

HGP Japanese Language Program

Orientation

Beginner High

一橋大学 Hitotsubashi University
Hitotsubashi Center for Global Education

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Agenda

1. Overview
2. Course Registration
3. Course Content
(Basic Japanese 2)
 - 3.1 Timetable
 - 3.2 Textbooks
 - 3.3 Schedule
 - 3.4 Grading
4. Others
5. FQA

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1. Overview

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ひとつばしだいがく 中級前半
Intermediate Low

ひとつばしだいがく 初級後半
Beginner High

ひとつばしだいがく 初級前半
Beginner Low

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Materials

- 1_Courses by Level and Topics
- 2_2022 Spring-Summer Japanese Program Timetable
- 3_Withdrawal
- 4_How to use "manaba" (Learning Management System)
- 5_Orientation (EN)

Students who were placed in any other levels, please, move to the zoom meeting for your level.

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Course steps

ひとつばしだいがく 初級前半
Beginner Low

➡

ひとつばしだいがく 初級後半
Beginner High

➡

ひとつばしだいがく 中級前半
Intermediate Low

➡

ひとつばしだいがく 中級
Intermediate

If you successfully pass courses at the level you were placed in, you will be eligible for taking courses a level higher in the following semester.

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Classes will be conducted face-to-face.

- In principle, classes will be conducted face-to-face.
- Students who have not yet entered Japan or have been officially permitted to attend classes online by Hitotsubashi University may take classes online.
- Depending on the situation of the students, the mode of class delivery may change after the course registration period by consultation.

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2. Course Registration

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Course Registration Period

**Friday, April 8 –
Friday, April 15**

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How to register

- If you are an **Exchange Student**
→ you should register via **Campus Education Learning System** online.
- If you are a **Graduate Student**
→ you should contact an administration office.
- If you are a **Research Student**
→ you should contact an administration office.

学務情報システム CELS

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How to Access: CELS

→ 一橋大学HP → 在学生の方へ → CELS

一橋大学HP

在学生の方へ

学務情報システム CELS

お知らせ

2019年8月28日 10月4日(金)にブックトーク「民主化は物語の終わりでなく始まりだった」を開催します【事前申込期】

2019年8月8日 12月18日(水)および21日(土)に長期・短期留学向け「企画留学オリエンテーション」を実施します

2019年7月26日 9月12日(金)に「令和元年年度海外留学制度説明会」を開催します。

2019年7月23日 【延期】キャンパススクリーンダーは【7月25日(木)】(9:00~)に実施します(635KB)

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Withdrawal (W) of your registered course(s)

If you have registered for a course and decided to withdraw from it after the registration period, you must process the withdrawal using the CELS Online Registration System during the withdrawal period. **After that period, you will not be able to withdraw.** Failure then to complete the assigned (assessment) tasks will result in a **Fail grade (F)**.

Course Withdrawal:
Monday, April 25 – Sunday, May 1

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Course Enrollment Web Lottery

Decision regarding the enrollment for Exchange students will be made by the web lottery.

First Web Lottery:
9:00 April 4 – 12:00 April 5 [JST]

Second Web Lottery:
17:00 April 6 – 14:00 April 7 [JST]

For details, contact the administration office.

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First Week Classes

- Classes during the first 2 weeks will be provided face-to-face.

→ If you are in Japan
Come to the CGEE Building 2F classroom **4204**
※ Bring a PC and headphones to class

→ If you have not arrived yet
Access to ZOOM meeting
※ A link for ZOOM meeting will be announced via **manaba**

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Before the class

Make sure to :

- install a **desktop app** for ZOOM.
- sign up and create your account

(only “signed-up” users will be able to “join a meeting”.)

