



**FACULTY OF HUMANITIES AND SOCIAL SCIENCES**

**SCHOOL OF LANGUAGES AND CULTURES**

**JAPANESE PROGRAMME  
JAPA 112 ELEMENTARY JAPANESE**

**20 POINTS**

**TRIMESTER 2 2014**

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

**Important dates**

**Trimester dates:** 14 July to 16 November 2014

**Teaching dates:** 14 July to 17 October 2014

**Mid-trimester break:** 25 August to 7 September 2014

**Study week:** 20–24 October 2014

**Examination/Assessment Period:** 24 October to 15 November 2014

**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 or examination, refer to [www.victoria.ac.nz/students/study/exams/aegrotats](http://www.victoria.ac.nz/students/study/exams/aegrotats).

**Names and contact details**

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School office hours: 9.00am – 4.30pm Monday to Friday

**Contact Person for Māori and Pasifika Students:** Dr Vanessa Frangville  
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**School Website:** [www.victoria.ac.nz/slc](http://www.victoria.ac.nz/slc)

### Class times and locations

a) Lectures: (3 hours per week)

Tuesday	2.10pm - 3.00pm	MC (Maclaurin) LT102
Thursday	2.10pm - 4.00pm	HU (Hunter) LT220

b) AVs: (1 hour per week)

	Friday	10.00am - 10.50am	vZ (von Zedlitz) 003
<b>OR</b>	Friday	11.00am - 11.50am	vZ (von Zedlitz) 003
<b>OR</b>	Friday	1.10pm - 2.00pm	vZ (von Zedlitz) 003
<b>OR</b>	Friday	2.10pm - 3.00pm	vZ (von Zedlitz) 003

c) Tutorials: (1 hour per week)

	Monday	10.00am - 10.50am	vZ (von Zedlitz) 101
<b>OR</b>	Monday	11.00am - 11.50am	vZ (von Zedlitz) 710
<b>OR</b>	Monday	1.10pm - 2.00pm	KK (Kirk) 203
<b>OR</b>	Monday	2.10pm - 3.00pm	vZ (von Zedlitz) 710

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

Students must choose oral and audiovisual class groups and 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.

### Communication of additional information

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

### Prescription

This course increases basic proficiency in oral and written Japanese. 150 Kanji are acquired.

### Course learning objectives (CLOs)

Upon completing JAPA 112 successfully students will be able to:

1. Converse at an elementary level about matters of a general nature (oral and aural skills).

2. Recognise the meaning(s) and reading(s) of approximately 240 *kanji* in addition to the two *kana* syllabaries (reading and writing skills).
3. Recognise and appropriately apply elementary grammar of modern Japanese (oral, aural, reading and writing skills).
4. Gain an elementary understanding of Japanese society and culture through language study on this course, and apply that to their communication with Japanese people on topics of a non-specialist nature (intercultural competence).

NB Students' ability in the language should have reached the equivalent of the Japanese Proficiency Test Level N5.

### 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 are required to do the following, unless specific exemptions have been agreed to:

- a) Students are required to attend 80% of all classes including tutorials.
- b) All assignments must be submitted and all major tests (10%+) sat.

### Workload

- a) Students are expected 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) On average, students are expected to spend approximately 10 hours of work per course point. Thus 200 hours of study is required on average to pass this course. It is recommended that you spend on average 75 minutes of preparation before each hour of class and 30 minutes of revision within a day or two afterwards. With 59 classes, that amounts to around 160 hours of study (including class attendance). Preparation for the oral test may take 30 hours and preparation for the written assignment may take 10 hours, totalling approximately 200 hours. This is a guideline, and actual time required for each task may depend on the individual student's circumstances.
- d) 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.
- e) Students are expected to listen to and watch tapes and videos recommended by the Course Coordinator at the Language Learning Centre for at least one hour per week.
- f) 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 Course Coordinator and students to monitor progress in language acquisition.

Assessment items and workload per item		%	CLO(s)	Due date
1	6 Online Vocabulary Quizzes (via Blackboard) 6 x 1% Vocabulary quizzes are held regularly to help students prepare in advance for classes and assist in the retention of new vocabulary items.	6%	1, 2	25 July, 1 Aug, 8 Aug, 12 Sept, 19 Sept, 3 Oct
2	6 Online Kanji Quizzes (via Blackboard) 6 x 1% Kanji quizzes are held regularly to help students prepare in advance for classes and assist in the retention of Kanji previously learnt.	6%	2	25 July, 1 Aug, 8 Aug, 12 Sept, 19 Sept, 3 Oct
3	6 Kanji Tests (approx. 5-10 minutes, in class) 6 x 2% These are designed to assist student's memorization and handwriting of Japanese script.	12%	2	28 July, 4 Aug, 11 Aug, 15 Sept, 22 Sept, 6 Oct
4	Written Progress Test (1 hour) The Progress Test consists of a one-hour written test and focuses on grammar learnt in Lessons 7-9. It is assumed, however, that students will know the vocabulary and kanji from previous lessons.	22%	2, 3, 4	21 Aug
5	Listening Progress Test (15-20 minutes) Focuses on grammar learnt in Lessons 7-9.	10%	1	21 Aug
6	Oral Presentation (approx 10 minutes)	10%	1	2 -3 Oct
7	Listening Final Test (15-20 minutes) Focuses on grammar learnt in Lessons 10-12.	10%	1	9 Oct
8	Written Final Test (1 hour) The Final Test consists of a one-hour written test and focuses on grammar learnt in Lessons 10-12. It is assumed, however, that students will know the vocabulary and kanji from previous lessons.	24%	2, 3, 4	16 Oct

The test and quiz dates are written on 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, while kanji tests will be held during tutorial times. Individual times for the oral presentation will be advised later.

