ARTS3636 Contextualising Japanese: Capstone
Semester 2, 2016

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1. Course Staff and Contact Details

<table>
<thead>
<tr>
<th>Course Convenor</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name</strong></td>
<td><strong>Room</strong></td>
</tr>
<tr>
<td>Professor Chihiro Thomson</td>
<td>MB248</td>
</tr>
<tr>
<td><strong>Phone</strong></td>
<td><strong>Email</strong></td>
</tr>
<tr>
<td>9385-3753</td>
<td><a href="mailto:c.thomson@unsw.edu.au">c.thomson@unsw.edu.au</a></td>
</tr>
<tr>
<td><strong>Consultation Time</strong></td>
<td></td>
</tr>
<tr>
<td>By appointment via email</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Lecturer</th>
<th></th>
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<tbody>
<tr>
<td><strong>Name</strong></td>
<td><strong>Room</strong></td>
</tr>
<tr>
<td>Nagisa Fukui</td>
<td>MB206</td>
</tr>
<tr>
<td><strong>Phone</strong></td>
<td><strong>Email</strong></td>
</tr>
<tr>
<td>9385-2414</td>
<td><a href="mailto:n.fukui@unsw.edu.au">n.fukui@unsw.edu.au</a></td>
</tr>
<tr>
<td><strong>Consultation Time</strong></td>
<td></td>
</tr>
<tr>
<td>Mondays 14-16:00</td>
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</table>

2. Course Details

<table>
<thead>
<tr>
<th>Units of Credit (UoC)</th>
<th>6 uoc</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course Description</strong></td>
<td>This course provides students with activities to reflect on what they have learned in the coursework required for the Japanese Studies major. Students are expected to demonstrate their knowledge and skills via oral presentations and in writing in Japanese. The contents of the course will be based on general topics drawn from the Japanese communication and contextual courses which the students have taken. The final presentations will be made at a small student conference, which is organised and hosted by the students, to the Japanese speaking audience members, including those from outside of the university community, who are potentially their future employers.</td>
</tr>
<tr>
<td><strong>Learning Outcomes</strong></td>
<td>1. Enhanced self-knowledge in terms of Japanese communication, culture and society.</td>
</tr>
<tr>
<td></td>
<td>2. Enhanced skills in oral presentation and communication in Japanese.</td>
</tr>
<tr>
<td></td>
<td>3. Enhanced skills in written presentation and communication in Japanese.</td>
</tr>
<tr>
<td></td>
<td>4. Ability to critically evaluate Japanese Studies scholarship and assess areas of debate within that scholarship.</td>
</tr>
<tr>
<td></td>
<td>5. Ability to contribute to the organization and management of a small conference using the Japanese language as a medium of communication.</td>
</tr>
<tr>
<td></td>
<td>6. A capacity to contribute to, and collaboratively work within, diverse and multidisciplinary community.</td>
</tr>
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</table>

3. Course Schedule

*To view course timetable, please visit: [http://www.timetable.unsw.edu.au/](http://www.timetable.unsw.edu.au/)
Fridays 14-17:00 MorvB G3 (as of 25 July 2016)

<table>
<thead>
<tr>
<th>Week date:Friday</th>
<th>Research Prep</th>
<th>Conference Prep</th>
<th>Readings before the class*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>July 29</td>
<td>Understand the course, get to know each other, discuss communication protocol. Become familiar with on-line database.</td>
<td></td>
<td>Course outline, 「ホウレンソウ」</td>
</tr>
</tbody>
</table>
### Week 3
**Aug 12**
- Collecting reference literature. Dinner with the group members.

### Week 4
**Aug 19**
- Visit to the Japan Foundation Library. Meet at the library in the city at 15:00. Submit and bring "Data Collection Notes" to the library.

### Week 5
**Aug 26**
- Group topic presentation with submission of **Worksheet 2** (p.135 with a sample in p.29). Comments on the topics on Moodle.
- Plan conference task distribution.

### Week 6
**Sept 2**
- Proceed with research. Collect data for name cards.

### Week 7
**Sept 9**
- Interim report with submission of **Draft Outline** (仮アウトライン) (Ref. Worksheet 7 p.55) Comments on the presentation on Moodle.
- Info for PR to be sent off.

### Week 8
**Sept 16**
- Create PowerPoint slides, poster, handouts, scripts. Photo shoot for the program (individual/group).

