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**Instructors:**

Michiko ARAKI

Office: Old Chemistry 725; (513) 556-2737; [michiko.araki@uc.edu](mailto:michiko.araki@uc.edu)

Office Hours: T 12:20 p.m. - 1:20 p.m.

Junko MARKOVIC

Office: Old Chemistry 725; (513) 556-2737; [junko.markovic@uc.edu](mailto:junko.markovic@uc.edu)

Office Hours: W&TH 12:30 - 1:30 p.m.

**Class Hours and Classrooms:**

Section 001 MTWRF 9:05-10:00 a.m.

Room: Rievschl 423B

Section 002 MTWRF 10:10-11:05 a.m.

Room: Rievschl 423B

Section 003 MTWRF 11:15 a.m.-12:10 p.m.

Room: Rievschl 423B

**Prerequisites:**

None. Transferring students or students seeking to take this course after a long break from their study of Japanese must consult their instructor as soon as possible to see which level of course fits them best.

**Required Materials:**

*Genki I: An integrated Course in Elementary Japanese* (textbook), Eri Banno, et al. (2011). The Japan Times, Ltd., ISBN: 978-4-7890-1440-3

*Genki I: An integrated Course in Elementary Japanese* (workbook for homework), Eri Banno et al. (2011). The Japan Times, Ltd., ISBN: 978-4-7890-1441-0

**Course Objectives:**

This five-credit hour course is designed for students with no Japanese language background to acquire the four skills in Japanese: listening, speaking, reading and writing. By the end of this course, students will learn basic vocabularies and grammars necessary to communicate with Japanese people; how to greet, how to introduce themselves, buy things at a Japanese grocery store, order food at a restaurant, talk about daily activities, invite a friend to do something together, describing where something are located, talk about things that happened in the past, and so forth.

For reading and writing, students will learn the two phonetic alphabet sets: *Hiragana* and *Katakana* (each of which has forty six basic letters), and forty-three *Kanji* (=Chinese characters).

**Grading Procedures:**

[1] Grading scale for the final grade:

A	93	-	100	C	73	-	75
A-	90	-	92	C-	70	-	72
B+	87	-	89	D+	66	-	69
B	83	-	86	D	63	-	65
B-	80	-	82	D-	60	-	62
C+	76	-	79	F	0	-	59

[2] Weight:

(1) Class Attendance and Participation-----	11%
(2) Assignments-----	11%
(3) Presentation: Self-Introduction-----	2%
(4) Vocabulary Quizzes-----	2%x11=22%
(5) Hiragana/Katakana Quizzes-----	3%x2= 6%
(6) Chapter Quizzes-----	5%x6=30%
(7) Mid-term Oral Test-----	6%
(8) Skit Presentation-----	6%
(9) Final Oral Test -----	6%

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TOTAL:100%

(10) Extra Credit----- ? %

[3] Minimum Grade:

**Students must earn a grade of C- or better in order to continue to the next class in the sequence.** Except for unusual and rare instances determined by the appropriate Coordinator, students who have not earned a C- or better in the previous class must re-take the course and earn the qualifying grade in order to proceed to the next class.

**Class Attendance and Participation**

Attendance is extremely important, because for most students, the classroom is the only place where they can interact with a native speaker of Japanese. Students are expected to participate actively and speak as much Japanese as they can. For each class, students will receive one attendance point.

**Coming to class more than ten minutes late as well as leaving class more than ten minutes early will be regarded as absence and no point will be given. Anyone absent THREE CONSECUTIVE classes without the instructor's approval is regarded to have dropped the course (no warning email will be sent).**

Note that you are not allowed to attend any other section besides the one that you are officially enrolled for attendance credit. You may be allowed to sit in just for your study (not for credit) in case you cannot attend your section under an urgent circumstance. Consult the instructor who teaches the section you wish to attend.

**Assignments:**

Assignment due dates are listed on the course schedule. **Full credit (ONE point per workbook page; TWO points per vocabulary flashcards and composition) will be given for assignment submitted at the beginning of the class on the due date.** If it is not fully completed with blank space or if it is identical to someone else's page, it will not be accepted. **No credit will be given for late assignment.** Even if you miss class, you are still responsible to turn in assignment on time. If you cannot come to campus, you can email it to your instructor as an attachment file or fax it to (513) 556-1991 on or before the due date. If you fax, notify your instructor.

**Quiz/Exam Policies:**

The quiz/exam days are on the course schedule. **No make-up quizzes/exams will be given without a legitimate written document (e.g. doctor's note) or notifying the instructor(s) of a legitimate reason in advance.** You need to make up quizzes and exams **within THREE days.**

### Extra Credit:

There are several extra credit activities. You can earn up to 10 homework points by attending any of the following activities during the semester.

