

**University of Pennsylvania**  
**Fall 2024 JPAN 0100/5100 Beginning Japanese I**

Instructor	Nana Takeda Kolb コルブ 武田 奈々 (たけだ なな)		Saki Hirozane 弘實 紗季 (ひろざねさき)
Section	001/401	002/402	003/403
Class hours	MTW 10:15-11:14am R 10:15-11:44am	MTW 12:00-12:59pm R 12:00-1:29pm	MTW 1:45-2:44pm R 1:45-3:14pm
Classroom	MTWR : 36MK 112	MTWR : 36MK 111	MTWR: WILL318
Office hour	MW 1:10-1:40 pm T 1:10-2:10 pm and/or by appointment		W 3-4pm & F 12-1pm and/or by appointment
Office	WILL 401		WILL 402
Phone	215-898-7459		215-573-3215
Email	<a href="mailto:nanatk@sas.upenn.edu">nanatk@sas.upenn.edu</a>		<a href="mailto:hirozane@sas.upenn.edu">hirozane@sas.upenn.edu</a>

\*All the times listed are US Eastern Time Zone.

### Course descriptions and objectives

This course is designed for students who have no background in studying Japanese. The goal of this course is to achieve basic competency in Japanese language while focusing on the development and integration of students' four language skills: speaking, listening, writing, and reading. Students should be able to develop proficiency at Novice-Mid/High level according to ACTFL (the American Council on the Teaching of Foreign Languages) guidelines by the end of the course (130 hours of classroom instructions = two semesters), which means one can communicate short messages about everyday topics and create personal meaning. In addition, students will gain practical insights into Japanese culture and customs that are necessary for communication in Japanese.

Upon completion of the course, students will be able to:

- 🔪 聞く (listening): understand information about immediate surroundings in a simple conversation.
- 🔪 話す (speaking): communicate everyday needs and simple ideas in common conversational situations such as school life, shopping, inviting people and leisure activities.
- 🔪 読む (reading): read and understand information about simple every day material such as short essays, letters, and advertising flyers.
- 🔪 書く (writing): write sentences such as simple journals and letters using both sets of Japanese syllabic symbols (Hiragana and Katakana) as well as kanji characters (Chinese

characters).

Lesson 1 to 7 from Genki I (the required textbook) will be covered in this course. Approximately 40 sentence structures, hiragana (47 Japanese characters), katakana (47 characters), and 72 kanji characters will be introduced.

### **Textbooks/Workbooks**

Textbook: Genki Textbook I An Integrated Course in Elementary Japanese. 3rd edition. by Eri Banno et al. The Japan Times (2020) \*The textbook is on reserve at Van Pelt Library

Workbook: Genki Workbook I An Integrated Course in Elementary Japanese. 3rd edition. by Eri Banno et al. The Japan Times (2020)

\*Both paperback and eBook are acceptable.

\*If you have an e-book workbook, you will need to print it out to submit in the classroom.

APP for listening to audio materials of Genki I (The Japan Times )\*iOS/Android :

<https://bookclub.japantimes.co.jp/en/book/b491927.html>

Genki Self-study site: [http://genki.japantimes.co.jp/self\\_en](http://genki.japantimes.co.jp/self_en)

### **Suggested references**

Kanji Look and Learn by Eri Banno et al. (Japan Times)

A Dictionary of Basic Japanese Grammar by Makino, S. & Tsutsui, M. (Japan Times)

Furigana English – Japanese Dictionary by Yoshida, M. & Nakamura, Y. (Kodan-sha)

Furigana Japanese – English Dictionary by Yoshida, M. & Nakamura, Y. (Kodan-sha)

See also “Useful sites” on the Canvas course website.

