



**FACULTY OF HUMANITIES AND SOCIAL SCIENCES  
SCHOOL OF LANGUAGES AND CULTURES**

**JAPANESE PROGRAMME  
JAPA 111 INTRODUCTION TO THE JAPANESE LANGUAGE**

**20 POINTS**

**TRIMESTER 1 2014**

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

**Trimester dates**

**Trimester dates:** 3 March to 2 July 2014

**Teaching dates:** 3 March to 6 June 2014

**Easter/Mid-trimester break:** 18 April to 4 May 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 to 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)

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

### Class times and locations

a) Lectures: (3 hours per week)

	Tuesday	1.10pm – 2.00pm	HM (Hugh McKenzie) LT205
<b>AND</b>	Thursday	9.00am – 10.50am	HM (Hugh McKenzie) LT103
<b>OR</b>	Thursday	2.10pm – 4.00pm	HU (Hunter) LT119

b) Tutorials: (2 hours per week)

	Tuesday	2.10pm – 3.00pm	KK (Kirk) 202A
<b>OR</b>	Wednesday	9.00am – 9.50am	vZ (von Zedlitz) 509
<b>OR</b>	Wednesday	12.00noon – 12.50pm	vZ (von Zedlitz) 515
<b>OR</b>	Wednesday	2.10pm – 3.00pm	vZ (von Zedlitz) 509
<b>OR</b>	Wednesday	3.10pm – 4.00pm	vZ (von Zedlitz) 710
<b>OR</b>	Wednesday	4.10pm – 5.00pm	vZ (von Zedlitz) 506
<b>AND</b>			
	Friday	9.00am – 9.50am	vZ (von Zedlitz) 003
<b>OR</b>	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
<b>OR</b>	Friday	3.10pm – 4.00pm	vZ (von Zedlitz) 003

Please note that tutorial classes start in the **second** week of the trimester.

Students must choose 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 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.

## 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, katana 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 80% of all classes including tutorials.
2. Submit all assignments and sit all major tests (10%+).

## Workload

The University Assessment Handbook has laid down guidelines as to the number of hours per week which students are expected to devote to a course in order to maintain satisfactory progress.

Students enrolling a 20 point course should work on average 17 hours per week including contact hours – 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
<b>1</b> 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	21 March, 28 March, 4 April, 9 May, 16 May, 30 May

2	12 x Kana + Kanji Tests (approx 5-10 minutes, in class and via Blackboard) <i>These are designed to assist students' memorization and handwriting of Japanese script</i>	6 x 2% + 6 x 1% = 18%	2	21 March, 28 March, 11 April, 9 May, 16 May, 30 May
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	17 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	17 April
4	Oral Presentation (approx. 10 minutes)	10%	1,3,4	Week 10
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	29 May
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	5 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 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 a student is unable to sit a quiz or a test due to illness or other extraordinary circumstances the course coordinator must be contacted. Evidence such as a medical certificate must be provided as soon as possible in order to avoid a penalty.

- 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) 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

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 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

Enhancements made to this course, based on the feedback of previous students, will be discussed during the course.

