

Term Information

Effective Term Spring 2022

General Information

Course Bulletin Listing/Subject Area Japanese
Fiscal Unit/Academic Org East Asian Languages & Lit - D0527
College/Academic Group Arts and Sciences
Level/Career Undergraduate
Course Number/Catalog 4102.61
Course Title Level 3-II Online Individualized Instruction
Transcript Abbreviation LEVEL 3-2 DINDVDL
Course Description Expanding intermediate-level oral and written communication strategies. Progress is sequential from 1 cr hr. to next.
Semester Credit Hours/Units Variable: Min 1 Max 5

Offering Information

Length Of Course 14 Week, 12 Week, 8 Week, 7 Week, 6 Week, 4 Week
Flexibly Scheduled Course Never
Does any section of this course have a distance education component? Yes
Is any section of the course offered 100% at a distance
Grading Basis Letter Grade
Repeatable No
Course Components Lecture
Grade Roster Component Lecture
Credit Available by Exam Yes
Exam Type Departmental Exams
Admission Condition Course No
Off Campus Sometimes
Campus of Offering Columbus, Lima, Mansfield, Marion, Newark, Wooster

Prerequisites and Exclusions

Prerequisites/Corequisites Japanese 4101, 4101.01, 5 cr hrs of 4101.61, or concurrent registration in 4101.61 for the credit hours to complete the 5 cr hrs of 4101.61.
Exclusions Not open to students with credit for 4102, 4102.01, 5 cr hrs of 4102.61, or 4152; or to native speakers of this language through regular course enrollment or EM credit.
Electronically Enforced No

Cross-Listings

Cross-Listings

Subject/CIP Code

Subject/CIP Code 16.0302
Subsidy Level Baccalaureate Course

Intended Rank Junior, Senior, Masters, Doctoral

Requirement/Elective Designation

Required for this unit's degrees, majors, and/or minors

Course Details

Course goals or learning objectives/outcomes

- Adding more experiences in handling such moves as questioning, playing with words, generalizing, reporting, refuting, expressing regrets, encouraging, commanding, prohibiting, and making formal speeches; and expanding discourse strategies

Content Topic List Sought Concurrence

- Language and linguistics, culture, testing, arrivals, departures, and housing
- No

Attachments

- J2021:4101:4102 II SyllabusSp2022D3.docx
(Syllabus. Owner: Noda, Mari)
- Jpn 4102.61 Act Rehearsal Sessions.pdf: Schedule of sessions
(Other Supporting Documentation. Owner: Noda, Mari)
- Japanese 2102:4101:4102.61.docx: ASDLCCT review
(Other Supporting Documentation. Owner: Noda, Mari)

Comments

- Please upload the ASCTech checklist. *(by Vankeerbergen, Bernadette Chantal on 03/16/2021 04:35 PM)*
- Japanese 4102.61 is one of three courses being proposed as part of Intermediate-level Japanese Individualized Instruction courses. The contents parallel the contents of 4102, the currently available classroom track. We will be requesting change in the numbering of 4102 to 4102.01. *(by Noda, Mari on 03/16/2021 04:29 PM)*

Workflow Information

Status	User(s)	Date/Time	Step
Submitted	Noda, Mari	03/10/2021 05:33 PM	Submitted for Approval
Approved	Pyun, Danielle Ooyoung	03/10/2021 05:33 PM	Unit Approval
Revision Requested	Vankeerbergen, Bernadette Chantal	03/16/2021 02:28 PM	College Approval
Submitted	Noda, Mari	03/16/2021 04:30 PM	Submitted for Approval
Approved	Bender, Mark A	03/16/2021 04:30 PM	Unit Approval
Revision Requested	Vankeerbergen, Bernadette Chantal	03/16/2021 04:35 PM	College Approval
Submitted	Noda, Mari	03/18/2021 09:23 AM	Submitted for Approval
Approved	Bender, Mark A	03/18/2021 09:33 AM	Unit Approval
Approved	Vankeerbergen, Bernadette Chantal	04/01/2021 02:36 PM	College Approval
Pending Approval	Jenkins, Mary Ellen Bigler Hanlin, Deborah Kay Oldroyd, Shelby Quinn Hilty, Michael Vankeerbergen, Bernadette Chantal	04/01/2021 02:36 PM	ASCCAO Approval

Japanese 2102.61/4101.61/4102.61
Online Intermediate-level Japanese Individualized Instruction (I.I.)
Spring 2022
Department of East Asian Languages and Literatures (DEALL)
120 Hagerty Hall (I.I. Center)

1. Introduction

Welcome to the intermediate-level Japanese Individualized Instruction (I.I.), which consists of three courses.

Japanese 2102.61 (XXXXX) 1, 2, 3, 4, or 5 credits. Level 2-II: Individualized Instruction-Distance

Japanese 4101.61 (XXXXX) 1, 2, 3, 4, or 5 credits, Level 3-I: Individualized Instruction-Distance

Japanese 4102.61 (XXXXX) 1, 2, 3, 4, or 5 credits, Level 3-II: Individualized Instruction-Distance

This syllabus is intended to provide information about the special features associated with the fact that these courses offer variable credit through individualized instructional sessions that are fully online. You will find that this document is longer than some of the course syllabi you have seen. Use it both as your guidelines as well as reference when you have questions about procedures. If this is the first time you are taking a course in intermediate-level Japanese Individualized Instruction, attend one of the orientations during the first week of classes.

The I.I. program offers variable credits. The number of credits you earn depends on the number of credits you sign up for and complete successfully. Progress is sequential from one credit hour to the next. The successful completion of credits depends solely on the satisfactory performance in the requisite number of “ACT sessions” (also known as “ACT rehearsal sessions”), which are 15-minute individualized on-line synchronous sessions you have with an instructor, who assesses your performance in contextualized situations. These Individual ACT sessions are offered by appointments, scheduled at <https://iilc.as.me/schedule.php> (available for second week after Carmen announcement).