### **Grading Criteria**

#### **Grading items and percentage (In-Person + Out-of-class activities))**

1. Daily performance (Attendance and Participation)	10%
2. Preparation exercises	5%
3. Weekly quizzes	20%
4. Lesson tests (L1-3, L4-5)	18%
5. Homework	20%
6. Mini project	10%
7. Final oral exam	5%

8. Final exam (L6-7+ L1-5)	12%
Total	100%

### Grading scale

The letter grades for the course will be assigned as follows:

A 94%~	B+ 87%~	C+ 77%~	D 60%~
A- 90%~	B 83%~	C 75%~	F Below 60%
	B- 80%~	C- 70%~	

Please track your grade regularly on Canvas.

### Grading policies

#### Daily performance (Attendance and Participation)

##### Attendance:

Because of the accumulative nature of language learning and the emphasis of the course on oral proficiency and communicative skills, it is essential that you attend all classes and keep up with the course work on a daily basis.

The first four times you are absent (for any reasons), your grade will not be affected. For each additional absence, your final grade will be lowered one percent unless there is an emergency or serious illness. Three late arrival (over 10-minute tardiness) equal one absence. You are responsible for all material and work covered on days that you are absent.

Please contact your instructor as soon as you can when you cannot participate in class for a prolonged period of time due to extenuating circumstances (such as sick family members, COVID-19, etc.).

The purpose of the Course Action Notices (Path @Penn) is to facilitate communication between instructors and students when a student misses class. The system allows you to inform the instructor about absences of five days or less. If the absence is more than five days, you should contact your home school advising office for assistance and to discuss the academic implications of a longer absence.

For further information regarding attendance, consult the official College webpage on Policies Governing Class Attendance. (<https://www.college.upenn.edu/attendance>).

##### Participation:

Participation means not only being present but also actively participating in the classroom activities using Japanese. The participation grade is based on the student's active engagement in class activities and discussions. Come to classes well-prepared, and actively participate in the classroom activities using Japanese.

Use of cell phones, laptops, and other electronic devices in classes without your instructor's permission, is not allowed except for running a required e-book textbook. Unsolicited use of these devices will negatively affect your participation grade. If you must use or do it, please ask your instructor. If you need to look up Japanese words, you can use the vocab lists in the textbook and the Japanese-English Glossary/English-Japanese Glossary at the end of the textbook, or ask your instructor.

### **Preparation exercises**

You will need to complete each preparation exercise on Canvas before each class. Preparation exercises are assigned for target grammars to prepare for class. Preparation exercises are about basic conjugation rules of target grammars for the upcoming lesson. There is no time limit for each attempt. You can retake each preparation exercise up to five attempts before the due date. You may refer to materials such as the textbook while working on the online exercises. There will be NO make-up quiz. However, your two lowest scores will be automatically dropped and not counted toward your final records. See the weekly schedule on Canvas for more details.

### **Quizzes (Kanji, Vocab, and Grammar)**

There is a weekly quiz once a week. You are expected to memorize new vocabulary words, kanji, grammars, and to read and understand the textbook and PowerPoint slides on Canvas before taking each quiz. All quizzes are given at the class. If you are late for class, you will automatically lose your time for the quiz or will not be able to take the quiz if you are late beyond the allotted quiz period. See the weekly schedule on Canvas for more details.

If you miss quizzes, you are allowed to take ONE make-up quiz. If you arrange the make-up quiz with your instructor prior to each quiz date, there will be no penalty. 10% deduction will be applied if make-up is without prior arrangement. Your two lowest scores will be automatically dropped and not counted toward your final records.

### **Lesson tests (L1-3 and L4-5)**

There will be three lesson tests: L1-3 and L4-5 during the class. If you are late for class, you will automatically lose your time for the lesson test or will not be able to take the

lesson test if you are late beyond the allotted lesson test period. If you miss lesson tests, you are allowed to take ONE make-up lesson test. If you arrange the make-up lesson test with your instructor prior to each lesson test date, there will be no penalty. 10% deduction will be applied if make-up is without prior arrangement. More details will be announced.