### Week 9
**Sept 23**
- Mid-Semester Break

### Week 10
**Oct 7**
- Submission of **Progress Report** (進捗状況の報告) Send out invitations. Collect info for the program.

### Week 11
**Oct 14**
- Rehearsal with submission of PowerPoint slides, scripts and poster. Comments on the presentation on Moodle. Finalise program.

### Week 12
**Oct 21**
- Speech scripts. Print program.

### Week 13
**Oct 28**
- Conference. Peer and self-assessment

*Page numbers are from 「研究発表の方法」 below.

### 4. Course Resources

#### Textbook Details
- 産能短期大学日本語教育研究室（1996）『研究発表の方法—留学生のためのレポート作成点頭発表の準備の手引き』凡人社

#### Journals
- Relevant journals for different topic areas

#### Additional Readings

#### Websites
3. Tangorin オンライン辞書 [http://tangorin.com/#general](http://tangorin.com/#general)
4. NCIKU  http://english.nciku.jp/
5. 漢字の正しい書き順  http://kakijun.main.jp/main/mainix.html
   also available for Chrome, Thunderbird, Seamonkey.
7. 読み上げチュータスズキクン  http://www.gavo.t.u-tokyo.ac.jp/ojad/phrasing/index

<table>
<thead>
<tr>
<th>Assessment Task</th>
<th>Length</th>
<th>Weight</th>
<th>Learning Outcomes Assessed</th>
<th>Due Date</th>
<th>Submitted in Moodle? (Yes/ No)</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Preparatory Research Tasks</td>
<td>Research proposal, literature review, interim reports, presentation scripts, peer feedback, comments, creation of ppt slides, posters.</td>
<td>60%</td>
<td>1,2,3,4,6</td>
<td>On-going</td>
<td>Yes</td>
</tr>
<tr>
<td>Oral presentation with Powerpoint and Poster</td>
<td>Oral presentation</td>
<td>30%</td>
<td>1,2,3,4,6</td>
<td>Week 11or12, and Week 13</td>
<td>No</td>
</tr>
<tr>
<td>Conference Organisation Tasks</td>
<td>Task based</td>
<td>10%</td>
<td>5,6</td>
<td>On-going</td>
<td>No</td>
</tr>
</tbody>
</table>

* This is the final assessment task for attendance purposes.

**Please Note:** The UNSW Policy on Class Attendance and Absence states the following:

Students are expected to be regular and punctual in attendance at all classes in the courses in which they are enrolled. All applications for exemption from attendance at classes of any kind must be made in writing to the Course Authority.

It is the student’s responsibility to read the course outline before the course commences to ensure that they are familiar with any specific attendance requirements for that course.

If students attend less than 80% of their possible classes they may be refused final assessment.

Students must attend 80% of lectures (10 out of 12 lectures). Students must attend 80% of tutorials (10 out of 12 tutorials).

The UNSW Policy on Class Attendance and Absence can be viewed at: https://student.unsw.edu.au/attendance

The Faculty of Arts and Social Sciences guidelines on attendance can be viewed at: https://www.arts.unsw.edu.au/current-students/academic-information/protocols-guidelines/
Formal Examination
This course has no formal examination.

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: https://my.unsw.edu.au/student/academiclife/assessment/GuideToUNSWGrades.html

Submission of Assessment Tasks
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.

Refer to the section “Course Assessment” for details of assessment tasks that are to be submitted via Moodle.

** 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 Procedures. 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.

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

### Late Submission of Assignments

Students are responsible for the submission of assessment tasks by the required dates and times. Depending on the extent of delay in the submission of an assessment task past the due date and time, one of the following late penalties will apply unless special consideration or a blanket extension due to a technical outage is granted. For the purpose of late penalty calculation, a ‘day’ is deemed to be each 24-hour period (or part thereof) past the stipulated deadline for submission.

- **Work submitted less than 10 days after the stipulated deadline** is subject to a deduction of 5% of the total awardable mark from the mark that would have been achieved if not for the penalty for every day past the stipulated deadline for submission. That is, a student who submits an assignment with a stipulated deadline of 4:00pm on 13 May 2016 at 4:10pm on 14 May 2016 will incur a deduction of 10%.

  **Task with a non-percentage mark**

  If the task is marked out of 25, then late submission will attract a penalty of a deduction of 1.25 from the mark awarded to the student for every 24-hour period (or part thereof) past the stipulated deadline.