You should be enrolled in at least one of the above courses for 1, 2, 3, 4, or 5 credits per course. You may register concurrently for two of the consecutively numbered courses, but all ACT sessions to complete the lower numbered of the two courses must be completed before credits may be earned in the higher-numbered course. For example, it is possible to complete the fifth credit of 2102.61 followed by the first two credits of 4101.61 in a single semester. It is also possible to complete both 4101.61 (5 credits) and 4102.61 (5 credits), in that order, in a single semester. Please consult the instructor if you wish to pursue this accelerated option.

Check your Student Center page to confirm the number of credits you are enrolled for this semester.

The number of credit hours you enroll for in your I.I. courses is your **contract hours**. Students may adjust the initial contract hours as needed. See Section 11 for policies related to contract hour adjustment.

2. Instructors (Office hours are by appointment)

E-mail address (Preferred contact method)

Ai TERADA (coordinator) terada.2@osu.edu

Mari NODA noda.1@osu.edu

Kumiko TAKIZAWA takizawa.9@buckeyemail.osu.edu

E-mail is the best method to contact any individual instructor and/or the coordinator. Phone calls may not be relayed to us in a timely manner.

All instruction sessions will be held online via Carmen Zoom. Use the link (passcode) for each instructor.

Zoom Address (pass code)

Terada <https://osu.zoom.us/my/terada.2> (174304)

Noda <https://osu.zoom.us/j/912499602?pwd=bkdadXJ6cCtUbklkeGI1YmdMcjZyZz09> (849674)

Takizawa <https://osu.zoom.us/j/4342127614?pwd=RzJDVY91cWxRWlZia01USGZvWm5tQT09> (9sa7Xe)

3. Grade Option

You may take the course(s) for the letter grade or the Pass/Non-pass option. If you are taking the course to satisfy requirement for Japanese minor/major, you must take the letter grade option. To count this course toward Japanese Minor/Major, you need a course grade of C- or above.

4. Prerequisites and restrictions:

For Japanese 2102.61: Japanese 1103.01 or 1103.02, 4 units of 1103.51, or concurrent registration in Japanese 1103.51 for the number of credits to complete 1103.51 within the same semester.

For Japanese 4101.61: Japanese 2102.01, 2102.02, 5 units of 2102.61; 2141 and 2151; or concurrent registration in Japanese 2102.61 for the number of credits to complete 2102.61 within the same semester.

For Japanese 4102.61: Japanese 4101.01; 5 credits of Japanese 4101.61; or concurrent registration in Japanese 4101.61 for the number of credits to complete 4101.61 within the same semester.

If you have not previously taken Japanese classes at OSU and wish to enroll in 2102.61, 4101.61, or 4102.61, please contact Kuwai-sensei (kuwai.1@osu.edu) for placement testing.

2102.61 is not open to students with credit for 2102.01, 2102.02, or 5 credits of 2102.61; or to native speaker of Japanese.

4101.61 is not open for students with credit for 4101.01 or 5 credits of 4101.61

4102.61 is not open for students with credit for 4102.01 or 5 credits of 4102.61

5. Time

All instructional session are by appointment. See Japanese I.I. Scheduling System in Section 10.

6. Course Description

A common objective of all of the Japanese-language courses in DEALL is comfortable interaction in Japanese with users of Japanese operating under Japanese cultural assumptions. To achieve this objective, you need readiness, accuracy, and appropriateness in word choice, grammar, pronunciation, writing, and socio-cultural strategies. These skills make effective communicative moves possible; you need to develop them to succeed in communicating in Japanese.

Instructional sessions are devoted to guiding you to make moves that constitute communication in culturally appropriate Japanese situations by means of both spoken and written Japanese.

7. Expected learning outcomes

Students refine and add to moves and strategies introduced and developed in the beginning-level courses for active participation in the Japanese culture. You will continue to develop a repertoire of moves for interaction in Japanese. Here are specific learning outcomes for each course that comprise the intermediate level of our program.

Japanese 2102.61

- A learner adds more experiences in handling such moves as thanking, volunteering, collaborating, suggesting, consulting, evaluating, giving constructive criticisms, planning, speculating, giving accounts; and expressing opinions;
- narrates personal experiences, observations and procedures, using various discourse and pragmatic strategies;
- develops to be an engaged listener;
- able to handle such topics as procedures, plans, travel and transportation, cooking, sports, health, projects, personal relations;
- reads short texts (a few paragraphs) in recognizable contexts, such as informal and formal letters, email messages, brief reports, reviews, advertisements, etc.; and
- writes similar texts in a culturally appropriate manner to accomplish contextualized tasks using all hiragana, katakana, and approximately 240 kanji.

Japanese 4101.61

- A learner adds more experiences in handling (in spoken and written) such moves as predicting, conjecturing, reassuring, critiquing, debating, complaining, making close observations, analyzing graphs and other visual representations, and evaluating;
- expands discourse and pragmatic strategies for story telling;
- handles such topics as transportation system, personal relationships, surveys, productivity, competition, natural disasters, hobbies, and proverbs and set phrases.
- reads short texts (a few paragraphs) in recognizable contexts, such as informal and formal letters, email messages, brief reports, reviews, advertisements, blog entries, manga, etc.; and
- writes similar texts in a culturally appropriate manner to accomplish contextualized tasks using all hiragana, katakana, and approximately 350 kanji.

Japanese 4102.61

- A learner adds more experiences in handling such moves as questioning, playing with words, generalizing, reporting, refuting, expressing regrets, encouraging, commanding, prohibiting, and making formal speeches;
- expands discourse and pragmatic strategies for story-telling and formal speeches;
- handles such topics as language and linguistics, culture, testing, arrivals, departures, and housing;
- reads in contexts such texts as messages, brief reports, reviews, opinions, business transactions, resumes etc.; and
- writes similar texts in a culturally appropriate manner to accomplish contextualized tasks using all hiragana, katakana, and approximately 450 kanji.

8. Requirements

You are required to complete the requisite number of ACT rehearsal sessions for the credit hours in the course you have enrolled in. Your course grade is determined based on your performance in these ACT sessions. See Section 13 for details on evaluation and grading. Sections 11 and 14 describe policies related to ACT session scheduling and evaluation, respectively.