### **Homework**

All assignments must be submitted by their due date at the beginning of the class. See the weekly schedule on Canvas for more details. If your submission is past the due date, it is considered late. Any homework overdue more than one day will receive zero point. The quality of your work is also evaluated. You are expected to complete all assigned pages using words and kanji you have learned. You may have to re-do your assignments when your work is not satisfactory. In that case, you will receive half credit. If you redo your assignment and submit it the next day, and your work is satisfactory (all the writing exercises are 100% completed, and at least 80% correct), you will receive full points. Any redo assignment that is submitted later than the following day will not be accepted.

\*Notes on workbook homework:

Write answers directly on the workbook. Use pencil and eraser. If you have an e-book workbook, you will need to print it out to submit in the classroom.

The answer keys for the workbook will be provided on Canvas. Check and correct your answers using a red pen before you submit them. Do NOT copy the answer keys.

Homework grading scale:

1 pt. (max) : submitted on time with corrections.

0.8 pts. : a significant number of errors or sloppy corrections.

0.5 pts. : incomplete, without corrections, or if turned late.

0 point : if turned in more than one day late, copied the answer keys, or no submission.

### **Mini project**

You will work on the mini project latter the semester. More details will be announced later.

### **Final oral test**

The final oral test is given during class. More details will be announced. Attendance at the final oral test is mandatory. If you have a legitimate conflict, you must provide official documentation to take a make-up exam.

**Final exam (L6-7 + L1-5)**

The final exam is given in the classroom during the final exam period. Final exam is cumulative which covers L1 to L7. Attendance at the final exam is mandatory. If you have a legitimate conflict, you must provide official documentation to take a make-up exam. More details will be announced.

\*Class information and schedule are subject to change, and homework might be announced electronically. Please check the course Canvas and your e-mail account regularly.

**Expectations of students**

Japanese is the official language in this course. Let us immerse ourselves into Japanese. Please do not speak in English at the class without permission of your instructor. If you would like to ask questions in English, please do so after class.

Practice what is considered appropriate in Japan. Behave in a way that Japanese people would find comfortable, (not in a way that is comfortable for you.) No eating or chewing gum is allowed during the class. It interferes with a performance-based class, also this is a very common classroom policy in Japan.

Do not take it personally when corrected. Being corrected is one of the best ways to learn to speak. In fact, you must get used to being corrected all the time.

It is essential that you check the weekly schedule and do よしゅう (yoshuu, preparation) and ふくしゅう (fukushuu, review) in order to keep up with the course work on a daily basis.

- よしゅう (yoshuu, preparation) involves (1) carefully reading grammar explanations in the textbook and grammar notes (if provided), (2) memorizing new vocabularies and kanjis, (3) listening to and reading the lesson dialogue aloud, and (4) doing online preparation exercises. Have questions ready when you come to class.
- ふくしゅう (fukushuu, review) involves (1) reviewing the materials covered in the session, (2) completing the assignments, and (3) making an appointment with your teacher if you are unsure about any materials covered in the session.

Generative AI can be a valuable tool for translating and writing in Japanese, offering an alternative to manual efforts. However, at the elementary level, relying solely on Generative AI might hinder your practice. Therefore, please limit its use, as directed by the instructor. I encourage you to harness your cognitive abilities and practice regularly to enrich your learning journey.

### **Schedule reflecting the workload for a typical week**

Estimate workload is 8-10 hours a week including class time.

#### **Monday-Thursday (6-7 hours)**

- Attend in-person classes with instructor: 4.5h /w
- Study for In-Person classes preparations (preparation exercises, reading textbook, studying for weekly quizzes, studying with the PPT): 1~1.5h/w
- Work on daily homework (workbook, vocab, and Kanji): 0.5~1h/w

#### **Friday-Sunday (2-3hours)**

- Study for In-Person classes (reading textbook, studying for weekly quizzes, studying with the PPT): 1h/w
- Study for daily homework (workbook, vocab, and Kanji): 1h/w
- Work on mini project (later in the semester): 0.5~1h/w

### **Code of Academic Integrity**

Students must follow the principals of the University of Pennsylvania Code of Academic Integrity.

<https://catalog.upenn.edu/pennbook/code-of-academic-integrity/>

Violation of University Code of Academic Integrity may result in failure of course.

