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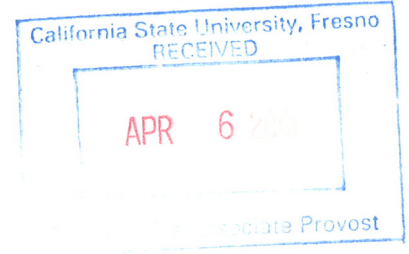
General Education Course Proposal

Proposed Course: Japn 1A Elementary Japanese **Units** 3
Prefix No. Title

Department: Linguistics **College/School:** Arts and Humanities

GE Category (Indicate one category only):

Foundation: A1 ___ A2 ___ A3 ___ B4 ___
Breadth: B1 ___ B2 ___ C1 ___ C2 D ___ E ___
Integration: B ___ C ___ D ___ International/Multicultural ___



Existing Course ___ **Revised Course** **New Course** ___

Course Included in Current GE Program ___

New courses require the Undergraduate Course Proposal form in addition to this form.
Revised courses require the Undergraduate Course Change Request in addition to this form.

Proposed catalog description: Limit course description to 40 words using succinct phrases. Include prerequisites, limitations, lecture/lab hours. Indicate former course number, e.g., (Former Biol 105)

Beginning course in modern Japanese, including basic communication skills, cultural traditions (literature, music, philosophy, and lifestyle) of the Japanese people, and appreciation/practice of the most important Japanese art form: calligraphy.

Enrollment limit per section: 25
Expected number of sections per semester - Year 1 2 **Year 3** 2

Attachments:

1. A statement presenting the ways in which this course meets the Specifications provided in the appropriate section of the General Education Policy as well as in the Policies for Inclusion and Evaluation of General Education Courses.
2. A statement of elements common to all sections of this course, identifying content, objectives, required student activities, grading policy, representative texts, and an approximate schedule for the course. Required student activities include such things as papers, research projects, homework, laboratory and/or studio performance, recitations, participation, attendance, and exams.
3. A typical syllabus for a particular offering of the course.
4. Any special cost factors associated with this course.

Approval for Inclusion in General Education

Barbara Buch 3/1/01
Department Chair Date

[Signature] 3/27/01
College/School Curriculum Committee Date

[Signature] 3.28.01
College/School Dean Date

Robert D. Merrill 11/2/01
General Education Subcommittee Date

J. Echeverria 11/2/01
Associate Provost Date

**Forward Original and TWELVE copies to:
Associate Provost for Academic Affairs, M/S TA 54**

Attachment #2: General Syllabus

Japanese 1A: Elementary Japanese

Catalog description: Beginning course in modern Japanese, including basic communication skills, cultural traditions (literature, music, arts, philosophy, and lifestyle) of the Japanese people, and appreciation/practice of the most important Japanese art form: calligraphy.

General education: The course meets the breadth requirement in General Education. For students with catalogs 1998-99 or earlier, it fulfills one of the requirements in BREADTH, Division 7. For all other students it fulfills one of the requirements for BREADTH, Area C2.

Instructor:	Name
Office:	Instructor's office
Office hours:	Instructor's office hours (minimum of 5 hours per week)
Phone:	Instructor's office phone/voice mail number
E-mail:	Instructor's e-mail address
Dept. office:	Peters Building, Room 383
Dept. phone:	278-2441

Course goals:

- (1) to develop communication skills in Japanese through learning basic vocabulary, phrase and sentence structures. [Topic 1 in Course topics below],
- (2) to learn about contemporary cultural traditions, belief systems, and social worlds of Japanese people [Topics 2, 4, and 5],
- (3) to develop reading and writing skills and an aesthetic appreciation and practice of the Japanese hiragana writing system and the art form of calligraphy [Topic 3].
- (4) to discuss Japanese values and philosophy through learning proverbs and koans, thereby enhancing the students' greater awareness and understanding of the world and their place in it [Topic 4]
- (5) to appreciate Japanese literature; in particular, haiku poetry in Japanese, haiku poetry and its relationship to Zen thought and philosophy, and its representation in calligraphy. [Topics 4 and 5].

