

Elementary Japanese I

Welcome to Online JAPN 1001 Summer, 2020

1. [Instructor\(s\)](#)
2. [Getting Started](#)
3. [Textbook and Course Materials](#)
4. [Course Descriptions and Goals](#)
5. [ML Performance Goals](#)
6. [Strategy for Success in Foreign Language Learning](#)
7. [Final Grade Breakdown](#)
8. [Grading Policies](#)

Instructor(s)

Dr. Satomi Suzuki

Email: satomi.suzuki@modlangs.gatech.edu

Office Hours: TBA

The entrances to Swann Building are automatically locked after 5 p.m. To enter the building after 5 p.m., email your instructor. Use the north side door (Savant Bldg. side). Cherry St. side door is always locked.

Getting Started

Online language courses are for those who are comfortable with using a computer for everyday study and attending live, voice-based interaction via the Internet. Online language students must also be motivated and disciplined enough to manage your own learning routines. At GT, online language courses are designed differently from other online or in-classroom courses.

- There are two components --- non-live and live components. Non-live components require you to study the course materials on your own at home, and live components require you to attend regularly scheduled online virtual classrooms (called "Adobe Connect Classroom") and interact with your instructor and peers in voice.
- There is no physical classroom to meet. (The only time to meet in a classroom is to take exams. If you are taking this course off-campus, your exam will be administered by an exam proctor at a location and time agreed upon.)
- You are required to attend all live classrooms (called "Adobe Connect Classroom") using voice-based communication.
- Adobe Connect Classrooms may be recorded for your subsequent review, but viewing recorded classrooms does not count as attendance.

Textbook and Course Materials (available online in Canvas)

1. **JAPN1001 Textbook** (PDF files) (Available on Canvas from the "[Textbook](#)" link. If you would like to review the content of this course after taking this course, download these files.)
2. **Course Portal**: This shows the time line for specific activities, deadlines for homework, tests and exams. There are a total of six (6) lessons. Each lesson has topics, model dialogues, grammar notes, vocabulary, self tests, homework and classroom activity files. All necessary course materials are linked with **Course Portal**. Each time you log in to this course on Canvas, check the **Course Portal**.
3. **Homework files** (All homework files are available in html/pdf format from the "[Course Portal](#)" link.)
4. **Classroom activity files** (available in html/pdf format from the "[Course Portal](#)" link.)

Course Descriptions and Goals

Credit Hours	4 credits (Those who registered via GAPE cannot receive academic credits.) If you have studied Japanese before and are thinking of obtaining a certificate or minor in Japanese, you
---------------------	---

	will reach your goal more quickly by starting out at a higher level of Japanese than this course. (For example, the minor in Japanese requires 15 credits of JAPN 2002 or higher and the certificate requires 12 credits of JAPN 2002 or higher. This course will NOT count toward IAML/GEML. This course will count only as a free elective in ALIS major.)
Prerequisites	None This course is the <u>first</u> of two beginning-level Japanese. If you have studied Japanese before or if you lived in an environment where Japanese is spoken, this may NOT be the course for you. Take an online placement test to find out the appropriate course to take. If you are still not sure which course to take after taking the test, contact your instructor. Placement Test Site: http://japanese.gatech.edu/online/jpn-placement.html
Course Objectives	Although the main emphasis is on the development of basic aural-oral communication skills in Japanese, activities aimed at developing basic reading and writing skills are also incorporated into the lessons. At the end of the semester, among other things, students are expected to be able to: <ul style="list-style-type: none"> • exchange greetings in Japanese, introduce themselves and respond to introductions, and engage in brief conversations in Japanese • carry out simple conversations on topics related to everyday situations (e.g. finding out the identities of objects in the environment, describing the locations of objects, indicating what you will be doing in the near future, describing your habitual/routine actions, etc.), using basic vocabulary and structural patterns • read and write short passages written in hiragana, katakana, and about 25 kanji
Classroom component (Live)	There will be two (2) classroom periods (75 minutes each) every week. Classroom activity files are called "Classroom sessions" and linked with Course Portal.
Individual work component (Non-live)	This class will be taught on the assumption that you have done your preparation, as indicated under "Preparation at Home" column of our schedule. The instructor may not discuss grammar in details. Therefore, it is IMPERATIVE that you do your preparations (e.g. studying the dialogue(s) and/or Grammar Notes and memorizing the vocabulary) before you come to class. If you have any questions after reading the specified parts of the textbook, you should ask them either at the beginning or at the end of the class period.
Homework	Most homework requires handwritten answers. <u>Each page of the homework must be scanned, combined into a single PDF and uploaded to Drop Box of Canvas by 11:59 p.m. on the day indicated on Course Portal.</u> Some homework may take the form of recording your oral responses in Wimba Voice Board. Important: Some homework questions may require you to read ahead the textbook <u>before</u> it is formally introduced in class. Some homework may be due on the day when there is no class. See Course Portal for the details.
Exams	There will be a mid-term exam which includes and a final exam and vocabulary tests. These tests and exams must be taken at a designated location on campus.

