

**Fall 2023 Japanese 403 “Fourth-Year Japanese for Advanced Speakers (OC Focus Designation)”**  
**MWF 2:30-3:20 Moore 224 (zoom link: <https://hawaii.zoom.us/j/3615070586>) Syllabus & Course**  
**Schedule**

Note: The content of the syllabus may be modified during the semester depending on the status of the pandemic

Instructor: Miki Ogasawara  
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Office: Moore Hall 393  
Hours: 3:20-3:50 M&W, or by appointment

Japanese 403 (3 credits) is designed for advanced speakers with an emphasis on **formal** Japanese language. The course has three main objectives. (1) It aims to provide students with knowledge of and hands-on practice communicating in ‘Japanese honorific/polite language (敬語)’. (2) Students will, through the course’s content-based reading (and video) materials, be introduced to fourth-year level advanced vocabulary and expressions, particularly ‘compounds written in *kanji*’ (漢語系語彙). (3) As it is a fourth-year Japanese course, students will also be expected to conduct research and make a presentation to the class in Japanese.

The class meets three times a week (MWF) and will be conducted in Japanese, except when English translations are called for. Students’ full preparation, regular attendance, and interaction in Japanese during in-class discussion are required. The course enrollment is limited to 20 students owing to its Oral Communication Focus and provision of in-depth individual feedback on each OC assignment. Students are accepted into the course based on their Japanese Placement Test results and/or via a screening interview.

**Student Learning Outcomes:** On successful completion of the course, students will:

1. be able to summarize in Japanese the content of authentic reading materials on a range of topics and in different genres with accurate comprehension, and be able to express and discuss their opinions and ideas effectively in Japanese.
2. be able to expand on their 漢語系語彙.
3. be able to deliver a brief, effective and pleasant self-introduction making good use of visual enhancers.
4. be able to find resources and content appropriate for their presentation.
5. be able to orally present information in an organized manner with appropriate speech-style.
6. recognize the importance of *keigo* (‘polite language’) in Japanese society, particularly in business situations, and be able to interact appropriately with Japanese clients.

In addition, the following EALL departmental Student Learning Outcomes (SLOs) and Institutional Learning Outcomes (ILOs) apply, at least in part, to this course:

- A. (SLO1: Oral) Engage in oral communication in Japanese in various social contexts, in linguistically and culturally appropriate ways.
- B. (SLO2: Reading) Read and comprehend texts written in Japanese from a variety of genres and contexts (e.g., newspapers, essay collections, novels).
- C. (SLO3: Writing) Apply critical thinking and rhetorical skills to produce coherent written works and presentations in both English and Japanese.
- D. (SLO4: Research) Use a variety of Japanese reference works and sources, including dictionaries and encyclopedias both in book form and on the Internet.
- E. (SLO5: Research) Conduct independent research on topics pertaining to Japan and effectively communicate the results.
- F. (SLO6: Linguistics) Demonstrate an understanding of phonology, morphology, syntax, and semantics through analysis of words, phrases, and clauses from authentic Japanese samples.
- G. (ILO1: Know—Breadth and Depth Knowledge) Develop an understanding of the world with emphasis on Hawai’i, Asia, and the Pacific by integrating General Education and specialized study in an academic field.
- H. (ILO2: Do—Intellectual and Practical Skills) Improve the ability to think critically and creatively, conduct research, and communicate and report.
- I. (ILO3: Value—Personal and Social Responsibility) Demonstrate excellence, integrity, and engagement through respect for people and cultures.

**Required Course Material:**

Japanese 403 (OC) is a “textbook cost \$0” course. The instructor will prepare a packet for each unit. When a packet, or any other materials are uploaded to Lualima or emailed to you, it is your responsibility to print out and bring them to class meetings.

**Optional Textbooks and References:**

1. Kakuko Shoji. *Basic Connections*. Kodansha 2012. (\$14.57 ay Amazon)
2. Seiichi Makino and Michio Tsutsui. *A Dictionary of Intermediate Japanese Grammar*. Tokyo: The Japan Times, 1995.
3. Seiichi Makino and Michio Tsutsui. *A Dictionary of Advanced Japanese Grammar*. Tokyo: The Japan Times, 2008.

## Grading:

Final course grades will be based on the results of the following. As the course is designated as a 3-credit OC course, at least 40% of the course grade must be based on its Oral activity component.

* Three Written Tests (Unit 2 Test 9%, Unit 3 Test 9%, and Final Exam 12%) .....	30%
* OC Components.....	45%
(Self-introduction...5%, Oral Test (x2) on <i>Keigo</i> ...30%, Presentation...10%)	
* Homework & Mini Quizzes .....	20%
* Participation (in-class performance, participation, preparation and attendance) .....	5%

100-97% =A+	79-77% =C+
96-93%=A	76-73% =C
92-90%=A-	72-70% =C-
89-87% =B+	69-67% =D+
86-83% =B	66-63% =D
82-80% =B-	62-60% =D-
	59% & below =F

*Students taking the course on the Cr/NC option must achieve at least a "C" (not "C-") overall average to receive credit.  
A course grade of a "C" or better is a prerequisite for taking Japanese 407.*

## Three Major OC Components (45%):

\*The following Oral Communication Assignments will count for 45% of the course grade.

