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

Course Convener/Lecturer

<table>
<thead>
<tr>
<th>Name</th>
<th>Yumiko Hashimoto</th>
<th>Room</th>
<th>MB203</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone</td>
<td>(02) 9385-3722</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:y.hashimoto@unsw.edu.au">y.hashimoto@unsw.edu.au</a></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Consultation Time

Monday 1-3 pm, or by appointment
For personal correspondence with the lecturer, use your uni mail account.

2. Course Details

Units of Credit (UoC) 6 Units of Credit

Course Description

This is a first, second, or third year gateway course for students who aim at majoring /minoring in Japanese Studies. This course is also open to students for Diploma of Language, general elective and General Education if its prerequisite is satisfied. Further information is available in the Undergraduate Online Handbook. Prerequisite of the course is ARTS3631, JAPN3001 or equivalent. Those who have not completed one of the above at UNSW, must fill in the placement questionnaire available at https://hal.arts.unsw.edu.au/students/courses/language-placements

Course Aims

1. Develop student’s communication skills focusing on appropriate and effective use of various registers in the Japanese language.
2. Create a positive attitude amongst learners towards intercultural communication in general and towards Japan and the Japanese.
3. Nurture self-sufficient learners who can demonstrate autonomy in learning and who can continue learning on their own.

Student Learning Outcomes

1. Raise their linguistic and communicative competence to a higher level.
2. Expand their knowledge and use of the wide range of spoken and written styles in Japanese.
3. Enhance and refine their overall linguistic and paralinguistic skills for effective and appropriate communication in Japanese.
4. Acquire more learning skills, and will be able to share those learning skills with other
5. Develop their intercultural communication skills in their multi-ethnic learning environment, and will be able to use those skills when learning interactive competence in Japanese.

Graduate Attributes

1. An in-depth engagement with disciplinary knowledge via the Japanese language.
3. The ability to engage in independent and reflective learning in Japanese Studies.
5. The capacity for enterprise, initiative and creativity in Japanese Studies.
6. An appreciation of, and respect for, diversity in language.
and culture.

7. A capacity to contribute to, and work within, the international community.

8. The skills of effective communication in both English and Japanese.

3. Learning and Teaching Rationale

The course is designed to focus on Japanese language, communication and interaction in late-intermediate/early-advanced level. Emphasis is placed on developing student’s knowledge and ability of utilisation of Japanese communication style in a manner, which is culturally, functionally, and structurally appropriate in different situations.

Goals of the Course

Students are able to carry out research on a topic and discuss about it critically on the basis of information collected.

Students are able to make a speech in accordance with a situation they are placed.

Themes of the Course

The course has three major themes.

During Week 1 to Week 5, readings and visual materials will present different aspects of communication. Examination and discussion of the materials will be conducted in both lectures and tutorials. For practical exercises Japanese communication strategies will be also explored and learnt including different speech styles (e.g. formality, gender, spoken and written) as well as functional expressions.

Through Week 6 to Week 9 students will engage in Drama Project to create their original play based on the notion of “Colloquial Contemporary Theatre”, which requires students to understand and use the concept of 対話(dialogue) and 会話(conversation). Assignment of Production Report will encourage students to observe their own communication skills applied in the process of working with classmates for the project.

From Week 10 to Week 13 students will have activities to express their own views and thoughts on varying of social issues to develop their communication strategies and to practice critical thinking in Japanese for class and group discussions. In Week 12 先輩セッション(a visitor session to ART1630 Introductory Japanese A seminar) will provide students a good opportunity to refine their linguistic knowledge and communication skills in a restricted situation to interact with beginners of the Japanese language.

4. Teaching Strategies

The course consists of one-hour lecture and two-hour tutorial per week.

The lecture is conducted in an interactive mode to introduce students to each week’s themes with discussion of new vocabulary and contents of reading materials. Group works in lectures will get students to know their peers from other tutorials, which helps to create interpersonal learning environment in a lecture room.

Tutorial follows to develop understanding the topics through developing students' linguistic knowledge as well as their creative and analytical skills. Tutorial provides students various interactive works between students and an instructor for exercises and discussions in-depth.
In the course use of multiple teaching methods and modes of instruction such as visual, auditory and kinaesthetic based exercises or material will be applied. A primary medium in the course is Japanese to enhance and utilise students' language skills as much as possible. Students will develop a strong sense of COP (Community of Practice) through various activities to interact with different levels of Japanese speakers such as peers, introductory students, and Japanese visitors.

