Fall 2021 Syllabus for

Online JAPN& 121-1452 (Japanese I)

Instructor: Anne Matsumoto Stewart

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Please contact me through your Canvas site for class-related messages.

Phone (leave a voice message): (425) 564-2739

Class access: Log in to your Japanese class Canvas site. The Zoom ID to join the class is posted at the top of the front page.

Class time: 10:30am-11:20am daily, Mon – Fri

Zoom Office location: I will share my Zoom office ID via our Canvas class site front

page.

Zoom Office Hours: Mon-Fri 11:30am – 12:20pm or by appointment

Course Structure

This course is conducted entirely as "synchronous" online sessions. That means we will be all meeting together "live" (virtually) from 10:30am - 11:20am, Monday through Friday. You do not need to be on campus to complete the course, but you must attend the online class lectures at the posted days and times. (there will not be daily recorded lectures available for later viewing) In order to participate in this course, we will be using a learning management system called CANVAS and a video conferencing platform called Zoom. Please click on the Zoom ID link posted on our Canvas front page to join the class. You must log in via Single Sign-On (SSO). Our "domain" is bellevuecollege (one word, no spaces). If in the future, I need to change to a different Zoom ID to increase security, I will post the new ID link on our class site. Here's a Student Guide to Zoom.

Students can find help with Canvas by following the link here: Student Canvas Help

Please direct any technical questions to the appropriate Canvas tech support people as listed in the above guide / Canvas Help link.

After you enter the Zoom class, please log into your Japanese Canvas class site to see the day's Module. Cell phone logins are not encouraged since not all documents, quizzes, activities, etc. have been tested on all different cell phone models. I do not allow the online tests and quizzes to be taken on your cell phone since some Canvas quiz features are not supported by some phones.

Computer/Digital Requirements

Before you begin, make sure you have a Bellevue College student network/email (<u>username@bellevuecollege.edu</u>) account and know your BC "username" and "password." If you do not yet have a BC network account, <u>click here</u> and create an account - it's free.

Your computer or tablet should have a microphone, speaker and a webcam, so we can hear and see each other speaking Japanese. Since we will be learning how to read and write Japanese characters as well, you'll need a digital device, like a smartphone or tablet with a camera, to take photos of your work or a scanner to scan your handwritten homework for submitting online to Canvas. Many of the documents (study sheets and task sheets) in this course will be available to you in (Adobe) PDF format. If you do not have Adobe Acrobat Reader or similar pdf-reading software on your device, you can download it by going to http://get.a`dobe.com/reader/.

Please learn how to download the task sheets (that I've uploaded to our Canvas site) onto your device/desktop. We will be using these task sheets to further your conversation skills during class. During the first week of class, we will practice downloading documents and taking an online mock quiz together to be sure you feel comfortable with these processes.

For the days you need to use a mobile device with this course, please download the appropriate Canvas Student app to your device for easier accessibility to course content. (Note: Depending on your device, not all Canvas features may be available)

iOS (iPhone, iPad, iPod Touch)

Android (Tablet, Smartphone)

More detailed info can be found here

If you do not have access to any computer during the quarter, send an e-mail to <avpstudentaffairs@bellevuecollege.edu> with the title, "Request for Technology Resources during COVID-19" Click here to learn more about the free laptop loan program.

Here is a <u>list of larger telecoms that offer free/low-cost internet to students</u>

Internet Connection

If the internet connection ever becomes unavailable or weak and we are not able to have a full 50 min. class, I will send some study materials and/or a text message to your cell phone via the "Reminder" app. Please look for a text message on your mobile device from me and accept the invitation to be included in the class group. Your cell phone numbers will not be shared with anyone. If you registered with your landline,

please let me know your cell phone number so you can be included in this class messaging. (Or let me know if you don't have a cell phone number that you can use for this). I will use the Reminder app to send messages only in case of emergencies.

If you'd prefer to opt-out of this messaging, please let me know.

If your personal internet connection drops (on your side), send me a message and I will try to communicate with you by the end of the day. Depending on the volume of messages I receive, it may take me more than 24 hours to reply.

