in the upper left corner. Your instructor is not responsible for missing pages when pages are not having names nor stapled together.
   • If you need to turn in your homework early (e.g., one day early), you must provide the written note (stating which homework of what date you are turning in early) attached to your homework, so that the instructor can understand your situation. Without the written note, we will not accept and grade the homework turned in early.
   • JOSHU on-line homework assignments - Instructions on how to complete the assignments are provided in Blackboard JOSHU HOMEWORK folder.
   • Composition homework assignments - You will write two compositions, using genkooyooshi (available on Blackboard). You will receive feedback on the draft, and then you are expected to turn in a corrected version based on the suggested feedback. Please attach the first draft when turning in the corrected version in order to receive full credit. Without writing the draft, you won't receive any credit even if you turn in the "final" version by the deadline.
     ▪ A cover sheet for each composition (composition 1: available on Blackboard; composition 2: provided in class) contains the composition topic and guidelines. You must attach this sheet to your draft.
     ▪ You have to use at least one page of genkooyooshi (20x10) to complete composition 1 and one and a half pages for composition 2. A Late, short, or sloppily revised composition will result in grade deduction.
     ▪ In each composition, you should try to use new vocabulary and grammar items that have been introduced in class. In addition, you are expected to use kanji introduce in class.
     ▪ Write neatly. Use only pencil (and erase carefully).
     ▪ The instructor will use the following marks when giving feedback on your compositions:
       H: hiragana      Kt: katakana      Kj: kanji      Sp: spelling      V: vocabulary
       P: particle      Gr: grammar      Fm: form      Tns: tense      Ord: order
       ?: unclear       >: insertion      CJ: conjugation      D: deletion

   • You must do your homework on your own. Unauthorized collaboration on homework and/or copying someone's homework and turning it in as your own will be considered as cheating and will result in a severe penalty. Allowing other students to use your homework is also considered as scholastic dishonesty. Please read the UT’s policies on students’ scholastic dishonesty. http://www.dec.utexas.edu/onlinecourses/dishonesty.html#topimage

3) Vocabulary Quizzes -- NO make-up / early quiz
   • You will have 18 vocabulary quizzes. See the schedule for the content of each quiz.
   • Your lowest three grades including zero scores due to absences or tardiness will be dropped at the end of the semester.

4) Writing Quizzes -- NO make-up / early quiz
   • You will have 10 writing quizzes which examine your writing skills such as hiragana, katakana, and kanji. Your lowest grade including a zero score due to an absence or tardiness will be
dropped at the end of the semester.

※The above-mentioned quizzes will be given at the beginning of the class, so come to class on time.

6) Oral Exams -- NO make-up / early exam
   • At the end of Chapter One and Three, there will be an oral exam (e.g. interview & role play) based upon the material that you have been practicing. They will be graded on the basis of communicative skills as well as accuracy, structure, vocabulary, pronunciation, and fluency. The oral exam guidelines are available at Blackboard.
   ※You need to sign up for each oral exam in advance. Without signing in, you cannot take the exams.
   There will be no make up if you missed your scheduled time slot, so come to your regular classroom at least 10 minutes earlier than your scheduled time slot.

8) Chapter Tests -- NO make-up / early test
   • You will have three written chapter tests to examine your understanding of the material in the chapters. Each test will include everything that has been covered in that chapter.
   • The listening section will be conducted in the beginning of the hour, so please come to classroom on time. You will not be able to make up a missed listening section.
   • Study "Language Notes" and "Culture Notes" etc. in the textbook. (These sections may not be covered in class; however, you are expected to read them.)

※You cannot keep any of the tests and exams. Make sure to return them to your instructor by the end of the class. If not, you will not receive any credit for the test/exam. Please go to your instructor's office if you want to look at them further.

9) Final Written Exam -- NO make-up / early exam
   • All students are expected to take the comprehensive final written exam on the scheduled date and time, which will be announced later. The exam will test your abilities in all language skills such as listening, reading, writing, and grammar within the context of what has been done in this course. The format is similar to that of the written chapter tests but it will include a kanji and katakana section. Be sure to come to the location in time.

VI. Policy on Scholastic Dishonesty
   • The University of Texas guideline on scholastic dishonesty applies to ALL work done in this class, including but not limited to:
     Copying other students' homework/exam answers.
     Showing your homework/exam answers to other students.
     Copying other peoples' work or phrases without citing.
     Having someone else write a paper for you or correct your compositions.
   • Students who violate university rules on scholastic dishonesty are subject to disciplinary penalties, including the possibility of failing the course and dismissal from the University. University policies on scholastic dishonesty will be strictly enforced.
   • http://deanofstudents.utexas.edu/sjs/acint_student.php
VII. For Students with Disabilities

• Any student with a documented disability (physical or cognitive) who requires academic accommodations should contact the Services for Students with Disabilities area of the Office of the Dean of Students at 471-6259 as soon as possible to request an official letter outlining authorized accommodations.

VIII. Studying Japanese

• In learning a foreign language, it is important to study every day.
• Actively participate in class. Use Japanese whenever possible, and do not be afraid of making mistakes.
• Spend as much time as possible studying with audio files.
• Develop a systematic way of organizing an increasingly large amount of material for which you will be responsible. Language learning requires constant review of previously-learned material. You may want to make vocabulary cards or lists according to word groups. Find your own leaning and organizational style, and continue reviewing on a daily basis. Read the “Study Hints” in the textbook pages 3, 13, 51, 83, 115-6, 122-3, and 134-5 for suggestions.