



FACULTY OF HUMANITIES AND SOCIAL SCIENCES  
SCHOOL OF LANGUAGES AND CULTURES

JAPANESE PROGRAMME  
JAPA 111 INTRODUCTION TO THE JAPANESE LANGUAGE

20 POINTS

TRIMESTER 1 2016

### Important dates

**Trimester dates:** 29 February to 29 June 2016

**Teaching dates:** 29 February to 5 June 2016

**Easter break:** 24–30 March 2016

**Mid-trimester break:** 25 April to 1 May 2016

**Last assessment item due:** 2 June 2016

**Withdrawal dates:** Refer to [www.victoria.ac.nz/students/study/withdrawals-refunds](http://www.victoria.ac.nz/students/study/withdrawals-refunds).

If you cannot complete an assignment or sit a test in the last three weeks of teaching, or an examination, it may instead be possible to apply for an aegrotat (refer to [www.victoria.ac.nz/students/study/exams/aegrotats](http://www.victoria.ac.nz/students/study/exams/aegrotats)).

### Class times and locations

**Lectures** (3 hours per week)

Mondays	1.10pm - 2.00pm	CO (Cotton) LT122
Thursdays	1.10pm - 3.00pm	MC (Maclaurin) LT101

### Tutorials (Oral Classes) and Audiovisual Classes

Please note that audiovisual and oral classes start in the **second** week of the trimester.

Students must choose **one** tutorial and **one** AV class using the myAllocator system: <https://student-sa.victoria.ac.nz>. Detailed instructions are available on Blackboard. Students must remain in their allotted groups for the whole course, unless a change has been authorised by the Course Coordinator.

### Names and contact details

**Course Coordinator:** Yoshie Nishikawa  
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Email: [yoshie.nishikawa@vuw.ac.nz](mailto:yoshie.nishikawa@vuw.ac.nz)

**Tutors:** Aino Kinjo  
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Email: [aino.kinjo@vuw.ac.nz](mailto:aino.kinjo@vuw.ac.nz)

Yoshie Robertson (Tuesdays and Thursdays)  
Office: vZ704  
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**Administrators:**

Nina Cuccurullo  
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Email: [nina.cuccurullo@vuw.ac.nz](mailto:nina.cuccurullo@vuw.ac.nz)

Ida Li  
Office: vZ610  
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Email: [ida.li@vuw.ac.nz](mailto:ida.li@vuw.ac.nz)

School Office hours: 9.00am to 4.30pm Monday to Friday

**Contact Person for Māori  
and Pasifika Students**

Dr Ross Woods  
Office: vZ504  
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Email: [ross.woods@vuw.ac.nz](mailto:ross.woods@vuw.ac.nz)

**Contact Person for  
Students with Disabilities:**

Dr Andrea Hepworth  
Office: vZ604  
Phone: 463 5321  
Email: [andrea.hepworth@vuw.ac.nz](mailto:andrea.hepworth@vuw.ac.nz)

**School Website:**

[www.victoria.ac.nz/slc](http://www.victoria.ac.nz/slc)

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

### Communication of additional information

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

In addition, the Class Representative (see below) will be asked to create a Facebook page or group which you are encouraged to join.

### 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 learning objectives (CLOs)

Students who pass this course should be able to:

1. communicate effectively in a variety of practical situations;
2. recognise the meaning(s) and reading(s) of hiragana, katakana and 92 kanji (reading and writing skills);
3. recognise and appropriately apply grammar of modern Japanese (oral, aural, reading and writing skills) at an elementary level;
4. gain an introductory understanding of Japanese society and culture through language study on this course (intercultural competence).

## Teaching format

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.

## Mandatory course requirements

In addition to achieving an overall pass mark of 50%, students must:

1. attend at least 80% of all tutorials and AVs (9 out of 11 tutorials; 9 out of 11 AV classes) to maximise opportunities to learn grammar, vocabulary, kanji, culture, and practice speaking, listening, reading, and writing skills through various activities;
2. complete the written assignment as instructed by the due date to ensure that they work towards achieving all the CLOs;
3. sit all tests (more than 10%) and complete oral presentation, in order to demonstrate achievement in the various skills of language learning, as outlined in the CLOs.

