

 一橋大学
Hitotsubashi University


HGP Japanese Language Program

Orientation

Beginner Low

Hitotsubashi Center for Global Education

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Flow of the orientation

Please make sure that your display name on zoom is your full name.

10:00~10:20

General Information on classes

10:20~10:50

Course contents - Beginner Low Level

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)

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Hitotsubashi University

Agenda

1. Overview

2. Course Registration

3. Course Content

(Basic Japanese 1)

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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Hitotsubashi University

Japanese Language Program

in HGP (Hitotsubashi University Global Education Program)

中級前半

Intermediate Low


初級後半

Beginner High

初級前半

Beginner Low

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Course steps

Beginner Low

→

Beginner High

→

Intermediate Low

→

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 next semester.

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Basic Japanese Courses

1) For those who have NEVER studied Japanese or who have studied only a little.

ひつすばし大いあひ

初級前半

Beginner Low

=

Basic Japanese 1

Spring-Summer & Autumn-Winter

Introduction to Japanese Language

Autumn-Winter ONLY

Make sure that your level “Beginner Low” .

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Basic Japanese Courses

2) Students who have studied Japanese at universities and were placed into “Beginner High” level by Hitotsubashi Japanese Language Placement Test

ひつすばし大いあひ

初級後半

Beginner High

=

Basic Japanese 2

Students who are placed to BJ2 (Beginner High) may leave the meeting.

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Course steps

• If you successfully pass Basic Japanese 1 you may proceed to Basic Japanese 2 next semester

Basic Japanese 1

→

Basic Japanese 2

ひつすばし大いあひ

初級前半

Beginner Low

ひつすばし大いあひ

初級後半

Beginner High

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Basic Japanese 1

→

Basic Japanese 2

Introduction to Japanese Language

→

Basic Japanese 2

• Even if you successfully pass Introduction to Japanese Language, you will be not able to proceed to Basic Japanese 2 next semester. If you want to continue studying Japanese language for some periods in Hitotsubashi University, taking Basic Japanese 1 is recommended.

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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 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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2. Course Registration

- If you are an **Exchange Student**
→ you should register via **Campus Education Learning System (CELS)** 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.

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How to Access: CELS

→ **Hitotsubashi University HP**
→ **Current Students** → **Education system; CELS**



教務関係 システム利用案内
学籍情報システム CELS
(Campus Education Learning System "CELS")

学籍情報システムは学生の学籍管理、成績管理、ゼミナール履修方法・授業履修、休退・補修履修を行うことができるシステムです。また、履修のシラバ(仮)も掲載しています。ログインには、一橋IDとパスワードをご利用ください。

教員・学生用 For Student, For Faculty Member	一橋IDとパスワードでログインしてください。	CELSログイン画面へ To login page for CELS (with Hitotsubashi University ID and Password)
客用の方 For Guest	一橋IDとパスワードを登録できます。	シラバ登録サイトへ Syllabus (without User ID)

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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.

ポータルシステム 

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ポータルシステム 

Self-registration on manaba

Hitotsubashi Center for Global Education
Japanese Language Education Program

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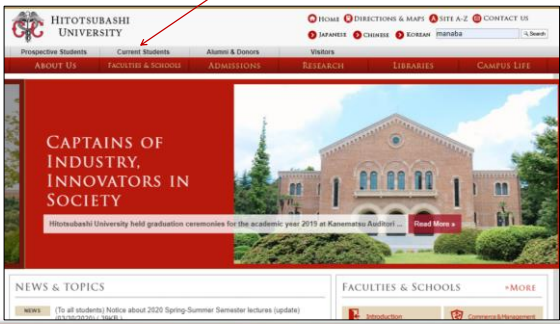
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Make sure you have Student ID and the password

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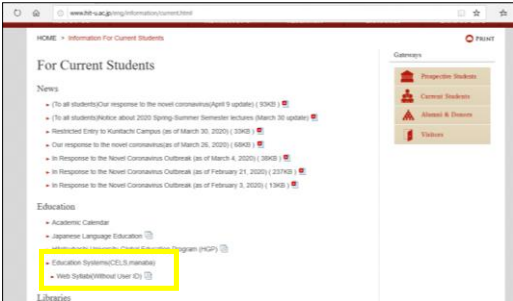
Click the tab "Current Students" on
Hitotsubashi University homepage



