Course/FL Mail Office Information コースのじょうほう

1. What are the course and section number?
   ➤ こたえ  LJPN304. Section 001

2. What is the CRN for this course?
   ➤ こたえ  CRN 62642

3. When does this course meet?
   ➤ こたえ  Monday Wednesday Friday for 3 credits

4. What time does this course start and what time does it end?
   ➤ こたえ  Starts at 12:00 pm and ends at 12:50 pm

5. Where is the classroom?
   ➤ こたえ  Clark Building B-Wing 252

6. Where is the Foreign Languages Department Main Office located and what is the contact number?
   ➤ こたえ  The Main Office is located in Clark Building C-wing 104. Phone number is 970-491-6141

Instructor Information/Office/Office Hours

1. What is the instructor’s name?
   ➤ こたえ  Ms. Mako (rhymes with Taco) Beecken

2. Where is her office located?
   ➤ こたえ  Clark Building C-wing 124A

3. When are her office hours?
   ➤ こたえ  Monday: 11:00-11:50 am, Tuesday: 2:00-2:50 p.m. and Wednesday 4:00-4:50 p.m. or by appointment

4. How can I contact her?
   ➤ こたえ  by email: masako.beecken@colostate.edu
   ➤ こたえ  By visiting her during her office hours
   ➤ こたえ  By calling her and leaving a message on voice mail: 970-491-5275
Course Description:

This course is designed to further enhance proficiency in the Japanese language through a variety of activities and exercises, and to heighten sensitivity to the Japanese culture. Reading assignments will consist of original expository texts, and expository writings, which may or may not have been abridged and/or edited. Skimming, scanning and summarizing skills as well as critical thinking will be developed through discussions. Dialogues will be practiced, followed by questions for guided discussions. There will be writing assignments that require some research. Students will be encouraged to use the Internet to conduct research. Also, students will be required to create a skit based on their research results.

Course Materials:

1. What’s required?
   - Text: TOBIRA BY MAYUMI OKA & MICHIO TSUTSUI
   - Kanji Journal (CSU Bookstore)
   - “Yookoso!” Continuing with Contemporary Japanese by Yasu-Hiko Tohsaku (3rd Edition)
   - A thin non-spiral notebook

2. What’s recommended?
   - A DICTIONARY OF INTERMEDIATE JAPANESE GRAMMAR by S. Makino & M. Tsutsui, The Japan Times (Optional)
   - English-Japanese, Japanese-English dictionary or dictionaries (Optional, but strongly recommended)
   - Denshi Jisho (Optional) On-line dictionaries (Use Yamasa online kanji dictionary. RamCT)
   - EFFECTIVE JAPANESE USAGE GUIDE, Kodansha (Optional)

3. What’s required to be brought to every class?
   - Textbook
   - Writing tools including pencil or mechanical pencil
   - A thin notebook for this course.
Course Objectives:
1. To further enhance proficiency in colloquial and contemporary Japanese, building upon the knowledge and skills acquired in previous Japanese courses.
2. To heighten sensitivity to speech types, styles and levels in the Japanese language.
3. To review Kanji and learn 100-110 new Kanji.
4. To heighten sensitivity to Japanese and other cultures.

Expected Outcome: Upon completion of this course, you
1. Should be able to carry a conversation on familiar topics with native Japanese speakers with ease
2. Should be able to write a short research paper on topic of their interest using appropriate vocabulary, expressions including idiomatic expressions and kanji.
3. Should be more sensitive to speech types, styles and levels, and other cultures

These outcomes are contingent upon your commitment to exercising your responsibilities as stated under Student Responsibilities below.

Foreign Language Multimedia Center Information:
1. Where is it located?
   - The FL Multimedia Center is located in Clark Building C-wing 145.
2. What time is it open?
   - Monday through Friday: 8:00 a.m.-6:00 pm

RamCT:
This course requires the use of RamCTBlackboard. Many assignments are to be submitted via RamCT. Go to https://ramct.colostate.edu/webapps/login/ and be sure that you are able to logon and LJP304 is listed.

