Instructor: Tomoko Ikeda
Office: Rm252, 688 Sherbrooke West
E-mail: tomoko.ikeda@mcgill.ca

Office Hours (on Zoom)
Monday & Friday 10:00-11:00 am,
or by appointment

Teaching Assistant: Marlowe Gardiner-Heslin (marlowe.gardiner-heslin@mail.mcgill.ca)

Time and Location:
Fall 2020: Monday/Friday: 2:35-4:25 pm, Wednesday: 3:35-4:25 pm (on Zoom)
Winter 2021: Monday/Friday: 2:35-4:25 pm, Wednesday: 3:35-4:25 pm (on Zoom)

Eligibility: This course is for students who have no previous knowledge of the Japanese language. If you have previous knowledge, you may be required to take a placement test and obtain the permission of the instructor to take the course.

Required Purchases and Materials:
2. Webcam, microphone, computer with stable Internet access (you must have a computer that allows you to have multiple programs or pages open at the same time – e.g. Zoom, MyCourses, and OneDrive) You will need to show your face during attendance-taking, for dialogue presentations, and to confirm your identity for quizzes.

Course Description
This course is designed to provide students with the basic knowledge of Japanese language and will help them develop four well-balanced basic language skills, writing, speaking, listening and reading. Students will learn Japanese characters (hiragana and katakana) in the first four weeks. After that, no Latin alphabet will be used in class. About 150 Kanji will also be introduced by the end of the course. Upon successful completion of this course, you will be able to:

1) give a basic, short, rehearsed presentation on a familiar subject, such as yourself, your friends or your home country.
2) write a short composition on a familiar subject with short phrases and simple vocabulary.
3) follow speech on a familiar subject which is very slow and carefully articulated.
4) read and understand a short and simple essay on a familiar subject.

Fall Semester: Chapter 1-Chapter 7 (please see the student schedule on My Courses)
Topic-Comment sentence pattern, Location of things and people/animal, Adjectives, Basic verbs and Particles, Polite Non-Past and Past tense forms, Expressing likes and dislikes,

Winter Semester: Chapter 7-Chapter 12 + one extra grammar point
Comparison, Express one's desire, basic counters, making requests, inviting your friends, describe your family, express one's opinion, progressive tense, express uncertainty, casual speech.
You are also required to present a short presentation and a skit.

Assessment (Dates are subject to change.)
Fall 2020 (48.5%)
• Take-home exams (Ch.1-3:Nov.2, Ch.4-6:Dec.3) 18%
• Quizzes (weekly, during class time. Please see the monthly schedule.) 10%
• Instructor sessions’ attendance 2.5%
• TA session (homework, performance, attendance) 3%
• Oral assignments (2 dialogues) - during class time 6%
- Homework (Please see the notes below) 9%

Winter 2021 (51.5%)
- Take-home exam (Ch.7-9: Feb.22, Ch.10-12: Apr.14) 18%
- Quizzes (weekly, during class time. Please see the monthly schedule.) 10%
- Instructor sessions’ attendance 2.5%
- TA session (homework, performance, attendance) 3%
- Oral assignments (1 group presentation, 1 skit) - during class time 9%
- Homework (Please see the notes below) 9%

Attendance and Conduct:
Please be on time. Ideally, you will arrive a few minutes early and thus be prepared to start the lesson at the scheduled time. Students who arrive on Zoom more than 10 minutes late or leave more than 10 minutes early, may stay in the meeting and participate in the class, but will NOT receive attendance points for that class.

Attendance mark (lecture session) will be calculated as follows:

<table>
<thead>
<tr>
<th>Missed Instructor’s class (each semester)</th>
<th>Attendance mark (each semester)</th>
</tr>
</thead>
<tbody>
<tr>
<td>up to 3 classes</td>
<td>2.5%</td>
</tr>
<tr>
<td>4 to 5 classes</td>
<td>2%</td>
</tr>
<tr>
<td>6 to 7 classes</td>
<td>1%</td>
</tr>
<tr>
<td>more than 8 classes</td>
<td>0%</td>
</tr>
<tr>
<td>1 class=50min</td>
<td></td>
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</tbody>
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Please note that absence in excess of 20% of the course (13 classes each semester including TA sessions) may result in failure of the course. **If you are not able to attend Zoom meetings, please send email to the instructor. She will inform you of the necessary information to catch up the class.**

Homework
You have to submit the homework by 2:00pm on Monday, Wednesday and Friday. If it is submitted after class or during class, it is considered one session late.

- Written homework fully completed and submitted on the due date/time: In general, 2 points each, unless it is very poorly done.
- Recorded homework submitted on the due date/time: 4 points
- One session late: half point (Written: 1 point, Recorded: 2 points each)
- 2 sessions late: corrected but not points.
- More than 3 sessions late: No correction, no points.

Make-up quizzes
Quizzes are administered during class hours and must be taken at the scheduled time. There will be no "make-up", unless there is a legitimate reason, such as time zone issues, illness or family emergency. In these cases, you have to contact the instructor **within the day** when the quiz is scheduled.

MyCourses
Please check MyCourses announcement regularly.

Important Notes:

- **Students do not have the option of doing extra work to make up or improve their marks.**
- An unexplained absence from any quiz counts for zero, unless you have a legitimate reason such as illness. (Normally doctor's note is required.)

Academic Integrity
“McGill University values academic integrity. Therefore, all students must understand the meaning and consequences of cheating, plagiarism and other academic offences under the Code of Student Conduct and Disciplinary Procedures (see [http://www.mcgill.ca/students/srr/honest/](http://www.mcgill.ca/students/srr/honest/) for more information).” (approved by Senate on 29 January 2003)

In the event of extraordinary circumstances beyond the University’s control, the content and/or evaluation scheme in this course is subject to change.