

## HGP Japanese Language Program

# Orientation

## Beginner High



Hitotsubashi Center for Global Education



## 1. General Information on Classes



ひとつばし大学  
中級前半  
Intermediate Low

ひとつばし大学  
初級後半  
Beginner High

ひとつばし大学  
初級前半  
Beginner Low



### Course steps



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.



### 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.



## 2. Course Registration

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## Course Registration Period

**Friday, September 9 –  
Friday, September 16**

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## How to Access: CELS

➡ **一橋大学HP** ➡ **在学生の方へ** ➡ **CELS**



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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 to complete the assigned (assessment) tasks will result in a **Fail grade (F)**.

**Course Withdrawal:**  
**Monday, September 26 – Friday, September 30**

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## Course Enrollment Web Lottery

Decisions regarding the enrollment of Exchange students will be made by the web lottery.

**First Web Lottery:**  
9:00 September 5 – 12:00 September 6 [JST]

**Second Web Lottery:**  
17:00 September 7 – 14:00 September 8 [JST]

For details, contact the administration office.


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## How to register

- If you are
  - > an **Exchange Student** (Undergraduate / Graduate)
  - > a **Research Student**

→ you should register via **Campus Education Learning System** online.

\* **Graduate Exchange Students** and **Research Students** may apply to the **Second Web Lottery**.



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## How to register

- If you are a **Regular Graduate Student**

→ you cannot apply to the Web Lottery

Please contact an administration office for registration.

## First Week Classes

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

### → If you are in Japan

Come to the classroom

- ※ Bring a PC and headphones to class

### → If you have not arrived yet

Access to ZOOM meeting

- ※ A link for the ZOOM meeting will be announced via **manaba**

## 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".)



## Self-registration on **manaba**

Hitotsubashi Center for Global Education  
Japanese Language Education Program

- Self-registration on **MANABA** is different from the **CELS** course registration. To enroll in the course as a regular student, you should complete the course registration procedure on CELS.

- **Exchange Students** and **Research Students** who win the Web Lottery will be automatically registered on **MANABA**.