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/home/study/plagiarism](http://www.victoria.ac.nz/home/study/plagiarism)
- Aegrotats: [www.victoria.ac.nz/home/study/exams-and-assessments/aegrotat](http://www.victoria.ac.nz/home/study/exams-and-assessments/aegrotat)
- Academic Progress: [www.victoria.ac.nz/home/study/academic-progress](http://www.victoria.ac.nz/home/study/academic-progress) (including restrictions and non-engagement)
- Dates and deadlines: [www.victoria.ac.nz/home/study/dates](http://www.victoria.ac.nz/home/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/home/study/exams-and-assessments/grades](http://www.victoria.ac.nz/home/study/exams-and-assessments/grades)
- Resolving academic issues:  
[www.victoria.ac.nz/home/about/avcacademic/publications2#grievances](http://www.victoria.ac.nz/home/about/avcacademic/publications2#grievances)
- Special passes: [www.victoria.ac.nz/home/about/avcacademic/publications2#specialpass](http://www.victoria.ac.nz/home/about/avcacademic/publications2#specialpass)
- Statutes and policies including the Student Conduct Statute:  
[www.victoria.ac.nz/home/about/policy](http://www.victoria.ac.nz/home/about/policy)
- Student support: [www.victoria.ac.nz/home/viclife/student-service](http://www.victoria.ac.nz/home/viclife/student-service)
- Students with disabilities: [www.victoria.ac.nz/st\\_services/disability](http://www.victoria.ac.nz/st_services/disability)
- Student Charter: [www.victoria.ac.nz/home/viclife/student-charter](http://www.victoria.ac.nz/home/viclife/student-charter)
- Student Contract: [www.victoria.ac.nz/home/admisenrol/enrol/studentcontract](http://www.victoria.ac.nz/home/admisenrol/enrol/studentcontract)
- 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/home/about](http://www.victoria.ac.nz/home/about)
- VUWSA: [www.vuwsa.org.nz](http://www.vuwsa.org.nz)

## Course programme

### JAPA 111 TENTATIVE OUTLINE OF COURSE CONTENT 2014

<b>Week</b>	<b>Lecture (Tues)</b>	<b>Tutorial (Tues/Wed)</b>	<b>Lecture (Thurs)</b>	<b>Tutorial (Fri)</b>	<b>Blackboard Online Quiz (Fri – Thurs)</b>
<b>wk 1</b> 3 - 7 March	<b>Introduction,</b> Genki L1	<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> 10 - 14 March	Genki L1	Genki L1	Genki L1	Genki L1	
<b>wk 3</b> 17 - 21 March	Genki L2	Genki L2	Genki L2	Genki L1 <b>Hiragana Test</b>	<b>Online Vocab Quiz L1</b> <b>Online Hiragana Quiz</b> <b>due on 21 March</b>
<b>wk 4.</b> 24 - 28 March	Genki L2	Genki L2	Genki L2	Genki L2	<b>Online Vocab Quiz L2</b> <b>Online Katakana Quiz</b> <b>due on 28 March</b>
<b>wk 5</b> 31 March - 4 April	Genki L3	Genki L3	Genki L3	Genki L3 <b>Katakana Test</b>	<b>Online Vocab Quiz L3</b>  <b>due on 4 April</b>
<b>wk 6</b> 7 - 11 April	Genki L3	Genki L3	Revision	Revision	<b>Online Kanji Quiz L3</b>  <b>due on 11 April</b>
<b>wk 7</b> 14 - 18 April	Revision	Revision	<b>Progress Test on 17<sup>th</sup> April</b>	(no tutorial)	

<b>EASTER AND MID-TRIMESTER BREAK (18 April ~ 4 May 2014)</b>					
<b>wk 8</b> 5 - 9 May	Genki L4	Genki L4	Genki L4	Genki L4 <b>Kanji Test L4</b>	<b>Online Vocab Quiz L4</b> <b>Online Kanji Quiz L4</b> <b>due on 9 May</b>
<b>wk 9</b> 12 - 16 May	Genki L5	Genki L5	Genki L5	Genki L5 <b>Kanji Test L5</b>	<b>Online Vocab Quiz L5</b> <b>Online Kanji Quiz L5</b> <b>due on 16 May</b>
<b>wk 10</b> 19 - 23 May	<b>Oral Presentation</b> <i>(No lecture)</i>	Genki 6	Genki L6	<b>Oral Presentation</b> <i>(No tutorial)</i>	
<b>wk 11</b> 26 - 30 May	Genki L6	Genki 6	Revision  <b>Final Aural Test on 29<sup>th</sup> May</b>	Genki L6 <b>Kanji Test L6</b>	<b>Online Vocab Quiz L6</b> <b>Online Kanji Quiz L6</b> <b>due on 30 May</b>
<b>wk 12</b> 2 - 6 June	Revision	Revision	<b>Final Written Test on 5<sup>th</sup> June</b>	Last tutorial of the trimester	