Course topics: The course addresses the following five topics. In a typical syllabus (Attachment 3) these topics are not stated in the order shown below. They are presented here in order to clarify all the topics addressed in Japanese 1A. How the course actually covers these topics is demonstrated after the statement of the five topics.

Topic 1: Japanese communication skills (speaking and listening)

- (a) the phonological properties of Japanese--sound inventory (vowels and consonants), the syllable structures, and the pitch-accent system,
- (b) the basic internal structures of words (e.g. the lack of number marking on nouns, prefixes and suffixes, the noun classifiers),

(c) the basic structures of Japanese phrases and sentences (e.g. the verb-final word order, the use of postpositions rather than prepositions, different tense and mood systems).

Topic 2: Contemporary cultural traditions, belief systems, and social worlds of Japanese people,

(a) Japanese manners and customs in verbal and non-verbal communication (e.g. how to greet, how to bow, how to exchange business cards, how to visit someone's home; how to make a request speak politely, how to carry out small talk),

(b) the importance of social structures/interpersonal relations, especially hierarchical relations and in-group/out-group relations, in Japanese interactions, as reflected in the language (e.g. greetings and other formulaic expressions, address, reference, and kinship terminologies, and honorifics),

(c) Japanese life style: Japanese houses, family structures, workplace, gender roles, Japanese cities, and Japanese nature,

(d) the differences between the cultural traditions, belief systems, and social worlds of Japanese people and those of the speakers of the student's language.

Topic 3: Reading and writing skills, appreciation and practice of the Japanese hiragana and kanji writing systems and the art form of calligraphy.

(a) the development of the Japanese hiragana writing system; the symbols (hiragana and kanji).

(b) the Japanese art of calligraphy: the four "treasures" of civilization: ink, inkstone, pen, and paper

(c) Appreciation of examples of classical calligraphy

(d. Kanji calligraphy, appreciation and practice (e.g. brush stroke order)

(e) Calligraphy competition. Calligraphy competitions are quite popular in Japan, therefore this is a cultural experience in both senses of the word (popular and "high").

Topic 4. Japanese philosophy through examination of common proverbs and Zen koans as a literary and philosophical devices

(a) Reading and discussing 12 most well-known Japanese proverbs.]

(b) Reading and discussion of 6 common Japanese Zen koans (Reading in English and Japanese, discussion in English and Japanese)

Topic 5: to become familiar with Japanese arts and literature; in particular, to appreciate haiku poetry in its relationship to Zen thought and philosophy and its representation in calligraphy.

(a) reading and discussion of Japanese haiku poetry (haiku by Basho, Buson, etc.)

(b) writing haiku in English and Japanese

(c) original haiku/calligraphy competition (To be judged on beauty of thought and beauty of form).

As mentioned, a typical syllabus for Japanese 1A (Attachment 3) does not state these five topics separately in the order presented above. The course content is organized according to the textbook, the supplementary packet, and the films.

Textbooks and teaching materials:

1. Japanese for Busy People, Vol. 1 (Revised Edition), Lessons 1-12. Association for Japanese-Language Teaching, Kodansha International
2. Supplementary packet containing exercises, haiku, Japanese proverbs, and koans, and haiku
3. Films: Japanese Language and People (episodes 1-3); Haiku; Shodoo (Calligraphy)
4. Calligraphy set

Sample Course Outline (corresponding topic in parentheses)

Introduction

The sound inventory of Japanese--vowels and consonants, the pitch-accent system, the syllable structures (1)

A set of new words relating to greetings (2)

Useful expressions for greetings; bowing (2)

Greetings--formal vs. informal styles (2)

Introduction to the Japanese writing system (Hiragana, Katakana, and Kanji)--its history and basic principles (3)

Zen and Koans (4)

Video: Japanese Language and People Episode 1 (See below for content.)