Any student who is concerned that they have been (or might be) unable to meet any of the MCRs because of exceptional personal circumstances, should contact the course coordinator as soon as possible.

You may attend only the tutorial you are enrolled in.

If you find you can no longer attend a tutorial time due to a change in personal circumstances, you must consult with the Course Coordinator.

## Workload

The University anticipates that you should be able to devote about 200 hours to a 20-point course including class contact time, background reading, research, and work on assessments (roughly 13 hours per week). **Please note that this is a rough guideline only.** Some students will find they need to do more, and students aiming for high grades will almost certainly need to do more.– i.e. in the case of JAPA 111, 12 hours of private study outside class time.

- a) Students are expected to attend 5 hours of tuition per week.
- b) Students must submit all assignments; sit all tests(10%+), and take part in an oral presentation in lectures.
- c) 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 Course Coordinator at any time with any queries.

## Assessment

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.

	Assessment items and workload per item	%	CLO(s)	Due date
1	6 x Online Vocabulary Quizzes <i>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.</i>	6 x 1% = 6%	1,2	18 March, 1 April, 8 April, 22 April, 13 May, 27 May
2	12 x Kana + Kanji Tests (approx 5-10 minutes, in class and via Blackboard) <i>These are designed to assist students'</i>	6 x 2% + 6 x 1% = 18%	2	18 March, 1 April, 8 April, 22 April, 13 May, 27 May

	<i>memorisation and handwriting of Japanese script</i>			
3	Written Progress Test <i>The Written Progress Test consists of a one-hour written test and focuses on grammar learnt in Lessons 1~3 (including Greetings)</i>	22%	1,2,3,4	22 April
3	Aural Progress Test <i>The Aural Progress Test consists of a 15-20 minute listening test and focuses on grammar learnt in Lessons 1~3 (including Greetings)</i>	10%	1,3,4	22 April
4	Group Oral Presentation (approx. 10 minutes) <i>see below.</i>	10%	1,3,4	Week 11
5	Final Aural Test <i>The Final Aural Test consists of a 15-20 minute listening test and focuses on grammar learnt in Lessons 4-6. It is assumed, however, that students will know the vocabulary and kanji from previous lessons.</i>	10%	1,3,4	26May
6	Final Written Test <i>The Final Written Test consists of a one-hour written test and focuses on grammar learnt in Lessons 4-6. It is assumed, however, that students will know the vocabulary and kanji from previous lessons.</i>	24%	1,2,3,4	2 June

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 and guidelines for the oral presentations will be advised later. Oral presentations will be completed in groups of two (or more) but they will be individually assessed. You will have time to prepare in advance.

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

### Submission and return of work

All tests will be submitted during lectures or tutorials. Every effort will be made to return work during contact hours in a timely fashion. Any unclaimed items of assessment and final test papers will be available for collection at the SLC office at the end of trimester.

### Extensions and penalties

#### Extensions

Extensions may be given in certain circumstances. Students must apply for an extension by contacting the course coordinator before the due date of a piece of assessment.

#### Penalties

- a) If you are unable to sit the tests due to unforeseen reasons, you must contact the lecturer prior to the tests and if it is a medical reason, you have to provide a medical certificate.
- b) For students who are unable to sit a test due to exceptional circumstances such as health problems or a family bereavement, alternative arrangements may be agreed to by the

Course Coordinator, on presentation of a medical certificate or other appropriate document(s). Such arrangements must be made as soon as possible, at the latest the day after the test date. If the Course Coordinator has not been contacted by that day, a fail grade may be awarded.

- c) If you are unable to submit your assignment on due date, you must contact the lecturer before that date and if it is a medical reason, you have to provide a medical certificate.
- d) Unless the Course Coordinator has granted an extension, the assignment that has been submitted late will be penalised by reduction of the grade for that item by 5% per day.
- e) 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.

