



SCHOOL OF ASIAN & EUROPEAN LANGUAGES & CULTURES

JAPANESE PROGRAMME

JAPA 112

Elementary Japanese

[2nd Trimester – 18 Points]

Course Outline (2006)

Staff:

Andrew Barke, Lecturer, Course Coordinator
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Hours: Mon-Fri 9.45 – 4.30pm
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Timetable and Classrooms:

a) Lectures KK LT301 (4 hours per week)

Tue 11-1	Fri 11-1 or
Tue 3-5	Fri 3-5

b) Tutorials* vZ011 (one hour per week)

Wed 2-3	Thu 2-3
Wed 3-4	Thu 4-5

*There will be no tutorials in the first week of term.

Additional information relating to this course may be found on Blackboard and the Japanese noticeboard situated on the 7th floor of the von Zedlitz

Building. You are advised to check Blackboard and the notice board regularly.

Aims, Objectives and Content* of Course:

This course is designed to increase basic proficiency in oral and written Japanese, including hiragana, katakana and kanji. 144 new kanji will be introduced. By using the core text, Genki I: An Integrated Course in Elementary Japanese (Lessons 7-12), it is hoped 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 an elementary competence in Japanese (in listening, speaking reading and writing), and a basic understanding of Japanese culture. Students will be able to sit for Level 4 of the Japanese Language Proficiency Test after completion of JAPA112.

*A tentative outline of the course content can be found at the end of this Course Outline.

Prescribed Texts:

Genki I: An Integrated Course in Elementary Japanese, Japan Times (\$82.95)

Genki I: An Integrated Course in Elementary Japanese Workbook, Japan Times (\$41.95) available at the University Book Centre.

Assessment of the Course:

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 Requirements:

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|----|---|---------------|
| 1. | 12 Vocabulary Quizzes | 12 x 1% = 12% |
| | Vocabulary quizzes are held regularly to help students prepare in advance for classes and assist in the retention of new vocabulary items. Each quiz is worth 1%. | |
| 2. | 6 Kanji Tests (approx 10 minutes) | 6 x 2% = 12% |
| 3. | 1 Written Progress Test | 20% |

The Written Progress Test is a one hour test that focuses on grammar learnt in Lessons 7 ~ 9. It is

assumed, however, that students will know the vocabulary and kanji from previous lessons.

4.	2 Oral Tests	(approx 10 minutes)	2 x 8% = 16%
5.	2 Listening Tests	(approx 20 minutes)	2 x 10% = 20%
6.	Final Written Test	(approx 1 hour)	20%

The Final Written Test is a one hour test that focuses on grammar learnt in Lessons 10 ~ 12. It is assumed, however, that students will know the vocabulary and kanji from previous lessons.

TOTAL 100%

The test and quiz dates are written on the attached course schedule. Kanji tests, vocabulary quizzes, and written tests will be conducted during lecture time, while oral tests and listening tests will be held during tutorial times.

Grading Procedures:

In determining the grades for each course, the Japanese Programme uses the University's standard marking scheme, which is as follows:

Pass:	A+	85% or over
	A	80% - 84%
	A-	75% - 79%
	B+	70% - 74%
	B	65% - 69%
	B-	60% - 64%
	C+	55% - 59%
	C	50% - 54%
Fail	D	40% - 49%
	E	Below 40%
	K	Fail due to not satisfying mandatory course requirements

Workloads and Mandatory Course Requirements

- Students are required to attend 5 hours of tuition per week. More than 75% of all classes including tutorials must be attended.
- 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.
- All assignments must be submitted and all tests sat.

- d) The university guideline for average number of study hours per week including class contact hours for a 100 level half year 18 point course is 12 hours per week. (5 hours in class and 7 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) 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.

Penalties:

- a) 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 lecturer 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) Failure of a student to fulfil the attendance requirements for the course even though their course mark reached 50% will result in a student receiving a K grade (Fail due to not satisfying mandatory course requirements).
- d) Students caught cheating in any form will be required to submit a written letter of apology and explanation for their behaviour to the Japanese Programme (via the Asian Languages Administrator, Level 6, von Zedlitz Building) for consideration. Failure to do so will result in all further assessment receiving a nil mark.

Feedback to Staff about the Course:

Students are encouraged to collaborate with the lecturer in decisions affecting workloads, teaching practices and methods of assessment for the

course. Toward the end of the trimester students will also be asked to provide feedback on this course by means of questionnaires.