Lesson 1

Japanese pronunciation. Structures: equational sentences (affirmative/negative, declarative/interrogative); the topic marker wa (1)

A set of new words relating to meeting people for the first time (nouns, pronouns, linking verbs, polite suffix -san, etc.) (1-2)

Meeting people for the first time; formal introductions in business settings; the importance of bowing; the importance of hierarchical relations (2)

Face-to-face formal conversations (1-2)

The Koan of the Week (4)

Japanese Proverbs of the Week (4)

Lesson 2

Japanese pronunciation. Structures: equational sentences (affirmative/negative, declarative/interrogative, past tense); possessive nouns (1)

A set of new words relating to meeting people, exchanging business cards, etc. (nouns, pronouns, numbers, polite prefix o-, etc.) (1-2)

How to exchanging business cards; telling telephone numbers and addresses; how to address others politely, how to refer to others' politely; the importance of hierarchical and in-group/out-group relations (2)

Face-to-face formal conversations in business and personal settings (1-2)

The Koan of the Week (4)

Lesson 3

Japanese pronunciation. Structures: equational sentences in present and past tenses; postpositional phrases (1)

A set of new words relating to requesting and giving information and thanking (nouns, numbers based on the Chinese counting words, prepositions, and time adverbs) (1-2)

Telling days and times; how to request information politely; how to thank (2)

Face-to-face formal conversations--personal settings (1-2)

Introduction of Hiragana characters (part 1) (3)

Video: The Art of Shodoo (Calligraphy): The Art of Writing (3)

Lesson 4

Japanese pronunciation. Structures: equational sentences; verb forms in requesting; nouns with demonstratives; direct object marker o (1)

A set of new words relating to conversations in sales transactions (nouns, verbs, demonstratives, interrogative pronouns, the particles o and mo, and auxiliary verbs) (1-2)

How to talk in sales transactions; how to interact with salesclerks; requesting and thanking (1-2)

Face-to-face formal conversations in sales transactions (1-2)

Introduction of Hiragana characters (part 2) (3)

Use of the calligraphy set (3)

Japanese Proverbs of the Week (4)

Lesson 5

Japanese pronunciation. Structures: verb forms in requesting; demonstratives; direct object marker o; numbers and noun classifiers; modifying nouns by adjectives (1)

A set of new words relating to conversations in sales transactions (nouns, verbs, interrogative pronouns, numbers based on the native Japanese counting words, noun classifiers, and adjectives) (1-2)

How to talk in sales transactions; how to interact with salesclerks; requesting and thanking; shopping at different types of stores (1-2)

face-to-face formal conversations in sales transactions (1-2)

Reading and writing words in Hiragana characters (3)

The Koan of the week (4)

Lesson 6

Japanese pronunciation. Structures: motion verbs in present tense; postpositional phrases; word order (1)

A set of new words relating to small talk (nouns, verbs, postpositions, time adverbs) (1-2)

The importance of social relations and speech levels; meeting someone on the street, train, etc.; how to carry out small talks; Japanese transportation--subways, buses, bullet trains, etc.; Japanese cities --Kyoto, Tokyo, and Osaka (2)

face-to-face formal conversations in personal settings; small talks (1-2)

Reading and writing words in Hiragana characters

The Koan of the week (4)

Video: Japanese Language and People Episode 2 (See below for content.)

