

SCHOOL OF LANGUAGES AND CULTURES

JAPANESE PROGRAMME
JAPA 111 INTRODUCTION TO THE JAPANESE LANGUAGE

TRIMESTER 1 2012
5 March to 4 July 2012

Please read through this material very carefully in the first week of the course, and refer to it regularly.

Trimester dates

Teaching dates: 5 March to 8 June 2012
Mid-trimester break: 6–22 April 2012
Study week: 11–15 June 2012
Examination/Assessment Period: 15 June to 4 July 2012

Withdrawal dates

Information on withdrawals and refunds may be found at
<http://www.victoria.ac.nz/home/admisenrol/payments/withdrawalsrefunds.aspx>

Names and contact details

**Course Coordinator
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Reception Hours: 9.00am – 5.00pm Monday to Friday

Contact Person for Maori & Pasifika Students: Dr Ross Woods
Office: vZ504
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Contact Person for Students with Disabilities: Dr Carolina Miranda
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Phone: 463 5647
Email: carolina.miranda@vuw.ac.nz

Staff are available to consult with students during the hours indicated on their office doors.

Class times and locations

a) Lectures: (4 hours per week)

CRN 17220:	Monday	3.10pm – 5.00pm	HM (Hugh Mackenzie) LT104 and
	Thursday	10.00am – 11.50am	HM (Hugh Mackenzie) LT002

OR

CRN 10039:	Monday	10.00am – 11.50am	HM (Hugh Mackenzie) LT104 and
	Thursday	10.00am – 11.50am	HM (Hugh Mackenzie) LT002

b) Tutorials: (1 hour per week)

	Tuesday	9.00am – 9.50am	vZ (von Zedlitz) 710
OR	Tuesday	10.00am – 10.50am	vZ (von Zedlitz) 710
OR	Tuesday	12noon – 12.50pm	vZ (von Zedlitz) 710
OR	Tuesday	2.10pm – 3.00pm	vZ (von Zedlitz) 710
OR	Tuesday	3.10pm – 4.00pm	vZ (von Zedlitz) 710

Please note that tutorial classes start in the **second** week of the trimester.

Students must choose tutorial class groups by signing up using the S-cubed system.

<https://signups.victoria.ac.nz>. You remain in your allotted group for the whole course, unless a change is authorised by the Course Coordinator.

Course delivery

Grammatical structures and cultural aspects of the language will be introduced in the lectures and students will practice the four skills of reading, writing, speaking, and listening. In the tutorials, further practice will be given for reading and writing Japanese, and students' oral skills will also be a main focus.

Communication of additional information

Any additional information relating to this course may be found on Blackboard and the Japanese notice board situated on the 7th floor of the von Zedlitz Building. You are advised to check Blackboard and the notice board regularly.

Course prescription

This course is designed for those with no knowledge of Japanese. It covers basic oral and written skills including hiragana, katakana and 92 kanji. This course is for absolute beginners. It may not be taken by students with prior knowledge of the language.

Course content

This course is designed for absolute beginners in Japanese and emphasizes the use of oral and written Japanese including hiragana, katakana and 92 kanji. A tentative schedule of what will be covered during the course can be found at the end of this course outline.

Learning objectives

Through use of the core text, *Genki 1: An Integrated Course in Elementary Japanese* (Lessons 1-6), it is expected that students will gain the ability to communicate effectively in a variety of practical situations and at the same time develop a keen awareness of the function of the language culturally and sociologically. On completion of this course students should have acquired a basic understanding of Japanese culture.

On completion of this course students should have acquired an elementary competence in both oral and written Japanese: in listening, speaking, reading and writing.

By the end of the course, students should be familiar with reading and writing the two phonetic scripts: *hiragana* and *katakana*; and 92 *kanji* (Japanese characters).

Expected workload

- a) Students are required to attend 5 hours of tuition per week. A minimum of 80% of all classes including tutorials must be attended.
- b) Only the class/tutorial a student is enrolled in may be attended. If a student finds he/she can no longer attend a class/tutorial time due to a change in personal circumstances, he/she must consult with the Course Coordinator and submit a Change of Course form when appropriate.
- c) All assignments must be submitted and all tests sat.
- d) The University Assessment Handbook guideline for average number of study hours per week including class contact hours for a half-year 20-point course is 13 hours per week (five hours in class and eight hours work in your own time).
- e) Students are expected to organize themselves to practice Japanese conversation with their classmates or Japanese native speakers for at least one hour per week. This additional effort outside of class time is crucial for students to become fluent in speaking Japanese.
- f) Students are expected to listen to and watch tapes and videos recommended by the lecturer at the Language Learning Centre for at least one hour per week.
- g) Students will be expected to complete online vocabulary/script quizzes outside class time before the due dates.
- h) If a student's progress is not satisfactory despite spending a large amount of time on study, the Course Coordinator should be consulted. Students should feel free to consult the Coordinator at any time with any queries.