If the Bellevue College website is not available, you can still log in to Canvas directly using the Canvas URL: <u>bc.instructure.com</u>

Course Description

This course develops beginning level Japanese listening and conversation skills along with reading and writing hiragana and katakana characters. Some relevant aspects of Japanese culture are also introduced.

Course Outcomes

After completing this class, students should be able to:

- Read and write the basic phonetic characters of the Japanese kana (hiragana and katakana) syllabaries - including diacritic marks
- Read and write formal-style sentences about current, future and past states and activities using simple nominal and verbal phrases with correct particles and tenses
- Understand and reproduce the correct pronunciation and intonation of spoken Japanese words and phrases
- Use basic conversational phrases and participate in common personal interactions (such as exchanging greetings, self-introductions, shopping, describing the locations of objects, extending and accepting or declining invitations, etc.) informal settings
- Recognize and understand the effects of social context on the spoken language (such as formal vs. informal styles, omission of first and second-person pronouns, hesitation to complete sentences especially when declining an invitation, etc.)

How Outcomes Will Be Met

- 1. Attending classes and participating actively
- 2. Homework
- 3. Quizzes
- 4. Chapter Tests
- 5. Final Exam

6. Final Oral Interview

See Course Requirements below for more information

Textbook and Supplementary Material

Required:

- 1) An Integrated Course in Elementary Japanese, Genki Textbook Vol. 1, 3rd edition (Lessons 1-4)
- 2) Genki Workbook Vol. 1, 3rd edition (Lessons 1-4)

Recommended (especially if you're learning hiragana and katakana for the first time):

- 1) Kodansha's Hiragana Workbook
- 2) Kodansha's Katakana Workbook

Study Aids

- 1) Log in to our Canvas course site with your BC network username and password for helpful study aids such as vocabulary flashcards, workbook answers, lecture highlights and links to the self-study website for Genki learners. Read the "Getting Started" module.
- 2) This quarter's (optional) tutoring sessions at the Academic Success Center will be held online. The <u>Japanese tutoring session schedule</u> will be announced later in class. Tutoring is open to anyone taking credit Japanese classes at BC. Students receiving a grade of 'C' or below may sign up for online <u>one-on-one (private/individual)</u> tutoring upon request and approval from the instructor. All tutoring sessions are free of charge.

Course Requirements and Expectations

• Attendance: You are expected to attend classes every day, Monday through Friday, on time. Attendance is checked daily, automatically via Zoom settings. If you come to class late or leave early, it will count as a "half" absence. However, attending a class late is always better than not attending at all, so if you log into Zoom late, please wait in the Zoom "Waiting Room" I may not see you right away in the Waiting Room, so try to log in on time to attend your class. If school is closed or a class is canceled, check the Canvas course site for any possible announcements from your instructor. If you have a BC email address, you will automatically receive emergency notifications such as school closures from "Rave Alert."

- Participation: Attend each class ready to work in Japanese. <u>Daily review outside</u> of class is essential for full participation. Use your Textbook, Workbook, Task Sheets, and Quizlet flashcards posted on the course site to participate actively. Asking relevant questions during class is encouraged, and don't be afraid to make mistakes. Remember, we all learn from each other's mistakes.
- Tests: We will have online Chapter Tests at the end of Lesson 1, Lesson 2 and Lesson 3. Material from Lesson 4 will be included as part of the Final Exam. Please see the class calendar posted on the course site for the test dates. On the day of each test, your <u>self-corrected</u> scanned Genki Workbook pages should be submitted to the Canvas module for that lesson. On each page, please remember to indicate that the page was self-corrected.
- **Quizzes:** We will have <u>at least</u> 16 online mini-quizzes. See the class calendar for quiz dates. If more than 16 quizzes are given, they will be announced in advance. Save all returned quizzes, homework, etc. as "receipts" if you think you may ever need to prove later that you completed them.

As a general rule, no make-up Tests or Quizzes will be given. If you cannot take a quiz/test on the test/quiz day because of unavoidable circumstances, please contact the instructor on or before the day you will be absent. You must make up the missed test/quiz within three days. Make-ups are not encouraged and should not be used simply when you have failed to adequately prepare for a test/quiz.