### **Student Support Resources**

#### *Weingarten Center*

The Weingarten Center offers a variety of resources to support all Penn students in reaching their academic goals. All services are free and confidential. To contact the Weingarten Center, call 215-573-9235. The office is located in Hamilton Village at 220 S. 40th Street, Suite 260.

### *Academic Support*

Learning consultations and learning strategies workshops support students in developing more efficient and effective study skills and learning strategies. Learning specialists work with students to address time and project management, academic reading and writing, note-taking, problem-solving, exam preparation, test-taking, self-regulation, and flexibility.

Students can take advantage of free on-campus tutoring for many Penn courses in both drop-in and weekly contract format. Tutoring may be individual or in small groups. Tutors will assist with applying course information, understanding key concepts, and developing course-specific strategies. Tutoring support is available throughout the term but is best accessed early in the semester. First-time users must meet with a staff member; returning users may submit their requests online.

### *Disability Services*

The University of Pennsylvania provides reasonable accommodations to students with disabilities who have self-identified and received approval from Disability Services. Students can contact Disability Services and make appointments to discuss and/or request accommodations by calling 215-573-9235.

### **Japan-related events**

We are planning several Japan-related events so that students can use Japanese and learn about Japan outside their classroom. We strongly encourage you to participate. There will be chances to earn some extra credits for this course by attending those events. More details will be announced.

### **Information related to Japanese Studies and East Asian Studies**

- Penn Japanese Language Program (JLP): <http://web.sas.upenn.edu/japanese/>
- Facebook Page: [UPenn Japanese Language Program \(public group\)](#)
- East Asian Languages and Civilizations (EALC): <https://ealc.sas.upenn.edu/>
- Center for East Asian Studies (CEAS) : <http://www.ceas.sas.upenn.edu/>

\*If you sign-up for the mailing list at the CEAS site, you will receive newsletter regularly.

- U Penn Conversation Partner Program website:  
<https://www.elp.upenn.edu/conversationpartners>
- Conversation club is free program for Japanese and English speakers of all levels.  
<https://japanphilly.org/welcome/>

More useful resources are introduced on Canvas.

Fall 2024 JPAN0100 tentative schedule

Week	Monday	Tuesday	Wednesday	Thursday
1		8/27 Introduction	8/28 Lesson1	8/29 Lesson1
2	9/2 Labor Day (No Class)	9/3 Lesson1	9/4 Lesson1	9/5 Lesson1
3	9/9 Lesson2	9/10 Lesson2	9/11 Lesson2	9/12 Lesson2
4	9/16 Lesson2	9/17 Lesson2	9/18 Lesson3	9/19 Lesson3
5	9/23 Lesson3	9/24 Lesson3	9/25 Lesson3	9/26 Lesson3
6	9/30 Lesson3	10/1 Lesson3	10/2 Lesson4	10/3 Fall break (No classes)
7	10/7 Lesson4	10/8 Lesson4	10/9 Review	10/10 Lesson Test1-3
8	10/14 Tadoku-session	10/15 Lesson4	10/16 Lesson4	10/17 Lesson4
9	10/21 Lesson5	10/22 Lesson5	10/23 Lesson5	10/24 Lesson5
10	10/28 Lesson5	10/29 Lesson5	10/30 Review	10/31 Lesson Test 4-5
11	11/4 Tadoku-session	11/5 Lesson6	11/6 Lesson6	11/7 Lesson6
12	11/11 Lesson6	11/12 Lesson 6	11/13 Lesson7	11/14 Lesson7
13	11/18 Lesson7	11/19 Review for Oral Exam	11/20 Oral Exam	11/21 Oral Exam
14	11/25 Lesson7	11/26 Lesson7 *Thursday Class	11/27 Friday Class (No Classes)	11/28 Thanksgiving break (No Classes)

15	12/2 Project Presentation preparation	12/3 Project Presentation	12/4 Project Presentation	12/5 Review for Final Exam
16	12/9 Review for Final Exam			

Final Examination (12/12~12/19) To be announced