

1. Instructors and offices

Oana David 4413 Dwinelle Hall (for office hours only)  
 Wakae Kambara 4410 Dwinelle Hall  
 Noriko Knickerbocker 4411 Dwinelle Hall  
 Mayu Kondo 4406 Dwinelle Hall  
 Yumi Konishi 4412 Dwinelle Hall  
 Yasuko Konno 4411 Dwinelle Hall  
 Yuriko Miyamoto 4412 Dwinelle Hall

[ymcaltabiano@berkeley.edu](mailto:ymcaltabiano@berkeley.edu)

Please include your section information when you contact us via email.

Chika Shibahara 4410 Dwinelle Hall

2. Office hours

Office hours are held in Dwinelle Hall.

	Monday	Tuesday	Wednesday	Thursday
9:00-10:00			4410	
10:00-11:00	4411			
11:00-12:00				
12:00-1:00			4412	
1:00-2:00		4410	4406	4412
2:00-3:00		4413		4413
3:00-4:00	4411	4413	4412	
4:00-5:00				4413

3. Course Objectives

Japanese 1A is designed to develop basic Japanese language skills: listening, speaking, reading and writing. Students will learn the Japanese writing system: hiragana, katakana and approximately 150 kanji. At the end of the course, students should be able to greet, invite, compare, and describe persons and things, activities, intensions, ability, experience, purposes, reasons, and wishes. Additionally, you will learn a basic understanding of Japanese society and culture.

4. Textbook (required)

*Elementary Japanese Vol. I*, Yoko Hasegawa: Tuttle. 2005  
 Available at ASUC Bookstore, and also through amazon.com

## 5. Homework Assignments

All assignments will be considered in the calculation of your final grade. There are two kinds of homework; paper and bCourses.

### 1) Paper Homework

There are two kinds of Paper Homework:

- a) Grammar/Writing Homework,
- b) Kana/Kanji Homework.

The file names start with “PH”. Click Lesson number on the home page, and find paper homework sheets. Please print them out, do your homework and submit in class before the class starts, or bring it to 4412 Dwinelle Hall. If the door is closed, please place your homework inside of the office by slipping them in under the door. You must turn in all the paper homework by 3:00 PM on their due dates. Please see the schedule for due dates.

Note: Paper Homework sheets will be collected at 4412 Dwinelle Hall at 3:00 PM on due dates.

All the paper homework will be returned to you within two working days. If a portion of the homework is not completed, you will get “No Credit.” Homework which is turned in late, too difficult to read, or with excessive errors will also result in “No Credit.” You may work in groups to do homework, but you have to answer the questions with your own answers.

### 2) bCourses Homework

This type of homework will be found on bCourses (Quizzes). You can do as many times as you wish and submit by due dates. Highest scores will be recorded as your final scores. All bCourses homework must be submitted by 8:00AM on due date. Please see the schedule for due dates. There are three kinds of bCourses Homework: Listening, Kana/Kanji and Grammar.

Note: There may be times when bCourses is inaccessible. Start your homework well before the due dates.

## 6. Quizzes

There will be vocabulary quizzes, oral quizzes, listening quizzes, written quizzes and oral interview.

- 1) **Vocabulary Quizzes** (“VQ” on the schedule)  
There will be a short vocabulary quiz in the first hour of each lesson. Students should study the new vocabulary list in the textbook for these quizzes. Please be sure to arrive in class ten minutes after the hour for the quiz.
- 2) **Oral Quizzes (skits)** (“OQ” on the schedule)  
There will be 4 oral quizzes. The students will write, memorize and act out a short skit with a partner. Detailed instructions will be given later.
- 3) **Listening Quizzes** (“LQ” on the schedule)  
There will be 5 listening quizzes.
- 4) **Written Quizzes** (“WQ” on the schedule)  
There will be a written quiz, usually every other Friday. In this quiz, the students’ progress in kanji, grammar, writing and reading comprehension skills will be evaluated.
- 5) **Oral interview** (Tentatively scheduled on December 1, 2, and 3)  
Details will be announced later.

Note:

- 1) All the score of quizzes will be included in computing the final grade.
- 2) You are required to take quizzes in the section to which you are assigned. Otherwise, quizzes will not be graded.
- 3) No make-up will be given for any quiz.
- 4) We can assign you to a different section provided that you request it in written communication with documentations, and it is approved by J1A instructors at least two days before the quiz is given.
- 5) Please include your section information when you inform us your conflicts.