• Homework assignments: Homework turned in after the due date time, and up to one day after the due date will only receive half-credit. Homework turned in two days or more after the due date will be corrected and returned, but no points will be given. If you were absent, turn in your work on the day you return to class to receive full points. My Canvas grade book is set up so that it will drop (not count) your lowest homework score in the quarter. Completed, selfcorrected Genki workbook pages are due on each test date. To correct your work, refer to the "Genki Workbook Answers" posted on the Canvas class site. Please use a different colored pen when making corrections. After you selfcorrect your work, remember to indicate it was "Self-corrected" at the top of each page even if there are no corrections made, on that page so I know that you have checked your answers. Pages that are completed, but not self-corrected will not receive full points. Wrong answers that are not self-corrected will also not receive points. You are not penalized for the number of original mistakes in workbook pages as long as they are all self-corrected before turning them in. "Listening Comprehension" audio files for the workbook are also posted on the Canvas class site in the audio folder. Don't wait until the last minute to do your workbook. You cannot "cram" for this class. Learning a language is acquiring a new set of skills, so a daily review is essential.

- Comprehensive Exam: The final exam is comprehensive, covering Lesson 1 through Lesson 4. See the Class Calendar uploaded to our Canvas class site for the final exam day.
- Interview Exam on Canvas: Towards the end of the quarter, each student will record appropriate replies to the audio interview questions uploaded in the Canvas "Assignments" module. If you'd rather have the interview "live" in-person via Zoom, please make an appointment with your instructor before the due date. More information on this will be given later.

Grading Scale

100-94	Α	Final course grade will be based on the following:	
93.9-90	A-	20%	Attendance and Participation
89.9-87	B+	20%	Tests
86.9-83	В	15%	Quizzes
82.9-80	B-	15%	Homework assignments
79.9-77	C+	10%	Interview Exam
76.9-73	С	20%	Final Comprehensive Exam
72.9-70	C-		
69.9-67	D+		
66.9-60	D		
59.9 and below	F		

The link to the College Grading Policy

Study Tips

- 1. Set a study schedule/routine and stick to it.
- 2. Listen and practice out loud with the audio files accompanying the textbook and the workbook. The audio files are not for passive listening, so don't be shy about speaking up. You won't learn to pronounce Japanese correctly by just listening or reading quietly to yourself. Practice with the audio as often as possible. Review speaking by listening to the practice sections we cover in class. First, just listen to see if you understand what's being said. Once you know what is expected, listen again and provide a reply. Repeat over and over until you feel comfortable. The more you practice speaking, the sooner you will become a better speaker.

- The Japanese speakers in the audio files never get tired, so please <u>replay</u> <u>phrases over and over</u>. You could also use the audio files as a dictation tool. Listen to the audio and write down what the speaker is saying.
- 3. Take breaks. Research shows most people learn far more in 3 sessions of 12 minutes (with 5 min. breaks in between) than in a single 50 min. marathon. Find what works for you. About a total of 40-50 min. a day should be committed to reviewing the materials we covered in class.
- 4. Don't be shy about asking questions. We all appreciate and learn from each other's questions. Each one of you is responsible for your own success. Please do not hesitate to communicate with me when you need assistance or have concerns. I'm here to help you succeed in this class.

Technology Support

If you're having trouble with any documents on the Canvas class site or need technical help, do one or more of the following:

- 1) Before you begin, make sure you have a BC student network account.
- 2) Bellevue College NETID Passwords expire within 120 days from the date you created/changed it. Change your password before it expires.

Bellevue College NETID Management

- 3) Try a different browser. Usually Internet Explorer, Firefox, and Safari work.
- 4) Learn about Campus Technology
- 5) Send your technology-related questions by submitting a ticket
- 6) Call the Tech Support for Students at (425) 564-HELP (425 564-4357) for a Live Chat. With your permission, they can remotely view your screen to assist you.