ML PERFORMANCE GOAL #1: PROFESSIONAL COMMUNICATION

ML Learning Outcome 1: Demonstrate oral and aural proficiency in the target language	JAPN 1001: Students will demonstrate oral proficiency on limited topics at the Novice Mid at least on the ACTFL scale in an oral interview at the end of the semester.
ML Learning Outcome 2: Demonstrate effective presentation skills in the target language	JAPN 1001: Students will demonstrate the ability to present a 1- to 2-minute skit.
ML Learning Outcome 3: Demonstrate writing proficiency in the target language	JAPN 1001: Students will demonstrate writing proficiency by writing a draft for a short skit.
ML Learning Outcome 4: Demonstrate proficiency in comprehension of authentic written texts in the target Language	N/A

ML PERFORMANCE GOAL #2: INTERCULTURAL SKILLS AND KNOWLEDGE

ML Learning Outcome 5: Demonstrate in-depth knowledge of a <i>specific</i> target-language country or region	N/A
---	-----

ML Learning Outcome 6: Demonstrate the ability to analyze an issue from target-culture perspective(s)	N/A
ML Learning Outcome 7: Demonstrate critical reflection on cultural complexity and context	N/A

Strategy for Success in Foreign Language Learning

Foreign language learning is a cumulative and time-consuming process. Successful foreign language learning requires a steady study habit. In addition to doing what is mentioned as the necessary preparation in the schedule, you should constantly review what you learned and practice them so that you will be able to use it without thinking. Mistakes can fossilize very quickly, so it is very important that everything be learned correctly from the beginning. Make sure that you listen to the audio carefully and say it repeatedly until you sound like the model. The worst study habit is to cram several days' (or weeks') material in one day, like the day before the tests and exams. If you cram everything in a short period of time instead of constantly reviewing and practicing the materials over a long period of time, you will forget what you memorized very quickly. Since language learning is a cumulative process, you will not be able to make a progress in learning a foreign language if you quickly forget what you have studied. Therefore, you should spend a little time studying Japanese every day. Make sure that no day passes without studying Japanese for at least one half hour to 45 minutes.

How to communicate with your instructor(s) and classmates

To communicate with your instructor and classmates, use the Canvas email.

Check your GT email regularly. All important class announcements will be sent to your GT email.

As a personal mode of communication with your instructor, use email instead of telephone.

IMPORTANT: There are many students in different sections. Some students have similar names! When emailing your instructor, write your FULL NAME, the course title (e.g., JAPN 1002) and the SECTION (A, B, C, UA, UAA, etc.) you have enrolled in. The instructor may also use **Bluejeans** to conduct some of the meetings.

If you would like to collaborate with your classmates to do some work for this course, you are welcome to use Adobe Connect any time outside of the classroom periods.

Final Grade Breakdown

Grading is on a 100-point scale (no curving). The final grade will be computed as follows.

