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13. Student Support
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15. Other Information
## 1. Course Staff and Contact Details

### Course Convenor

<table>
<thead>
<tr>
<th>Name</th>
<th>Ms Nagisa Fukui</th>
<th>Room</th>
<th>MB (Morven Brown) 206</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone</td>
<td>9385-2414</td>
<td>Email</td>
<td><a href="mailto:n.fukui@unsw.edu.au">n.fukui@unsw.edu.au</a></td>
</tr>
<tr>
<td>Consultation Time</td>
<td>Mondays 1-3pm</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Lecturer

<table>
<thead>
<tr>
<th>Name</th>
<th>Professor Chihiro Kinoshita Thomson</th>
<th>Room</th>
<th>MB 248</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone</td>
<td>9385-3753</td>
<td>Email</td>
<td><a href="mailto:c.thomson@unsw.edu.au">c.thomson@unsw.edu.au</a></td>
</tr>
<tr>
<td>Consultation Time</td>
<td>TBA</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Tutors

<table>
<thead>
<tr>
<th>Name</th>
<th>Ms Yumiko Hashimoto</th>
<th>Room</th>
<th>MB 201</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone</td>
<td>9385-3722</td>
<td>Email</td>
<td><a href="mailto:y.hashimoto@unsw.edu.au">y.hashimoto@unsw.edu.au</a></td>
</tr>
<tr>
<td>Name</td>
<td>Dr Kazue Okamoto</td>
<td>Room</td>
<td>MB 273</td>
</tr>
<tr>
<td>Phone</td>
<td>9385-3749</td>
<td>Email</td>
<td><a href="mailto:k.okamoto@unsw.edu.au">k.okamoto@unsw.edu.au</a></td>
</tr>
<tr>
<td>Name</td>
<td>Ms Akiko Osawa</td>
<td>Room</td>
<td>MB 204</td>
</tr>
<tr>
<td>Phone</td>
<td>9385-3763</td>
<td>Email</td>
<td><a href="mailto:a.osawa@unsw.edu.au">a.osawa@unsw.edu.au</a></td>
</tr>
<tr>
<td>Name</td>
<td>Ms Atomi Ohama</td>
<td>Room</td>
<td>MB 204</td>
</tr>
<tr>
<td>Phone</td>
<td>9385-3763</td>
<td>Email</td>
<td><a href="mailto:a.ohama@unsw.edu.au">a.ohama@unsw.edu.au</a></td>
</tr>
<tr>
<td>Name</td>
<td>Ms Kimiyo Matsui</td>
<td>Room</td>
<td>MB 204</td>
</tr>
<tr>
<td>Phone</td>
<td>9385-3763</td>
<td>Email</td>
<td><a href="mailto:k.matsui@unsw.edu.au">k.matsui@unsw.edu.au</a></td>
</tr>
<tr>
<td>Name</td>
<td>Ms Kikuko Nakamura</td>
<td>Room</td>
<td>MB 204</td>
</tr>
<tr>
<td>Phone</td>
<td>9385-3763</td>
<td>Email</td>
<td><a href="mailto:k.nakamura@unsw.edu.au">k.nakamura@unsw.edu.au</a></td>
</tr>
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</table>

## 2. Course Details

<table>
<thead>
<tr>
<th>Units of Credit (UoC)</th>
<th>6 Units of Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Description</td>
<td>The course introduces the Japanese sound system, basic greetings as well as a number of basic Japanese structures and vocabulary expressed in Hiragana and Katakana syllabaries that are essential to basic Japanese communication. They are taught through five social/cultural topics following the textbook, Nakama Book 1a chapters: 1. Self-introduction 2. Discussion of location 3. Discussion of daily routines 4. Discussion of Japanese homes 5. Discussion of leisure time In each topic, while studying the language, students are challenged to discover different approaches to viewing the world around them linguistically and culturally, and are given the opportunity to understand current sociocultural issues in Japan. They are also inducted into the learning routine necessary to succeed in the fast paced learning of a foreign language.</td>
</tr>
<tr>
<td>Course Aims</td>
<td>This course aims to provide opportunities for basic development of interactive skills in the Japanese language. Extended speaking and comprehension (listening and reading) skills are promoted, while writing skills are also introduced. You should be aware that this is a demanding course which requires constant</td>
</tr>
</tbody>
</table>
attention to learning how to interact in Japanese. It is fast paced and students are expected to do much of their learning OUTSIDE the classroom.