- Make a temporary self-registration on **manaba** before the classes start.

zoom
Video Conferencing

ポートフォリオ
システム manaba

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ポートフォリオ
システム manaba

Self-registration on **manaba**

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Japanese Language Education Program

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Make sure you have Student ID and the password

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Click the tab “Current Students” on
Hitotsubashi University homepage

Hitotsubashi University

HOME DIRECTIONS & MAPS SITE A-Z CONTACT US

JAPANESE CHINESE KOREAN manaba

Prospective Students Current Students Alumni & Donors Visitors

ABOUT US FACULTY & SCHOOLS ADMISSIONS RESEARCH LIBRARIES CAMPUS LIFE

CAPTAINS OF INDUSTRY, INNOVATORS IN SOCIETY

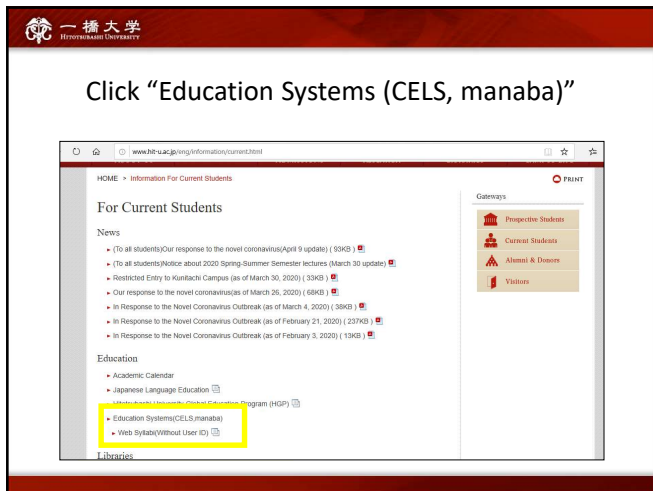
Hitotsubashi University held graduation ceremonies for the academic year 2019 at Kanematsu Auditorium

NEWS & TOPICS

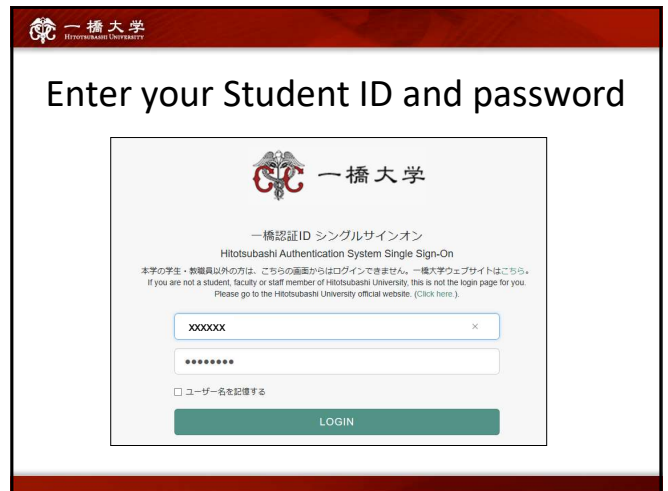
NEWS (To all students) Notice about 2020 Spring-Summer Semester lectures (update)