9. Learning Materials

The primary materials you need are the Textbook and the Activity Book of *NihonGO NOW!:Performing Japanese Culture, Level 2* (Noda, Wetzel, Marcus, Luft, and Tsuchiya, Routledge, 2021 and the related web

resources. Japanese 2102.61 also covers the last portion of Level 1 Volume 2 of the same series (Noda, Wetzel, Marcus, Luft, Tsuchiya, and Itomitsu, Routledge, 2020).

- NihonGO NOW!:Performing Japanese Culture, Level 2 Volume 1 Textbook (ISBN 9781138305304 for paperback, TBD for e-book)
- *NihonGO NOW!:Performing Japanese Culture, Level 2 Volume 1 Activity Book* (ISBN 9781138305328 for paperback, TBD for e-book)
- *NihonGO NOW!:Performing Japanese Culture, Level 2 Volume 2 Textbook* (ISBN 9780367743390 for paperback, TBD for e-book)
- *NihonGO NOW!:Performing Japanese Culture, Level 2 Volume2 Activity Book* (ISBN 9780367743420 for paperback, TBD for e-book)
- *NihonGO NOW!:Performing Japanese Culture, Level 1 Volume 2 Textbook* (ISBN 9780367483210 for paperback, 9781003039334 for e-book)
- *NihonGO NOW!:Performing Japanese Culture, Level 1 Volume 2 Activity Book* (ISBN 9780367483364 for paperback, 9781003039471 for e-book)

The following table shows the specific volumes needed in each course.

	Japanese 2102.61	Japanese 4101.61	Japanese 4102.61
Textbook	Level 1 Volume 2 and Level 2 Volume 1	Level 2 Volume 1 and Level 2 Volume 2	Level 2 Volume 2
Activity Book	Level 1 Volume 2 and Level 2 Volume 1	Level 2 Volume 1 and Level 2 Volume 2	Level 2 Volume 2
Website (audio program and many other resources)	http://nihongonow.byu.edu/		
YouTube channel (Illustrated video)	https://www.youtube.com/channel/UCIMDaw6MzkQ25sMOMwQxfzw/featured		

Additional materials may also be posted in Carmen Module.

10. Course Structure: ACT and FACT sessions.

Japanese Individualized Instruction assumes that students will self-manage both study for and scheduling of instructional sessions. The courses share their philosophy and materials with their respective classroom-track courses at OSU, enabling students to transfer between the two tracks. However, the courses in the I.I. program do not meet on a regular basis as in the classroom track, and the time and frequency of appointments are entirely determined on an individual basis.

There are no quizzes, midterms, or final exams. Every credit for which you register will correspond to a fixed number of online one-on-one ACT sessions with an instructor. The content for each ACT session is set in advance, and all students in a given course are expected to work through the same content in the same order. When referring to a particular session with a specific set of assigned content, we use the term “ACT session.”

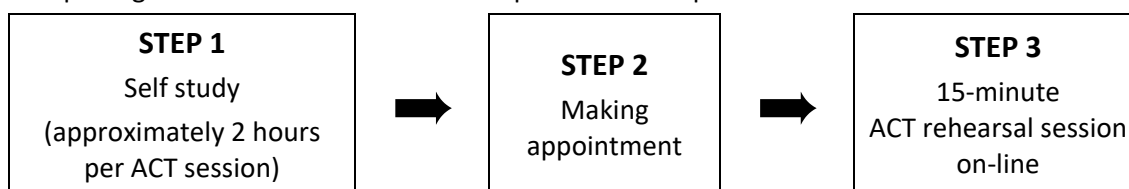
In addition to the ACT sessions that you must complete in order to earn credits, we also offer optional FACT sessions, during which you can ask questions about the language, culture, and/or strategies for self-study.

Students are expected to do most of the learning on their own with the learning materials, attending the ACT sessions to test out their ability to perform in Japanese while managing constantly shifting contexts. Preparation of specific assigned contents facilitate this active engagement. Preparation entails preview, analysis, and rehearsal of communicative moves, their mechanics and meanings. Your job is to study the model performances—the audio (and video) for the spoken and text for the written language—thoroughly. Your aim is to be able to readily recognize these performances, replicate them in context, as well as manipulate them to accommodate varying but related contexts.

Your course grades will be determined solely on the basis of your performance in these individual ACT sessions through daily grading. Guidelines for daily grading are available at the end of this syllabus.

Each credit of the courses requires successful completion of 10 ACT sessions. Consult the file “Rehearsal Sessions” for numbers and contents required to earn credits in your course.

Completing each ACT rehearsal session requires three steps:



STEP 1: Self study

The preparation for each ACT session typically requires a minimum of two hours of **focused** study. You are expected to have studied and rehearsed the assigned materials thoroughly before coming in for your ACT session. Students are expected not only to read the relevant explanations about the assigned materials (“Behind the Scenes” and “Between the Lines” in *NihonGO NOW!*), but also to actively **memorize and rehearse** using the assigned materials prior to an ACT session.

- (1) Consult the Rehearsal Sessions document to know what sections of the textbook and activity books are assigned in a given numbered ACT session.
- (2) Use all relevant materials, not only the textbook and the Activity Book, but also the audio files on the website and illustrated video in the YouTube channel, to pre-rehearse your performance. There are audio materials for reading and writing as well. Illustrated video materials on YouTube are also useful, especially in improving your timing.
- (3) Your aim is to be able to readily recognize these performances, replicate them in context, as well as manipulate them to accommodate varying but related contexts. Practice assigned materials until you are able to engage in interaction (orally or through text) comfortably and smoothly. Work on accuracy and smoothness of comprehension and production.
- (4) Practice using additional vocabulary items within the structure of the Scene. For example, there are food items in the Vocabulary section, it is likely that the Scene script includes a food item that can be replaced with one of the additional items.
- (5) Use the *Activity Book* along with the audio materials while going through the 練習 (practice).
- (6) Take breaks and study in intervals, trying to improve your performance in each successive interval.