<table>
<thead>
<tr>
<th>Student Learning Outcomes</th>
<th>1. introduce and talk about yourself in a simple manner.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2. develop and sustain a simple conversation with a speakers of Japanese when talking about themselves, their lives and so on.</td>
</tr>
<tr>
<td></td>
<td>3. read and write hiragana, katakana, and 28 kanji fluently.</td>
</tr>
<tr>
<td></td>
<td>4. understand problems of intercultural interaction with Japanese nationals.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Graduate Attributes</th>
<th>1. the skills involved in scholarly enquiry in Japanese-based disciplinary studies,</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2. the ability to engage in independent and reflective learning in Japanese Studies,</td>
</tr>
<tr>
<td></td>
<td>3. information literacy in Japanese Studies,</td>
</tr>
<tr>
<td></td>
<td>4. an appreciation of, and respect for, diversity in language and culture,</td>
</tr>
<tr>
<td></td>
<td>5. the skills required for collaborative and multidisciplinary work,</td>
</tr>
<tr>
<td></td>
<td>6. the skills of effective communication in both English and Japanese.</td>
</tr>
</tbody>
</table>

3. Learning and Teaching Rationale

This course consists of five (5) classroom hours per week made up of a Lecture followed by a Tutorial, then a Seminar. The Lecture is on Monday (10 am and repeated at 3pm). The lecture is two hours. Tutorials can be attended on Tuesdays and Wednesdays. Seminars can be attended on Wednesdays, Thursdays and Fridays. The tutorials are one-hour, while the seminars are two-hour blocks. In the classes there is more intensive interaction with the your teacher and your classmates.

Your Seminar class is designated as your Homeroom, where your Seminar teacher is your homeroom teacher. You can communicate with your classmates and teacher from your Seminar via Moodle in which you will find a discussion thread specific to your Seminar.

**Attendance:** You must attend at least 80% of LECTURES, tutorials AND seminars. Attendance and participation is emphasized in order for you to learn Japanese effectively. The instructor is also under no obligation to accept overdue homework or to reschedule any tests. If you miss a class, it is your responsibility to find out what material was covered during your absence and to approach the teacher responsible. The onus is on you to also keep a record of your attendance. Coming late to class after 15 minutes or leaving your class earlier more than 15 minutes will not be considered for attendance (although you are welcome to stay and practice). Please note that the course runs 13 weeks plus the examination period. Early examinations will not be given.

**Lecture mode**
- Lectures will be conducted in an interactive mode. Be prepared to participate in interaction. Discussion of new grammar, vocabulary, Hiragana, Katakana, and Kanji
- Facts ABOUT Japan and Japanese language and how it is used in interaction
- Video and Power Point presentations are used throughout
- Review through doing exercises in the textbook and from the lecture notes
Tutorial and seminar mode
- Using Japanese in context, task-based learning
- Class work, group work, pair work, and individual work

Self study
- Listen to CDs or using Moodle
- Weekly homework plus review and preparation for classes

Note: It is impossible to present and practice everything in the allocated classroom time, thus students must make time outside of class to learn vocabulary, Japanese writing system, and listening skills.

Moodle
As an extra resource, this course will use Moodle which acts to supplement lectures and tutorials by giving you the chance to interact with other students and staff on-line. Moodle is an integral part of this course and will be used through Semester 1 on a regular basis, thus you need to check it regularly. One feature of Moodle is the Discussion page. This is a bulletin board that allows you to post questions or comments about what you’re studying, self-introductions, resources which you find useful in your studies and the like. This bulletin board replaces personal e-mails to the course coordinator that ask any questions about course structure or language learning. Any questions related to these topics should be posted for everyone to read. The course convener will constantly monitor the Discussion page. Another feature is the Links page. You can find URLs which will help your Japanese learning.

