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10. Course Schedule
11. Course Resources
12. Course Evaluation and Development
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1. Course Staff and Contact Details

<table>
<thead>
<tr>
<th>Course Convenor, Lecturer and Tutor</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name</strong></td>
</tr>
<tr>
<td><strong>Room</strong></td>
</tr>
<tr>
<td><strong>Phone</strong></td>
</tr>
<tr>
<td><strong>Email</strong></td>
</tr>
<tr>
<td><strong>Consultation Time</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tutor</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name</strong></td>
</tr>
<tr>
<td><strong>Room</strong></td>
</tr>
<tr>
<td><strong>Phone</strong></td>
</tr>
<tr>
<td><strong>Email</strong></td>
</tr>
</tbody>
</table>

2. Course Details

<table>
<thead>
<tr>
<th>Units of Credit (UoC)</th>
<th>6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prerequisite</td>
<td>ARTS1631 or equivalent (through the Formal Placement Procedure)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>This course is the continuation of ARTS2630 Intermediate Japanese A. It typically serves as the Year 2 gateway course for Japanese Studies major students. It serves a Year 1 gateway course for those students who have the equivalent knowledge of beginning-level Japanese language study. It is also open to other students as a Japanese studies minor, free elective and General Education if they satisfy the course prerequisite. The course will focus on Japanese communication in upper beginners level through different topics that are related to daily life. It provides students with a general understanding of Japanese sentence structure, vocabulary including 120 kanji, pragmatics of Japanese communication together with a number of sociocultural issues.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Aims</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. This course will enable students to develop an informed understanding of Japanese experiences, culture, society and world views as well as further developing beginners’ Japanese interactive skills achieved in ARTS1630 and ARTS1631 towards intermediate level.</td>
</tr>
<tr>
<td>2. This course will prepare students to become competent communicator in Japanese in anticipated Australia-Japan contact situations in Australia as well as in Japan in more formal/semi professional level.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student Learning Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>At the successful completion of this course, the student will be able to:</td>
</tr>
<tr>
<td>1. communicate and interact well in Japanese ultimately at the professional level in a manner which is culturally, functionally and structurally appropriate,</td>
</tr>
<tr>
<td>2. acquire skills of intercultural communication in general and towards Japan and the Japanese in particular,</td>
</tr>
<tr>
<td>3. become self-sufficient learners who can demonstrate autonomy in learning,</td>
</tr>
<tr>
<td>4. acquire knowledge of Japanese communication style,</td>
</tr>
<tr>
<td>5. develop both linguistic and paralinguistic skills,</td>
</tr>
<tr>
<td>6. narrate and describe events at the discourse level by linking sentences together smoothly into meaningful chunks in both writing and speaking,</td>
</tr>
<tr>
<td>7. develop awareness of cultural differences between Japan and Australia/country of one’s own, and become tolerant to the differences,</td>
</tr>
</tbody>
</table>
### 8. **Graduate Attributes**

The student will be encouraged to develop the following Graduate Attributes by undertaking the selected activities and knowledge content. These attributes will be assessed within the prescribed assessment tasks.

1. **the skills involved in scholarly enquiry in Japanese-based disciplinary studies,**
2. **an in-depth engagement with disciplinary knowledge via the Japanese language,**
3. **the capacity for analytical and critical thinking and for creative problem-solving in Japanese Studies,**
4. **the ability to engage in independent and reflective learning in Japanese Studies,**
5. **a respect for ethical practice and social responsibility,**
6. **the skills of effective communication in both English and Japanese,**
7. **information literacy in Japanese Studies,**
8. **an appreciation of, and a respect for, diversity in language and culture,**
9. **the skills required for collaborative and multidisciplinary work,**
10. **a capacity to contribute to, and work within, the international community.**

### 3. **Learning and Teaching Rationale**

Lectures deliver first, the social and cultural issues related to the content of the week (LO 1,2,4,5,7), and second, explanation and discussion of new grammatical structures/expressions as well as kanji, that are essential to the topic of the week (LO 1,2,4,5,8). The lecture is delivered mainly in English with Japanese/English slides in order for students to fully understand the content of the week. Tutorials provide students with (1) explicit practice of reading that reflects on the content of the lecture (LO 1,2,5,6,7,8), (2) gives an opportunity to discuss what they have read (LO 1,2,3,5,6,7,8), and (3) practice of interaction in Japanese: students put the knowledge gained in the lecture into practice in a number of exercises, then apply what they learnt to real communication with the teacher and peers (LO 1,2,4,5,7,8,9). Tutorials are delivered mainly in Japanese to develop students’ listening skills and encourage them to communicate in Japanese (LO 4,5). While setting the above face-to-face classes, the course actively uses Moodle (not Blackboard). One part of the Moodle content is for assessment purpose and the other components, including supplemental learning resources and discussion topics, strongly encourage students to become autonomous learners of Japanese communication (LO 1,2,3,4,5,7).