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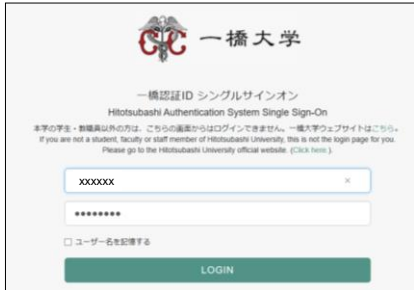
Click "Education Systems (CELS, manaba)"



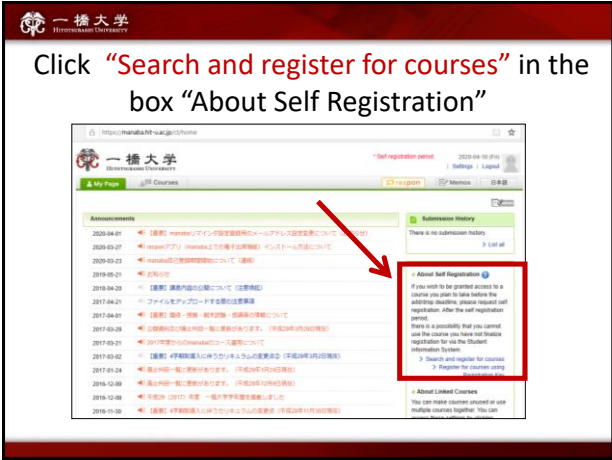
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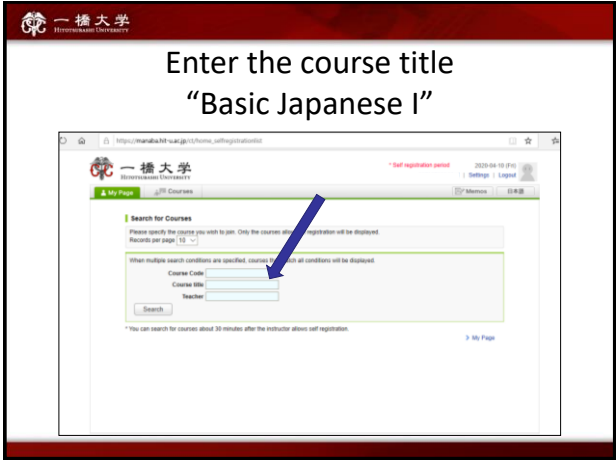
Enter your Student ID and password



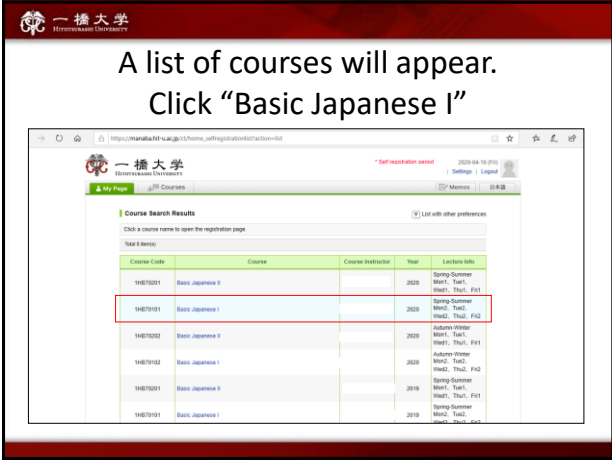
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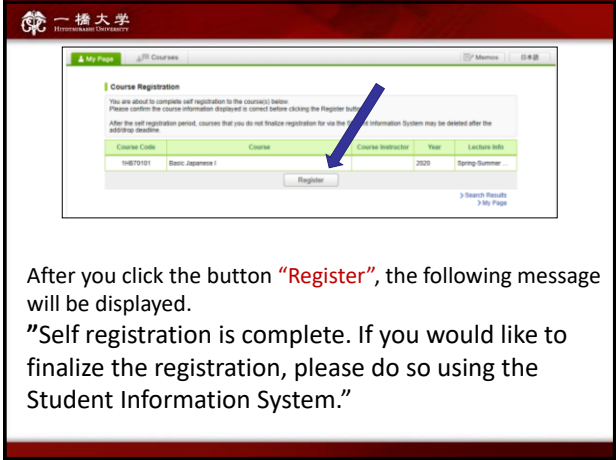
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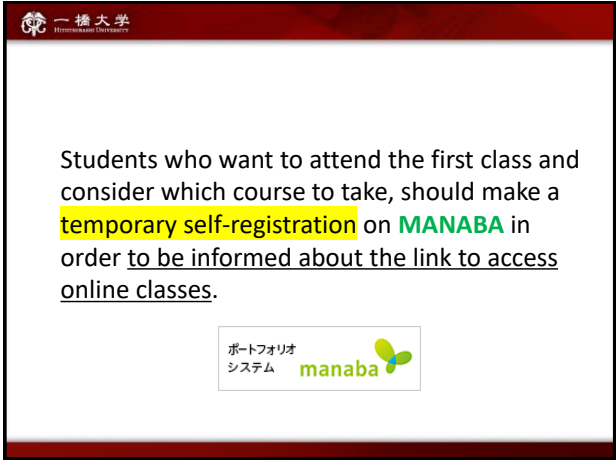
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NOTE!