This course is a beginners-level language course. All students who have had some experience with the language, either as a heritage language or previous instruction, must fill in the placement questionnaire available at https://hal.arts.unsw.edu.au/students/courses/language-placements

4. Teaching Strategies

In this course, you will be introduced many different ways of learning Japanese by your teachers as well as your classmates. You need to try different ways to find the one that you find the most effective for your language development.

Interrelating with other course members in tutorials and seminars is also essential. You will be expected to participate in pair or group tasks and discussion in your lecture, tutorial and seminar. Any form of discrimination based on an individual’s age, ethnicity, sexual orientation and the like cannot be tolerated.

5. Course Assessment

<table>
<thead>
<tr>
<th>Assessment Task</th>
<th>Length</th>
<th>Weight</th>
<th>Learning Outcomes Assessed</th>
<th>Graduate Attributes Assessed</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dictation Quiz</td>
<td>2</td>
<td>15%</td>
<td>3</td>
<td>1,2,3,4</td>
<td>Week 4 &amp; 13</td>
</tr>
<tr>
<td>Mid-term test</td>
<td>1</td>
<td>20%</td>
<td>1,2,3</td>
<td>1,2,3,4,5</td>
<td>Week 7</td>
</tr>
<tr>
<td>Interaction Test</td>
<td>1</td>
<td>25%</td>
<td>1,2,4</td>
<td>1,2,3,4,5,6</td>
<td>Week 9</td>
</tr>
<tr>
<td>Final Exam</td>
<td>1</td>
<td>40%</td>
<td>2,3,4</td>
<td>1,2,3,4,5</td>
<td>Exam Period</td>
</tr>
</tbody>
</table>

Submission of Assessment Tasks and Late Assignments
In this course, all the assessment will be handed to your teachers directly, and the
School Assignment box will not be used under any circumstances.

• **Dictation Quiz:** Two dictation tests will be held in your tutorial. Refer to the course schedule. The contents of quiz will be informed at our lecture. Quiz 1 is 5% and Quiz 2 is 10%. Your teacher will give you back the quiz results with his/her comments in the following class. Quiz 2 will be held during the last tutorial, and once it is marked you will be able to pick it up from the course coordinator’s office (MB206). The date and time that you can collect your results will be posted on Moodle.

• **Mid-term Exam:** Mid-term exam will be held during your tutorials in week 7. The contents of this test will be informed at our lecture. This assessment is 20%.

• **Interaction Test:** Interaction test will be held during your seminar time in week 9. More details will be announced in the lecture and your seminar class.

• **Final Exam:** Final Exam will be held during the university exam period. All students enrolled in the course should be available on the day of the Test. The timetable of the Exam is disclosed in May. **No student** should organise any travel (domestic/overseas) before disclosure of the timetable. **Neither early exam nor late exam will be available.**

**Note:** while ‘raw’ scores are typically used, grades may be scaled for standardization purposes.

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**Please Note:** The Arts and Social Sciences Protocols and Guidelines state:

A student who attends less than 80% of the classes/activities (including the lectures) and has not submitted appropriate supporting documentation to the Course Authority to explain their absence may be awarded a grade of UF (Unsatisfactory Fail).

The Attendance Guidelines can be found in full at: [https://www.arts.unsw.edu.au/current-students/academic-information/Protocols-Guidelines/](https://www.arts.unsw.edu.au/current-students/academic-information/Protocols-Guidelines/)

**Formal Examination**

This course has a formal examination which will be scheduled in the formal examination period from 10 – 27 June 2016. Students are expected to give their studies priority and this includes making themselves available for the entire examination period. **Travel commitments made prior to the publication of the final examination timetable are not a valid reason for alternate assessment.**

For information about examination dates, location and procedures at UNSW, visit: [https://my.unsw.edu.au/student/academiclife/assessment/examinations/examinations.html](https://my.unsw.edu.au/student/academiclife/assessment/examinations/examinations.html)

**Grades**

All results are reviewed at the end of each semester and may be adjusted to ensure equitable marking across the School.