## 7. Attendance

Attendance is very important in this course and you are required to attend class every day. You will be allowed to be absent up to five times without affecting final grade. If you miss more than five classes, however, one percent will be taken off from your final grade for each absence over five. If you cannot attend the class due to illness, having a job interview, attending conferences, going for a field work, and religious creed, use these five absences. If your absences exceed five times, please consult the J1 instructors. Please include your section information when you inform us your conflicts.

- You are expected to arrive at class on time. If you are late for class for three times, it will be considered as one absence. If a student misses more than 5 minutes of class meeting time, it will be considered as one “late”; missing more than 15 minutes will be considered as one absence.

8. Grading Scale

Attendance .....	5%	Oral Quizzes.....	5%
Class participation.....	3%	Listening Quizzes.....	5%
Homework.....	20%	Written Quizzes .....	47%
Vocabulary Quizzes .....	10%	Oral Interview .....	5%

Note:

- 1) Grades on bCourses reflect partial grades, those of Homework.
- 2) The final grades will be calculated carefully by the whole J1A teaching team according to the above grading scale. Once they are assigned, they are FINAL and NOT NEGOTIABLE.

9. Accommodations for Students with Disabilities

If you have been issued a letter of accommodation from the Disabled Students Program (DSP), please contact an instructor as soon as possible to work out the necessary arrangements. If you need an accommodation and have not yet seen a Disability Specialist at the DSP, please do so as soon as possible.

If you would need any assistance in the event of an emergency evacuation of the building, the DSP recommends that you make a plan for this in advance. (Contact the DSP access specialist at 643-6456.)

10. Academic integrity

You have pledged to abide by the UC Berkeley honor code as a UC Berkeley student, “As a member of the UC Berkeley community, I act with honesty, integrity, and respect for others.”

The EALC faculty and advisors expect that students will abide by the standards of academic honesty outlined in the Student Code of Conduct. Incidences of academic dishonesty in EALC classes, when they are discovered, will be reported to Office of Student Conduct. Students found responsible for academic dishonesty will be subject to sanctions including a failing grade, community service, academic probation, or suspension.

It is important that you familiarize yourself with these guidelines, “Academic Honesty: A Guide for Students,” which is available from Student Judicial Affairs, 326 Sproul Hall or on the web at <http://students.berkeley.edu/osl/sja.asp>.

The guidelines states academic dishonesty is any action or attempted action that may result in creating an unfair academic advantage for oneself or an unfair academic advantage or disadvantage for any other member or members of the academic community.

Cheating is a form of academic dishonesty: “Cheating is defined as fraud, deceit, or dishonesty in an academic assignment, or using or attempting to use materials, or assisting others in using materials which are prohibited or inappropriate in the context of the academic assignment in question.” (Academic Honesty: A Guide for Students, p.3)

EXAMPLES OF CHEATING INCLUDE (but are not limited to):

- Copying or attempting to copy from others during an exam or on an assignment.
- Communicating answers with another person during and/or after an exam.
- Writing answers on a desk before an exam.
- Allowing others to do an assignment or portion of an assignment for you.
- Collaborating on an exam or assignment with any other person without prior approval from the instructor.
- Taking an exam for another person or having someone take an exam for you.

## 11. Class rules

J1A is a fun course and we hope you will enjoy studying Japanese with us. There are a few rules for class we want you to observe in order to learn more and enjoy in class.

- 1) Preparation and reviewing are required.  
You are expected to memorize vocabulary and read each lesson in the textbook beforehand so that you will have an idea of what we will be covering during a given week. This is very important because the instructors will NOT explain grammar in English during class.  
You are expected to review the materials covered in class every day and make sure you understand them. The longer you put off reviewing, the more difficult it will be to catch up.
- 2) Class participation is important.  
Make sure you understand usages of grammar points and vocabulary in class by answering questions in class. Don't be afraid of giving a wrong answer. Wrong answers are welcomed because everybody in your class can feel comfortable to do the same and learn more.
- 3) Eating in class is NOT allowed, including chewing gum and candy. If you need to eat during class hours, please do so outside of classroom.
- 4) Be sure to turn off your cell phones and laptops and other electronic devices and put them in your bag when you enter the classroom.
- 5) Make sure your face is visible while you take quizzes, if you wish to wear a cap or hat in class.

## 12. Harassment and discrimination

Please see bCourses for more information.