- 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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Receive manaba COURSE NEWS via mail

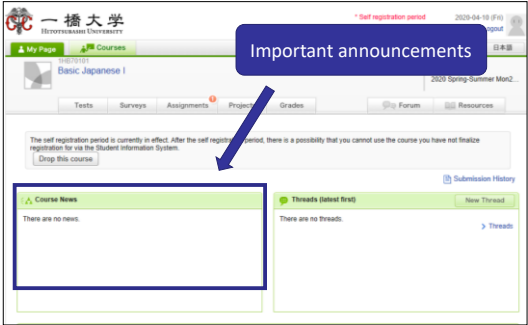
- Teachers will post important news on manaba
 - ★ Zoom links (URL) for logging in to the classes
 - ★ announcements from the teachers

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

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Important announcements




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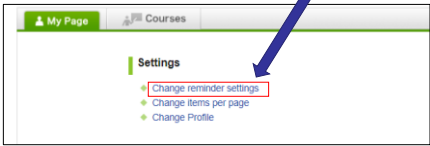
Click "Settings"




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Click "Change reminder settings"

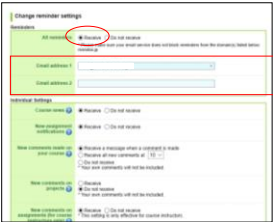


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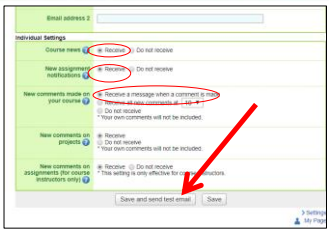
- In the field "All reminders" select **"Receive"**.
- Fill in your regular Email address (and the cellphone Email address) that you want reminders to be sent to.

Please use the email address you check daily.



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- Click “save and sent test mail” at the bottom of the screen.
- You will receive the following message:

This email was generated automatically by manaba to confirm if you have set up a correct email address.”

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Notice for students who take classes online

- The Zoom URL for the first class will be announced on “manaba”. Please check it before the class.

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3. Course Content

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Basic Japanese 1

- ➡ 5 classes (5 credits) per week
- ➡ students will acquire basic skills in conversation, reading and writing necessary for daily student life in Japan.
- ➡ designed for students who want to continue studying Japanese after this semester at Hitotsubashi and / or at your home universities

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NOTE:

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


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Course Instructors

Course Coordinator	Hayakawa Kyoko hayakawa.k@r.hit-u.ac.jp Office Hour: by appointment
Instructors	Sakai Nao Nakagawa Junko Sugimoto Miho Yamazaki Mayumi

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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: April 11 – July 19

	M.	T.	W.	Th.	F.
2nd 10:45 - 12:30					


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

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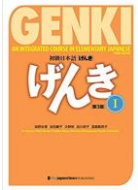
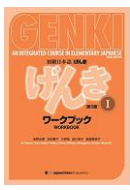



3.2. Textbooks

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1. “GENKI Vol.1: An Integrated Course in Elementary Japanese (The Third Edition)” The Japan Times, ¥3500, ISBN: 978-4789017305
2. “GENKI Vol.1 WORKBOOK (The Third Edition)” The Japan Times, ¥1600, ISBN-13: 978-4789017312
3. Handouts and listening materials

NOT the 2nd Edition!