***There will be no extra credit activity for this course.	
Video-recorded self-introduction	1%
Online Hiragana quizzes 1 and 2 (5% and 8% respectively)	13%
Online Katakana quiz (5%)	5%
Online Chapter Test I (lessons 3 - 4)	10%
Online Chapter Test II (lessons 5 - 6A)	10%
Homework	20%
Daily oral performance (Adobe Connect Classrooms)	18%
Online Written & Oral Final Exam (lessons 1 - 6A & B) (12% each)	23%
Total	100%

Quizzes, Exams, and Final Exams include written, oral, listening, and reading tests to examine your full comprehension of the lessons. All students must take the online exams during the class time while participating in the virtual classroom. You must follow the directions to complete the exams in order to receive the proper credit, which includes the usage of web-camera while taking the exam. Usage of on and offline materials such as textbooks, notebooks, software, online search engines, etc. are not allowed. There will be NO MAKE-UP EXAM allowed in this class, and no negotiation of missing exams/quizzes is accepted. Technical difficulties (e.g., audio,

microphone, web-camera, and other issues with technical glitches) cannot be used as an excuse for missing or being late for submitting the exams/quizzes. If you fail to follow the directions (e.g., time limit, testing procedure, submission method, etc.), it will result in a minimum of 30% reduction of the overall final grade points. Please have your Plan B so that you will not miss any points due to any technical issues, etc. **It is your responsibility to make sure uploaded files are correct and legible and in the right place. If you upload wrong files or upload them into a wrong folder or if your scanned images are not legible, you may receive 0 points.** If you have any problems, discuss with the instructor prior to the exams.

Homework: No late work will be accepted. To submit your homework, follow the direction closely. It may not be accepted otherwise. Grammar worksheets include writing exercises, vocabulary questions, and listening. **TO SUBMIT YOUR HOMEWORK, FOLLOW THE DIRECTION BELOW. YOUR HOMEWORK MAY NOT BE ACCEPTED OTHERWISE.** Allow plenty of time to solve any technical difficulties before the deadline. Negotiation for overdue homework will not be accepted.

1. Print each and fill your answer by hand.

2. Combine documents into a **SINGLE PDF** (Go to the library if you do not have software such as the recent version of Adobe Acrobat).

3. Name the file appropriately with each **assignment title** and your **LAST NAME**.

Ex 1. Your homework: hiragana 1 worksheet and hiragana 2 worksheet; your last name is Smith

Smith_HH1_HH2.pdf

Ex. 2 Your homework: grammar worksheet 5-1 and kanji worksheet 5; your last name is Smith

Smith_GH5-1_KH5.pdf

4. Upload the file (a single pdf) to Canvas Module.

Note:

1. Make sure you upload your homework in time for the deadlines. No late homework will be accepted. See the grading policies. Do not use regular email to submit your homework.
2. It is your responsibility to make sure uploaded files are correct and legible and in the right folder. If you upload wrong files or upload them into a wrong folder or if your scanned images are not legible, you may receive 0 points for your homework.
3. After your homework is graded, it will be returned to the Module.

Note: No late homework will be accepted. Make sure you upload your homework in time for the deadlines. See the grading policies. Do not use regular email to submit your homework.

It is your responsibility to make sure uploaded files are correct and legible and in the right folder. If you upload wrong files or upload them into a wrong folder or if your scanned images are not legible, you may receive 0 points for your homework.

Daily oral performance: During your class period, each student will be asked to interact with the instructor and other students. Student performance will be rated on a 10-point scale based on the degrees of your active and collaborative participation and preparedness. In order to be considered as an active participant, it is not enough to simply follow the instructor's direction and do classroom activities. To be considered "active", you must volunteer to share your responses when the instructor asks for volunteers. You will be judged "highly prepared" if your classroom performance indicates that you have read the textbook and memorized vocabulary, practiced new grammatical patterns/conjugation, practiced reading and writing well.

- 10 = very high degree of both active participation and preparedness
- 9 = high degree of active participation and preparedness
- 8 = moderate degree of active participation and preparation
- 7 or lower = present but barely effective (e.g, English dominates the class time) or often shows signs of inattention (See Grading Policies for examples.)
- 0 = absent

In some cases, the instructor may seek evidence of student's sustained ability to produce target expressions accurately and

fluently in different contexts. For example, the instructor may extend questions on the group session page to include unplanned questions about student's real life.

Grading criteria:

1. Preparedness: Evidence of your preparation before class will be assessed as to if you read the textbook, and have basic grammar and vocabulary knowledge to perform activities effectively and productively in class.