The proportion of marks lying in each grading range is determined not by any formula or quota system, but by the way that students respond to assessment tasks and how well they meet the objectives of the course. Nevertheless, since higher grades imply performance that is well above average, the number of distinctions and high distinctions awarded in a typical course is relatively small. At the other extreme, on average 6.1% of students do not meet minimum standards and a little more (8.6%) in first year courses. For more information on the
grading categories see:

Submission of Assessment Tasks

NOTE: All assessments in this course take place in class. This section does not, therefore, apply to this course.

Assignments must be submitted electronically through Moodle (http://moodle.telt.unsw.edu.au/). You must use your zID login to submit your assignments in Moodle.

There are [insert the number of assessment tasks that are required to be submitted electronically] "Learning Activities" in Moodle labelled according to the appropriate assessment. Please electronically submit your assignment to the correct "Learning Activity".

<table>
<thead>
<tr>
<th>Assessment task to be submitted in Moodle</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

** Please note the deadline to submit an assignment electronically is 4:00 pm on the due date of the assignment.

When you submit your assignment electronically, you agree that:

I have followed the Student Code of Conduct. I certify that I have read and understand the University requirements in respect of student academic misconduct outlined in the Student Code of Conduct and the Student Misconduct Procedure. I declare that this assessment item is my own work, except where acknowledged, and has not been submitted for academic credit previously in whole or in part.

I acknowledge that the assessor of this item may, for assessment purposes:

- provide a copy to another staff member of the University
- communicate a copy of this assessment item to a plagiarism checking service (such as Turnitin) which may retain a copy of the assessment item on its database for the purpose of future plagiarism checking.

Your assignment will be available with feedback in [delete the item that is not applicable] soft copy / hard copy within three weeks of the due date.

You are required to put your name (as it appears in University records) and UNSW Student ID on every page of your assignments.

If you encounter a problem when attempting to submit your assignment through Moodle/Turnitin, please telephone External Support on 9385 3331 or email them on externalsupport@unsw.edu.au. Support hours are 8:00am – 10:00pm on weekdays and 9:00am – 5:00pm on weekends (365 days a year).
If you are unable to submit your assignment due to a fault with Turnitin you may apply for an extension, but you must retain your ticket number from External Support (along with any other relevant documents) to include as evidence to support your extension application. If you email External Support you will automatically receive a ticket number, but if you telephone you will need to specifically ask for one. Turnitin also provides updates on its system status on Twitter.

For information on how to submit assignments online via Moodle: [https://student.unsw.edu.au/how-submit-assignment-moodle](https://student.unsw.edu.au/how-submit-assignment-moodle)

### Late Submission of Assignments

The Arts and Social Sciences late submissions guidelines state the following:

- An assessed task is deemed late if it is submitted after the specified time and date as set out in the course Learning Management System (LMS).
- The late penalty is the **loss of 3%** of the total possible marks for the task for each day or part thereof the work is late.
- Work submitted **14 days after** the due date will be marked and feedback provided but no mark will be recorded. If the work would have received a pass mark but the lateness and the work is a compulsory course component a student will be deemed to have met that requirement. This does not apply to a task that is assessed but no mark is awarded.
- Work submitted **21 days after** the due date will not be accepted for marking or feedback and will receive no mark or grade. If the assessment task is a compulsory component of the course a student will automatically fail the course.

The Late Submissions Guidelines can be found in full at: [https://www.arts.unsw.edu.au/current-students/academic-information/Protocols-Guidelines/](https://www.arts.unsw.edu.au/current-students/academic-information/Protocols-Guidelines/)

The penalty may not apply where students are able to provide documentary evidence of illness or serious misadventure. Time pressure resulting from undertaking assignments for other courses does not constitute an acceptable excuse for lateness.

