



School of Humanities and Languages

**ARTS1631, Introductory Japanese B
Semester 2, 2014**

1. Course Staff and Contact Details
2. Course Details
3. Learning and Teaching Rationale
4. Teaching Strategies
5. Course Assessment
6. Attendance/Class Clash
7. Academic Honesty and Plagiarism
8. Course Schedule
9. Course Resources
10. Course Evaluation and Development
11. Student Support
12. Grievances
13. Other Information

1. Course Staff and Contact Details

Course Convenor			
Name	Nagisa Fukui	Room	MB 206
Phone	9385 2414	Email	n.fukui@unsw.edu.au
Consultation Time	Monday 2-4pm		
Lecturer			
Name	Nagisa Fukui	Room	MB 206
Phone	9385 2414	Email	n.fukui@unsw.edu.au
Consultation Time	Monday 2-4pm		
Tutors			
Name	Yumiko Hashimoto	Room	MB 201
Phone	9385-3722	Email	y.hashimoto@unsw.edu.au
Name	Kikuko Nakamura	Room	MB 204
Phone	9385-3763	Email	k.nakamura@unsw.edu.au
Name	Yuki Kawarai	Room	MB 204
Phone	9385-3763	Email	y.kawarai@unsw.edu.au

2. Course Details

Units of Credit (UoC)	6 Units of Credit
Course Description	<ul style="list-style-type: none"> This is a first year gateway course for students who aim at majoring/minoring in Japanese Studies this year. The course is also open to student as a free elective and General Education course if the course prerequisite is satisfied. Following ARTS1630, Introductory Japanese B, this course continues to introduce some of the basics of modern Japanese through interpersonal, interpretive and presentational activities. The course also introduces 100 <small>かんじ</small> 漢字. The course prepares the students to ARTS2630, Intermediate Japanese A. <p>They are taught through six social/cultural topics following the textbook, Nakama Book 1b chapters:</p> <ol style="list-style-type: none"> 1. Favourite things and activities 2. Shopping 3. Restaurants and Invitations 4. My family 5. Seasons and weathers 6. Annual events <p>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.</p>
Course Aims	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 attention to learning how to interact in Japanese. The course is situated within the overall Japanese language program goals:

	1.	To produce learners who can communicate and interact well in Japanese at the professional level in a manner, which is culturally, functionally, and structurally appropriate.
	2.	To create a positive attitude amongst learners towards intercultural communication in general and towards Japan and the Japanese in particular.
	3.	To nurture self-sufficient learners who can demonstrate autonomy in learning and who can continue learning on their own.
Student Learning Outcomes	1.	be able to express likes and dislikes;
	2.	be able to talk about food, your family, seasons and weather, and memories in a socio-culturally appropriate way;
	3.	be able to go shopping using Japanese;
	4.	be able to read and write short passages including 100 漢字 plus their combinations;
	5.	be a competent collaborative language learner.
Graduate Attributes	1.	the skills involved in scholarly enquiry in Japanese-based disciplinary studies,
	2.	the ability to engage in independent and reflective learning in Japanese Studies,
	3.	information literacy in Japanese Studies,
	4.	an appreciation of, and respect for, diversity in language and culture,
	5.	the skills required for collaborative and multidisciplinary work,
	6.	the skills of effective communication in both English and Japanese.

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 Mondays. The lecture is two hours. **Tutorials** can be attended on Tuesdays and Wednesdays. **Seminars** can be attended on Thursdays and Fridays. The tutorials are one-hour, while the seminars are two-hour blocks. In the classes there is more intensive interaction with 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 in your Seminar via Moodle in which you will find a discussion thread specific to your Seminar.

Lecture mode

- Lectures will be conducted in an interactive mode. Be prepared to participate in interaction.
- Discussion of new grammar, vocabulary, 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

(Refer to the Homework Schedule. The Homework Schedule can be found in our course notes. Your teacher may collect your homework randomly to see if you are in the right track. We also check the answers at the beginning of each class. You also find the model answers posted on Moodle.)

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 the Semester 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 convenors will constantly monitor the Discussion page. Another feature is the Links page. You can find URLs which will help your Japanese learning. You also find the lecture notes for every week in the Lecture Notes page.

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 by 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

Assessment Task	Quantity	Weight	Learning Outcomes Assessed	Graduate Attributes Assessed	Due Date
Dictation Quiz	2	15%	4	1,2,3	Week4 & 12
Homework Quiz	1	10%	1,2,3,4	1,2,3	Week 7
Interaction Test	1	20%	1,2,3,4,5	1,2,3,4,5,6	Week 8
Moodle Writing Composition	1	10%	1,2,3,4	1,2,3,4,5,6	Week 9 & 12 Fridays 4pm
Learning Portfolio	1	10%	1,2,3,4,5	1,2,3,4,5,6	Week13 at your Seminar
Final Exam	1	35%	1,2,3,4	1,2,3,5	Exam Period

Submission of Assessment/Assignment Tasks

In this course, all the assessments/assignments will be handed into your teachers directly, and the School Assignment box will NOT be used under any circumstances. Submission of late assignment: Please see also under "Late submission of assignments".