Student Responsibilities:
1. Read assignments and come to class PREPARED.
2. Attend class regularly. If you miss a class, it is your responsibility to find out what was done in class and prepare for the next class. Any non-valid absences and tardiness will negatively affect your course grade (see Policies 2).
3. Grades are based on several criteria. Grades may be posted on RamCT. However, it is your responsibility to keep track of your performance in each area. Ask the instructor if you have any questions regarding your grades. (cf. Grades)
4. Expect to spend 6-9 hours outside of classroom per week on reading assigned pages, doing homework, reviewing what you have learned in the classroom, working with group members for a presentation, etc.
Policies:
1. There will be no makeup tests or quizzes. If you miss any test or quiz, your grade for that test or quiz will be zero. Exceptions will be made at the instructor’s discretion and only in cases where a valid reason is presented by the student with documentation. It is YOUR responsibility, not the instructor’s, to monitor what work you may have missed and make arrangements for makeup work if makeup work is accepted. You may retake (not make up) kanji quizzes as many times as you wish until you receive a satisfactory score, within one week after the quizzes are returned, as long as you earn 50% or more on the original quiz.
2. Be warned! If you miss more than 15 minutes of class period, you will be marked as absent. If you arrive late missing more than 15 minutes, it is your responsibility to inform the instructor after class why you arrived late. It is the instructor’s discretion to determine whether your tardiness in her attendance book will be recorded as tardy or absent.
3. Grades for late assignments (including presentations, speeches, compositions, reports, etc.) will drop one letter grade for each class period that the assignment is late. After “C,” no grade will be awarded for late assignments. Quality and completeness of the work will also affect the grade.

Frequently asked questions:
1. My parents bought a plane ticket for me to leave for home before finals week. Can I take a final exam earlier?
   ➤ No.
2. My friend/brother/sister is getting married on the day a Japanese chapter exam/quiz is scheduled. Can I take it earlier?
   ➤ No.
3. I have a doctor’s appointment on the day our group is scheduled to give a presentation. Can our group go earlier?
   ➤ No.
4. I need to see my adviser so can I leave class early?
   ➤ You may. However, if you miss more than 15 minutes, you will be recorded as absent. Also, for any missed work/ quizzes/tests, your grade will be zero.
5. There is an important anime convention this weekend. Since I don’t have a car, I must leave on Friday to get a ride with my friend. Can I give you any make-up work such as writing a report on this convention?
   ➤ No.
6. My job is very important and I need to work extra to cover for someone else today. Can I come to class to just turn in my homework assignments or can I have someone deliver my assignments to the instructor or can I leave my assignments with the Foreign Languages Main Office so they won’t be marked late?
   ➤ No. But you may submit your assignments during the previous lesson if you attend that class.
7. I don’t like to communicate with the instructor but now I have no idea what’s going on in class and am very frustrated. What can I do?
   ➤ Contact the instructor immediately and explain the situation.
ACADEMIC DISHONESTY (see page 6):

Grades:
On the Personal Goals sheet write down your personal objectives for this course and how you will attain them. Submit your Personal Goals to the instructor by 11:59 pm on Friday 8/29 via RamCT (Assignment).

Weight:
- 10% Final Exam
- 15% Chapter exams (3 exams x 5%)
- 10% Quizzes (kanji/vocab.)
- 10% Homework Assignments
- 15% Group Presentation
- 15% Composition
- 10% Kanji Journal
- 15% Participation (including in-class oral exercises)

TOTAL 100%

NOTE: If you participate in the speech contest (two students from this class) and are selected to compete in the contest, your participation will be worth 15% of your total grade (No composition or no GP).

Extra points: Maximum 2.5% may be added as extra points: 1% for full participating in the language camp and/or 0.5% for a half-page reaction paper in Japanese on a Japanese-related event or activity (exact percentage will be determined individually based on quality and quantity of the paper.)

2. Grading system (see p85 I in General Catalog):

<table>
<thead>
<tr>
<th>Score</th>
<th>Grade</th>
<th>GPA</th>
<th>Score</th>
<th>Grade</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>97 or above</td>
<td>A+</td>
<td>4.0</td>
<td>77</td>
<td>C+</td>
<td>2.33</td>
</tr>
<tr>
<td>93 (excellent)</td>
<td>A</td>
<td>4.0</td>
<td>*73</td>
<td>C (average)</td>
<td>2.00</td>
</tr>
<tr>
<td>90</td>
<td>A-</td>
<td>3.67</td>
<td>60</td>
<td>D (poor, but passing)</td>
<td>1.00</td>
</tr>
<tr>
<td>87</td>
<td>B+</td>
<td>3.33</td>
<td>59 or below</td>
<td>F</td>
<td>0.0</td>
</tr>
<tr>
<td>83 (good)</td>
<td>B</td>
<td>3.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>80</td>
<td>B-</td>
<td>2.67</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*New FLL grading scale effective Fall 2012