Readings

Essential texts:

Genki I: An Integrated Course in Elementary Japanese, Japan Times

Genki I: An Integrated Course in Elementary Japanese Workbook, Japan Times

Recommended:

CDs that accompany the *Genki I* textbook.

All undergraduate textbooks and student notes will be sold from the Memorial Theatre foyer from 13 February to 16 March 2012, while postgraduate textbooks and student notes will be available from the top floor of Vicbooks in the Student Union Building, Kelburn Campus. After week two of the

trimester all undergraduate textbooks and student notes will be sold from Vicbooks on Level 4 of the Student Union Building.

Customers can order textbooks and student notes online at www.vicbooks.co.nz or can email an order or enquiry to enquiries@vicbooks.co.nz. Books can be couriered to customers or they can be picked up from nominated collection points at each campus. Customers will be contacted when they are available.

Opening hours are 8.00 am – 6.00 pm, Monday – Friday during term time (closing at 5.00 pm in the holidays). Phone: 463 5515.

Assessment requirements

This course is internally assessed. Assessment covers all four skills of reading, writing, listening and speaking. Tests are given throughout the course to enable the lecturer and students to monitor progress in language acquisition.

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| 1. | 6 Online Vocabulary Quizzes | 6 x 1% = 6% |
| | Vocabulary quizzes are to be accessed and completed using Blackboard by the due dates, to help students prepare in advance for classes and assist in the retention of new vocabulary items. | |
| 2. | 12 Kana + Kanji Tests (approx 5~10 minutes, in class and via Blackboard) | 6 x 2% |
| | + 6 X 1% = 18% | |
| | These are designed to assist student's memorization and handwriting of Japanese script. | |
| 3. | Progress Test (26 April) | 32% |
| | The Progress Test consists of a 15-20 minute listening test (10%) and a one-hour written test (22%) and focuses on grammar learnt in Lessons 1 ~ 3 (including Greetings). | |
| 4. | Oral Test (22–24 May) (approx 10 minutes) | 10% |
| 5. | Final Test (7 June) (approx 1 hour) | 34% |
| | The Final Test consists of a 15-20 minute listening test (10%) and a one-hour written test (24%) and focuses on grammar learnt in Lessons 4 ~ 6. It is assumed, however, that students will know the vocabulary and kanji from previous lessons. | |
| | TOTAL | 100% |

The test and quiz dates are included in the attached course schedule. Vocabulary/script quizzes will be conducted on line via Blackboard; listening tests and written tests will be conducted during lecture time; kanji and kana tests will be held during class times. Individual times for the oral tests will be advised later.

Grading Procedures: In determining the grades for each course, the Japanese Programme uses the University's standard marking scheme.

Penalties

- If a quiz or test is unable to be sat due to extraordinary circumstances such as a family bereavement (supported by a letter explaining the circumstances) or health problems (supported by a medical certificate), the course coordinator must be contacted prior to the time of assessment.

- b) If prior notification of absence is not received, the piece of assessment missed will receive a nil mark. No make-up tests will be offered.
- c) Students caught cheating in any form will be listed on the University Academic Misconduct register and will be dealt with according to the University's plagiarism and academic misconduct guidelines.

Mandatory course requirements

To gain a pass in this course each student must:

- a) Students are required to attend 80% of all classes including tutorials.
- b) Students may only attend the class/tutorial they are enrolled in. If you find you can no longer attend a class/tutorial time due to a change in personal circumstances, you must consult with the course coordinator and submit a Change of Course form when appropriate.
- c) All assignments must be submitted and all major tests (10%+) sat.

Class representative

A class representative will be elected in the first class, and that person's name and contact details will be available to VUWSA, the Course Coordinator and the class. The class representative provides a communication channel to liaise with the Course Coordinator on behalf of students. Class reps will attend a meeting with the Head of School to discuss how your courses are going and to raise any concerns or suggestions that they may have.