STEP 2: Making appointments with Japanese I.I. Scheduling System

<https://iilc.as.me/schedule.php>

- (1) Select “Intermediate Japanese” under “Choose Appointment.”
- (2) Choose the type of appointment you want (ACT, FACT, or Office Hours), and choose “Any Available” to see all available appointments or select a specific instructor to see only their calendar.

- (3) Select a time and click “Continue.” You will see a prompt asking you for your name and your email. You **MUST** use your OSU student email (xxx.1234@buckeyemail.osu.edu).
 - (4) Click “Complete Appointment.”
- For your first appointment, once your appointment has been confirmed, click “Register for an Account” and create your password. **You will not be able to edit your appointments unless you register your account!** Remember to always log in when creating future appointments.
 - I.I. session appointments are available from the second week.
 - You are required to have taken at least one ACT Rehearsal session with an instructor **by Friday of the 3rd week of the semester.**
 - No session appointments are available during final exam days or during university holidays.

Scheduling Tips

Keep in mind when scheduling appointments that certain weeks and times are busier than others, and so getting appointments at these times will be more difficult.

- (1) At all times, plan your work wisely and do not procrastinate. Extensions or exceptions to normal I.I. procedures are not granted to any students. Likewise, you will need to keep in mind your own schedule, and be aware of when you are able to schedule appointments in I.I.
- (2) There are always more open sessions during the first half of a semester but fewer during the latter half. You are not allowed to ask instructors for extra sessions (except walk-in sessions when the instructor does not have any student) at the end of the semester if you run out of time.
- (3) All ACT sessions must be completed by the last day of regularly scheduled classes (last day of individual sessions: Friday, December 4th). You will not be granted an exception to this rule for any reason.
- (4) Mark your calendar/day planner with the date and time of your appointments, or save an alarm on your phone. Make sure you know which week you’re signing up for. This will help you to remember what time your appointment is, even in case the scheduling site malfunctions. You are responsible for the appointments you’ve made, even if the server is not available at the time of your appointment. After you use the scheduling site, make sure to log out properly.

STEP 3: ACT Session

Each ACT session will be conducted entirely in Japanese and will last a maximum of 15 minutes. The goal is to demonstrate to your instructor how well you can interact in Japanese using the material assigned for that ACT session, in the contexts your instructor provides. The purpose of ACT sessions is not for you to learn new material. It is for you to experience doing things in Japanese, to test your limit, much as your favorite game.

Do not look at the textbook or any notes during ACT sessions unless specifically instructed to do so.

11. Policy related to appointments, cancellation, no-show, walk-in sessions, and credit adjustment.

Please review and understand the following course policies carefully. Some of them are very specific to the I.I. mode of instruction.

Important dates

- **Friday, January 28th (Friday of the 3rd week):** You must have completed at least one ACT session by this date.
- **Friday, March 11th (Friday of the 10th week)** is the last day that you can change the number of enrolled credits.

- **Monday, April 25th** (the last day of regularly scheduled classes) is the last day for individual sessions (ACT or FACT). We DO NOT have sessions during final exam week. We do not grant a grade of an incomplete (I).

Appointment scheduling

- (1) All appointments in I.I. are 15 minutes long, and they are made on the Online Scheduling system.
- (2) You are required to have taken **at least one ACT Rehearsal session with an instructor by Friday of the 3rd week** of the semester. Failure to do so will result in your disenrollment. It is your responsibility to check your status (if you are enrolled in the course or not) and make appropriate progress in the course. If there is a special reason for you being unable to start taking sessions by the deadline, please contact the coordinating instructor well before the deadline.
- (3) You can make appointments online **up to two weeks in advance**.
- (4) Students who are fully enrolled in two intermediate Japanese I.I. courses at 5 credits each, that is, 10 credits, may schedule **up to 3 session per day, 10 sessions per week, subject to availability**. Otherwise, students enrolled in the intermediate Japanese I.I. courses may schedule **up to 2 sessions per day, 5 sessions per week, subject to session availability**.
- (5) Scheduling of sessions is **subject to session availability**. While we offer sufficient number of sessions for all enrolled students to complete their credits, session availability does not change from week to week. Therefore, you must distribute your appointments evenly throughout the semester.
- (6) Progress is sequential from one credit hour to the next. Students are required to complete all requisite ACT sessions for one credit hour with the passing average (60%) in order to schedule the appointment for the ACT session for the next credit hour.
- (7) Schedule only for the number of sessions you feel you can make. Do not gouge. Gouging reduces your classmates' chances of securing the appointments and increases your chance of No-shows, for which we have extremely low tolerance.
- (8) All ACT sessions must be completed by the last day of regularly scheduled classes. No appointments are available during the Final examination days. No exception will be granted.

Appointment cancellation

Appointments can be canceled on the scheduling website, and they can be canceled without any penalty **up until 3 hours prior to the beginning of the appointment time**.

No-show (note: Your failure to meet an appointed session will preclude other students using that time.)

- (1) A **"No-show"** means that you have (a) failed to show up for a scheduled appointment, (b) failed to cancel a scheduled appointment 3 hours prior to the appointment, or (c) shown up 5 or more minutes late for a scheduled appointment. A No-show is a No-show regardless of the reason.
- (2) Regardless of the number of credits you are enrolled for, we allow a maximum of **one "No-show"** per term without penalty. We do not penalize you for the one no-show.
- (3) On your **second no-show, any and all of your existing appointments will be erased AND YOU WILL BE BANNED FROM THE SYSTEM FOR A WEEK STARTING ON THE DAY OF YOUR second NO-SHOW**.
- (4) On your **third and all subsequent no-shows** you will be banned from the system for **TWO WEEKS, and you will receive a ZERO (0) as your grade score for the missed session**. There will be no opportunity to make-up for weeks you are banned from scheduling due to excessive no-shows.