2. Language use:

- Appropriate, accurate, and active use of the grammar structures and vocabulary introduced in each lesson
- Appropriateness of style selection
- Accuracy and fluency of speech production (e.g., pronunciation, intonation, rhythm, etc.)
- Response time to various questions and/or activities

3. Participation style:

- Punctuality (If you come to a group session more than five minutes late, your grade may be deducted by 20 %.)
- Active participation which demonstrates good preparation and understanding of the lesson (Note: To demonstrate your activeness, you must speak up. Chatting on the text-messaging board will not count as your full participation. Also, if you show signs of inattention, your performance score may be lowered. See Grading Policies for the details.)
- Cordial and cooperative attitude to maximize our limited time and maintain friendly relationship.

Note: The following actions during class will **receive C or lower** for your daily participation points.

- Under-use of the learned expressions and/or the majority of your communication is done in English
- A lack of attention during class or leaving classroom in an inappropriate manner

Video-recorded self-introduction: You are required to record and post messages on the Voice Board and introduce yourself to the class.

Grading Policies and your Eligibility

1.	<p>Eligibility (Read this carefully. It could happen to you!)</p> <p>If your current proficiency level of Japanese is found to be <u>too high</u> for the course you are enrolled in, you may be forced to withdraw from the course even after the add/drop period. For example, if you can already speak Japanese fairly fluently without much problems, you should NOT be taking beginning level courses. The presence of such students is demoralizing for the beginners who are taking the course in earnest. Since the course focuses more on <u>speaking and listening skills</u> and little time is used in reading and writing, not being able to read and write at the beginning level cannot be the reason to take 1001. You can study reading and writing on your own outside of the course. We can provide you with the study material if you request. Also, consider the following facts:</p> <ul style="list-style-type: none"> • No lower level courses (JAPN 1001, 1002 and 2001) can be counted toward your major, minor or certificate in Japanese. If you are already good at speaking Japanese, taking these lower level courses might be a waste of your time and money. • You can take credit by exam. If you pass the final exam of the course, you will earn the credit for the course (S/U grade will be assigned) without taking the course. (Note: Consult your school policies before taking this option and make sure if S/U grade can be counted toward your graduation.) <p>If you are not sure about the level of your proficiency, please take the online placement test (http://japanese.gatech.edu/online/jpn-placement.html) or consult your instructor ASAP hopefully before the add/drop period ends.</p>
2.	<p>Academic Honor Codes</p> <p>Students in this class are expected to abide by the Georgia Tech Student Code of Conduct and Honor Code and avoid any instances of academic misconduct, including but not limited to:</p> <ol style="list-style-type: none"> 1. Possessing, using, or exchanging improperly acquired written or oral information in the preparation of a

homework, term papers or exams.

2. Substitution of material that is wholly or substantially identical to that created or published by another individual or individuals including homework. (Suspicious materials will be searched on the Web.)
3. False claims of performance or work that has been submitted by other students.

See <http://www.catalog.gatech.edu/rules/19b.php> for more information on academic misconduct and the Honor Code. If we find any instance of academic misconduct and/or violation of GT Honor Code, we will take a strong action including but not limited to the following:

1. If it occurs during an exam/test/quiz, the student's exam/test/quiz will be terminated immediately even if it is not finished. Such a student will receive 0 (zero) points for the entire exam/test/quiz.
2. If the second misconduct/violation occurs, the student will receive an F for the entire course.

All assignments/tests/exams you submit in class or upload to Canvas must have your clearly printed name. By writing your name on the homework, it serves as your signature certifying that you have followed all honor codes. If there is no name on the work you submit, it may be rejected.

3. Missing Classes

You are required to attend ALL classes during the semester. In case of unforeseen circumstances, you are allowed to miss classes up to the following number of classes without questions.