Grading Criteria for Participation (10%):
(15-13.5%) A--Comes to class regularly and on time and is well-prepared; volunteers frequently when given a chance; responds appropriately when called on; takes initiative in class participation and discussion; always tries to use Japanese in class.
(13-10-%) B-Comes to class regularly, somewhat prepared; volunteers occasionally when given a chance; almost always responds when called upon; participates in class discussion and activities actively; often tries to use Japanese in class.
(9-6%) C--Misses class sometimes or comes to class regularly but poorly prepared; seldom volunteers, even when given a chance; occasionally responds when called upon; participates in class activities reluctantly; sometimes tries to use Japanese in class.
(5-1%) D--Misses class often; comes to class regularly but unprepared; never volunteers; rarely responds; doesn’t participate much in class activities; seldom tries to use Japanese in class.
ACADEMIC DISHONESTY: This course adheres to the Academic Integrity Policy listed in the Colorado State University General Catalog (Page 7) and the Student Conduct Code. Any student found responsible for having engaged in academic dishonesty will be subject to academic penalty and/or University disciplinary action. The instructor shall follow the procedures in accordance with the Faculty Manual (SECTION I. ACADEMIC AND LEGAL MATTERS, I.5 Academic Integrity Policy and Misconduct Procedures). See below for an excerpt.

Procedures (excerpted from the Faculty Manual I.5.1):

Instructors shall follow the following procedures when they feel academic misconduct has occurred:

If a course instructor has evidence that a student has engaged in an act of academic misconduct in his or her course, prior to assigning any academic penalty, the course instructor shall notify the student of the concern and make an appointment with the student to discuss the concern. The student shall be given the opportunity to give his or her position on the matter. After being given this opportunity, if the student admits to engaging in academic misconduct, or if the course instructor judges that the preponderance of evidence supports the allegation of academic misconduct, the course instructor may then assign an academic penalty. The course instructor may refer the case to the Office of Conflict Resolution and Student Conduct Services for a Hearing before deciding on a penalty. The course instructor shall notify the student in writing of the infraction and the academic penalty to be imposed. A copy of this notification shall be sent to the Office of Conflict Resolution and Student Conduct Services. Examples of academic penalties include assigning a reduced grade for the work, assigning a failing grade in the course, removing the Repeat/Delete option for that course, or other lesser penalty as the course instructor deems appropriate.

If, after making reasonable efforts, the course instructor is unable to contact the student or is unable to collect all relevant evidence before final course grades are assigned, he or she shall assign an interim grade of Incomplete and notify the student in writing of the reason for this action.

If evidence of academic misconduct is discovered after the final course grades have been submitted, the course instructor shall follow the above procedure in properly notifying the student and providing an opportunity for the student to give his or her position on the matter before making a decision about any academic penalty. The course instructor must notify the student in writing of the infraction and any academic penalty subsequently imposed. A copy of this notification shall be sent to the Office of Conflict Resolution and Student Conduct Services.

If the course instructor so desires, he or she may request that the Office of Conflict Resolution and Student Conduct Services conduct a Hearing to determine whether additional disciplinary action should be taken by the University, or if the offense warrants the addition of the “AM” (Academic Misconduct) notation to the student’s transcript.

Academic dishonesty in this course includes (but is not limited to):

✧ Homework Assignments: Copying from someone else.
✧ Listening Exercises: Copying from someone else. (Help from native Japanese speakers should be kept minimal.)
✧ Exams and Quizzes: Any form of copying answers off other students.
✧ Group Presentations and Composition: Using any form of “translation” programs. Submitting work from a previously taken class. (Help from native speakers should be kept to a minimal.)
✧ Kanji Journal: Writing example sentences created by someone else. (Such sentences should be created by you or cited from sources such as dictionaries.)

I, __________________________, have read and understood the policies and procedures related to academic dishonesty that are implemented under this course.

HONOR PLEDGE: I pledge on my honor that I will not give, receive, or use any unauthorized assistance in LJPN304 of the fall 2014.

Signature:________________________  Date:________________________

Print: ___________________________