### 6. Extension of Time for Submission of Assessment Tasks

The Arts and Social Sciences Extension Guidelines apply to all assessed tasks regardless of whether or not a grade is awarded, except the following:

1. any form of test/examination/assessed activity undertaken during regular class contact hours
2. any task specifically identified by the Course Authority (the academic in charge of the course) in the Course Outline or Learning Management System (LMS), for example, Moodle, as not available for extension requests.

A student who missed an assessment activity held within class contact hours should apply for Special Consideration via myUNSW.

The Arts and Social Sciences Extension Guidelines state the following:
A student seeking an extension should apply through the Faculty’s online extension tool available in LMS.

A request for an extension should be submitted before the due time/date for the assessment task.

The Course Authority should respond to the request within two working days of the request.

The Course Authority can only approve an extension up to five days. A student requesting an extension greater than five days should complete an application for Special Consideration.

The Course Authority advises their decision through the online extension tool.

If a student is granted an extension, failure to comply will result in a penalty. The penalty will be invoked one minute past the approved extension time.

7. Attendance

The Arts and Social Sciences Attendance Guidelines state the following:

- A student is expected to attend all class contact hours for a face-to-face or blended course and complete all activities for a blended or fully online course.

- If a student is unable to attend all classes for a course due to timetable clashes, the student must complete the Faculty of Arts & Social Sciences Permitted Timetable Clash form (see information at Item 8 below). A student unable to attend lectures in a course conducted by the School of Education can apply for “Permission to Participate in Lectures Online”.

- Where practical, a student’s attendance will be recorded. Individual course outlines/LMS will set out the conditions under which attendance will be measured.

- A student who arrives more than 15 minutes late may be penalised for non-attendance. If such a penalty is imposed, the student must be informed verbally at the end of class and advised in writing within 24 hours.

- If a student experiences illness, misadventure or other occurrence that makes absence from a class/activity unavoidable, or expects to be absent from a forthcoming class/activity, they should seek permission from the Course Authority, and where applicable, should be accompanied by an original or certified copy of a medical certificate or other form of appropriate evidence.

- Reserve members of the Australian Defence Force who require absences of more than two weeks due to full-time service may be provided an exemption. The student may also be permitted to discontinue enrolment without academic or financial penalty.

- If a Course Authority rejects a student’s request for absence from a class or activity the student must be advised in writing of the grounds for the rejection.

- A Course Authority may excuse a student from classes or activities for up to one month. However, they may assign additional and/or alternative tasks to ensure compliance.

- A Course Authority considering the granting of absence must be satisfied a student will still be able to meet the course’s learning outcomes and/or volume of learning.

- A student seeking approval to be absent for more than one month must apply in writing to the Dean and provide all original or certified supporting documentation.
• The Dean will only grant such a request after consultation with the Course Authority to ensure that measures can be organised that will allow the student to meet the course’s learning outcomes and volume of learning.

• **A student who attends less than 80% of the classes/activities and has not submitted appropriate supporting documentation to the Course Authority to explain their absence may be awarded a final grade of UF (Unsatisfactory Fail).**

• A student who has submitted the appropriate documentation but attends less than 66% of the classes/activities will be asked by the Course Authority to apply to discontinue the course without failure rather than be awarded a final grade of UF. The final decision as to whether a student can be withdrawn without fail is made by Student Administration and Records.

Students who falsify their attendance or falsify attendance on behalf of another student will be dealt with under the Student Misconduct Policy.

8. **Class Clash**

Students who are enrolled in an Arts and Social Sciences program (single or dual) and have an unavoidable timetable clash can apply for permissible timetable clash by completing an online application form. Students must meet the rules and conditions in order to apply for permissible clash. The rules and conditions can be accessed online in full at: https://www.arts.unsw.edu.au/media/FASSFile/Permissible_Clash_Rules.pdf

For students who are enrolled in a non-Arts and Social Sciences program, they must seek advice from their home faculty on permissible clash approval.

9. **Academic Honesty and Plagiarism**

Plagiarism is presenting someone else’s thoughts or work as your own. It can take many forms, from not having appropriate academic referencing to deliberate cheating.

In many cases plagiarism is the result of inexperience about academic conventions. The University has resources and information to assist you to avoid plagiarism.