Textbooks and workbooks are available at Hitotsubashi Coop online bookstore.


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Main Textbook Structure

- Conversation and Grammar Section
 - ① Dialogue

used for the Shadowing Homework (from Lesson 7)



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Main Textbook Structure


- Conversation and Grammar Section

② Vocabulary

used in the Vocabulary Quiz and learning activities in class



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Main Textbook Structure

- Conversation and Grammar Section


③ Grammar

used for self-study and class preparation

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



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Main Textbook Structure


- Reading and Writing Section

① Kanji

used in Kanji Quiz and class preparation



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Main Textbook Structure


- Reading and Writing Section

② Reading part

used in Reading Activities in class



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Workbook Structure


- Grammar / Listening Comprehension / Kanji

Used for Homework.

Do exercises and submit the designated pages on the due date.




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- All materials will be distributed before classes via MANABA or during the online classes by the instructor via email / zoom chat .
- ★ Students should check MANABA course page and download handouts before every class.
- Copies of “Genki 1” Lesson 1 will be distributed in class (only for the first week).

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

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Introduction to Japanese Language


1. “Marugoto: Starter (A1) Rikai” (Japan Foundation), Sanshusha, ¥1,700, ISBN: 978-4-384-05753-9 C0081

2. “Marugoto: Elementary 1 (A2) Rikai” (Japan Foundation), Sanshusha, ¥1,900, ISBN: 978-4-384-05755-3 C0081

3. Handouts and listening materials




Elementary 1 (A2) Rikai



Starter (A1) Rikai


Textbooks are available at the university bookstore in the West Campus.

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3.3. Schedule

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How to check your schedule

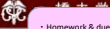
2022PS Basic Japanese I Schedule (Tentative)

2nd Period (10:45-12:30)

G: Grammar WB: Workbook KHW:Kanji homework KQ:Kanji Quiz VQ:Vocabulary Quiz RP:Roleplay

	6/6	6/7	6/8	6/9	6/10
Quiz		VQ (L8)		KQ (L7)	
HW	WB p71-72 & p76-77	Writing (L7)	WB p78-79 & p142(KHW 7-2)	WB p82-83	WB p80-81 CHW(L7) @manaba
	L7 Dialogue, RP, Reading and Writing	L8 G1,2: ない form/ Informal Speech	L8 G5,6: ないでください /-のが...	L8 G3,4: ともうひと いって/いた	L8 G7,8: ともうひと、が、まとも、L8 Dialogue, RP
	Kanji (L7) Review	Kanji(L8): 異断断作	Kanji(L8) 仕事電卓	Kanji(L8) 休言読	Kanji(L8) 思次何
	6/13	6/14	6/15	6/16	6/17
Quiz		VQ (L9)		KQ (L8)	
HW	WB p84-86	Writing (L8)	WB p87-88 & p144 (KHW 8-2)	WB p89-90	WB p91 & p93 CHW(L8) @manaba
	L8 Reading and Writing	L9 G1,2: た form/ Informal Speech	L9 G3,4: ともうひと いって/いた	L9 G5,7: Noun modify /-が	L9 G6: まだ〜ていない まとも、Dialogue, RP
	Kanji (L8) Review	Kanji (L9) 午後前	Kanji (L9) 多白南	Kanji (L9) 書友同家	Kanji (L9) 話少古知来

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3.3. Schedule

• Homework & due Submit the WORKBOOK tasks P71-72, P76-77 (Lesson7-3, 4, 8, 9) in the class on 6th June.

• Submit Writing Assignment for Lesson7 on this day in class.

• Kanji quiz for lesson 7 given in the textbook (P138-139) and be prepared. • Kanji homework (KHW) Submit the WORKBOOK "Using Kanji" (Lesson7-2) tasks on P138 on this day in class.