FACULTIES & SCHOOLS MORE

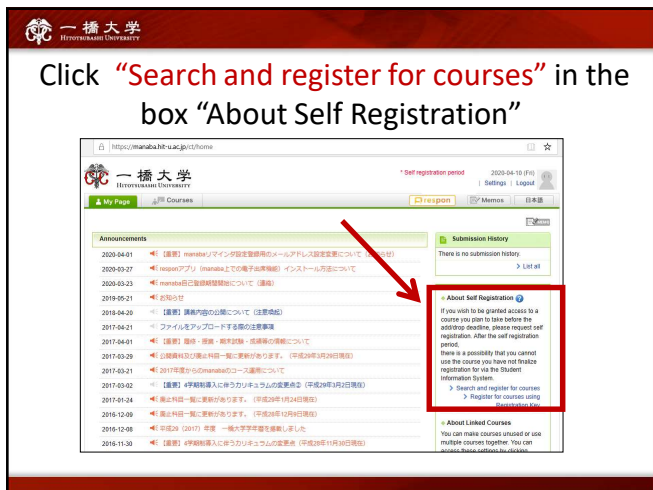
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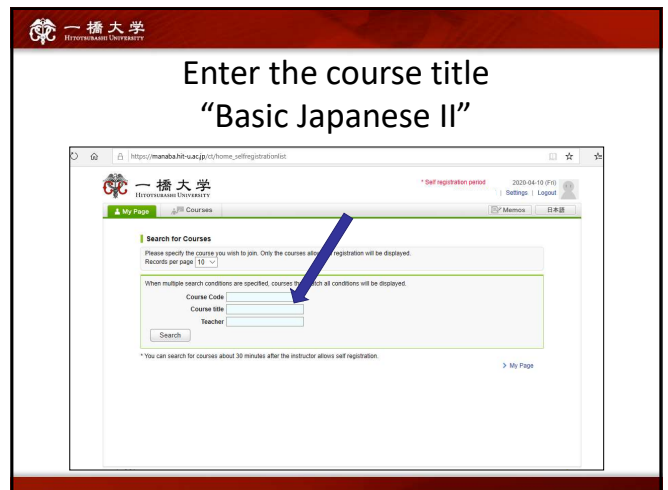
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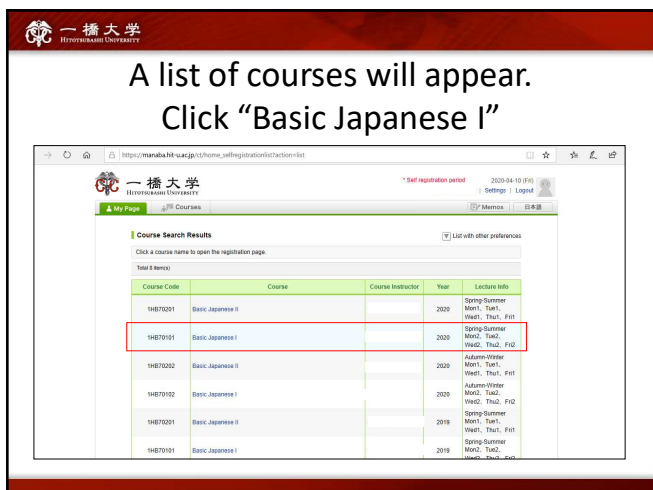
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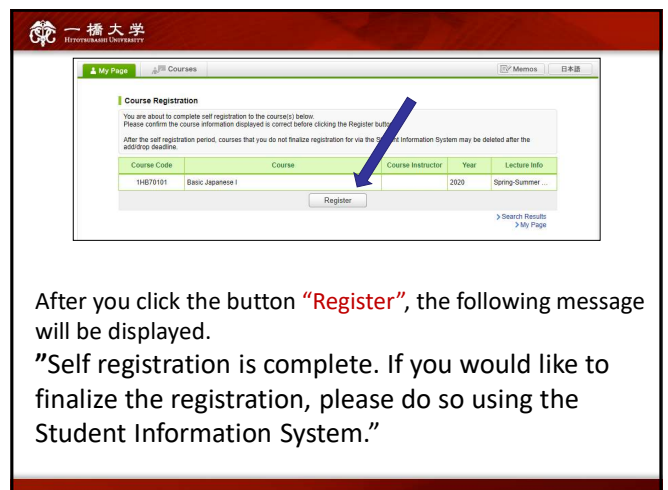
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When the self-registration is complete,
the course will be added to **"My Courses"** list.

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NOTE!

- Self-registration on **MANABA** is different from the **CELS** course registration.
- After the registration period is closed, all students except regular students enrolled in the course will be **automatically** deleted from **MANABA**.
- If you decide to enroll in the course as a regular student, you should complete the course registration procedure on **CELS**.

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★ If you are a Graduate Student or a Research Student, you should register at the Graduate School administration office.

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Receive manaba **COURSE NEWS** via mail

- Teachers will post important news on manaba
 - ★ Zoom links (URL) for logging in to the classes
 - ★ announcements from the teachers

Make sure to change reminder settings in order to receive announcements to your email.