Why the strict No-show policy? Any time a student schedules an appointment and then fails to use it, some other student has been deprived of an opportunity to make use of that time slot. As we are limited to a fixed number of time slots per week, time is a very precious commodity and you should always think of available

appointment times as a resource you share with all of your fellow students. It does a disservice to everyone else whenever a student “wastes” a valuable time slot by failing to follow the proper cancellation procedures. We allow you to arrange appointments to suit your schedule and provide you with a system to cancel them when necessary, so please be responsible and do not let “No-shows” become an issue.

Walk-in sessions

- (1) You can have walk-in session(s) when an instructor does not have any student during his/her teaching hours.
- (2) Walk-in session(s) can be either FACT or ACT session(s).
- (3) **Walk-ins may not be done during a penalty period after you have had more than one No-Show.** The same grading criteria apply to walk-in sessions. You can check the most up-to-date vacant time slots on the scheduling site.
- (4) To wait for an available walk-in session, please log into CarmenZoom when you have time and enter the waiting room of the instructor on duty with whom you would like to fill an open session. You will be let in once the instructor has an open session.

Adjusting contract hours

The number of credit hours you enroll for in your I.I. courses is your **contract hours**. If you find that you are unable to keep up with the pace you initially set or performing, you may and should adjust the contract hours. To initiate the process of contract adjustment, contact the coordinating instructor.

- (1) Any adjustments in your contract hours must be **completed** no later than **Friday of the 10th week (Friday, March 11th, 2022)**. This is not the date by which you need to initiate the process, but to complete the process. The adjustment process takes a minimum of three business days and up to ten business days.
- (2) Not completing the number of ACT sessions required for the contract hours will result in **the course grade of an E**. We do not grant “incomplete” (I) in the I.I. courses.
- (3) Progress is sequential from one credit hour to the next. Students are required to complete all requisite ACT sessions for one credit hour with the average passing score (60%) before counting the daily grading score for ACT sessions in the next credit hour. Monitor your daily grades and adjust your contract hours, if necessary, in a timely manner.

12. Course Technology

Intermediate Japanese I.I. sessions are conducted entirely online. For help with your password, university email, Carmen Canvas, Carmen Zoom, or any other technology issues, questions, or requests, contact the OSU IT Service Desk. Standard support hours are available at <https://ocio.osu.edu/help/hours>, and support for urgent issues is available 24/7.

- Self-Service and Chat support: <http://ocio.osu.edu/selfservice>
- Phone: 614-688-4357 (HELP)
- TDD: 614-688-8743
- Email: serviedesk@osu.edu
- carmen@osu.edu
- carmenzoom@osu.edu

Baseline technology skills needed for intermediate online I.I. courses

- Basic computer and web-browsing skills
- Navigating Carmen (go.osu.edu/canvasstudent)
- and Carmenzoom (go.osu.edu/zoom-meetings)

Required equipment

- Computer: current Mac (OS X) or PC (Windows 7+) with high-speed internet connection
- Webcam: built-in or external webcam, fully installed and tested
- Microphone: built-in laptop or tablet mic or external microphone
- Other: a mobile device (smartphone or tablet) or landline to use for BuckeyePass authentication

Required software

- Microsoft Office 365: All Ohio State students are now eligible for free Microsoft Office 365. Full instructions for downloading and installation can be found [at go.osu.edu/office365help](https://go.osu.edu/office365help).

Carmen Canvas and Carmen Zoom access

You will need to use [BuckeyePass](#) multi-factor authentication to access your courses in Carmen. To ensure that you are able to connect to Carmen at all times, it is recommended that you take the following steps:

- Register multiple devices in case something happens to your primary device. Visit the [BuckeyePass - Adding a Device](#) help article for step-by-step instructions.
- Request passcodes to keep as a backup authentication option. When you see the Duo login screen on your computer, click “Enter a Passcode” and then click the “Text me new codes” button that appears. This will text you ten passcodes good for 365 days that can each be used once.
- Download the [Duo Mobile application](#) to all of your registered devices for the ability to generate one-time codes in the event that you lose cell, data, or Wi-Fi service.

If none of these options meet the needs of your situation, you can contact the IT Service Desk at 614-688-4357 (HELP) and the IT support staff will work with you to resolve the issue.

Useful Resource: <https://keeplearning.osu.edu>

13. Evaluation and Grading

Daily grading

You will receive a Daily Grade for your performance in every ACT session. See the grading criteria in Daily Grading System on the last page of this syllabus.

Our goal of “comfortable interaction” in Japanese with users of Japanese does not only mean linguistic accuracy but also culturally coherent behavior. Your grade will be determined on the basis of linguistic and cultural aspects of your performance. You will be able to see your grade regularly in Carmen Grade.

If you find an error in your daily grade score (for example, your score is missing 3 business days after the session or you received a score of 30), please email the instructor you had for that session **immediately** so that necessary adjustments are made in a timely manner. We cannot change daily grades after 36 hours of their posting.

You may not re-do or repeat a session. Come to all ACT sessions prepared to demonstrate what you are able to do in 15 minutes. Schedule an ACT session appointment only when you are ready to perform and receive a daily grade score. If you need help with a particular ACT session you have had, make an appointment for an office hour.

Exams and Quizzes

There are no exams and quizzes in the I.I. courses.

Course grades

The course grades will be determined solely on the basis of your daily grades.

Percentages and Letter Grades

The cut-off points corresponding to course grades are as follows.

	B+	87%	C+	77%	D+	67%		
A	93%	B	83%	C	73%	D	60%	E below 60%
A-	90%	B-	80%	C-	70%	D-		

14. Policy related to Grading

Performance in ACT sessions requires your strategic use of everything you have gained from the course materials and experiences in previous ACT sessions.