### Submission and return of work

Students will be able to submit assignments to the Japanese drop-box at the SLC Office on the 6<sup>th</sup> floor of von Zedlitz, and collect marked work from the SLC Office between the hours of 10am and 2pm each day. A Student ID card will need to be shown to collect work.

### 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.

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.

### 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

Optional CDs and MP3 that accompany the Genki I texts are also available.

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).

### **Class representative**

A class representative will be elected in the first week, 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. You can find out more information on Class Representatives on the VUWSA website: [www.vuwsa.org.nz](http://www.vuwsa.org.nz).

Students may like to write the Class Rep's name and details in this box:

Class Rep name and contact details:

### **Student feedback**

Response to feedback for this course will be discussed in class or delivered via Blackboard.

Student feedback on University courses may be found at [http://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)
- Aegrotats: [www.victoria.ac.nz/students/study/exams/aegrotats](http://www.victoria.ac.nz/students/study/exams/aegrotats)
- 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)
- Resolving academic issues: [www.victoria.ac.nz/about/governance/dvc-academic/publications](http://www.victoria.ac.nz/about/governance/dvc-academic/publications)
- Special passes: [www.victoria.ac.nz/about/governance/dvc-academic/publications](http://www.victoria.ac.nz/about/governance/dvc-academic/publications)
- 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)
- Student Contract: [www.victoria.ac.nz/study/apply-enrol/terms-conditions/student-contract](http://www.victoria.ac.nz/study/apply-enrol/terms-conditions/student-contract)
- Subject Librarians: <http://library.victoria.ac.nz/library-v2/find-your-subject-librarian>
- 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)

## **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/).

## Course programme

### JAPA 112 TENTATIVE OUTLINE OF COURSE CONTENT 2014

Week	Tutorials (Monday)	Lecture (Tuesday)	Lecture (Thursday)	Tutorials (AVs) (Friday)
<b>wk 1</b> 14 July	<b>(No tutorial in 1st week)</b>	Introduction	Genki L7	<b>(No tutorial in 1st week)</b>
<b>wk 2</b> 21 July	Genki L7	Genki L7	Genki L7	Genki L7 <b>Online V. Q. L7 Due</b> <b>Online K. Q. L7 Due</b>
<b>wk 3</b> 28 July	Genki L7/8 <b>Kanji Test L7</b>	Genki L8	Genki L8	Genki L8 <b>Online V. Q. L8 Due</b> <b>Online K. Q. L8 Due</b>
<b>wk 4</b> 4 August	Genki L8/9 <b>Kanji Test L8</b>	Genki L8	Genki L8/9	Genki L8 <b>Online V. Q. L9 Due</b> <b>Online K. Q. L9 Due</b>
<b>wk 5</b> 11 August	Genki L8/9 <b>Kanji Test L9</b>	Genki L9	Genki L9	Genki L9
<b>wk 6</b> 18 August	Genki L9	Revision	<b>Progress Test L7-9 on 21 Aug</b>	Genki L9
MID TRIMESTER BREAK: 25 August to 7 September 2014				
<b>wk 7</b> 8 September	Genki L10	Genki L10	Genki L10	Genki L10 <b>Oral Presentation Draft Due on 12 Sep</b> <b>Online V. Q. L10 Due</b> <b>Online K. Q. L10 Due</b>
<b>wk 8</b> 15 September	Genki L10/11 <b>Kanji Test L10</b>	Genki L10	Genki L11	Genki L10 <b>Online V. Q. L11 Due</b> <b>Online K. Q. L11 Due</b>
<b>wk 9</b> 22 September	Genki L11 <b>Kanji Test L11</b>	Genki L11	Genki L11	Genki L11
<b>wk 10</b> 29 September	Genki L11/12	Genki L12	<b>Oral Presentation (No lecture)</b>	<b>Oral Presentation (No tutorials)</b> <b>Online V. Q. L12 Due</b> <b>Online K. Q. L12 Due</b>
<b>wk 11</b> 6 October	Genki L12 <b>Kanji Test L12</b>	Genki L12	Genki L12 <b>Final Listening Test L10-12 on 9 Oct</b>	Genki L12
<b>wk 12</b> 13 October	Genki L12	Revision	<b>Final Written Test L10-12 on 16 Oct</b>	Revision

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