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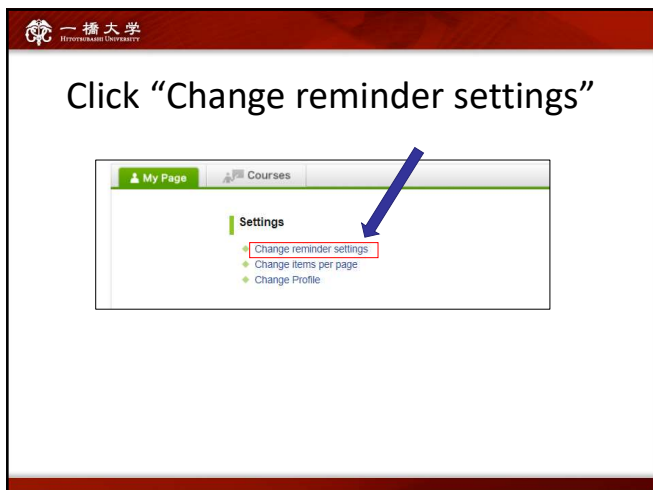
Important announcements

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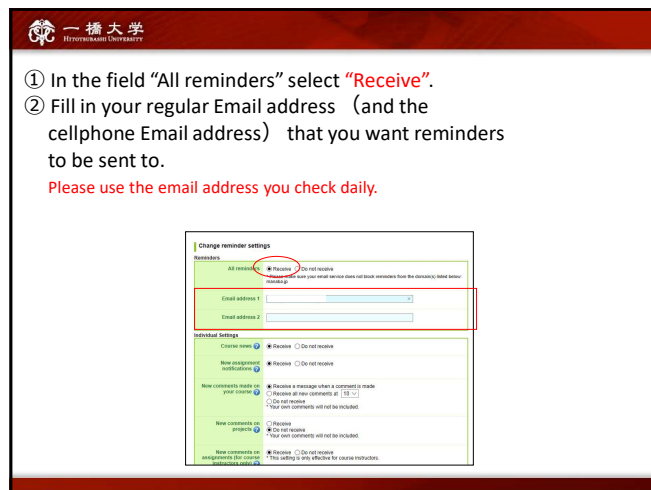
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Click **"Settings"**

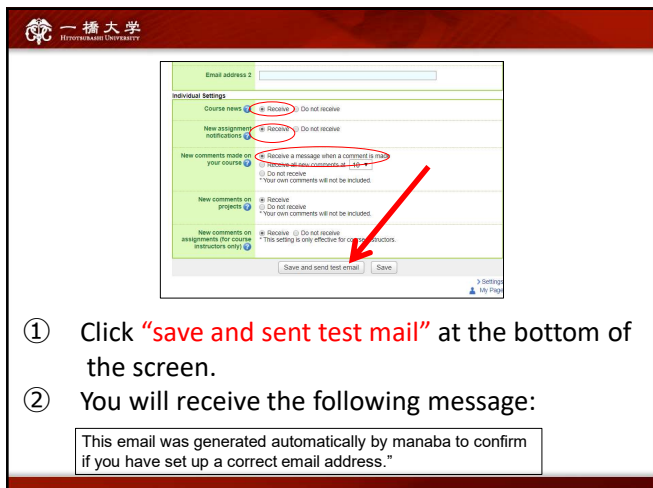
31



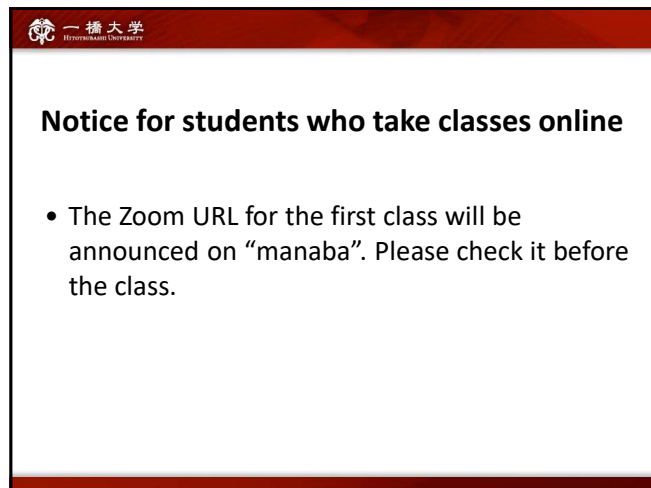
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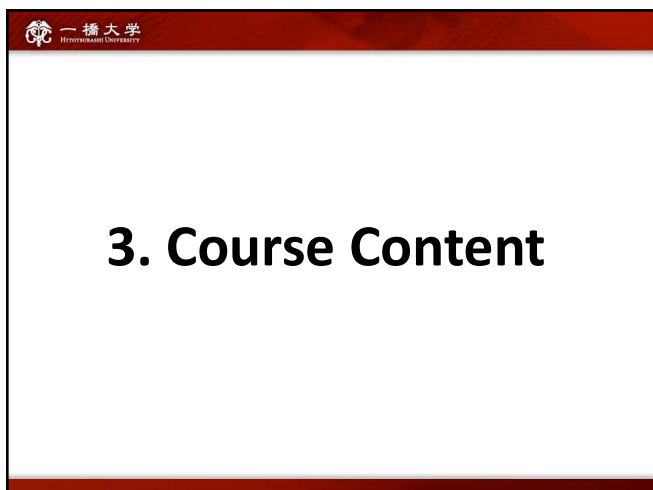
33



