



School of Humanities and Languages

JAPN5011, Japanese Teaching Practicum Semester 2, 2014

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1. Course Staff and Contact Details

Course Convenor and lecturer			
Name	Nagisa Fukui	Room	MB 206
Phone	9385-2414	Email	n.fukui@unsw.edu.au
Consultation Time	Monday 14:00-16:00 others by appointment only		

2. Course Details

Units of Credit (UoC)	6 UOC		
Course Description	Thirteen weeks of practicum teaching. Students will be involved in the team teaching of Japanese in the Japanese program, and keep a detailed diary on observation. Including observation of lessons conducted by experienced lecturers, participation in course planning meetings, delivery of lessons and assessment of student learning under the guidance of the lecturer-in-charge. The students are required to have a consultation with the lecture prior enrolling in the course.		
Course Aims	The course aims at giving the students an opportunity of being involved in our first year language course by delivering lessons, creating a lesson plan, evaluating the first year students' performance by guidance, keeping a journal, and consultations with the lecturer.		
Student Learning Outcomes	1.	Students will be able to plan a lesson which is appropriate for the syllabus	
	2.	Students will be able to identify skills which you need to develop for classroom management and teaching, and how you acquire these skills	
	3.	Students will be able to gain skills required for collaborative teaching	
	4.	Students will be able to understand how testing and evaluation relate to classroom teaching	
	5.	Students will be able to reflect your thoughts into your teaching style critically	
Graduate Attributes	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.	information literacy in Japanese Studies,	
	6.	an appreciation of, and respect for, diversity in language and culture,	
	7.	a respect for ethical practice and social responsibility,	
	8.	the skills of effective communication in both English and Japanese.	

3. Teaching Strategies

In this course, you will be introduced many different ways of supporting Japanese language learners and programs by your teachers as well as by your classmates.

Interrelating with other course members as well as all the students in your class is also essential. You will be expected to participate in discussions during consultation time and by emails. Any form of discrimination based on an individual's age, ethnicity, sexual orientation and the like cannot be tolerated.

4. Course Assessment

Assessment Task	Length	Weight	Learning Outcomes Assessed	Graduate Attributes Assessed	Due Date
Weekly journals		20%	2,5	3,4,5,8	Weekly basis
Final Report		20%	1,2,3,4,5	1,2,3,4,5,6,7,8	Week 14
Practice teaching and a task that students choose		60%	1,2,3,4,5	1,2,3,4,5,6,7,8	Weekly basis

Practice Teaching:

In consultation with your lecturer, decide when and how many times you want to participate in practice teaching. You may use your own lesson plan or the plan that the teaching team has devised.

Your lecturer will observe your teaching and assess your teaching. Reflect on your practice teaching in your journal.

A specific task, which is related in “practice teaching” will be given as a part of this assessment. Choice of task can be decided by a consultation with the lecturer.

Weekly Journals and Report

You will write a reflective journal every week either in Japanese or English. Enter by e-mail and send it to your Lecturer-in-charge each week, and cc it to other students. S/he will give comments back to you via email. Compile all your entries and comments by your lecturer in hard copy, and submit them all along with any other relevant materials in Week 15.

Journal entries should address the following:

- Description of a particular event(s) that took place in the week.
- Your objectives in the event.
- Description of your role, the teacher's role and the students' role in the event.
- Your observation and reflection (on teacher, students, learning process, teaching approach, or others)
- Questions arising from the above to your lecturer.
- Any other thoughts.

The journal will be assessed in the following areas:

1. Addressed all required areas.
2. Punctual submissions of all works.
3. Increasingly insightful and critical reflection.
4. Original and creative perspectives used.

Final Report:

Read the course textbook 「学習者主体の日本語教育」 (“New pedagogies for Learner Agency: Japanese Language education research and practice in Australia”). Write a brief final report (2-3 pages) reflecting on the course and relating it to the content of the textbook. It is important to make it a critical and constructive reflection. The final report can be submitted by electrically to the lecturer. No cover sheet is required.

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.

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 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

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.

5. 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.

6. 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>

7. Course Resources

Textbook Details

「学習者主体の日本語教育」 トムソン木下千尋（編） "New Pedagogies for Learner agency: Japanese language education research and practice in Australia" (2009)

Journals

Additional Readings

Websites

Sensei Homepage www.sabotenweb.com/bookmarks

The Japan Foundation www.jpf.go.jp/

Jim Breen's WWW JDIC www.csse.monash.edu.au/~jwb/wwwjdic

Asahi Newspaper www.asahi.com/

Japan Information Network (Statistics) jin.jcic.or.jp/stat/

Japan Insight www.jin-japan.org/insight/index.html

Japan Links www.geocities.com/Tokyo/4220/japanlinks.html

8. 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.

9. 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>

10. 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>

11. 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.