- four (4) classes (for four-days/week courses)
- three (3) classes (for three-days/week courses)
- two (2) classes (for two-days/week courses)
- one (1) class (for short summer term courses)

Beyond the number of absences allowed above, you will automatically start losing some of all class performance points as shown below:

- 100% reduction for missing an entire class
- Missing more than a total of 20 minutes of a class session including arriving late, leaving early or being away from the computer during the class will also count as absence from a class (100% reduction).
- There will be a minimum of 20% reduction for missing 5 to 20 minutes of a class by arriving late or leaving early.

No makeup work for missed classes will be allowed. (If the class is archived, you can view it after the class, but viewing archived classes does not count as attendance.) Technical difficulties cannot be used as an excuse for missing classes, arriving late or leaving early. Also, if you do not respond in a timely manner whenever you are called upon during the class, your points may be deducted (See "5. Not paying attention below"). If you have difficulties in preparing for classes or performing well in class, please discuss with your instructor as early as possible during the semester and we will try to find a solution.

There may be no individual warnings about your missing classes. Having other obligations that leads to your missing all or part of a class is not an acceptable excuse. Notifying the instructor does not automatically excuse you from being counted as absent.

4. Missing Tests or Being Late in Submitting Homework

Absolutely no late homework will be accepted unless you can provide a written proof that your emergency was legitimate and genuine (See the examples below).

If you are required to upload your scanned homework (as in online courses) to Canvas, you need to find the scanner facilities on or off-campus. If you often cannot access a scanner in time for the deadlines, buy your own scanner. (FYI: You can also download a free app (e.g., CamScanner) to your smartphone that can create and upload PDF files based on your smartphone camera.) If your instructor cannot read part of your homework or part of it is missing, you will receive 0 points for that part.

If you have to miss a quiz, test or exam **due to school-authorized circumstances predetermined**, notify the instructor at least one week before it happens and the person (name, title, email address, phone) to whom the instructor can contact in case of questions. With timely prior notification, you may allow to re-schedule quizzes, tests and exams. If you have legitimate excuses (examples shown below) AND you can prove it by providing a written proof (examples shown below) within a week of each incident, you can re-schedule the quizzes, tests and exams. No makeup quizzes, tests and exams without valid written proofs are allowed and no extra-credit work will be accepted. The instructor will NOT accommodate your personal schedule to change the exam and quiz dates from those listed in the course schedule.

1. The following are examples of legitimate excuses.
 2. I had a medical emergency or infectious disease (e.g., a flu) that requires me NOT to come to the class (Submit the doctor's notes).
 2. I had family emergencies (e.g., a death of your family member. Bring a proof such as obituaries, an

	<p>invitation to the funeral, etc.).</p> <p>3. I had a major accident or a disaster (Bring the police records. No photographs of the accident/disaster scenes are accepted.).</p> <p>2. The following are examples of excuses that will NEVER be accepted.</p> <ol style="list-style-type: none"> 1. I am too busy with the requirements of my other courses, my job, my duties in the organizations I belong to, etc. (If you are going to be too busy with the requirements of other courses to keep up with this course, you should drop this course OR drop other courses.) 2. I was too tired to complete the homework. 3. I am participating in a professional conference. I have a job interview. I have a job affair to attend. I have a field trip. 4. I had technical difficulties. 5. (If you are required to scan your homework) The library (or other place) was closed when I needed to scan my homework. (Be especially careful with summer courses. The library may close early and often in summer.) 6. I need to maintain a good GPA. 7. If I don't get a higher grade, I will lose my scholarship or I will be forced out of school. (No negotiation for grades will be accepted during/after the final exam week.) 8. I didn't know that this requirement existed or didn't know the deadline or misread my schedule. 9. I did my homework, but I forgot to turn it in. 10. (If homework is required to be uploaded into Canvas) I uploaded my homework to a wrong folder or misplaced them or did not name them correctly. 11. I forgot to tell you that I had a preplanned obligation. 12. I am from another school and the grading policies were different there. 13. I didn't know it was written in the Syllabus and/or Schedule (Course Portal). 14. You never warned me when I missed my requirements. 15. This particular case was not discussed in the grading policies. 16. I am unable to take the exam on the given date because I have a travel plan, I am out of town, and/or I missed my flight to get back to Atlanta. I have already bought a ticket for my trip and cannot change the schedule.
--	---