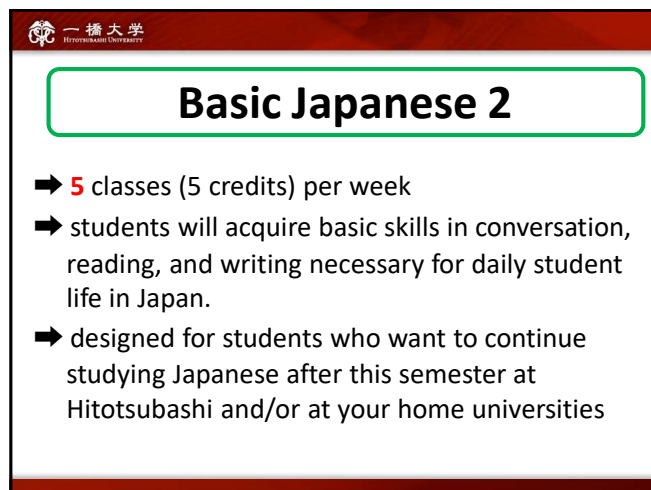
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NOTE:

- 1) ALL the courses are taught by the “direct method”, which means that classes are conducted **only in Japanese**.
- 2) Enrollment for each course is limited to **20 students**.
- 3) **We take attendance very seriously.**
If students miss some classes, it will be difficult to catch up and successfully complete the course.

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Course Instructors

Course Coordinator ツオイ エカテリーナ
tsoy.e@r.hit-u.ac.jp
Office Hour: by appointment

Instructors
しむら ゆかり
志村
すぎもと みほ
杉本 美穂
すずき やすよ
鈴木 靖代
やまざき まゆみ
山崎 真弓

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Course Description Materials

Download the course description materials from the “Resources” on the **manaba** course page.

1. Spring-Summer Semester 2022 Syllabus
2. Spring-Summer Semester 2022 Schedule
3. “How To” materials

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3.1 Timetable

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Course Period: September 13 – December 23


	Mon	Tue	Wed	Thu	Fri
1st 8:45 - 10:30					

5 classes per week.
Students should attend all 5 classes.

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3.2 Textbooks





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1. "GENKI Vol.2: An Integrated Course in Elementary Japanese (Third Edition)" The Japan Times, ¥3600+tax, ISBN: 978-4-7890-1732-9

2. **OPTIONAL** "GENKI Vol.2 WORKBOOK (Third Edition)" The Japan Times, ¥1700+tax, ISBN-13: 978-4-7890-1733-6

3. Handouts and listening materials

↑
should be purchased

optional

NOT the 2nd Edition!


Textbooks and workbooks are available at Hitotsubashi Coop online bookstore.

Main Textbook Structure

- Conversation and Grammar Section

① Dialogue

is used for the Shadowing Homework



The screenshot shows a textbook page with a dialogue and grammar section. The page is titled '第13課 アルバイト探し Looking for a Part-time Job'. The dialogue is between a man (M) and a woman (W). The grammar section explains the use of the particle 'を' (object particle) in the sentence 'アルバイトをします' (I will do a part-time job).