Contact Person for Students with Disabilities:

Dr Andrew Barke
VZ 705 Phone 463 6467
andrew.barke@vuw.ac.nz

Contact Person for Maori and Pacific Students

Dr Keren Smith
VZ 514 Phone 463 5798
keren.smith@vuw.ac.nz



General University policies and statutes

Students should familiarise themselves with the University's policies and statutes, particularly the Assessment Statute, the Personal Courses of Study Statute, the Statute on Student Conduct and any statutes relating to the particular qualifications being studied; see the Victoria University Calendar available in hard copy or under 'About Victoria' on the VUW home page at www.vuw.ac.nz.

Student and staff conduct

The Statute on Student Conduct together with the Policy on Staff Conduct ensure that members of the University community are able to work, learn, study and participate in the academic and social aspects of the University's life in an atmosphere of safety and respect. The Statute on Student Conduct contains information on what conduct is prohibited and what steps are to be taken if there is a complaint. For information about complaint procedures under the Statute on Student Conduct, contact the Facilitator and Disputes Advisor or refer to the statute on the VUW policy website at:

www.vuw.ac.nz/policy/studentconduct

The Policy on Staff Conduct can be found on the VUW website at:

www.vuw.ac.nz/policy/staffconduct

Academic grievances

If you have any academic problems with your course you should talk to the tutor or lecturer concerned; class representatives may be able to help you in this. If you are not satisfied with the result of that meeting, see the Head of School or the relevant Associate Dean; VUWSA Education Coordinators are available to assist in this process. If, after trying the above channels, you are still unsatisfied, formal grievance procedures can be invoked. These are set out in the Academic Grievance Policy which is published on the VUW website at: www.vuw.ac.nz/policy/academicgrievances

Academic integrity and plagiarism

Academic integrity is about honesty – put simply it means *no cheating*. All members of the University community are responsible for upholding academic integrity, which means staff and students are expected to behave honestly, fairly and with respect for others at all times.

Plagiarism is a form of cheating which undermines academic integrity. The University defines plagiarism as follows:

The presentation of the work of another person or other persons as if it were one's own, whether intended or not. This includes published or unpublished work, material on the Internet and the work of other students or staff.

It is still plagiarism even if you re-structure the material or present it in your own style or words.

Note: It is however, perfectly acceptable to include the work of others as long as that is acknowledged by appropriate referencing.

Plagiarism is prohibited at Victoria and is not worth the risk. Any enrolled student found guilty of plagiarism will be subject to disciplinary procedures under the Statute on Student Conduct and may be penalized severely. Consequences of being found guilty of plagiarism can include:

- an oral or written warning
- cancellation of your mark for an assessment or a fail grade for the course
- suspension from the course or the University.

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

www.vuw.ac.nz/home/studying/plagiarism.html

Students with Impairments (see Appendix 3 of the Assessment Handbook)

The University has a policy of reasonable accommodation of the needs of students with disabilities. The policy aims to give students with disabilities the same opportunity as other students to demonstrate their abilities. If you have a disability, impairment or chronic medical condition (temporary, permanent or recurring) that may impact on your ability to participate, learn and/or achieve in lectures and tutorials or in meeting the course requirements, please contact the course coordinator as early in the course as possible. Alternatively, you may wish to approach a Student Adviser from Disability Support Services (DSS) to discuss your individual needs and the available options and support on a confidential basis. DSS are located on Level 1, Robert Stout Building:

telephone: 463-6070

email: disability@vuw.ac.nz

The name of your School's Disability Liaison Person is in the relevant prospectus or can be obtained from the School Office or DSS.

Student Support

Staff at Victoria want students to have positive learning experiences at the University. Each faculty has a designated staff member who can either help you directly if your academic progress is causing you concern, or quickly put you in contact with someone who can. In the Faculty of Humanities and Social Sciences the support contact is **Dr Allison Kirkman, Murphy Building, room 407**. Assistance for specific groups is also available from the Kaiwawao Maori, Manaaki Pihipihinga or Victoria International.

In addition, the Student Services Group (email: student-services@vuw.ac.nz) is available to provide a variety of support and services. Find out more at:

www.vuw.ac.nz/st_services/

VUWSA employs Education Coordinators who deal with academic problems and provide support, advice and advocacy services, as well as organising class representatives and faculty delegates. The Education Office (tel. 463-6983 or 463-6984, email at education@vuwsa.org.nz) is located on the ground floor, Student Union Building.