- Quizzes:** Two dictation tests will be held in your tutorial. Refer to the course schedule. More details will be announced in the lecture. Dictation Quiz 1 is 5% while Dictation Quiz 2 is 10%. Your teacher will give you back the quiz results with his/her comments in the following class.
One homework test will be held in your tutorial in week 7. The contents of quiz are from your SAM (workbook), which is used for your weekly homework. Your teacher will give you back the quiz results with his/her comments in the following class. Homework Quiz is 10%.
- Interaction Test:** Interaction test will be held during your seminar time in week 8. More details will be announced in the lecture and your seminar class.
- Moodle writing composition:** You will first post your self-introduction to Moodle to test if your technological environment is set for further postings. Then you will submit two essays to Moodle with the topic of My Family (draft only, and it will not be marked at that time) and My happiest moment. Submitted works must be YOURS. You are not allowed to use any translation device or internet facilities, nor to ask anyone to help your composition. In other words, you must NOT submit any work, which is written by someone else or corrected by someone else. Unfortunately, such dishonest works have been submitted in the past. But the teaching team is a group of very experienced professionals who can spot dishonest works quite easily. The first composition is due **week 9 Friday (26th of September) at 4pm**. Your teacher will give you feed back on your this composition with corrections. You will then rewrite (neat hand writing) this composition to place both your first draft and the final version into your portfolio. The second composition is due **week 12 Friday (24th of October) at 4pm**. The length of both compositions should be between 800 letters and 1,000 letters. The second composition is marked as an 10%

assessment.

• **Learning Portfolio:** The Learning Portfolio is a folder in which you place all forms of WRITTEN WORK as well as some of the completed Homework exercises. Your Seminar teacher takes responsibility for the Portfolio. **It is submitted to your teacher directly at the seminar in Week 13.** When submitting your Portfolio, you **MUST** attach a **Cover Sheet**.

The Coversheet can be downloaded from

<https://hal.arts.unsw.edu.au/students/courses/course-outlines/>.

The following items should be placed in your Learning Portfolio. The due date for this assignment is **your own Seminar time in Week 13.**

- 1) Print out your first writing composition (My Family), and your teacher's feedback for the composition.
- 2) Rewrite (handwriting) your composition one with implementing your teacher's corrections on a piece of paper.
- 3) Your two homework sets. Choose two homework sets (two weeks), which you found that they are useful to improve your Japanese skills. Check your answers with the model answers, which are posted in the Homework answer page, Moodle, and make corrections if necessary.
- 4) Two Role Play evaluation sheets. In your Seminars, you will practice towards "today's role-play" every week. At the end of your Seminar, your performance in role-play will be assessed by your classmates. Choose two evaluation sheets that you found the most useful for improving your Japanese from the semester. Make sure that you complete the section of 'My plan to improve my performance'. Evaluation sheet for each Role Play will be found in your course notes.
- 5) The Japanese Visitor Session Report. The sheet can be found in our course notes. Please fill in the form by writing your reflection after you participate the Visitor Session. Our Visitor session will be held during your seminar in Week 12.
- 6) Your Learning Experience Report. The sheet can be also found in our course notes. Write down your learning experience and reflections by answering the questions at the end of Semester.

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.

• **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 will be 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. You need to achieve 80% attendance of the lecture, tutorial and seminar (all of them!) to gain any marks of the Final Exam.**

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

Please Note: In addition to fulfilling the above assessment requirements, students are expected to attend at least 80% of their lectures and tutorials in order to pass the course.

Formal Examination

This course has a formal examination which will be scheduled in the formal examination period from 7 – 22 November 2014. 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.

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>

Late Submission of Assignments

Late assignments will attract a penalty. Of the total mark, 3% will be deducted each day for the first week, with Saturday and Sunday counting as two days, and 10% each week thereafter.

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. Attendance/Class Clash

Attendance

Students are expected to be regular and punctual in attendance at all classes in the courses in which they are enrolled. Explanations of absences from classes or requests for permission to be absent from classes should be discussed with the teacher and where applicable accompanied by a medical certificate. If students attend less than 80% of their possible classes they may be refused final assessment.

Students who falsify their attendance or falsify attendance on behalf of another student will be dealt with under the student misconduct policy.

Class Clash

A student who is approved a permissible clash must fulfil the following requirements:

- a. The student must provide the Course Convenor with copies of lecture notes from those lectures missed on a regular basis as agreed by the Course Convenor and the student.
- b. If a student does attend a lecture for which they had secured a permitted clash they will still submit lecture notes as evidence of attendance.