\*For Assignments that require written feedback, the rubric will be provided beforehand.

### **Assignment #1: "Self-Introduction" (5%)**

The ability to introduce yourself in an effective and pleasant way is an important social skill. Students will first observe self-introduction samples and then engage in brainstorming discussions. Then, students will prepare a short video (5-6 min) to introduce them to class in Japanese. Students will receive written feedback and suggestions from both the instructor and their peers.

### **Assignment #2: "Keigo (honorific/polite language) Tasks" (30%)---Business/Professional Settings**

Two Oral Tests (x2: 15% each) will be given after practicing *keigo* tasks such as:

‘Interview’

Students will interview a new Japanese faculty member (played by the instructor) for the purpose of writing an article introducing her on the EALL website.

‘Briefing’

Student will provide a ‘briefing’ to a hotel guest (played by the instructor). The student is expected to speak politely, demonstrating their *keigo* proficiency as well as basic business protocols.

‘Telephone Conversations’

Students will speak on the phone with a Japanese client using *keigo*. When a client leaves a message, the student will relay it to his/her superior (played by the instructor).

In the above *keigo* tasks, students will learn about the rules of *keigo* via lectures and handouts and engage in a few Role-Play exercises before the oral tests are given.

### **Assignment #3: Presentation" (10%)**

Students, in small groups, will choose a topic of their interest. Once the topic and a brief outline are approved, they start to conduct research and find one or two articles appropriate for their topic, and orally present them to the instructor for feedback/suggestions. These articles will serve as a part of the main resources for their Final (research-based) Presentation. The presentation must be well organized and thoroughly rehearsed. Throughout the process of Assignment #3, students will receive individualized guidance from the instructor. After their Final Presentation, instructor feedback and peer feedback will be provided.

## Class Regulations:

1. Regular attendance is required. In the case of absences, as a general policy, absolutely **NO** make-up work will be given without a valid, documented excuse. Moreover, students with **more than TWO unexcused absences** in the semester can expect to have their course grades lowered by 1 point for each additional unexcused absence. (In case the instruction switches to ONLINE: please enter the JPN403 Zoom classroom a few minutes early so that we can start promptly at 2:30. You also need to attend the class **with your video camera and audio on**. The recording of class meetings and/or uploading of them to the Internet [YouTube, SNS, etc.] is not allowed.)

2. Full preparation for class and prompt completion of assignments is required. Full preparation means that you can read the text with reasonable fluency, can demonstrate understanding of the text, and can provide answers to the questions about the reading. All assignments must be completed **without the help of a Japanese native-speaker**. Any written assignment that appears to have been done thoughtlessly or carelessly or with help from a Japanese native-speaker **will receive a lowered grade**.
3. All assignments must be turned in by the deadline. Late work may be accepted with a point deduction.
4. Personal use of electronic devices (iPhones included) not relating to classwork is not allowed during class hours.
5. In case of ONLINE instruction: students must take the exams in the exact same way they would as if in a 'face-to-face' classroom. This is to say, any behaviors that are not allowed during tests in 'face-to-face' environments (ex: visiting other websites, using browser plug-ins, using translation or dictionary apps, using notes, etc.) are strictly prohibited. Suspicious cases will be reported to the UHM Academic Dishonesty Office.

The University of Hawaii considers Academic Dishonesty a serious offense. Cheating is a primary type of academic dishonesty, and involves the unauthorized use of information, materials, devices, sources, or practices when completing academic activities. So, for example, it is considered cheating when a student even allows another student to copy from their work, as well as when a student copies the work of another, especially during a test or exam that is to be completed individually: both are highly unauthorized practices. Any student attempting to cheat or involved in cheating will be penalized in said class and will also be reported to the University Office of Student Conduct, where they will be subject to disciplinary action.

6. Please use a pencil and an eraser, or a new corrected paper, for the homework and quizzes. Please write neatly.
7. Students are encouraged to download and print out materials uploaded onto Lualaba and bring them to class.
8. Students must **check their 'hawaii.edu' email EVERY DAY** for notices, updates, or reminders.

## Additional Information:

### 1. KOKUA Program:

If you have certain needs related to your full participation in class, you may contact the KOKUA Program (KOKUA Program, Student Services Center, Room 013, (V/T) 956-7511, [www.hawaii.edu/kokua/](http://www.hawaii.edu/kokua/)). KOKUA is our campus program offering disability access services.

### 2. UHM Counseling Center (CDSC):

Telephone: 956-7927

Website: <http://manoa.hawaii.edu/counseling/>

"Here at the Counseling and Student Development Center we offer support to UH Manoa students to assist with personal, academic and career concerns. Our approach is encouraging, collaborative, goal focused and culturally sensitive. We are here to help you develop more personal awareness and learn the skills you need to be successful while you are here at the University of Hawaii and beyond."