Additional Information

A note about accessing Canvas from the People's Republic of China: some users have reported that they do not have full access to all Canvas functionality from within the People's Republic of China. This appears to be due to Canvas' parent company, Instructure, not fully committing to Chinese government requirements regarding internet operations within the country. The Chinese government does not inform foreign entities of their policy updates; therefore, Bellevue College cannot anticipate access to Canvas.

If you will be in China during the quarter, you should prepare for intermittent and uncertain access to Canvas.

Source: Access to Canvas in China

Classroom Learning Atmosphere

We have one common goal in this class, to learn the Japanese language. We all come from different backgrounds, but we will all respect one another to create a safe learning environment.

Accessibility

The online elements of this course are designed to be welcoming to, accessible to, and usable by everyone, including students who are English-language learners, have a variety of learning styles, have disabilities, or are new to online learning. Be sure to let me know immediately if you encounter a required element or resource in the course that is not accessible to you. Also, let me know of changes I can make to the course so that it is more welcoming to, accessible to, or usable by students who take this course in the future.

Affirmation of Inclusion

Bellevue College is committed to maintaining an environment in which every member of the campus community feels welcome to participate in the life of the college, free from harassment and discrimination.

We value our different backgrounds at Bellevue College, and students, faculty, staff members, and administrators are to treat one another with dignity and respect.

Affirmation of Inclusion

Reasons of Faith and Conscience

Reasonable Accommodations for Reasons of Faith and Conscience: Students who will be absent from course activities due to reasons of faith or conscience may seek reasonable accommodations so that grades are not impacted. Such requests must be made within the first two weeks of the course to the office of the Associate Vice President of Student Affairs (see Bellevue College Policy 2950 . In the event you feel you are being discriminated against based on faith or conscience, you may refer to the procedures outlined in the college's Discrimination, Harassment and Retaliation Policy 1440P

Annual Notice Non-Discrimination

Bellevue College does not discriminate on the basis of race or ethnicity; creed; color; national origin; sex; marital status; sexual orientation; age; religion; genetic information; the presence of any sensory, mental, or physical disability; or veteran status in educational programs and activities which it operates. Bellevue College is prohibited from discriminating in such a manner by college policy and by state and federal law. All college personnel and persons, vendors, and organizations with whom the college does business are required to comply with applicable federal and state statutes and regulations designed to promote affirmative action and equal opportunity.

Reports of gender and sex-based based discrimination, sexual misconduct, or retaliation by a student should be raised with the Title IX office (see 1440P2 for contact information). In cases where the impacted party is a student and the responding party is a college employee, the Title IX Coordinator will direct the matter to the Office of Human Resources (HR). All other reports, including all reports where the impacted party is an employee, should be raised with the HR. If a report is against personnel in the Title IX office or HR, it should be submitted to the president's office for a referral to an alternate designee. Equal Opportunity

Spanish and Chinese versions of the anti-discrimination notice are available at <u>Equal</u>
<u>Opportunity</u>

Confidentiality and Mandatory Reporting

As an instructor, one of my responsibilities is to help create a safe learning environment on our campus. It is my goal that you feel able to share information related to your life experiences in classroom discussions, in your written work, and in our one-on-one meetings. I will seek to keep the information you share private to the greatest extent possible. However, I am required to share with the Title IX Coordinator any and all information regarding sexual assault and other forms of sexual misconduct (e.g. relationship violence, stalking) that may have occurred on campus or that impacts someone on campus. Students may speak to someone confidentially by contacting the BC Counseling Center at (425) 564-5747. The Title IX Office can be contacted at 425-564-2641 and more information can be found at Title IX

If you have any concerns, you may report to Report Concerns

Arts & Humanities Division Statement

Arts & Humanities Student Information

Information about Bellevue College's copyright guidelines can be found at:

College Copyright Policy

Student Code of Conduct and Academic Integrity

Any act of academic dishonesty, including cheating, plagiarism (using the ideas or words of another as one's own without crediting the source), and fabrication, and inappropriate/disruptive classroom behavior are violations of the Student Conduct Code of Bellevue College. Examples of disruptive behavior include, but are not limited to, repeatedly talking out of turn, arriving late or leaving early without a valid reason, allowing cell phones to ring, and inappropriate behavior toward the instructor or classmates. The instructor can refer any violation of the Student Conduct Code to the Manager of Student Conduct for investigation. Specific student rights, responsibilities, and appeal procedures are listed in the Student Conduct Code at Student Code

Disability Resource Center (DRC)

The Disability Resource Center serves students with disabilities. Common disabilities include physical, neurological (e.g. Autism, ADD/ADHD), and mental health (e.g. depression, anxiety). If you are a student who has a disability or if you think you may need accommodations in order to have equal access in your classes, programs, activities, and any other services, please contact the DRC.

If you require assistance in an emergency, please meet with your individual instructors to develop a safety plan for while in class and contact the DRC to develop a safety plan for while you are elsewhere on campus.

The DRC office is located in Building U Room 001. You can contact the DRC by stopping by the office at U001, calling our front desk phone number (425) 564-2498, emailing drc@bellevuecollege.edu. Deaf students can reach us by calling TTY: (425) 564-6189, or by Skype (account name **DRCatBC**). For more information about the services we offer, including our Initial Access Application, visit our website at Disability (http://www.bellevuecollege.edu/drc).

Service Animals are allowed in this classroom. Emotional Support Animals need to be approved through the DRC. All other animals will be asked to leave. If you believe you need your animal with you, please connect with the DRC and refrain from bringing your animal until a decision has been made.

Public Safety and Emergencies

Public Safety is located in the B building (B132) and can be reached at 425-564-2400 (easy to remember because it is the only office on campus open 24 hours a day—2400). Another number is 425-466-9365. Among other things, Public Safety serves as our Parking Permits, Lost and Found, and Emergency Notification center. Please ensure you are signed up to receive alerts through our campus alerting system by registering at RAVE Alert Registration

If you work late and are uneasy about going to your car, Public Safety will escort you to your vehicle. To coordinate this, please phone ahead and let Public Safety know when and where you will need an escort.

Please familiarize yourself with the emergency postings by the door of every classroom and know where to go in the event of an evacuation. Your instructor will be asked if anyone might still be in the building, so check in before you do anything else. Emergency responders will search for anyone unaccounted for.

If a major emergency occurs, please follow these three rules:

1) Take directions from those in charge of the response - We all need to be working together.

- 2) Do not get in your car and leave campus (unless directed to) Doing so will clog streets and prevent emergency vehicles from entering the scene. Instead, follow directions from those in charge.
- 3) In an emergency, call 911 first, then Public Safety.

Please do not hesitate to call Public Safety if you have safety questions or concerns at any time. You may also visit the Public Safety web page for answers to your questions.

Final Exam Schedule

See your Class Calendar for your Final Exam Schedule.

Student Clubs and Activities

Japanese Culture Exchange Club (JCE Club)

A club for BC students interested in learning and introducing Japanese culture. The club's mission is to introduce Japanese culture to the BC community by promoting Japan-related activities such as the "Japan Week" event held during the Fall quarter for all to enjoy. Knowledge of Japanese language is not necessary to become a member. We hope to promote interaction between international students from Japan and non-Japanese students for mutual understanding. If you are interested in becoming a member or an officer, contact your instructor or send an e-mail to the club advisor <anne.stewart@bellevuecollege.edu>. Any announcements will be made on the JCEC Facebook page and Discord...https://discord.gg/SNWfu7m9CA If you have a FaceBook page, please send a friend request to join. You may also contact your Japanese instructor to join.

NOTE: During this fall quarter, we will not be having weekly face-to-face club meetings due to COVID-19 outbreak.

The 5th annual JAPAN WEEK @ Bellevue College will be held Oct. 4 (Mon) - Oct. 9 (Sat), 2021

Take a look at this year's Japan Week Webinar sessions (they're FREE, but pre-registration is required) and tons of info on Japanese culture and more. http://bit.ly/2021JWwebsite

Send questions to: JapanWeek@bellevuecollege.edu