  **Example:** A student submits an essay 48 hours and 10 minutes after the stipulated deadline. The total possible mark for the essay is 25. The essay receives a mark of 17. The student’s mark is therefore 17 – [25 (0.05 x 3)] = 13.25.

  **Task with a percentage mark**

  If the task is marked out of 100%, then late submission will attract a penalty of a deduction of 5% from the mark awarded to the student for every 24-hour period (or part thereof) past the stipulated deadline.

  **Example:** A student submits an essay 48 hours and 10 minutes after the stipulated deadline. The essay is marked out of 100%. The essay receives a mark of 68. The student's mark is therefore 68 – 15 = 53

- **Work submitted 10 to 19 days after the stipulated deadline** will be assessed and feedback provided but a mark of zero will be recorded. If the work would have received a pass mark but for the lateness and the work is a compulsory course component (hurdle requirement), a student will be deemed to have met that requirement;

- **Work submitted 20 or more days after the stipulated deadline** will not be accepted for assessment and will receive no feedback, mark or grade. If the assessment task is a compulsory component of the course a student will receive an Unsatisfactory Fail (UF) grade as a result of unsatisfactory performance in essential component of the course.

### 6. Learning and Teaching Rationale and Strategies

The course is created to synthesise student skills and knowledge both in Japanese Studies and Japanese language. Students will produce a group oral research presentation based on a topic of their choice in an area of Japanese studies. This will be presented at a student
mini-conference, which will be organised by the students and attended by Japanese speaking audience, including professionals from the Sydney business community.

In this teaching approach, the students will engage in three projects. 1) They will synthesise the Japanese studies content knowledge and produce oral presentation with powerpoint slides and posters. 2) They will use communicative competence in Japanese in organising and delivering the mini-conference, involving speakers of Japanese in the community, who could be their potential employers.

The students will be guided but will take initiatives in these projects. They will support each other with peer assessment, and improve their work using peer feedback. They will keep close communication with each other using Moodle.

The course hosts the students of Japanese, support members, native Japanese speaker participants and lecturers who collectively develop into a community of practice. Lectures are the place where all members of the community meet and interact to share learning practices, and monitor progresses.

The course, by its nature, hosts students of different proficiency levels in Japanese. Students are encouraged to support each other and learn from each other, contributing what they can do at their own proficiency level and using their expertise, especially in the running of the conference. While the teaching staff members will be providing models and guidance, students are urged to be proactive in their actions and creative in their output, in particular in their group work.

Each group forms a home community for students and provide them with opportunities to work together towards the conference, as they form bonds with each other.

7. 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.

A student who wishes to seek extension for submission of assessment tasks that are not held within class contact hours for courses offered by the School of Humanities and Languages must apply for Special Consideration via myUNSW.

The Arts and Social Sciences Extension Guidelines state the following:

- 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.
8. Attendance

The UNSW Policy on Class Attendance and Absence can be viewed at: https://student.unsw.edu.au/attendance

From time to time, the Course Authority may vary the attendance requirements of a course. It is the students’ responsibility to ensure that they are familiar with the specific attendance requirements stipulated in the course outline for each course in which they are enrolled.

8.1 Attendance

Students are expected to be regular and punctual in attendance at all classes in the courses in which they are enrolled. Students who seek to be excused from attendance [or for absence] must apply to the Course Authority in writing. In such situations, the following rules relating to attendances and absences apply.

In the case of illness or of absence for some other unavoidable cause students may be excused for non-attendance at classes for a period of not more than one month (i.e., 33%) or, on the recommendation of the Dean of the appropriate faculty, for a longer period.

8.2 Absence from classes

A student who attends less than eighty per cent of the classes within a course may be refused final assessment.

Explanations of absences from classes or requests for permission to be absent from forthcoming classes should be addressed to the Course Authority in writing and, where applicable, should be accompanied by appropriate documentation (e.g. medical certificate).

After submitting appropriate supporting documentation to the Course Authority to explain his/her absence, a student may be required to undertake supplementary class(s) or task(s) as prescribed by the Course Authority. If examinations or other forms of assessment have been missed, then the student should apply for Special Consideration.

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

9. 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.

10. 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/](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](http://www.gs.unsw.edu.au/policy/documents/studentmisconductprocedures.pdf)

### 11. 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.

### 12. 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)

### 13. 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://student.unsw.edu.au/guide](https://student.unsw.edu.au/guide)

### 14. 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

**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://student.unsw.edu.au/guide

**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: https://student.unsw.edu.au/disability

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.