- (1) Daily grades for the first two ACT sessions of the semester are not counted in determining your course grade. This will provide opportunities for you to adjust to the daily grading system as it is implemented in the intermediate Japanese I.I. courses.
- (2) Discuss with your instructor **early in the term** about any accommodations approved by Office of Disability Services.
- (3) You may not re-take an ACT session.
- (4) If you notice an error in your daily grade score email the instructor you had for that session IMMEDIATELY, but no later than 36 hours after posting of the score.
- (5) **Japanese I.I. does not issue an "I" (incompletes).** If you do not complete the number of ACT assignments that you contracted for, you have not completed the course. For any uncompleted I.I. course, an E will be issued as your course grade. Avoid this situation by changing your contract hours (see Section 11).
- (6) Progress is sequential from one credit hour to the next. Students are required to complete all requisite ACT sessions for one credit hour with the average passing score (60%) before counting daily grading scores for any ACT sessions for the next credit hour.

15. Communication

- Call **614-688-HELP** at any time if you have a technical problem.
- E-mail is the best way to reach I.I. instructors.
- All emails sent from Japanese I.I. will go to your OSU email address. Make sure you check your **OSU email account** on a daily basis.
- You can generally expect Daily Grade input within **1-3 days** of your session.
- We make every effort to reply to e-mails within **24 hours on school days** (not during the weekend).
- It is basic courtesy to the instructors and your fellow classmates to inform the instructor should you decide to drop the course.

16. Academic integrity policy

It is the responsibility of the Committee on Academic Misconduct to investigate or establish procedures for the investigation of all reported cases of student academic misconduct. The term "academic misconduct" includes all forms of student academic misconduct wherever committed; illustrated by, but not limited to, cases of plagiarism and dishonest practices in connection with examinations. Instructors shall report all instances of alleged academic misconduct to the committee (Faculty Rule 3335-5-487). For additional information, see the Code of Student Conduct <http://studentlife.osu.edu/csc/>

If any of the I.I. instructors suspects that a student has committed academic misconduct in this course, they are obligated by university rules to report their suspicions to the Committee on Academic Misconduct. If COAM determines that you have violated the university's *Code of Student Conduct* (i.e., committed academic misconduct), the sanctions for the misconduct could include a failing grade in this course and suspension or dismissal from the university.

If you have any questions about the above policy or what constitutes academic misconduct in this course, please contact me.

Other sources of information on academic misconduct (integrity) to which you can refer include:

- Committee on Academic Misconduct web page (go.osu.edu/coam)
- *Ten Suggestions for Preserving Academic Integrity* (go.osu.edu/ten-suggestions)

17. We want you to succeed

Please make use of available services of the university that are designed to help you succeed in your academic endeavors. Let's keep the experience of this course fulfilling and enriching for everybody who participates.

Student Academic Services

University Student Services can be accessed through BuckeyeLink. More information is available here: <https://contactbuckeyelink.osu.edu/>

Advising resources for students are available here: <http://advising.osu.edu>

Student Services

The Student Service Center assists with financial aid matters, tuition and fee payments. Please see their site at: <http://ssc.osu.edu>

Copyright Disclaimer

The materials used in connection with this course may be subject to copyright protection and are only for the use of students officially enrolled in the course for the educational purposes associated with the course. Copyright law must be considered before copying, retaining, or disseminating materials outside of the course.

Title IX

Title IX makes it clear that violence and harassment based on sex and gender are Civil Rights offenses subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories (e.g., race). If you or someone you know has been sexually harassed or assaulted, you may find the appropriate resources at <http://titleix.osu.edu> or by contacting the Interim Ohio State Title IX Coordinator at titleix@osu.edu

Diverse and inclusive learning environment

The Ohio State University affirms the importance and value of diversity in the student body. Our programs and curricula reflect our multicultural society and global economy and seek to provide opportunities for students to learn more about persons who are different from them. We are committed to maintaining a community that recognizes and values the inherent worth and dignity of every person; fosters sensitivity, understanding, and mutual respect among each member of our community; and encourages each individual to strive to reach his or her own potential. Discrimination against any individual based upon protected status,

which is defined as age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status, is prohibited.

Your Mental Health

As a student you may experience a range of issues that can cause barriers to learn, such as strained relationships, increased anxiety, alcohol/drug problems, feeling down, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance or reduce a student's ability to participate in daily activities. No matter where you are engaged in distance learning, The Ohio State University's Student Life Counseling and Consultation Service (CCS) is here to support you. If you find yourself feeling isolated, anxious or overwhelmed, on-demand resources are available at go.osu.edu/ccsondemand. You can reach an on-call counselor when CCS is closed at 614- 292-5766, and 24-hour emergency help is also available through the 24/7 National Prevention Hotline at 1-800-273-TALK or at suicidepreventionlifeline.org. The Ohio State Wellness app is also a great resource available at go.osu.edu/wellnessapp.

18. Accessibility Accommodations for Students with Disabilities

Requesting accommodations

The University strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including mental health, chronic or temporary medical conditions), please let the coordinating instructor know immediately so that we can privately discuss options. To establish reasonable accommodations, the coordinating instructor may request that you register with Student Life Disability Services. After registration, make arrangements with the coordinating instructor as soon as possible to discuss your accommodations so that they may be implemented in a timely fashion. **SLDS contact information:** slds@osu.edu; 614-292-3307; slds.osu.edu; 098 Baker Hall, 113 W. 12th Avenue.

Accommodated Exams

No mid-term or final examinations or quizzes are given in Japanese I.I. courses.

Accessibility of course technology

This online course requires use of CarmenCanvas (Ohio State's learning management system) and other online communication and multimedia

tools. If you need additional services to use these technologies, please request accommodations with your instructor.

- [Canvas accessibility \(go.osu.edu/canvas-accessibility\)](https://go.osu.edu/canvas-accessibility)
- Streaming audio and video
- CarmenZoom accessibility (go.osu.edu/zoom-accessibility)
- Collaborative course tools

19. Land acknowledgement

We would like to acknowledge the land that The Ohio State University occupies is the ancestral and contemporary territory of the Shawnee, Potawatomi, Delaware, Miami, Peoria, Seneca, Wyandotte, Ojibwe and Cherokee peoples. Specifically, the university resides on land ceded in the 1795 Treaty of Greenville and the forced removal of tribes through the Indian Removal Act of 1830. I/We want to honor the resiliency of these tribal nations and recognize the historical contexts that has and continues to affect the Indigenous peoples of this land.