Lesson 7

Japanese pronunciation. Structures: motion verbs in present and past tenses; postpositional phrases; and word order--the position of time adverbials (1)

A set of new words relating to visiting someone's house and receiving guests (nouns, verbs, time adverbs, and postpositions) (1-2)

How to visit someone's home; how to receive guests; Japanese houses (2)

Face-to-face formal conversations in private setting; greetings and small talk (1-2)

Reading and writing sentences in Hiragana characters (3)

Reading Haiku: discussion (5)

Lesson 8

Japanese pronunciation practice. Structures: existential sentences for animate and inanimate objects; postpositional locative phrases (1)

A set of new words relating to describing the existence of things and persons (nouns, existential verbs, locative postpositions) (2)

How to describe the existence of things and persons; describing things in Japanese houses (1-2)

Spoken narratives in formal style; poetry (Haiku) (1-5)

Reading and writing in Hiragana characters--poetry (Haiku) (3-5)

Video: Haiku (5)

Lesson 9

Japanese pronunciation. Structures: numbers and classifiers in existential sentences; postpositional locative phrases; modifying nouns by adjectives; modality, subordinate clauses (1)

A set of new words relating to asking and giving directions (nouns, noun classifiers, verbs, adjectives, sentence-final particles, and conjunctions) (1-2)

Asking and giving directions; types of Japanese stores, Japanese kooban 'police box' and local communities (2)

Face-to-face formal conversations; Japanese poetry (Haiku) (1-5)

Reading and writing in Hiragana characters--poetry (Haiku) (3-5)

Creating a beautiful concept and writing it as an art form: calligraphy (3-5)

Japanese Proverbs of the Week (4)

Lesson 10

Japanese pronunciation. Structures: sentences with action verbs; direct object marker o; postpositional locative phrases (1)

A set of new words relating to planning for weekends, traveling, etc. (nouns, verbs, time adverbs, particles) (1-2)

Japanese and leisure time; planning for weekends; going to a Kabuki play, going shopping to Ginza in Tokyo, traveling to Kyoto, Nara, etc. (2)

Face-to-face conversations--formal and informal styles (1-2)

Reading and writing in Hiragana characters--reading a Koan in Japanese (3-4)
 Introduction to Kanji characters (3)
 The Koan of the Week (4)

Lesson 11

Japanese pronunciation. Review of the structures learned in Lessons 1-10. (1)
 A set of new words relating to daily life of Japanese workers (nouns, verbs, and time adverbs) (1-2)
 Daily life of Japanese workers living in Tokyo (2)
 Written non-fiction narratives—journals (3)
 Reading and writing in Hiragana and Kanji characters (3)
 Reading and writing a koan in Japanese; applying principles of calligraphy to the koan. (3-4)

Lesson 12

Japanese pronunciation. Structures: sentences with action verbs, indirect object marker, subordinate clauses (1)
 A set of new words relating to telephone conversations (nouns, verbs, conjunctions, particles, kinship terms) (1-2)
 How to talk on the phone; hierarchical relations and in-group vs. out-group relations reflected in language--how to refer to people politely; honorific and non-honorific expressions, telephone conversations (1-2)
 Written narratives--folk stories (3)
 Reading and writing in Hiragana and Kanji characters (3)
 Creating a simple haiku in kanji. (3-4)
 The Koan of the Week (4);
 The Japanese Proverbs of the Week (10-12)
 Video: Japanese Language and People Episode 3 (See below for content.)

The content organization of the films shown in Japanese 1A
 Altogether five films will be shown in Japanese 1A. Three of them are the first three episodes of the film series called Japanese Language & People will be shown in Japanese 1A. The films are designed to teach some Japanese expressions while introducing various aspects of the culture. All three episodes cover the five topics addressed in Japanese 1A, as shown in Course topics. In particular, they emphasize the discussion of topic 2-- Language and cultural traditions, belief systems, and social words. The fourth film is on Japanese calligraphy (shodoo), which introduces various styles of calligraphy as well as explains the basic principles of writing. The fifth film is on Haiku, which introduces well-known haiku poets and their works and also explains the basic principles of writing haiku.

