



UNIVERSITY OF MINNESOTA

JPN 1011: Beginning Japanese

Fall 2022

Section 2 and 8

Instructor: Fumijo Matsumoto (Matsumoto-sensee)

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Here is the [Japanese Language Program Home Page](#).

For the Department of Asian and Middle Eastern Studies, please visit 220 Folwell Hall, call 612-612-6534, or email ames@umn.edu.

Course Delivery Method

This course is scheduled as an in-person course. I intend to hold all class sessions in-person except if situational factors arise, such as personal illness of the instructor. Please stay at home if you experience symptoms of COVID-19 or have a positive COVID-19 test result and consult with your healthcare provider about an appropriate course of action. For COVID-19 excused absences, I will work with you to find the best course of action for missed work and/or class experiences.

Workload

For undergraduate courses, one credit is defined as equivalent to an average of three hours of learning effort per week (over a full semester) necessary for an average student to achieve an average grade in the course. For this 5 credit course, a student meets for five hours a week and should expect to spend an additional 10 hours a week on coursework outside the classroom.

Course Objectives

This course is the first of a two-semester sequence of Beginning Japanese; it is for students who have no previous knowledge of Japanese. It aims to begin development of communication skills in Japanese from True Beginner to the Novice Mid or Novice High level of the guideline set by the American Council on the Teaching of Foreign Languages (ACTFL). We will work on the four basic skills of language (speaking, listening, reading, and writing) as well as culture-specific skills (do's and don'ts).

The following topics are covered in this semester.

1. Meeting people for the first time.
2. Shopping and eating out.
3. Describing activities and extending/declining invitations.
4. Describing locations and things in the past.
5. Making offers and talking about travel.
6. Making a request, asking for/giving permission, and talking about rules.

The course will cover lessons 1 through 6 of Genki (Refer to Course Materials below), including both dialogue/grammar and reading/writing. It is expected that, by the end of this semester, you will have basic conversation skills in situations like those noted above, as well as rudimentary literacy in Japanese. Two types of Japanese characters (hiragana and katakana), as well as 58 Chinese characters (kanji) will be learned.

Course Materials

Required materials

- Banno, et al. (2020). Genki: An integrated course in Elementary Japanese, Third Edition, Vol. I. Tokyo: Japan Times. (Available at the East Bank Bookstore in Coffman Union)
 - The digital version of the textbook is not recommended as you occasionally need to open two different pages at the same time.
- Banno, et al. (2020). Genki workbook, Third Edition, Vol. I. Tokyo: Japan Times.
 - (Available at the East Bank Bookstore in Coffman Union)
- Pencils and Eraser
- Two-pocket folder (to keep the assignments, quizzes and the exams to review)

Suggested material

1. GENKI Vocab Cards app for 3rd Ed. (Available for iOS and Android)
2. GENKI Kanji Cards app for 3rd Ed. (Available for iOS and Android)

Suggested Technology

1. Reliable, high-speed internet access
2. A supported web browser
3. Laptop, desktop or tablet with a webcam

Weekly Schedule and Preparation for Class

A class schedule for the following week will be on the Canvas site every Wednesday afternoon. It is your responsibility to check the schedule, look up the English meanings of the assigned vocabulary words, prepare with the right material and turn in the right homework. Memorizing vocabulary and practicing the assigned activities on the textbook (with audio files) before class are crucial to be a successful learner. That way, you can practice utilizing those vocabulary words and sentences effectively in class.

Class Attendance

Active class participation is mandatory. If your total attendance is less than 80%, your final grade will be lowered by one sub-grade (e.g. A- to B+).

Attendance for each class counts for 2 points. Being tardy by more than 5 minutes or leaving class more than 5 minutes early causes your attendance score to drop by 1 point. Attending class for less than 25 minutes will count for 0 points. Absence due to unavoidable or legitimate circumstances will not be penalized. In those cases, a student must notify the instructor of circumstances within one week from the day you return to class and provide documentation to the instructor to verify the reason for the absence. If it is a single episode of medical absence, contact the instructor via e-mail or with "Self-Reporting of Illness" form.

Homework

Workbook Assignments

You will write your answers on workbook sheets. You can choose the submission method: 1. scan it with a PDF scanner app (e.g. Adobe Scan), and then submit the PDF on Canvas, or 2.

hand it in before class in person. Some instructions say to skip a certain part of the workbook, but if you want to practice writing about various subjects (rather than just translation), you can do that part to get feedback.

Other Assignments

Other assignments are on the Canvas site. Read the instructions well to submit the assignments.

Late Penalty

Each assignment must be turned in before class begins on the due date to receive full credit. Homework submitted late will have its score reduced by 10 percentage points for the first 24 hours, and 20 percentage points between 24 - 48 hours. For example, a score of 95% would become 85% if the assignment is turned in after the start of the class on the due date or before the start of the class on the second day, and 75% if it is turned in after the start of class the second day. Any assignments submitted after 48 hours will be accepted, but no grade will be given.