More information on OSU's land acknowledgement can be found here:

<https://mcc.osu.edu/about-us/land-acknowledgement>

20. Daily Grading System for Japanese at DEALL

Japanese program at the Department of East Asian Languages and Literatures utilizes the “daily grading” system. In most courses, the majority of your course grade is determined by your performance in the ACT sessions you attend.

In every ACT session, you are expected to be prepared to actively participate in doing things in Japanese based on the assigned material. This entails both performance of **pre-rehearsed** events, as well as **application** of everything you have studied up to that point in new contexts.

For each ACT session you attend, you receive a 2–4 score for both the pre-rehearsed performance and application. Thus **your “daily grade” is the sum of the two scores, ranging between 4 and 8.**

The 2–4 scores are assigned according to the following rubrics.

Score	Description
4	Performance is culturally coherent, that is, would present little to no difficulty, discomfort, or puzzlement in interaction with a user of Japanese who is operating under Japanese cultural assumptions. Repair (restating or correcting yourself, requesting clarification, etc.) is self-managed and immediate.
3.7	Performance is superior, for the most part culturally coherent. There is little about it to create difficulties, discomfort, or puzzlement in interaction with a competent user of Japanese who is operating under Japanese cultural assumptions. Most repair is self-managed, but you may require time or encouragement from another (=instructor, classmate, etc.).
3.5	Performance is good. Few aspects of it create difficulties, discomfort, or puzzlement in communicating with a competent user of Japanese who is operating under Japanese cultural assumptions but is also sympathetic to learners of Japanese. Self-managed repair alone, however, is not sufficient; you also require occasional repair/correction from another (= instructor, classmate, etc.).
3.2	Performance enables communication, but also presents several clear-cut sources of difficulty, discomfort, or puzzlement in communicating with a competent user of Japanese who is operating under Japanese cultural assumptions but is also sympathetic to learners of Japanese. Repair is largely a matter of correcting problems, and correction comes mostly from others.
3.0	Performance enables communication, but success requires frequent help from a sympathetic interlocutor. Repair is largely a matter of correcting problems, and correction comes mostly from others.
2.7	Performance creates definite obstacles to communication, which usually involve more than simple discomfort. Utterances would cause puzzlement that another person is at a loss to resolve ("What is s/he trying to say?"). Repair requires multiple, often repeated, correction and guidance from another, achieved only with repeated correction and guidance from another. Clearly not in control of assigned material.
2.5	Performance shows many problems that would create such difficulties, discomfort, and puzzlement that even a sympathetic interlocutor would want to look for alternative means of communication (e.g., switching to English). A reasonable level of communication cannot be sustained.
2.0	Some attempts to perform, but with no recognizable success without much effort and creative interpretation on the part of the interlocutor.

Notes: Your performance while accessing Guided Rehearsal (previously-recorded instructional session) videos is not graded. Quizzes given during ACT sessions are counted toward daily grade assignment.

Please see "Preparing for ACT Rehearsal Sessions" for the step-by-step procedures on how to prepare for the Scene performance and how to use the Practices in Activity Book.							
Credit Hr	Session #	LS Act-Scene-Day	Role(s)	RW Act-Scene-Day	Practice in AB (Activity Book)	Tryout	Learning tips
1st	301	21-1-1	Amy		21-1-1C	21-1 #1	
1st	302	21-1-2	Both	20-7R-1	21-1-2P	21-1 #2	
1st	303	21-2-1	Sasha	20-7R-2	21-2-1C, 20-7-1R, 20-7-2R	21-2 #2	
1st	304	21-2-2	Both		21-2-2P, 21-2-3P	21-2 #1	
1st	305	21-3-1	Brian	20-7R-3	21-3-1C, 21-3-2P, 20-7-3W		
1st	306	21-3-2	Both	20-8R-1	21-3-3P, 21-3-4P	21-3	
1st	307	21-4-1	Brian	20-8R-2	21-4-1C, 21-4-2C, 20-8-1R, 20-8-2R		
1st	308	21-4-2	Both	20-8R-3	21-4-3P, 21-4-4P, 20-8-3W	21-4	
1st	309	21-5-1	Amy		21-5-1C		
1st	310	21-5-2	All	20-9R-1	21-5-2P, 21-5-3P		
2nd	311	21-6-1	Takashi	20-9R-2	21-6-1C, 21-6-2C, 20-9-1R		
2nd	312	21-6-2	Both	20-9R-3	21-6-3P, 21-6-4P, 20-9-3W, Dictation		
2nd	313	22-1-1	Sasha		21-1-1C, 21-1-2P		
2nd	314	22-1-2	Both	21-7R-1	21-1-3P, 21-1-4P	21-1	
2nd	315	22-2-1	Brian	21-7R-2	22-2-1C, 22-2-2P, 21-7-1R, 21-7-2R		
2nd	316	22-2-2	Both	21-7R-3	22-2-3P, 22-2-4P, 21-7-3W	22-2	
2nd	317	22-3	Both		22-3-1C, 22-3-2P, 22-3-3PC		
2nd	318	22-4-1	Sasha		22-4-1C		
2nd	319	22-4-2	Both	21-8R-1	22-4-2P	22-4	
2nd	320	22-5-1	Sasha	21-8R-2	22-5-1C, 21-8R, 21-8-2R, 21-8-2R, 21-8-3R		
3rd	321	22-5-2	Both	21-8R-3	22-5-2CP, 21-8-4RW(submit)		
3rd	322	22-6-1	Ikebe		22-6-1P, 22-6-2P		
3rd	323	22-6-2	Both		22-6-3P, 22-6-4P	22-6	
3rd	324			21-9R	21-9-1R, 21-9-2W, 21-9-3RW(submit), Dictation		
3rd	325	23-1-1	Kawamura		23-1-1C, 23-1-2C		
3rd	326	23-1-2	Both	22-7R-1	23-1-3P, 23-1-4P	23-1	
3rd	327	23-2-1	Brian	22-7R-2	23-2-1C, 22-7-1R, 22-7-2R		
3rd	328	23-2-2	Both		23-2-2P, 23-2-3P	23-2	
3rd	329	23-3-1	Brian	22-7R-3	23-3-1C, 22-7-3W		
3rd	330	23-3-2	Both		23-3-2P, 23-3-3P	23-3	
4th	331	23-4-1	Sasha		23-4-1C, 23-4-2P	23-4 #2	
4th	332	23-4-2	Both	22-8R-1	23-4-3P, 23-4-4PC	23-4 #3	
4th	333	23-5-1	Kawamura	22-8R-2	23-5-1C, 23-5-2C, 22-8-1R, 22-8-2R		
4th	334	23-5-2	Both	22-8R-3	23-5-3P, 22-8-3W, 22-8-4W(submit)	23-5 #1	
4th	335	23-6-1	Brian		23-6-1C, 23-6-2C		
4th	336	23-6-2	Both	RWなし	23-6-3P	23-6P	
4th	337			22-9R	22-9-1R, 22-9-2R, 22-9-3R, 22-9-4R, Dictation, 書いてみよう#3 (submit)		
4th	338	24-1-1	Brian		24-1-1C		
4th	339	24-1-2	Brian	23-7R-1	24-1-2P, 24-1-3P		
4th	340	24-2-1	Prof. Sakamoto	23-7R-2	24-2-1C, 24-2-2C, 23-7-1R, 23-7-2R		
5th	341	24-2-2	Prof. Sakamoto		24-2-3P, 24-2-4P		
5th	342	24-3-1	Sasha	23-7R-3	24-3-1C, 24-3-2C, 23-7-3W		
5th	343	24-3-2	Sasha	23-8R-1	24-3-3P, 24-3-4P		
5th	344	24-4-1	Takashi	23-8R-2	24-4-1C, 24-4-2C, 23-8-1R, 23-8-2R		