5. Not Paying Attention

	<p>During the class, you need to pay attention to the instructor and peer students 100% of the time. <u>Don't engage in activities that distract you such as doing your homework during the class, reading unrelated computer screens, chatting with other students on unrelated topics, and working on activities not related to the class.</u> The instructor may randomly ask you to repeat what the other person has just said to make sure you heard it. A typical conversational exchange goes like this. Note that <u>your name will be often called at the END of each question</u> as shown below.</p> <p>Teacher: "What did you do last Sunday, <u>Mr. Brown</u>?" Brown: "I went to the library to study Japanese." Teacher: "Where did Mr. Brown study last Sunday, <u>Ms. Smith</u>?" Smith: "He studied at the library."</p> <p>The following illustrates someone who is not paying attention. If this kind of behavior happens frequently, you will be considered not paying attention.</p> <p>Teacher: "What did you do last Sunday, <u>Mr. Brown</u>?" (No answer...) Teacher: "Mr. Brown, could you answer my question?" Brown: "What was the question?" or "Which question are we on now?" or "I couldn't hear your question."</p> <p>If you cannot respond to some questions, please ask <u>your instructor for help</u> rather than searching the course materials or flipping back your notes or consulting with someone sitting next to you.</p> <p>Online course students only: If you don't hear the instructor (or if you cannot be heard due to technical problems) or the Application Sharing window disappears during your online class, notify your instructor <u>immediately</u>. If technical problems persist, consult the Blackboard support for help. If you neglect to fix your technical problems, your class performance grade will be affected accordingly. <u>If you cannot fix the technical problems no matter what after honest attempts to solve them, I recommend you withdraw from this course as early as possible.</u></p> <p>FYI: Some instructors may ban additional activities that are distracting such as the use of computers in a regular classroom (not in online classes obviously). Also, in intermediate to advanced classes, speaking in the language other than Japanese may be prohibited. Read the syllabus carefully.</p>
--	--

6. Technical Difficulties (This applies only to Online Classes.)

	<p>Please select a quiet location to connect where you can be heard clearly.</p> <p>Set up your own <u>backup plan (Plan B)</u> and be ready to go to <u>Plan B</u> whenever your computer fails or your network connection does not work. For example, you can pre-arrange someone else to let you use his/her computer in case of emergency. If you have time, you can contact Blackboard Support (See Step 4 of Online Language Support</p>
--	---