The Learning Centre assists students with understanding academic integrity and how to not plagiarise. Information is available on their website: https://student.unsw.edu.au/plagiarism. They also hold workshops and can help students one-on-one.

If plagiarism is found in your work when you are in first year, your lecturer will offer you assistance to improve your academic skills. They may ask you to look at some online resources, attend the Learning Centre, or sometimes resubmit your work with the problem fixed. However, more serious instances in first year, such as stealing another student’s work or paying someone to do your work, may be investigated under the Student Misconduct Procedures.

Repeated plagiarism (even in first year), plagiarism after first year, or serious instances, may also be investigated under the Student Misconduct Procedures. The penalties under the procedures can include a reduction in marks, failing a course or for the most serious matters (like plagiarism in an Honours thesis) or even suspension from the university. The Student Misconduct Procedures are available here: http://www.gs.unsw.edu.au/policy/documents/studentmisconductprocedures.pdf
## 10. Course Schedule

To view course timetable, please visit: [http://www.timetable.unsw.edu.au/](http://www.timetable.unsw.edu.au/)

<table>
<thead>
<tr>
<th>Week Commencing:</th>
<th>Topic</th>
<th>Lecture Content</th>
<th>Tutorial/Seminar Content</th>
<th>Assessments and notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1 March 29th ~ 4th</td>
<td>Greetings and Introductions (Textbook Chapter 1 &amp; 2)</td>
<td>Orientation Grammar and expressions Drill exercise</td>
<td>No Tutorial and Seminar</td>
<td>Lecture starts</td>
</tr>
<tr>
<td>Week 2 March 7th ~ 11th</td>
<td>Introductions (Textbook Chapter 1 &amp; 2)</td>
<td>Grammar and expressions Drill exercise</td>
<td>Practicing Hiragana Greetings and the sound system of Japanese</td>
<td>Tutorial and Seminar start</td>
</tr>
<tr>
<td>Week 3 March 14th ~ 18th</td>
<td>Greetings and Introductions (Textbook Chapter 1 &amp; 2)</td>
<td>Grammar and expressions Drill exercise</td>
<td>Practicing Hiragana Greetings Role play</td>
<td></td>
</tr>
<tr>
<td>Week 4 March 21st ~ 24th</td>
<td>Greetings and Introductions (Textbook Chapter 1 &amp; 2)</td>
<td>Grammar and expressions Cultural notes Drill exercise</td>
<td>Reading and speaking practice</td>
<td></td>
</tr>
<tr>
<td><strong>Mid-term break</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week 5 April 4th ~ 8th</td>
<td>Daily Routine (Textbook Chapter 3)</td>
<td>Grammar and expressions Cultural notes Drill exercise</td>
<td>Reading and speaking practice Role play</td>
<td></td>
</tr>
<tr>
<td>Week 6 April 11th ~ 15th</td>
<td>Daily Routine (Textbook Chapter 3)</td>
<td>Grammar and expressions Cultural notes Drill exercise</td>
<td>Reading and speaking practice Dictation Role play</td>
<td></td>
</tr>
<tr>
<td>Week 7 April 18th ~ 22nd</td>
<td>Japanese Neighbourhoods (Textbook Chapter 4)</td>
<td>Grammar and expressions Cultural notes Drill exercise</td>
<td>Reading and speaking practice Dictation Role play</td>
<td>Mid-term test = 20% During Tutorial</td>
</tr>
<tr>
<td>Week 8 April 26th ~ 29th</td>
<td>Japanese Neighbourhoods (Textbook Chapter 4)</td>
<td>NO Lecture</td>
<td>Reading and speaking practice Dictation Role play</td>
<td>Monday is Anzac Day.</td>
</tr>
<tr>
<td>Week 9 May 2nd ~ 6th</td>
<td>Japanese Homes (Textbook Chapter 5)</td>
<td>Grammar and expressions Cultural notes Drill exercise</td>
<td>Reading and speaking practice Dictation</td>
<td>Interaction Test=25% During Seminar</td>
</tr>
<tr>
<td>Week 10 May 9th ~ 13th</td>
<td>Japanese Homes (Textbook Chapter 5)</td>
<td>Grammar and expressions Cultural notes Drill exercise</td>
<td>Reading and speaking practice Dictation Role play</td>
<td></td>
</tr>
<tr>
<td>Week 11 May 16th ~ 20th</td>
<td>Leisure Time (Textbook Chapter 6)</td>
<td>Grammar and expressions Cultural notes Drill exercise</td>
<td>Reading and speaking practice Dictation Role play</td>
<td></td>
</tr>
<tr>
<td>Week 12 May 23rd ~ 27th</td>
<td>Leisure Time (Textbook Chapter 6)</td>
<td>Grammar and expressions Cultural notes Drill exercise</td>
<td>Reading and speaking practice Dictation</td>
<td>Seminar: Senpai Session</td>
</tr>
<tr>
<td>Week 13 May 30th ~ June 3rd</td>
<td>Review and Reflection</td>
<td>Grammar and expressions Cultural notes Drill exercise</td>
<td>Review and reflection</td>
<td>Dictation Quiz = 10% During your Tutorial</td>
</tr>
</tbody>
</table>
11. **Course Resources**