[illegible]

Main Textbook Structure

- Conversation and Grammar Section
 - Grammar
 - is used for self-study and class preparation

Students should read Grammar Notes before the class and come prepared.

The screenshot shows the 'Grammar' section of the textbook. It includes a title '文法' (Grammar) and a lesson number 'Lesson 1'. The main content is a list of grammar points with their English and Japanese descriptions. The points are:


- Potential form (～う)**: This form is used to express the potential of an action. It is formed by adding 'う' to the verb stem. Example: 読む (to read) → 読もう (I can read).
- Conditional form (～ば)**: This form is used to express a condition. It is formed by adding 'ば' to the verb stem. Example: 読む (to read) → 読めば (if I read).

Below the list is a table showing the conjugation of the verb '読む' (to read) in both potential and conditional forms.

	読む	読もう	読めば
1st person	読む	読もう	読めば
2nd person	読む	読めう	読めば
3rd person	読む	読まう	読めば
4th person	読む	読まう	読めば
5th person	読む	読まう	読めば
6th person	読む	読まう	読めば
7th person	読む	読まう	読めば
8th person	読む	読まう	読めば
9th person	読む	読まう	読めば
10th person	読む	読まう	読めば


Main Textbook Structure

- Reading and Writing Section
 - ① Kanji
 - is used in Kanji Quiz and class preparation
 - ★ Kanji quizzes will include words with kanji from **target lesson of GENKI vol.2 and vol.1** as well. Make sure to check the schedule and kanji list from GENKI vol.1. Download kanji list from the “Resources” on **MANABA**.



Main Textbook Structure

- Reading and Writing Section
 - ② Reading part
is used in class Reading Activities



The screenshot shows a page from a Japanese textbook. At the top, it says 'A. 読解活動(読解活動)'. Below this, there are three numbered items (1, 2, 3) with corresponding images of food. Item 1 is '1. 読解活動(読解活動)'. Item 2 is '2. 読解活動(読解活動)'. Item 3 is '3. 読解活動(読解活動)'. The page also includes a section titled 'B. 読解活動(読解活動)' with a paragraph of text and a small image of a person.

- All materials will be distributed before classes via MANABA or during the online classes by the instructor via email/zoom chat.
 - ★ Students should check the MANABA course page and download handouts before every class.
- Copies of “Genki 2” Lesson 13 will be distributed in class (only for the first week).

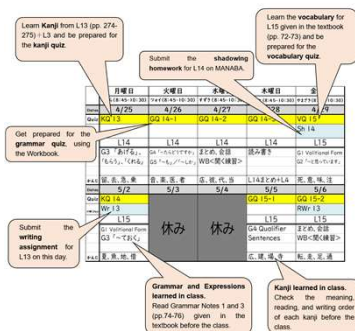
Regular students enrolled in the course **MUST** purchase textbooks as soon as possible.

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3.3 Schedule

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How to check your schedule



Abbreviation

WB	Workbook
WB-K	Workbook KANJI section
G [number]	Grammar Note number in textbook
Sh	Shadowing Homework
Wr	Writing Assignment
RWr	Rewriting Assignment
KQ	Kanji Quiz
VQ	Vocabulary Quiz

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3.4 Grading

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Grading

Final Exam (Speaking, Listening, Reading, Grammar, Kanji), Final Speech	30%
Midterm Exam (Speaking, Listening, Reading, Grammar, Kanji)	20%
Grammar Quizzes	10%
Kanji Quizzes	10%
Vocabulary Quizzes	10%
Homework (Writing Assignments, Shadowing)	10%
Participation	10%
	100%

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Attendance

- We take attendance very seriously. If you miss more than **14 classes**, you will not be able to obtain the credit.
- **No audit** is allowed. Students who want to attend a Japanese learning class, are required to register.
- Keep in touch with the class instructors if you have any problems with attendance.

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Attendance

- If you are late for either **20 minutes or more**, you may still participate in class, but you will be marked as **absent**. If you leave the class for 20 minutes or more after the class has started, you will also be marked absent.
- If you are late or leave early less than 20 minutes **3 times**, you will be marked as **absent**.