Episode 1: Asking questions; how to say yes and no (topics 1 and 2); Japanese nature; greetings and manners; visiting someone's home (topics 1 and 2); calligraphy (topics 3 and 5); the Japanese writing system (topic 3)

Episode 2: Saying who, where, and whose (topics 1 and 2); Japanese family and gender roles; every day objects in Japanese homes; visiting someone's home (topics 1 and 2); the Japanese writing system (topic 3)

Episode 3: Talking on the phone and giving and asking directions (topics 1 and 2); the Japanese at work; understanding business cards; transportation; business introductions (topics 1 and 2); calligraphy (topics 3 and 5); the Japanese writing system (topic 3)

The Art of Shodoo (Calligraphy): The Art of Writing (topics 3 and 5)

Haiku (topic 5)

Assignments:

1. Homework/classwork: Students' participation in classroom activities is essential for learning a foreign language. Therefore, the students are required as homework to study the contents for the next class session and review the contents covered in previous classes so that they can actively participate in classroom activities.
2. Quizzes: Two kinds of quizzes--one on vocabulary items and the other on reading and writing in Hiragana characters--will be given regularly. The syllabus (Attachment 3) will contain information on the schedule of these quizzes.
3. Examinations: There will be (normally two) mid-term examinations and a final examination. The final examination is comprehensive. The syllabus will contain the schedule for these exams.
4. Writing assignments: According to the General Education Policy, each lower division GE course must have a 2,000 word writing requirement. Accordingly, each student in this course is required to complete the following writing assignments which will be gathered into a portfolio:
 - (a) Compositions (2 x 250 words each) Several paragraphs discussing the meaning of specific proverbs or koans (English)
 - (b) Japanese haiku examples and a Koan (300 words) (Using computer fonts)
 - (c) A paper on Japanese history or culture: poetry, arts, literature, or philosophy, koans, or calligraphy (a minimum of 1,500 words in English). Students will turn in a first draft of this paper and receive feedback from peers and professor. Paper to be revised and handed in on the last day of class. The grading of the writing assignments will be based on (1) the quality of the content, (2) the organization of the content, and (3) the accuracy in grammar, spelling, and punctuation.
 - (d) Several examples of hand-done calligraphy for display and competition.

Course calendar: Each syllabus will contain information on the dates for lessons (topics) to be covered, and quizzes, examinations, and writing assignments due. Generally, three or four classroom sessions are spent for each lesson; a five-minute vocabulary quiz is given for each lesson; a 50-minute test is given for every four lessons; Hiragana characters will be introduced from the third week and practiced through the semester; a film is shown once every three weeks or so; and Kanji characters are introduced after the first midterm and are continued in Japanese 1B. The syllabus will state that this information on the course calendar is tentative and subject to changes and that any changes will be communicated to the students as needed.

Criteria for evaluating student work/Grading basis: Each syllabus will state how each of the assignments is weighted and what basis will be used for assigning the course grade.

Other information:

1. Attendance policy.
2. Missed quizzes, make-up work, late paper policy.
3. University policy on cheating and plagiarism.
4. Students with disabilities. If you are a disabled student, be sure to identify yourself to the University and the instructor so that reasonable accommodation for learning and evaluation of your work can be made. Contact Services for Students with Disabilities.
5. Other specific information for this course.

Attachment #3: Typical Syllabus

JAPANESE 1A: ELEMENTARY JAPANESE

3 units, no prerequisite

Instructor: Shigeko Okamoto
Office: Peters, Room 417 (Phone: 278-4729)
Department office: Peters, Room 383 (Phone: 278-2441)
E-mail: shigeko_okamoto@csufresno.edu
Office hours: T, TH: 2:10-3:30; W: 3:10-5:30

Course objectives: This is the first semester course in elementary Japanese. The course objectives are:
(1) to develop communication skills in Japanese through learning basic vocabulary, phrase and sentence structures,
(2) to learn about the contemporary cultural traditions, belief systems, and social worlds of Japanese people,
(3) to develop reading and writing skills and an aesthetic appreciation of the Japanese hiragana writing system and the art form of calligraphy.
(4) to read and discuss Japanese proverbs and koans as a literary and philosophical device leading to greater awareness and understanding of the world and the students place in it.
(5) to become familiar with Japanese arts and literature: in particular, to appreciate Japanese haiku poetry and its relationship to Zen thought and philosophy and its representation in calligraphy.