### 3. Office of Gender Equity (Title IX):

Telephone: 956-9499

Website: <http://manoa.hawaii.edu/genderequity/titleix/>

The Office of Gender Equity is ready and able to provide UH Manoa Students, Staff and Faculty with an **absolutely confidential** assessment of your situation if you are experiencing:

Sexual Harassment/Stalking, Gender Discrimination, Sexual Discrimination, Sexual/Domestic Abuse or Violence.

### 4. Student Basic Needs:

Basic needs include food and housing, childcare, mental health, financial resources and transportation, among others. Student basic needs security is critical for ensuring strong academic performance, persistence and graduation and overall student wellbeing. If you or someone you know are experiencing basic needs insecurity, please see the following resources: [UH System Student Basic Needs](#)

### 5. Department of East Asian Languages and Literature (EALL):

Please visit the homepage for more information on course offerings, the major, minor, or certificate in Japanese, and other departmental activities: <https://manoa.hawaii.edu/eall/>

**6. Employability and your Japanese language study:** The Department of East Asian Languages & Literatures is committed to providing students with information about the value of the skills and learning they develop in conjunction with their Japanese language study for future employment. The Department works with the [Hawai'i Language Roadmap](#), a statewide initiative for a multilingual workforce for Hawai'i housed in the College of Arts, Languages and Letters, to provide students with opportunities to learn about marketing their language proficiency to employers (e.g., resume writing, interview training), to meet employers who are hiring for bilingual proficiency, and to credential their language proficiency with the nationally-recognized Global Seal of Bilingual Proficiency, a valued workforce credential. For more information: [roadmap@hawaii.edu](mailto:roadmap@hawaii.edu), or visit the Roadmap website at: [nflrc.hawaii.edu/language/roadmap](http://nflrc.hawaii.edu/language/roadmap).

### 7. Back Credit Policy:

Students who may be eligible for back credits for previous Japanese language study should go to: <https://manoa.hawaii.edu/gened/req/hsl/> Guidelines: <https://manoa.hawaii.edu/gened/wp-content/uploads/2018/11/HSL.backcredits.pdf>

**8. 2022 JLPT (日本語能力試験):** All levels (N1-N5) are offered for the 2022 JLPT at UHM. Registration ends on 9/13/2022 but as seats are limited, students are encouraged to register as soon as possible.

## <講師からのメッセージ：今学期の日本語学習の目標>

1. 敬語 (403では特に尊敬語を重点的に扱う)
2. (中) 上級の漢字語彙 (特に漢語系語彙を増やす)
3. 翻訳スキル (主に404で扱う)
4. 文化的にもバイリンガルであること (価値の高い人間力スキル)

以上の4つのことを念頭に今学期の授業を進めていきたいと思っております。週に3回だけの授業でこの4つの目標をすべてクリアすることは容易ではありません。ですが、このうちのどれかにおいて少しでも上達が見られるよう、目標を設定して勉強をしていってください。

# Japanese 403 Fall 2023

TENTATIVE Course Schedule

(This schedule is subject to change.)

Instructor: Miki Ogasawara Office : Moore 393

Office Hours: 3:30-4:00 MWF, or by appointment

ZOOM link: <https://hawaii.zoom.us/j/3615070586>

\* 以下の予定表は、理解度、進度などにより変更もあります

	DATES	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
01	8/22-8/26	Orientation		ユニット1 : 「ミニ自己紹介」		
02	8/29-9/2		(1)			
03	9/5-9/9	<b>HOLIDAY:</b> <i>Labor Day</i>		ユニット2 : 「敬語：尊敬語」		
04	9/12-9/16		(2)			Roadmap Talk
05	9/19-9/23					
06	9/26-9/30					
07	10/3-10/7	オーラルテスト1	----->	----->		テスト1 : ユニット2 筆記試験
08	10/10-10/14	ユニット3 : 「敬語（謙譲語）」				
09	10/17-10/21					
10	10/24-10/28					Nippon Culture Day (Participation Required)
11	10/31-11/4	(3)		オーラルテスト2	----->	----->
12	11/7-11/11	テスト2 : ユニット3 筆記試験	<b>HOLIDAY:</b> <i>Election Day</i>	ユニット4 : 「読解&発表」		<b>HOLIDAY:</b> <i>Veterans' Day</i>
13	11/14-11/18					
14	11/21-11/25				<b>HOLIDAY:</b> <i>Thanksgiving Day</i>	<b>Non-Instructional Day</b>
15	11/28-12/2			発表		発表
16	12/5-12/9	発表		最終日 復習、まとめ		Study Period (12/9 – 12/10)
17	12/12-12/16	テスト3 : 期末試験 2:15-4:15				

(1) Tuesday, August 30 (4:00 pm): Last day to register for a course; last day to change grading mode; Last day for 100% tuition refund

(2) Tuesday, September 13 (4:00 pm): Last day to drop a course without a "W" grade; Last day for 50% tuition refund  
September 14 to October 31: Restricted Withdrawal period (w/ "W" grade) via STAR GPS

(3) Monday, October 31 (4:00 pm): Last day to drop a course with a "W" grade.

Please check the UPDATE for Fall 2023 at <https://manoa.hawaii.edu/registrar/academic-calendar/fall-2023/>.