### 4. **Teaching Strategies**

See 6 above. The topics covered in the course includes:

1. Health and Japanese
2. Travel and Japanese
3. Preparing for the future
4. Asking for and giving directions
5. Cooking
6. Gift
While studying language, the thematic focus gives students the opportunity to understand current sociocultural issues in Japan, and to apply this to their own culture as they discuss similarities and differences.

5. Course Assessment

<table>
<thead>
<tr>
<th>Assessment Task</th>
<th>Quantity</th>
<th>Weight</th>
<th>Learning Outcomes Assessed</th>
<th>Graduate Attributes Assessed</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quizzes</td>
<td>4</td>
<td>20%</td>
<td>1,4,5,6,8</td>
<td>1,4,6</td>
<td>W3, 5, 8, 11</td>
</tr>
<tr>
<td>Open Interaction Test</td>
<td>1</td>
<td>15%</td>
<td>1,2,3,4,5,6,7,9</td>
<td>1,2,3,4,5,6,7,8,9,10</td>
<td>W13</td>
</tr>
<tr>
<td>Exam</td>
<td>1</td>
<td>35%</td>
<td>1,2,3,4,5,6,7</td>
<td>1,2,3,4,6</td>
<td>Exam Period</td>
</tr>
<tr>
<td>Getting to know my classmates</td>
<td>1 set*</td>
<td>10%</td>
<td>1,2,3,4,5,6,7,8,9</td>
<td>1,2,3,4,5,6,7,8,9,10</td>
<td>W2-12</td>
</tr>
<tr>
<td>Online Video Presentation</td>
<td>1 set*</td>
<td>20%</td>
<td>1,2,3,5,6,7,8</td>
<td>1,2,3,4,6,7,8,10</td>
<td>W6-12</td>
</tr>
</tbody>
</table>

Refer to the Course Notes for further information.

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

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 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/

Formal Examination

This course has a formal examination which will be scheduled in the formal examination period from 12 – 29 June 2015. 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://student.unsw.edu.au/exams

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://student.unsw.edu.au/grades
Submission of Assessment Tasks

Assignments which are submitted to the School Assignment Box must have a properly completed School Assessment Coversheet, with the declaration signed and dated by hand. The Coversheet can be downloaded from https://hal.arts.unsw.edu.au/students/courses/course-outlines/. It is your responsibility to make a backup copy of the assignment prior to submission and retain it.

Assignments must be submitted before 4:00pm on the due date. Assignments received after this time will be marked as having been received late.

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/

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_Policy.pdf](https://www.arts.unsw.edu.au/media/FASSFile/Permissible_Clash_Policy.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/](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)
## 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>Tutorial</th>
<th>Assessment Information</th>
</tr>
</thead>
</table>
| **W1** (Mar 2-6) | Course Introduction  
Chapter1: Health and Japanese/Review | No Tutorial | |
| **W2** (Mar 9-13) | Chapter1 continues | Talking healthy and unhealthy lifestyle. | 'Getting to know my classmates' Video post due on Friday (Mar 13) |
| **W3** (Mar 16-20) | Chapter2: Travel and Japanese  
Talking one's travel experience and plan for Mid Semester Break | *Quiz 1 in Tutorial  
* 'Who's who' activity begins and it continues until W12 (except W10) | |
| **W4** (Mar 23-27) | Chapter2 continues | Talking pros and cons of package tour and individual travel | |
| **W5** (Mar 30-Apr2) | Chapter3 Preparing for the future | Talking Future Plan | Quiz 2 in Tutorial |
| **Mid Semester Break** | | | |
| **W6** (Apr 13-17) | Chapter3 continues | Talking experience of other culture than own | Online video presentation draft submission due at 4pm on Monday (April 13) |
| **W7** (Apr 20-24) | Chapter5 Asking for and Giving directions | Giving direction on campus | Draft Peer reviews due on Friday (April 24) |
| **W8** (Apr 27-May1) | Chapter5 continues | Talking about public transport | Quiz 3 in Tutorial |
| **W9** (May 4-8) | Chapter7 Cooking | Preparation for Visitor session | |
| **W10** (May11-15) | Chapter7 continues | Visitor session | |
| **W11** (May18-22) | Chapter6 Gifts | Talking a custom of giving and receiving gifts in own culture | Quiz 4 in Tutorial |
| **W12** (May 25-29) | Chapter6 continues | Interaction test simulation | Online Presentation video and script submission due on Friday (May29) |
| **W13** (Jun 1-5) | (no lecture) | Interaction test | |
11. Course Resources

Textbook Details

3. 中山 NAKAMA2 Online Resource (pass code included in the course text package)
4. ARTS2630 Intermediate Japanese A Course Notes

Websites

Course LMS: Moodle login via MyUNSW

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

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://student.unsw.edu.au/complaints

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 https://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/special-consideration

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.