Credit Hr	Session #	LS Act-Scene-Day	Role(s)	RW Act-Scene-Day	Practice in AB (Activity Book)	Tryout	Learning tips
5th	345	24-4-2	Takashi		24-4-3P		
5th	346	24-5-1	Amy	23-8R-3	24-5-1C, 24-5-2C, 23-8-3RW		
5th	347	24-5-2	Amy		24-5-3P		
5th	348			23-9R	23-9-1R, 23-9-2R, 23-9-3W, Dictation		
5th	349			24-6R	24-6-1R, 24-6-2RW, 書いてみよう#3 (submit)		
5th	350			24-7R	24-7-1R, 24-7-2R, 24-7-3R, 24-7-4W, Dictation		

Arts and Sciences Distance Learning Course Component Technical Review Checklist

Course: Japanese 2102/4101/402.61

Instructor: Various

Summary: Online Intermediate Level Japanese Individualized instruction

Standard - Course Technology	Yes	Yes with Revisions	No	Feedback/ Recomm.
6.1 The tools used in the course support the learning objectives and competencies.	X			<ul style="list-style-type: none"> • Office 365 • Carmen • NihonGO NOW! • YouTube
6.2 Course tools promote learner engagement and active learning.	X			<ul style="list-style-type: none"> • Private office hours and language sessions over Zoom.
6.3 Technologies required in the course are readily obtainable.	X			All tech is readily accessible and available.
6.4 The course technologies are current.	X			The majority of the tech is web based and updated regularly.
6.5 Links are provided to privacy policies for all external tools required in the course.	X			3 rd party tools used do not require an account to be created.
Standard - Learner Support				
7.1 The course instructions articulate or link to a clear description of the technical support offered and how to access it.	X			Links to 8HELP are provided.
7.2 Course instructions articulate or link to the institution's accessibility policies and services.	X			a
7.3 Course instructions articulate or link to an explanation of how the institution's academic support services and resources can help learners succeed in the course and how learners can obtain them.	X			b
7.4 Course instructions articulate or link to an explanation of how the institution's student services and resources can help learners succeed and how learners can obtain them.	X			c
Standard – Accessibility and Usability				
8.1 Course navigation facilitates ease of use.	X			Recommend using the Carmen Distance Learning “Master Course” template developed by ASC and available in the Canvas Commons to provide student-users with a consistent user experience in terms of navigation and access to course content.
8.2 Information is provided about the accessibility of all technologies required in the course.	X			3 rd party tools used do not require an account to be created.
8.3 The course provides alternative means of access to course materials in formats that meet the needs of diverse learners.	X			Recommend that resources be developed to address any requests for alternative means of access to course materials.
8.4 The course design facilitates readability	X			Recommend using the Carmen Distance Learning “Master Course” template developed by ASC and available in the Canvas Commons to provide student-users with a consistent user experience in terms of navigation and access to course content.

8.5 Course multimedia facilitate ease of use.	X		All assignments and activities that use the Carmen LMS with embedded multimedia facilitates ease of use. All other multimedia resources facilitate ease of use by being available through a standard web browser.
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Reviewer Information

- Date reviewed: 3/17/21
- Reviewed by: Ian Anderson

Notes: Since accounts are not required to view either NihonGO NOW! Or YouTube, the accessibility and privacy policies are not required for inclusion. However, you may want to include them.

^aThe following statement about disability services (recommended 16 point font):
 The university strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability including mental health, chronic or temporary medical conditions, please let me know immediately so that we can privately discuss options. To establish reasonable accommodations, I may request that you register with Student Life Disability Services. After registration, make arrangements with me as soon as possible to discuss your accommodations so that they may be implemented in a timely fashion. **SLDS contact information:** slds@osu.edu; 614-292-3307; 098 Baker Hall, 113 W. 12th Avenue.

^bAdd to the syllabus this link with an overview and contact information for the student academic services offered on the OSU main campus. <http://advising.osu.edu>

^cAdd to the syllabus this link with an overview and contact information for student services offered on the OSU main campus. <https://contactbuckeyelink.osu.edu/>