How to View the Annotated Feedback

When you submit assignments on Canvas, you will get detailed feedback on Canvas. To view the annotated feedback, click each assignment name, and then click the “View Feedback” link. For more detail, watch the video [Finding Feedback in Canvas](#).

Quizzes and Exams

Quiz or Exam?	What kind?	How often?	How to make up?
Quiz	Tango tesuto (Vocab Quiz)	Twice per lesson	You need an official document to make up
Exam	Writing test	Once per lesson	You do not need an official document to make up
Exam	Lesson test	5 times	You do not need an official document to make up

Quiz or Exam?	What kind?	How often?	How to make up?
Exam	Oral interview	2 times	You do not need an official document to make up

Please note that make-up exams without a legitimate reason will be penalized.

Vocab Quizzes

You must take quizzes on the day assigned. You cannot take it beforehand or afterward. You must turn in an official document (e.g., doctor's note, official letterhead) to make up quizzes you miss. Without an official document, no make-up will be allowed. Please note that we will not accept a note from a family member. Also, you need to take the make-up quizzes on the day you first return to class. Make sure to take it during office hours or by an appointment. Your lowest score from quizzes will be dropped from your total score in order to compensate for absences with/without accepted reasons.

Exams

Look at the Semester Schedule on the Canvas site. If you are unable to take an exam on the scheduled day, talk to an instructor as soon as possible to receive permission to take a make-up. Late make-ups will be penalized: 10% will be deducted from the score for each class day. You may be exempted from this penalty only with an official document (e.g., doctor's note) explaining the reason for your inability to take the exam on the scheduled day. You must complete the last lesson test and the second oral interview by December 20 (T) at the latest.

Grades

Your grades will be posted on the Canvas site and updated periodically. You can check your grades by yourself on the Canvas site (from the Grades in the left column.)

No extra credit will be given in this course, except for the Ippun-kan Supiichi (one minute speech). The details of the Ippun-kan Supiichi will be announced in class. Also, no incomplete grades will be given except under extraordinary circumstances (e.g. hospitalization in the final week).

Grading criteria

Class aspect	Percentage of grade
Class Attendance	10%
Homework	15%
Vocabulary Quiz	10%
Writing Tests	10%
Lesson Tests (5)	40%
Oral Interviews (2)	15%

Grade scale

Percentage	Letter grade
100.00 - 93.34	A
93.33 - 90.00	A-
89.99 - 86.67	B+
86.66 - 83.34	B
83.33 - 80.00	B-
79.99 - 76.67	C+
76.66 - 73.34	C
73.33 - 70.00	C-
69.99 - 66.67	D+
66.66 - 60.00	D
59.99 and below	F

Late Registration

If you register for the course late and miss classes, you may make up the assignments and tests without any penalty. However, you cannot make up the attendance points.

To Continue to JPN1012

In the language programs, a grade of C- or better (or S) is required to continue on to the next level. Otherwise, students are required to pass a placement test.

Other Policies

Teaching and Learning

You may want to familiarize yourself with the policies on [Instructor responsibilities](#) and [Student responsibilities](#).

Student Academic Integrity and Scholastic Dishonesty

You are expected to do your own academic work and cite sources as necessary. Failing to do so is scholastic dishonesty. Scholastic dishonesty means: plagiarizing; cheating on assignments or examinations, including the unauthorized use of online learning support and testing platforms; engaging in unauthorized collaboration on academic work; taking, acquiring, or using test materials without faculty permission; submitting false or incomplete records of academic achievement; acting alone or in cooperation with another to falsify records or to obtain dishonestly grades, honors, awards, or professional endorsement; altering, forging, misrepresenting, or misusing a University academic record; or fabricating or falsifying data, research procedures, or data analysis. If it is determined that a student has cheated, the student may be given an "F" or an "N" for the course, and may face additional sanctions from the University. For additional information, please reference the policies for [Instructor and Unit Responsibilities](#).

The Office for Community Standards has compiled a useful list of suggestions on [Avoiding Scholastic Dishonesty](#).

Beware of websites that advertise themselves as being "tutoring websites." It is not permissible to upload any instructor materials to these sites without their permission or copy material for your own homework assignments from these various sites. If you have additional questions and concerns, please clarify with your instructor for the course. Your instructor can respond to your specific questions regarding what would constitute scholastic dishonesty in the context of a

particular class, e.g., when and whether collaboration on assignments is permitted, requirements and methods for citing sources, if electronic aids are permitted or prohibited during an exam.