Textbook and Materials

- Japanese for Busy People Vol. 1, Revised Edition: Lessons 1-12
Association for Japanese-Language Teaching, Kodansha International
(Available at Kennel Bookstore)
- Packet (available at Kennel Copy Center)
- A calligraphy set (at Kennel)

Week 1 Introduction:

- a. Meeting people; greetings; bowing; formal vs. informal speech styles
 - b. The sound inventory of Japanese--vowels and consonants, the pitch-accent system, the syllable structures
 - c. Set phrases for greetings
 - d. Introduction to the Japanese writing system (Hiragana, Katakana, and Kanji): its history and basic principles
 - e. What is Zen and what are Koans? What is the sound of one hand clapping? (Answer to be provided.)
- Video: Japanese Language and People (episode 1)

Week 2 Lesson 1:

- a. Meeting people for the first time; formal introductions in business settings; the importance of bowing; the importance of hierarchical relations
- b. Equational sentences (A is B), affirmative/negative, declarative/interrogative; the topic marker wa.
- c. Face-to-face formal conversations
- d. The Koan of the Week /Japanese proverbs of the Week

Week 3 Lesson 2:

- a. How to exchanging business cards; telling telephone numbers and addresses; how to address others politely, how to refer to others' politely; the importance of hierarchical and in-group/out-group relations

- b. Equational sentences, affirmative/negative, declarative/interrogative sentences in present tense; possessive nouns (particle no).
- c. Face-to-face formal conversations in business and personal settings
- d. The Koan of the Week

Week 4 Lesson 3:

- a. Telling days and times; how to request information politely; how to thank
- b. Equational sentences in present and past tenses; postpositional phrases
- c. Face-to-face formal conversations--personal settings
- d. Introduction of Hiragana characters (part 1)
- e. Video(Japanese Language & People, episode 1)
- f. Video: Shodoo (Calligraphy): The Art of Writing

Week 5. Lesson 4:

- a. How to talk in sales transactions; how to interact with salesclerks; requesting and thanking
- b. Equational sentences; verb forms in requesting; nouns with demonstratives; c. Face-to-face formal conversations in sales transactions
- d. Introduction of Hiragana characters (part 2)
- e. Use of the calligraphy set: the four treasures of civilization: ink, inkstone, pen, paper
- f. Japanese Proverbs of the Week

Week 6 Midterm Exam

Lesson 5:

- a. How to talk in sales transactions; how to interact with salesclerks; requesting and thanking; shopping at different types of stores
- b. Verb forms in requesting; gerunds; demonstratives; direct object marker o; numbers and noun classifiers; modifying nouns by adjectives
- c. face-to-face formal conversations in sales transactions
- d. Reading and writing words in Hiragana characters
- e. The Koan of the week

Week 7 Lesson 6:

- a. Social relations and speech levels; meeting someone on the street, train, etc.; how to carry out small talks; speech levels and social relations; Japanese life and transportation (subways, buses, bullet trains, etc.); Japanese cities --Kyoto, Tokyo, and Osaka
- b. Motion verbs in present tense; postpositional phrases; word order
- c. face-to-face formal conversations in personal settings; small talks
- d. Reading and writing words in Hiragana characters
- e. The Koan of the week (4) (3)
- f. Video: Japanese Language and People (episode 2)

Week 8 Lesson 7:

- a. How to visit someone's home; how to receive guests; Japanese life--houses
- b. Motion verbs in present and past tenses; postpositional phrases; and word order --the position of time adverbials
- c. Face-to-face formal conversations in private setting; greetings and small talks
- d. Reading and writing sentences in Hiragana characters
- e. Reading Haiku

Week 9. Lesson 8:

- a. Describing things in Japanese houses; how to describe existence of things and persons
- b. Existential sentences for animate and inanimate objects; postpositional locative phrases
- c. Narratives in formal style; poetry (Haiku)

d. Reading and writing in Hiragana characters--poetry (Haiku)
 Film (Japanese Language & People, episode 2) Video: Haiku

Week 10. Lesson 9:

- a. Asking and giving directions; types of Japanese stores, the role of kooban 'police box' in local communities
 - b. Numbers and classifiers in existential sentences; postpositional locative phrases; modifying nouns by adjectives; modality, subordinate clauses
 - c. Face-to-face formal conversations; poetry (Haiku)
 - d. Reading and writing in Hiragana characters--poetry (Haiku)
 - e. Creating a beautiful concept and writing it as an art form: calligraphy
- Japanese Proverbs of the Week (7-9)

Week 11 Midterm Exam

Lesson 10:

- a. Japanese and leisure time; planning for weekends; going to a Kabuki play, going shopping to Ginza in Tokyo, traveling to Kyoto and Nara, etc.
- b. Sentences with action verbs; direct object marker o; postpositional locative phrases
- c. Face-to-face conversations--formal and informal styles; written narratives--journals
- d. Reading and writing in Hiragana characters-reading and writing a Koan in Japanese
- e. Introduction to Kanji characters (1)
- f. The Koan of the Week (4)

Week 12 Lesson 11:

- a. Daily life of Japanese workers living in Tokyo
- b. Review of the structures learned in Lessons 1-10.
- c. Written non-fiction narratives-journals
- d. Introduction to Kanji characters (2)
- e. Reading and writing in Hiragana characters-journals, applying principles of calligraphy to Haiku.
- e. Film: Japanese Language & People (episode 3)
- f. reading and writing a koan in Japanese; applying principles of calligraphy to the koan.

Week 13 Lesson 12:

- a. How to talk on the phone; hierarchical relations and in-group vs. out-group relations reflected in the language--how to refer to people politely; honorific and non-honorific expressions
- b. Sentences with action verbs; indirect object marker ni, and subordinate clauses
- c. Telephone conversations; written narratives--folk stories
- d. Reading and writing in Hiragana and Kanji characters; creating a simple haiku in kanji
- e. The Koan of the Week

Week 14

- a. Creating simple Haiku
- b. Calligraphy Practice, Creation of Art display for the Dean's gallery, competition
- c. The final Koan of the Week
- d. Peer and professor feedback on paper.

Week 15

- a. Hand in paper.
 Video: Japanese Language and People (episode 3)
- b. Japanese Proverbs of the Week
- c. Review

Final Exam 11-1 on Tuesday during Final Exam period

Advisement:

1. Cassette tapes of all lessons are available in the Music Library, located in the university main library.
2. I strongly recommend that you find a study partner who is also taking the class. Among the activities you can do is (1) test each other's knowledge of the vocabulary, (2) memorize the dialogs and then practice them, and (3) try conversing a little with each other, using the words and sentence patterns you have learned.
3. There are many Japanese students on this campus (regular students as well as students at the American English Institute) who are interested in having non-Japanese conversational partners to exchange cultural information and to exchange practice of Japanese and English. You may contact the AEI or the CSUF Japanese Student Association to find a Japanese student for your conversational partner.
4. Please keep all your work until you receive the course grade.
5. Please use my office hours and otherwise keep in touch with me about how this course is going for you. I want to know of any problems before it is too late to correct them.

General information:

1. Attendance policy: All students should strive to attend every class.
2. Missed quizzes and tests, late writing assignment policy. No special arrangements will be made for makeup tests and quizzes. Every writing assignment must be turned in on the due date.
3. Cheating and plagiarism. All students must refer to the Catalog and the Schedule of Courses for the University's policy regarding cheating and plagiarism.
4. Students with disabilities. If you have a disability, be sure to identify yourself to the University and the instructor so that reasonable accommodation for learning and evaluation within the course can be made. Please contact Services to Students with Disabilities.