Language Learning Centre (LLC)

The Language Learning Centre (LLC) is Victoria's technology-rich, multimedia centre supporting language learning and teaching.

At the LLC you can practise and extend your language learning. You can:

- o select the materials or activities that you find interesting
- o study with resources that match your language level and learning style
- o find a welcoming environment with services and events, and onsite assistance and support for languages

Access a variety of multimedia language resources at the LLC: everything from print, audio materials, foreign language TV and DVDs to language-learning software.

The LLC provides access to your digital course material on a server, and instructions are given during LLC orientations. The Blackboard site for most language courses has an LLC content-page for your reference, with web links, LLC Guides, resource lists, etc.

Drop by the centre to find out more, or visit the website. LLC, Level 0 von Zedlitz Building,
www.victoria.ac.nz/lhc/

Academic integrity and plagiarism

Academic integrity means that university staff and students, in their teaching and learning are expected to treat others honestly, fairly and with respect at all times. It is not acceptable to mistreat academic, intellectual or creative work that has been done by other people by representing it as your own original work.

Academic integrity is important because it is the core value on which the University's learning, teaching and research activities are based. Victoria University's reputation for academic integrity adds value to your qualification.

The University defines plagiarism as presenting someone else's work as if it were your own, whether you mean to or not. 'Someone else's work' means anything that is not your own idea. Even if it is

presented in your own style, you must acknowledge your sources fully and appropriately. This includes:

- Material from books, journals or any other printed source
- The work of other students or staff
- Information from the internet
- Software programs and other electronic material
- Designs and ideas
- The organisation or structuring of any such material

Find out more about plagiarism, how to avoid it and penalties, on the University's website:

<http://www.victoria.ac.nz/home/study/plagiarism.aspx>

Where to find more detailed information

Find key dates as well as explanations of grades and other useful information at

www.victoria.ac.nz/home/study.

Find out how academic progress is monitored and how enrolment can be restricted at

www.victoria.ac.nz/home/study/academic-progress.

Most statutes and policies are available at www.victoria.ac.nz/home/about/policy, except qualification statutes, which are available via the *Calendar* webpage at

www.victoria.ac.nz/home/study/calendar.aspx (See Section C).

Other useful information for students may be found at the website of the Assistant Vice-Chancellor (Academic), at www.victoria.ac.nz/home/about_victoria/avcacademic.

Course programme

JAPA 111 TENTATIVE OUTLINE OF COURSE CONTENT 2012

Week	Lecture (Mon)	Tutorial (Tues)	Lecture (Thurs)	Blackboard Online Quiz (Mon–Sun)
wk 1 5 ~ 9 March	Introduction, Greetings	<i>(No tutorial in 1st week)</i>	Genki L1	<i>(No quiz in 1st week)</i>
wk 2 12 ~ 16 March	Genki L1	Genki Greetings, L1	Genki L1	Online Vocab Quiz 1 Online Vocab Quiz 2
wk 3 19 ~ 23 March	Genki L2	Genki L2	Genki L2	Hiragana Quiz
wk 4 26 ~ 30 March	Genki L2	Genki L2 Hiragana Test	Genki L3	Katakana Quiz
wk 5 2 ~ 5 April	Genki L3	Genki L3 Katakana Test	Genki L3	Online Vocab Quiz 3
MID-TRIMESTER BREAK (6–22 April 2012)				
wk 6 23 ~ 27 April	Genki Revision	Genki L3	Progress Test	Kanji Quiz L3
wk 7 30 April ~ 4 May	Genki L4	Genki L4 Kanji Test L3	Genki L4	Online Vocab Quiz 4 Kanji Quiz L4
wk 8 7 ~ 11 May	Genki L4	Genki L4 Kanji Test L4	Genki L5	Online Vocab Quiz 5 Kanji Quiz L5
wk 9 14 ~ 18 May	Genki L5	Genki L5 Kanji Test L5	Genki L5	Online Vocab Quiz 6
wk 10 21 ~ 25 May	Genki L6	Oral Test	Oral Test	Kanji Quiz L6
wk 11 28 May ~ 1 June	Genki L6	Genki L6 Kanji Test L6	Genki L6	
wk 12 5 June ~ 8 June	(Queen's Birthday)	Genki L6	Final Test	