- JASS (Japanese American Student Society) bi-weekly meeting attendance (One homework point per attendance). You need to have the JASS President or the Vice President sign the JASS attendance sheet (on Blackboard) to get credits. Time and location TBA.
- Tadoku Japanese Extensive reading club bi-weekly meeting attendance (one homework point per attendance). Once you learn hiragana, you can start reading Japanese! We have many fun books such as manga and picture books written in simple, easy Japanese. Extensive reading is a great way to learn Japanese. For more information: visit [www.tadokureadinguc.wordpress.com](http://www.tadokureadinguc.wordpress.com)
- Participate in free one-on-one tutoring session offered by the Learning Assistance Center in French Hall West, Suite 2441 (Two homework point per session). You may go to as many sessions as you want and need, but you can earn up to 10 extra credit points for participating in tutoring sessions. You need to have the tutor sign the attendance sheet (on Blackboard) to get credits. The Learning Assistance Center appointments are available Mon-Thu 9am-8pm and Fri 9am-5pm. You can schedule appointments online at <https://lacscheduling.uc.edu> or by contacting the LAC at (513) 556-3244.

### Classroom Conduct:

- (1) Culturally appropriate behaviors in Japanese class  
Since this is a Japanese course, you are expected to learn the language as if you were at Japanese school. Culturally inappropriate behaviors should be avoided such as eating food, chewing gum, putting one's feet or legs up on a chair or desk, doing something unrelated to class, and leaving class in the middle, and so forth.
- (2) Minimal use of English in class:  
In order to make the most of the class time, you are expected to speak in Japanese as much as you can.
- (3) Blackboard policy:  
Check Blackboard at least twice a week for posted items for you to print and bring to class. Your instructor may post important announcements on it too.
- (4) Miscellaneous rules:  
Turn off **cell phones** during class time. Absolutely NO phone calls made or received during class. All cell phones must be out of reach. An act of reaching for a cell phone while a quiz/exam will be considered an attempt to cheat. **Laptops** must be out of sight and must not be used during class, either.

### Academic Honesty:

"The University Rules, including the Student Code of Conduct, and other documented policies of the department, college, and university related to academic integrity will be enforced. Any violation of these regulations, including acts of plagiarism or cheating will be dealt with on an individual basis according to the severity of the misconduct" (UC Faculty Senate 2001, May 10). **Plagiarism and academic dishonesty at any level will not be tolerated in this class.** Copying someone else's work will result in a failing grade for this course. Specific policies are clearly outlined in your student catalog ([http://www.uc.edu/conduct/Code\\_of\\_Conduct.html](http://www.uc.edu/conduct/Code_of_Conduct.html)) and will not be reproduced here.

**Needs Policy:**

If you have any special needs related to your participation in this course, including identified visual impairment, hearing impairment, physical impairment, communication disorder, and/or specific learning disability that may influence your performance in this course, you should meet with the instructor to arrange for reasonable provisions to ensure an equitable opportunity to meet all the requirements of this course. At the discretion of the instructor, some accommodations may require prior to approval by Disability Services. The office of Disability Services is located in 200 Level, University Pavilion; Mailbox Number: 0213; Telephone Number: (513) 556-6823.

**Counseling Services:**

Students have access to counseling and mental health care through the University Health Services (UHS), which can provide both psychotherapy and psychiatric services. In addition, Counseling and Psychological Services (CAPS) can provide professional counseling upon request; students may receive five free counseling sessions through CAPS without insurance. Students are encouraged to seek assistance for anxiety, depression, trauma/assault, adjustment to college life, interpersonal/relational difficulty, sexuality, family conflict, grief and loss, disordered eating and body image, alcohol and substance abuse, anger management, identity development and issues related to diversity, concerns associated with sexual orientation and spirituality concerns, as well as any other issue of concerns. After hours, students may call UHS at 513-556-2564 or CAPS Cares at 513-556-0648. For urgent physician consultation after-hours students may call 513-584-7777.

**Title IX:**

Title IX is a federal civil rights law that prohibits discrimination on the basis of your actual or perceived sex, gender, gender identity, gender expression, or sexual orientation. Title IX also covers sexual violence, dating or domestic violence, and stalking. If you disclose a Title IX issue to the instructor, s/he is required to forward that information to the Title IX Office. They will follow up with you about how the University can take steps to address the impact on you and the community and make you aware of your rights and resources. Their priority is to make sure you are safe and successful here. You are not required to talk with the Title IX Office. If you would like to make a report of sex or gender-based discrimination, harassment or violence, or if you would like to know more about your rights and resources on campus, you can consult the website [www.uc.edu/titleix](http://www.uc.edu/titleix) or contact the office at 513-556-3349