	<p>Center (http://japanese.gatech.edu/online/) for help. Your virtual class performance points between 5 and 10 will be given only when students participate orally. The instructor may ask you to use text chatting as a last resort, but text-chatting does not count as aural-oral performance.</p> <p>If you can enter the Wimba Classroom but have no audio (cannot hear others or others cannot hear you), the following is <u>your Plan B that is ALWAYS available</u>. (Using text chat or just staying online with no response will receive 0 points for the live classroom session.) --- Click on the telephone icon in the Live Classroom and find the Simulcast phone number and your PIN. Call this number using a regular phone and enter your PIN. You will be added to Wimba Classroom without using the audio functions of your computer! (See Troubleshooting page of Online Language Support Center for more information). This is not a free call. If you call in, a long-distance charge will be applied to your phone bill.</p> <p>Stalling and "selective audio difficulties": Stalling or pretending to have "audio problems" whenever you are unable to respond is not tolerated. If you cannot answer some questions, it is much more productive to say so and get immediate help instead of wasting your (and your classmates') valuable time.</p> <p>False claims of technical difficulties for missing classes/requirements will not be tolerated.</p>
7.	Copying Other's Work or Lost Homework
	<p>Copying other's answers or submitting other's work is cheating. If this is discovered, a warning is issued. If you repeat it for the second time, you will receive an "F" for that requirement. If this is discovered a third time, you will receive an "F" for the entire course. Regardless of who did the copying, all homework containing identical answers to open-ended questions including errors and typos may receive an "F".</p> <p>Keep all of your original work on homework, tests, etc. In the unlikely event that your work is lost after you have uploaded it, you will be requested to resubmit your original work or take the test again.</p>
8.	Failure to Submit Homework as Required in the Syllabus (This applies only to Online Classes.)
	<p>Submitting wrong homework, not noticing homework deadlines in the schedule (<u>In online classes, some homework may be due on the day when you have no virtual classes</u>) cannot be used as an excuse. If you are required to upload your homework to Canvas, there are specific instructions (written elsewhere in this syllabus) on how to name the files and folders. It is your responsibility to follow the instructions. Do NOT mislabel or misplace the homework files within Canvas's Drop Box. The instructor may rename or move some files or reorganize your Drop Box if you do not follow the instructions. If the instructor cannot find your uploaded homework because you did not follow the instruction correctly, you may get a zero point for that homework.</p> <p>Please check the image quality <u>before and after</u> you upload the homework (scanning quality, orientation, size, scanned area, pagination, etc.). Files may become damaged during the transmission. Make sure you can download and view the homework files again. If you can't download and view the files correctly, the instructor can't do it either. If the instructor can't view the homework correctly, some points may be taken off.</p>
9.	Failure to Turn in Your Homework Will Lower Your Grade.
	<p>Occasionally, there are students who score well on tests and exams and perform well orally without turning in any homework and claim that they deserve better grades even if they do not submit homework. <u>Your grade will be calculated strictly based on all of the requirements and will NOT be "bumped up" just because you perform well on other requirements.</u> If you feel you don't need to do the homework since you already know the material well, you should NOT be taking this course. Please register for a more advanced Japanese course. (Courses lower than JAPN 2002 will NOT be counted toward your certificate or minor.)</p>
10.	Exam Proctor (if you are taking the exams off campus)
	<p>Exam proctors are those who are in a responsible position to oversee your exam. Typically, he/she is your academic advisor, supervisor on the job, or facilitator your instructor agrees to have the exam administered for you. Proctors cannot be your friends, roommates, family members and relatives. They are required to sign the Proctor Confirmation Form and follow the instructions for the exam. S/he needs to be able to communicate with the instructor in English. You need to provide your instructor with the proctor's background information such as their full name, title, organization, email address, phone number, address, etc. If necessary, the instructor may check the background of the proctor you choose.</p> <p>It is your responsibility to contact your proctor and arrange for the date, time and location for the exams. Make sure they are capable of conducting all that are required such as printing the exam and, if necessary, prepare the Internet-connected computer and install necessary software such as Flash Player, Quicktime, Skype, etc. They are also required to return the exam by the specified date and method (e.g., emailing scanned exams, etc.).</p>
11.	Incomplete Grade
	<p>An "I" grade will be issued <u>only</u> when a student was doing satisfactory work, but for <u>nonacademic</u> reasons beyond his/her control and deemed acceptable by the instructor, was unable to meet the full requirements of the course. If the student's performance was so poor as to preclude his/her passing, the instructor shall assign the grade of "F." (From Georgia Tech General Catalog) The "I" grade has to be removed within the semester immediately following</p>

	the semester in which the "I" is given. Otherwise, the "I" grade will automatically turn into an "F."
12. Pass-Fail Students	
	If you are taking this course on the Pass/Fail basis, you need to earn at least 70% of the total grade in order to pass this course. During the Wimba Classroom, Pass-Fail students will be expected to do the same work and perform the same activities.
13. Audit Students	
	If you are taking this course on the Audit basis because you might not be able to devote your time fully to this course, this course is not recommended for you. Audit students are fully expected to submit all of the homework and take the tests and exams AND participate fully in the live classroom sessions. If the performance of audit students interferes with normal progress of the class, the instructor may decide not to call on the audit students. In addition, students with poor completion of the course requirements (less than 60%) may not be permitted to advance to the next level. So, keep up with the class even if you are just auditing the class.
14. Disability Policy	
	Any student with a documented disability (physical, learning, psychological) who needs to arrange reasonable accommodations must contact Disability Services at the beginning of the semester at your school. For help on course content, please contact your instructor.

If you cannot accept all of the policies above, please drop this course. By continuing to take this course, you will be assumed to have accepted all of the policies. Once the final grade is issued, we will not change it unless there are computational errors. If you are having difficulties with the class requirements or missing many of the requirements, please consult with the instructor(s) as soon as possible. Do not wait until it's too late.