**Textbook Details**
- Nakama 1a, Introductory Japanese: *Communication, culture, context Student Audio CD*.
- Nakama 1a, Introductory Japanese: *Communication, culture, context Student Activities Manual Audio CD*.
- ARTS1630 Introductory Japanese A task sheets (on Moodle)

**Additional Readings**
- See the course module on Moodle

**Websites**
- See the course module on Moodle

12. **Course Evaluation and Development**

Courses are periodically reviewed and students’ feedback is used to improve them. Feedback is gathered using various means including UNSW’s Course and Teaching Evaluation and Improvement (CATEI) process.

13. **Student Support**

The Learning Centre is available for individual consultation and workshops on academic skills. Find out more by visiting the Centre’s website at: [http://www.lc.unsw.edu.au](http://www.lc.unsw.edu.au)

14. **Grievances**

All students should be treated fairly in the course of their studies at UNSW. Students who feel they have not been dealt with fairly should, in the first instance, attempt to resolve any issues with their tutor or the course convenors.

If such an approach fails to resolve the matter, the School of Humanities and Languages has an academic member of staff who acts as a Grievance Officer for the School. This staff member is identified on the notice board in the School of Humanities and languages. Further information about UNSW grievance procedures is available at: [https://my.unsw.edu.au/student/atoz/Complaints.html](https://my.unsw.edu.au/student/atoz/Complaints.html)
15. Other Information

**myUNSW**

myUNSW is the online access point for UNSW services and information, integrating online services for applicants, commencing and current students and UNSW staff. To visit myUNSW please visit either of the below links:

https://my.unsw.edu.au
https://my.unsw.edu.au/student/atoz/ABC.html

**OHS**

UNSW's Occupational Health and Safety Policy requires each person to work safely and responsibly, in order to avoid personal injury and to protect the safety of others. For all matters relating to Occupational Health, Safety and environment, see http://www.ohs.unsw.edu.au/

**Special Consideration**

In cases where illness or other circumstances produce repeated or sustained absence, students should apply for Special Consideration as soon as possible.

The application must be made via Online Services in myUNSW. Log into myUNSW and go to My Student Profile tab > My Student Services channel > Online Services > Special Consideration.

Applications on the grounds of illness must be filled in by a medical practitioner. Further information is available at: https://my.unsw.edu.au/student/atoz/SpecialConsideration.html

**Student Equity and Disabilities Unit**

Students who have a disability that requires some adjustment in their learning and teaching environment are encouraged to discuss their study needs with the course convener prior to or at the commencement of the course, or with the Student Equity Officers (Disability) in the Student Equity and Disabilities Unit (9385 4734). Information for students with disabilities is available at: http://www.studentequity.unsw.edu.au

Issues that can be discussed may include access to materials, signers or note-takers, the provision of services and additional examination and assessment arrangements. Early notification is essential to enable any necessary adjustments to be made.