All lectures and tutorials are delivered in Japanese. Students must use Japanese to communicate each other and with the lecturer both in speaking and writing.

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>Written Test</td>
<td>50 mins</td>
<td>20%</td>
<td>1,2,3,5</td>
<td>1,2,3,4,6</td>
<td>Wk 6 lecture</td>
</tr>
<tr>
<td>Writing Tasks</td>
<td>10–60 mins</td>
<td>10%</td>
<td>1~5</td>
<td>1,2,3,6,8</td>
<td>each lecture</td>
</tr>
<tr>
<td>Drama: script &amp; report</td>
<td>• 10–15 min</td>
<td>10%</td>
<td>1~5</td>
<td>1~8</td>
<td>Wk 9 tutorial</td>
</tr>
<tr>
<td></td>
<td>• 1000-ji</td>
<td>10%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Senpai Session: written work &amp; participation</td>
<td>• 400~500-ji</td>
<td>15%</td>
<td>1,3,4,5</td>
<td>1,5,6,7,8</td>
<td>Wk 7, 8,10,12</td>
</tr>
<tr>
<td></td>
<td>• 1 hour X 2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Speaking Test</td>
<td>50 mins</td>
<td>15%</td>
<td>1~5</td>
<td>1~6</td>
<td>Wk 13 tutorial</td>
</tr>
<tr>
<td>Project Work</td>
<td>Progressive</td>
<td>20%</td>
<td>1~5</td>
<td>1~8</td>
<td>Wk 14 12/6</td>
</tr>
</tbody>
</table>

Further information on the above is to be available at the course Moodle.

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/

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: [http://www.lc.unsw.edu.au/plagiarism/](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](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/

<table>
<thead>
<tr>
<th>週・日付</th>
<th>テーマ・トピック</th>
<th>講義</th>
<th>クラス</th>
<th>課題・提出日</th>
</tr>
</thead>
<tbody>
<tr>
<td>1: 3/02</td>
<td>コース紹介</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2: 3/09</td>
<td>スピーチスタイル</td>
<td>スピーチスタイル</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3: 3/16</td>
<td>スピーチスタイル</td>
<td>スピーチレベル</td>
<td>適切な言い方</td>
<td></td>
</tr>
<tr>
<td>4: 3/23</td>
<td>話し言葉</td>
<td>話し言葉の特徴</td>
<td>話し言葉の種類、</td>
<td></td>
</tr>
<tr>
<td>5: 3/30</td>
<td>コミュニケーション</td>
<td>なぜ伝える</td>
<td>読解演習</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>教科書: 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>教科書: 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>教科書: 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6: 4/13</td>
<td>会話と対話</td>
<td>テスト</td>
<td>對話劇とは？</td>
<td></td>
</tr>
<tr>
<td>7: 4/20</td>
<td>会話と対話</td>
<td>劇を作る</td>
<td>読解</td>
<td></td>
</tr>
<tr>
<td></td>
<td>先輩セッション</td>
<td>劇のための話し合い</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8: 4/27</td>
<td>書き言葉の</td>
<td>手紙を訂正する</td>
<td>文章表現</td>
<td></td>
</tr>
<tr>
<td></td>
<td>スタイル</td>
<td>劇の紹介</td>
<td>劇の準備</td>
<td></td>
</tr>
<tr>
<td>9: 5/04</td>
<td>会話と対話</td>
<td>劇発表会</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10: 5/11</td>
<td>意見を言う</td>
<td>劇鑑賞</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>必要な表現</td>
<td>話し合い、討論</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>教科書: 15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11: 5/18</td>
<td>意見を言う</td>
<td>話し合い、討論</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12: 5/25</td>
<td>意見を言う</td>
<td>テストや先輩セッション</td>
<td>先輩セッション</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>劇の紹介</td>
<td>先輩セッション</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>教科書: 4</td>
<td>1年生のクラスに</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>教科書: 15</td>
<td>行く</td>
<td></td>
</tr>
<tr>
<td>13: 6/01</td>
<td>意見を言う</td>
<td>なし</td>
<td>スピーチ・討論テスト</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4/03〜4/12 イースター、中間休暇

11. Course Resources

Textbook Details
石黒圭・筒井千絵(2009)『留学生のためのここが大切文章表現のルール』スリーエーネットワーク All other essential materials are to be available at the course Moodle.

Additional Readings
See the course Moodle.

Websites
See the course 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

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
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/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.