Student Conduct Code

The University seeks an environment that promotes academic achievement and integrity, that is protective of free inquiry, and that serves the educational mission of the University. Similarly, the University seeks a community that is free from violence, threats, and intimidation; that is respectful of the rights, opportunities, and welfare of students, faculty, staff, and guests of the University; and that does not threaten the physical or mental health or safety of members of the University community.

As a student at the University, you are expected to adhere to the Board of Regents [Student Conduct Code](#). Note that the conduct code specifically addresses disruptive classroom conduct, which means “engaging in behavior that substantially or repeatedly interrupts either the instructor's ability to teach and/or a student’s ability to learn.” The classroom extends to any setting where a student is engaged in work toward academic credit or satisfaction of program-based requirements or related activities.

Statement on FERPA (Family Education Rights and Privacy Act)

In this class, our use of technology will sometimes make students' names and U of M Internet IDs visible within the course website, but only to other students in the same class. Since we are using a secure, password-protected course website, this will not increase the risk of identity theft or spamming for anyone in the class. If you have concerns about the visibility of your Internet ID, please contact me for further information.

Makeup Work for Legitimate Absences

Students will not be penalized for absence during the semester due to unavoidable or legitimate circumstances. Such circumstances include verified illness, participation in intercollegiate athletic events, subpoenas, jury duty, military service, bereavement, and religious observances. Such circumstances do not include voting in local, state, or national elections. For complete information, please reference the University policy for [Excused Absences and Makeup Work](#).

Sexual Misconduct

The University prohibits sexual misconduct, and encourages anyone experiencing sexual misconduct to access resources for personal support and reporting. If you want to speak confidentially with someone about an experience of sexual misconduct, please contact a

confidential resource on your campus. If you want to report sexual misconduct, or have questions about the University's policies and procedures related to sexual misconduct, please contact your campus Title IX office or relevant policy contacts. You can learn more about how to [report misconduct here](#).

Instructors are required to share information they learn about possible sexual misconduct with the campus Title IX office that addresses these concerns. This allows a Title IX staff member to reach out to those who have experienced sexual misconduct to provide information about personal support resources and options for investigation. You may talk to instructors about concerns related to sexual misconduct, and they will provide support and keep the information you share private to the extent possible given their University role. For more information, please view the policy for [Sexual Harassment, Sexual Assault, Stalking, and Relationship Violence](#).

Absence for Religious Observance

The University of Minnesota permits absences from class for participation in religious observances. Students who plan to miss class must inform instructors of anticipated absences at the beginning of the semester, meet with instructors to reschedule any missed labs or examinations and obtain class notes from other students.

Instructors are required to assist students in obtaining course materials and assignments distributed during class sessions and to arrange for taking missed examinations. Since we are working with "week" windows for engagement with the materials, for the most part accommodations may not be necessary, but if they are, please do not hesitate to ask about accommodations at least a week ahead of time. Accommodations after the fact will not be made.

Students with Disabilities

The University values disability as an aspect of diversity, and is committed to access and inclusion in our courses. The Disability Resource Center (DRC) is the campus office that collaborates with students who have disabilities to provide and arrange reasonable accommodations.

- If you are registered with the DRC and have a current accommodation letter, please share your letter with me as soon as possible so that we can discuss how your accommodations will be implemented in this course. The sooner I know about your disability access-needs, the more equipped I can be to facilitate accommodations. You may reach out to me or your (access consultant/disability specialist) if you have any questions or concerns about your accommodations.
- If you are not registered with the DRC, and you are experiencing or think you may be experiencing disability related to a mental health, attention, learning, chronic health, sensory, or physical

condition, and you would like to discuss accommodations and/or resources, please contact the DRC (612-626-1333).

- If you have a short-term medical condition, such as a broken arm, I may be able to assist in minimizing classroom barriers. In situations where additional assistance is needed, you should contact the DRC as noted above.

For additional information, please visit the [DRC website](#) or contact the DRC at drc@umn.edu.

Mental Health and Stress Management

As a student you may experience a range of issues that can cause barriers to learning, such as strained relationships, increased anxiety, alcohol/drug problems, feeling down, difficulty concentrating, and lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance and may reduce your ability to participate in daily activities. University services are available to assist you. You can learn more about the broad range of confidential mental health services available on campus via the [Student Mental Health Website](#).

Academic Services and Resources at UMN

There are several student services available to students, including the following.

- The [Academic Advising Center](#)
- The [Disability Resource Center](#)
- [CLA Career Services](#)
- [Boynton Mental Health Clinic](#)
- [Student Writing Support](#)

Technical Support

For tips and information about Canvas visit the [Canvas Student Guide](#). Check the [Canvas Guide - Supported Browsers](#) page to make sure your preferred browser is supported.

You can also contact the Technology Help desk Services at (612) 301-4357 or email them at help@umn.edu for questions about Canvas or any other technological difficulties.