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Attendance

- In case you have **technical trouble** accessing the ZOOM meeting, you should **immediately contact the instructor by email**.
If you inform the instructor about a technical trouble within 10 minutes after the class starts, being late will not be marked.

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Homework

- You will be given homework assignments on a regular basis. **Check the course schedule and meet deadlines.**
- You should submit your homework at the beginning of the class following the instructor's directions. **No submission overdue by 3 days is allowed.**

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Writing Assignments

Writing (first version) ★electronic-based submission

- Log in to Hitotsubashi University MANABA (<https://manaba.hit-u.ac.jp/>)
- Open the **[Basic Japanese II]** course page.
- Open the **[Assignments]** tab. Click on **[Wr xx]**.
- Use a Writing Assignment Sheet distributed by the instructor in class.
- The assignment should be typed in kanji and hiragana.
- Save the file as '**BJ2_Wr[number of the lesson]_[your name]_[submission date].docx**' (e.g., BJ2_Wr13_Tsoy_20220411.docx) and upload it on the manaba 'Assignments' page by the due date.
- The instructor will check your assignment and return it as an attached file in the comment box on manaba.
- Mistakes and parts to correct will be underlined and marked.

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Writing Assignments

Rewriting (revised version)

★electronic-based submission

- Check the instructor's comments and marks.
- Correct your mistakes and rewrite. Type the revised version into the 「リライト」 box of the Writing Assignment Sheet. Do not delete the instructor's marks and comments.
- Save the file as '**BJ2_RWr[number of the lesson]_[your name]_[submission date].docx**' and upload it on the manaba 'Assignments' page by the due date.
- The instructor will check your revised version, correct the mistakes, and return it as an attached file in the comment box on manaba.

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Shadowing

- Take a video (mp4 format is preferable) of your shadowing practice and submit the file on the manaba "**Assignments**" page.
- A detailed explanation will be given on **Tuesday, April 19**, in class.
Be sure to attend this class.

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NOTE!

- Late submission will be penalized by **reducing the score** and the assignment **will NOT be marked** if submitted more than **3 days** after the due date. When an assignment is on Manaba, you will be able to upload files within 3 days after the due date even if the status of the Assignment Room is "CLOSED".
- Incomplete or sloppily done homework will NOT be accepted. If more than half of the assignment is incorrect, you will be given a "redo". In this case, you should hand in the corrected version in the next class.

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Quizzes

- Quizzes will usually be given at the beginning of the class via manaba. If you come late, you will miss quizzes.
- No make up for quizzes.

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Exams

- Midterm and Final Exams include Speaking, Listening, Reading, Grammar, and Kanji Tests.
- Final Exam also includes a Final Speech.
- You may make up for midterm and final exam **ONLY IF YOU HAVE SERIOUS CIRCUMSTANCES**. In this case, you should submit a written explanation and inform the coordinator as soon as possible.
- Exams should be made up within a week of the scheduled time and will NOT be given before the scheduled test dates. The score on a makeup exam will be reduced by 10 %.

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4. Others

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- Participant's name in ZOOM:
input your **full name** and name you would like to be called in brackets → e.g. ツオイ エカテリーナ (ツオイ)
- Keep your **web camera switched ON** during the class.
- Use the **ZOOM desktop app**.
- When you have technical trouble accessing the meeting, **contact the instructor by email immediately**.
- If you have a question during the class, try to do the following:
 - switch the microphone ON and call the instructor.
 - click on the "Raise Hand" button in the "Participants" tool
 - Write " ? " on a piece of paper and show it to the camera.
- Speak slowly and clearly.

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5. FQA

How do we entry for the classes?

Submit "Students Information Sheet" on the manaba "Surveys" page.

**Only students who have already decided to take the class.*

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5. FQA

Can we attend to various classes in a first week?
(Just try in order to decide which class I would take)

► *Due to the registration system, Yes.*

But if you miss a class, you will have to catch up on the lesson content by yourself (no extra classes for catch up).

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5. FQA

My major class conflicts with the Japanese class.

(i.e., Japanese Economics and BJ2 both are scheduled on the same day and same period)

Is it possible to be absent from some classes in a week?

► **NO.** *You must attend all classes.*

(5 classes a week)

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