### Set texts

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

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

Set texts can be purchased from Vic Books, Ground Floor Easterfield Building, Kelburn Parade. They can also be ordered online at [www.vicbooks.co.nz](http://www.vicbooks.co.nz). Orders and enquiries can be emailed to [enquiries@vicbooks.co.nz](mailto:enquiries@vicbooks.co.nz).

### Recommended reading

CDs that accompany the *Genki I* textbook.

### Class representative

The class representative provides a useful way to communicate feedback to the teaching staff during the course. A class representative will be selected at the first lecture of the course. Students may like to write the Class Rep's name and details in this box:

Class Rep name and contact details:

Class reps will attend a meeting with the Head of School to discuss how the course is going and to raise any concerns or suggestions that they may have. You can find out more information on Class Representatives on the VUWSA website: [www.vuwsa.org.nz](http://www.vuwsa.org.nz)

### Language Learning Centre (LLC)

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

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

- Find materials to support your language studies, including dictionaries, textbooks and graded readers.
- Study independently using language learning software, audio material and DVDs.
- Find a welcoming environment with services and events, and onsite assistance and support for languages
- Become a Language Buddy or find a conversation group.

Visit the LLC on Level 0, von Zedlitz Building and take a look at our website [www.victoria.ac.nz/llc](http://www.victoria.ac.nz/llc)

### Student feedback

Student feedback from 2015 has been thoroughly reviewed. It should be noted that some students had difficulty with the fast paced nature of the course. Every effort has been made to space out the due dates for major and minor pieces of assessment within the parameters of the term structure. Students also asked for more opportunities to practice speaking and time has been allocated during tutorials for speaking practice to occur.

This course is being taught by a new lecturer for 2016.

Student feedback on University courses may be found at [www.cad.vuw.ac.nz/feedback/feedback\\_display.php](http://www.cad.vuw.ac.nz/feedback/feedback_display.php)

### Other important information

The information above is specific to this course. There is other important information that students must familiarise themselves with, including:

- Academic Integrity and Plagiarism: [www.victoria.ac.nz/students/study/exams/integrity-plagiarism](http://www.victoria.ac.nz/students/study/exams/integrity-plagiarism)
- Academic Progress: [www.victoria.ac.nz/students/study/progress/academic-progress](http://www.victoria.ac.nz/students/study/progress/academic-progress) (including restrictions and non-engagement)
- Dates and deadlines: [www.victoria.ac.nz/students/study/dates](http://www.victoria.ac.nz/students/study/dates)
- FHSS Student and Academic Services Office: [www.victoria.ac.nz/fhss/student-admin](http://www.victoria.ac.nz/fhss/student-admin)
- Grades: [www.victoria.ac.nz/students/study/progress/grades](http://www.victoria.ac.nz/students/study/progress/grades)
- Special passes: refer to the *Assessment Handbook*, at [www.victoria.ac.nz/documents/policy/staff-policy/assessment-handbook.pdf](http://www.victoria.ac.nz/documents/policy/staff-policy/assessment-handbook.pdf)
- Statutes and policies including the Student Conduct Statute: [www.victoria.ac.nz/about/governance/strategy](http://www.victoria.ac.nz/about/governance/strategy)
- Student support: [www.victoria.ac.nz/students/support](http://www.victoria.ac.nz/students/support)
- Students with disabilities: [www.victoria.ac.nz/st\\_services/disability](http://www.victoria.ac.nz/st_services/disability)
- Student Charter: [www.victoria.ac.nz/learning-teaching/learning-partnerships/student-charter](http://www.victoria.ac.nz/learning-teaching/learning-partnerships/student-charter)
- Subject Librarians: <http://library.victoria.ac.nz/library-v2/find-your-subject-librarian>
- Terms and conditions: [www.victoria.ac.nz/study/apply-enrol/terms-conditions/student-contract](http://www.victoria.ac.nz/study/apply-enrol/terms-conditions/student-contract)
- Turnitin: [www.cad.vuw.ac.nz/wiki/index.php/Turnitin](http://www.cad.vuw.ac.nz/wiki/index.php/Turnitin)
- University structure: [www.victoria.ac.nz/about/governance/structure](http://www.victoria.ac.nz/about/governance/structure)
- Victoria graduate profile: [www.victoria.ac.nz/learning-teaching/learning-partnerships/graduate-profile](http://www.victoria.ac.nz/learning-teaching/learning-partnerships/graduate-profile)
- VUWSA: [www.vuwsa.org.nz](http://www.vuwsa.org.nz)