- c. **Failure to meet these requirements is regarded as unsatisfactory performance in the course and a failure to meet the Faculty's course attendance requirement. Accordingly, Course Convenors will fail students who do not meet this performance/attendance requirement.**
- d. Students must attend the clashed lecture on a specific date if that lecture contains an assessment task for the course such as a quiz or test. Inability to meet this requirement would be grounds for a Course Convenor refusing the application. If the student misses the said lecture there is no obligation on the Course Convenor to schedule a make-up quiz or test and the student can receive zero for the assessment task. It should be noted that in many courses a failure to complete an assessment task can be grounds for course failure.

7. 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: <http://www.lc.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>

8. Course Schedule

To view course timetable, please visit: <http://www.timetable.unsw.edu.au/>

Date/ Week	Topic	Lecture Content	Tutorial/Seminar Content	Assessment/ Notes
July 28 th ~ August 1 st (Week 1)	Orientation Favourite Things and Activities (Textbook Chapter 7)	<i>Orientation Drill exercise Some learning strategies</i>		Lecture only NO Tutorial and Seminar
August 4 th ~ 8 th (Week 2)	Favourite Things and Activities (Textbook Chapter 7)	<i>Grammar Drill exercise</i>	<i>Review of ARTS1630 Role play, Dictation</i>	Seminar and Tutorial start
August 11 th ~ 15 th (Week 3)	Favourite Things and Activities (Textbook Chapter 7) & Shopping (Textbook Chapter 8)	<i>Grammar and expressions Cultural notes Drill exercise</i>	<i>Reading and speaking practice Dictation Role play</i>	

August 18 th ~ 22 nd (Week 4)	Shopping (Textbook Chapter 8) Restaurants and Invitations (Textbook Chapter 9)	<i>Grammar and expressions Cultural notes Drill exercise</i>	<i>Reading and speaking practice Dictation Role play</i>	<i>Dictation Quiz 1= 10% During your Tutorial</i>
August 25 th ~ 29 th (Week 5)	Restaurants and Invitations (Textbook Chapter 9)	<i>Grammar and expressions Cultural notes Drill exercise</i>	<i>Reading and speaking practice Dictation Role play</i>	
September 1 st ~ 5 th (Week 6)	My Family (Textbook Chapter 10)	<i>Grammar and expressions Cultural notes Drill exercise</i>	<i>Reading and speaking practice Dictation Role play</i>	
September 8 th ~ 12 th (Week 7)	My Family (Textbook Chapter 10)	<i>Grammar and expressions Cultural notes Drill exercise</i>	<i>Reading and speaking practice Dictation Role play</i>	<i>Homework Quiz = 10% During your Tutorial</i>
September 15 th ~ 19 th (Week 8)	My Family (Textbook Chapter 10)	<i>Grammar and expressions Cultural notes Drill exercise</i>	<i>Reading and speaking practice Dictation Role play</i>	<i>Interaction Test=20% During your Seminar</i>
September 22 nd ~ 26 th (Week 9)	Seasons and Weather (Textbook Chapter 11)	<i>Grammar and expressions Cultural notes Drill exercise</i>	<i>Reading and speaking practice Dictation Role play</i>	<i>Writing composition 1 due this Friday 4pm</i>
Mid term break				
October 8 th ~ 10 th (Week 10)	Seasons and Weather (Textbook Chapter 11)		<i>Reading and speaking practice Dictation Role play</i>	No Lecture due to public holiday
October 13 th ~ 17 th (Week 11)	Annual Events (Textbook Chapter 12) Preparation for 'Guest Session'	<i>Grammar and expressions Cultural notes Drill exercise</i>	<i>Reading and speaking practice Dictation Role play</i>	
October 20 th ~ 24 th (Week 12)	Annual Events (Textbook Chapter 12) Meeting Japanese: 'Guest Session'	<i>Grammar and expressions Cultural notes Drill exercise</i>	Japanese guests visit our seminars	<i>Dictation Quiz 2= 10% during your Tut Writing composition 2 due this Friday 4pm</i>
October 27 th ~ 31 st (Week 13)	Annual Events (Textbook Chapter 12) Review	<i>Grammar and expressions Cultural notes Drill exercise</i>	<i>Reading and speaking practice Dictation Role play</i>	<i>Portfolio Due this week Seminar</i>

9. Course Resources

Textbook Details

1. Nakama 1b, Introductory Japanese: *Communication, culture, context* **Second Edition**, Hatasa. Y, Hatasa. K, and Makino. S, Houghton Mifflin Company Boston NY. (2009)
2. Nakama 1b, Introductory Japanese: *Communication, culture, context Student Activities Manual* **Second Edition**, Hatasa. Y, Hatasa. K, and Makino. S, Houghton Mifflin Company Boston NY. (2009)
3. Nakama 1b, Introductory Japanese: *Communication, culture, context* Student Audio CD.

4. Nakama 1b, Introductory Japanese: *Communication, culture, context Student Activities Manual Audio CD.*

5. ARTS1631 Introductory Japanese B Course Notes

Additional Readings

See the course Moodle. You can go to the Moodle page from the MyUnsw link.

Websites

See the course Moodle. (via: www.telt.unsw.edu.au with zpass login)

10. 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.

11. 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>

12. 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>

13. 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.