	6/6	6/7	6/8	6/9	6/10
Quiz		VQ (L8)		KQ (L7)	
HW	WB p71-72 & p76-77	Writing (L7)	WB p78-79 & p142(KHW 7-2)	WB p82-83	WB p80-81 CHW(L7) @manaba
	L7 Dialogue, RP, Reading and Writing	L8 G1,2: ない form/ Informal Speech	L8 G5,6: ないでください /-のが...	L8 G3,4: ともうひと いって/いた	L8 G7,8: ともうひと、が、まとも、Dialogue, RP
	Kanji (L7) Review	Kanji(L8): 異断断作	Kanji(L8) 仕事電卓	Kanji(L8) 休言読	Kanji(L8) 思次何
Quiz		VQ (L9)		KQ (L8)	
HW	WB p84-86	Writing (L8)	WB p87-88 & p144 (KHW 8-2)	WB p89-90	WB p91 & p93 CHW(L8) @manaba
	L8 Reading and Writing	L9 G1,2: た form/ Informal Speech	L9 G3,4: ともうひと いって/いた	L9 G5,7: Noun modify /-が	L9 G6: まだ〜ていない まとも、Dialogue, RP
	Kanji (L8) Review	Kanji (L9) 午後前	Kanji (L9) 多白南	Kanji (L9) 書友同家	Kanji (L9) 話少古知来

• Learn the vocabulary for lesson 9 given in the textbook (P212-213) and be prepared for the quiz.

• Grammar and expressions learned in class. Read Grammar Notes 38.4 (P.215-216) given in the textbook before the class.


• Kanji learned in class. Check the meaning, correct reading and writing order of each kanji. (P334-335) before the class

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3.4. Grading

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Grading

Final Exam, Presentation

Midterm Exam

Hiragana, Katakana, Kanji Quizzes

Vocabulary Quizzes

Homework (Workbook, Shadowing)

Writing Assignments

Participation

30%

15%

10%

10%

15%

10%

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 either 20 minutes or more after the class has started, you will also be marked as 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: **Workbook**

- 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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Homework: **Workbook**

Grammar Section

- Download the **"HOMEWORK Sheet"** from MANABA course **"Resources"** page.
- Fill in the head of the form.
- Type the Grammar/Kanji task questions and answers using hiragana/katakana or kanji and save the document.
- Save the file as **[your full name_task pages_submission date.docx]** and hand in to the instructor at the beginning of the class.

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Homework: **Shadowing**

- Take a video (mp4 format is preferable) of your shadowing practice and submit the file on manaba **"Assignments"** page.
- Detailed explanation will be given after mid-term test. Be sure to attend this class.

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Writing Assignments

Writing

- Use a [Writing Assignment Sheet](#) distributed by the instructor.
- The assignment should be typed using kanji and hiragana and saved in Microsoft WORD.
- Save the file as [your full name_W_lesson number_submission date.docx] and hand in to the instructor at the beginning of the class.
- The instructor will comment your assignment and return it to you via email after the 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".
- **Workbook Homework** and **Writing Assignments** should be handed following the instructor's directions.
No submission overdue by 3 days is allowed.
- 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 corrected version in the next class.

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Quizzes

- Quizzes will be usually 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, and Reading Tests.
- Final Exam also includes a presentation.
- 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 prior to the scheduled test dates. The score on a make-up 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. メアリー ハート (メアリー)
- Keep your **web camera switched ON** during the class.
- Use **ZOOM desktop app**.
- When you have a technical trouble accessing to meeting, **contact the instructor by email immediately**.
- If you have a question during the class, try to do following:
 - ① switch the microphone ON and call the instructor.
 - ② click on "Raise Hand" button in "Participants" tool panel.
 - ③ 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 “Entry Sheet for BASIC JAPANESE 1” on manaba “Surveys” page.

**Only students who have already decided taking the class.*

After you submit “entry sheet for Basic Japaense 1”, access to MANABA course “Resources” page, and take “Pre-lesson for starters of Basic Japanese 1”. This page guides some self-study materials such as Japanese writing system, Hiragana & Katakana and “how to type” Japanese.

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1) Entry sheet for Basic Japaense 1”

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2) Pre-lesson for starters of Basic Japanese 1

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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 the lesson content by yourself (no extra classes for catch up).

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5. FQA

My major class conflicts with Japanese class.
(i.e. Japanese Economics and BJ1 both are lectured in same day and same period)
Is it possible to be absent some classes in a week?

➤ ***NO. You must attend all classes.***
(5 classes a week)

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