## Course programme

### JAPA 111 TENTATIVE OUTLINE OF COURSE CONTENT 2016

<b>Week</b>	<b>Lecture (Mon)</b>	<b>Tutorial (Tues)</b>	<b>Lecture (Thurs)</b>	<b>AV Tutorial (Fri)</b>	<b>Blackboard Online Quiz (Mon - Fri)</b>
<b>wk 1</b> 29 Feb ~ 04 March	<b>Introduction</b>	<i>(No tutorial in 1st week)</i>	Genki L1	<i>(No tutorial in 1st week)</i>	<i>(No quiz in 1st week)</i>
<b>wk 2</b> 07 ~ 11 March	Genki L1	Genki L1	Genki L1	Genki L1	
<b>wk 3</b> 14 ~ 18 March	Genki L2	Genki L1	Genki L2	Genki L2 <b>Hiragana Test</b>	<b>Online V.Q. L1</b> <b>Online Hiragana Quiz due on 18 March</b>
<b>wk 4.</b> 21 ~ 23 March	Genki L2	Genki L2	<i>(no lecture)</i>	<i>(no tutorials)</i>	
<b>Easter Break: 24 ~ 30 March</b>					
<b>wk 5</b> 31 March ~ 1April	<i>(no lecture)</i>	<i>(no tutorials)</i>	Genki L3	Genki L3 <b>Katakana Test</b>	<b>Online V.Q. L2</b> <b>Online Katakana Quiz due on 1 April</b>
<b>wk 6</b> 04 ~ 08 April	Genki L3	Genki L3	Genki L3	Genki L3 <b>Kanji Test L3</b>	<b>Online V.Q. L3</b> <b>Online K.Q. L3 due on 8 April</b>
<b>wk 7</b> 11 ~ 15 April	Revision	Revision	<b>Progress Test on 14 April</b>	Genki L4	
<b>wk 8</b> 18 ~ 22April	Genki L4	Genki L4	Genki L4	Genki L4 <b>Kanji Test L4</b>	<b>Online V.Q. L4</b> <b>Online K.Q. L4 due on 22April</b>
<b>Mid-Trimester Break: 25 April ~ 01 May</b>					
<b>wk 9</b> 02 ~ 06 May	Genki L5	Genki L5	Genki L5 <b>Oral Presentation Draft Due</b>	Genki L5	
<b>wk 10</b> 09 ~ 13 May	Genki L5	Genki L5	Genki L6	Genki L5 <b>Kanji Test L5</b>	<b>Online V.Q. L5</b> <b>Online K.Q. L5 due on 13 May</b>
<b>wk 11</b> 16~ 20May	<b>Oral Presentation</b> <i>(No lecture)</i>	Genki L6	<b>Oral Presentation</b> <i>(No lecture)</i>	Genki L6	
<b>wk 12</b> 23 ~ 27 May	Genki L6	Genki L6	Genki L6 <b>Final Aural Test on 26 May</b>	Genki L6 <b>Kanji Test L6</b>	<b>Online V.Q. L6</b> <b>Online K.Q. L6 due on 27 May</b>
<b>wk 13</b> 30 May ~ 03 June	Revision	Revision	<b>Final Written Test on 2 June</b>	Last tutorial of the trimester	

**Online V.Q. = Online Vocab Quiz**  
**Online K.Q. = Online Kanji Quiz**