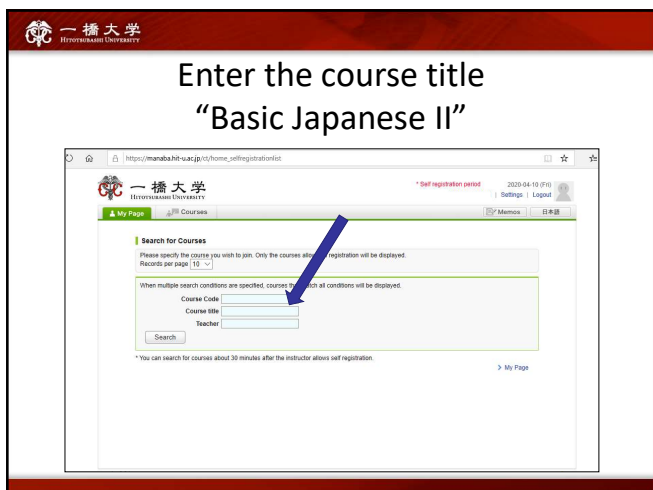
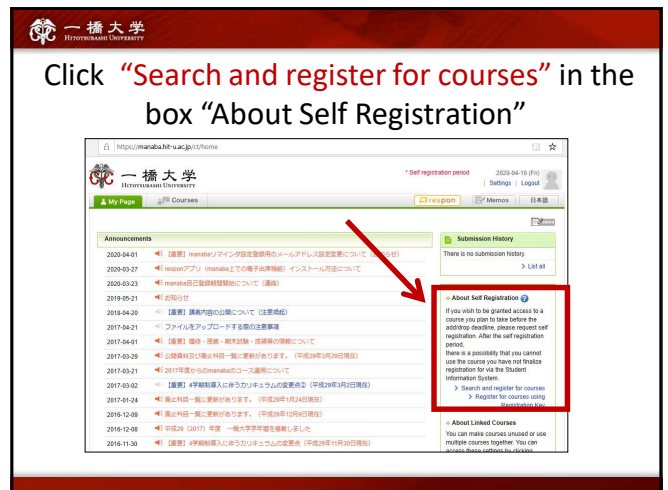
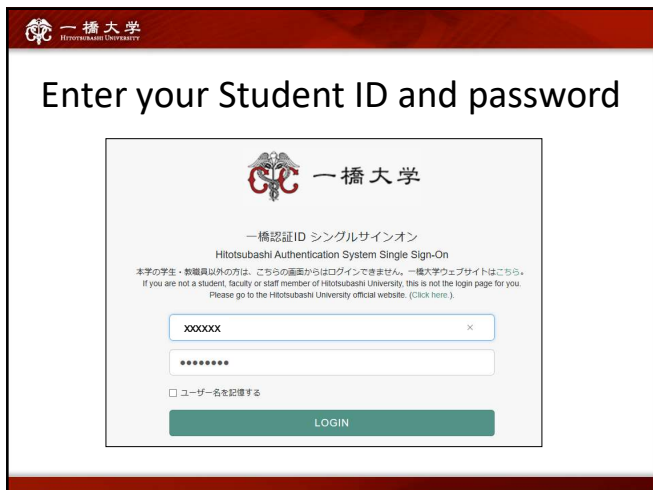
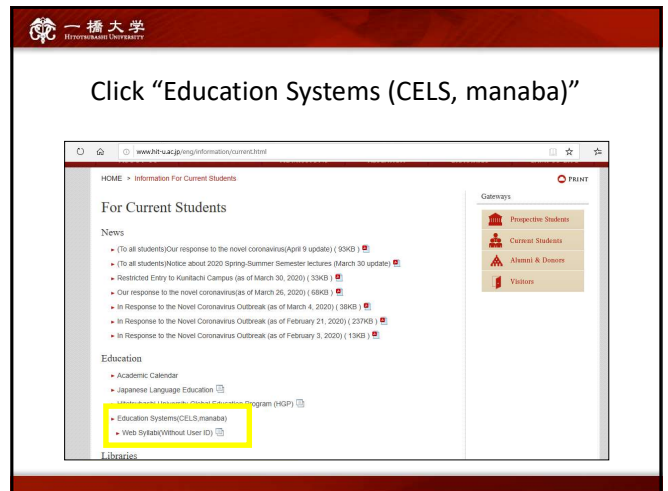
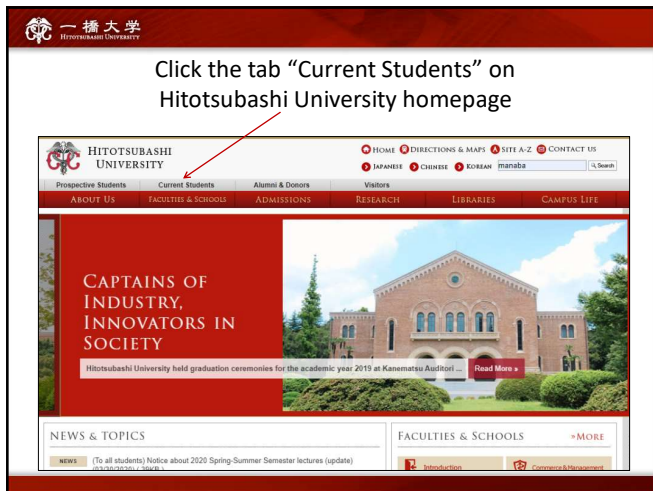
- ★ **Regular Graduate Students** should make a temporary self-registration on manaba before the classes start.

**NOTE!** After the registration period is closed, all students except regular students enrolled in the course will **be automatically** deleted from **MANABA**.

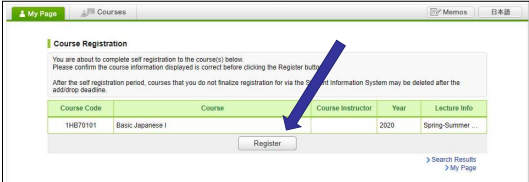
## Professors will post important news on **MANABA**

- ★ Zoom links (URL) for logging in to the classes online  
(for students who have not arrived in Japan)
- ★ important announcements and information on the courses

Make sure you have  
Student ID and the password



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**Course Registration**

You are about to complete self registration to the course(s) below.  
Please confirm the course information displayed is correct before clicking the Register button.  
After the self registration period, courses that you do not finalize registration for via the Student Information System may be deleted after the add/drop deadline.

Course Code	Course	Course Instructor	Year	Lecture Info
1H-B70101	Basic Japanese I		2020	Spring-Summer ...

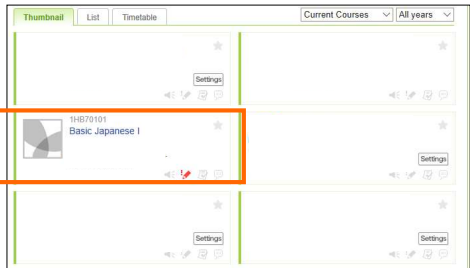
Register

> Search Results  
> My Page

After you click the button **“Register”**, the following message will be displayed.  
**“Self registration is complete. If you would like to finalize the registration, please do so using the Student Information System.”**

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



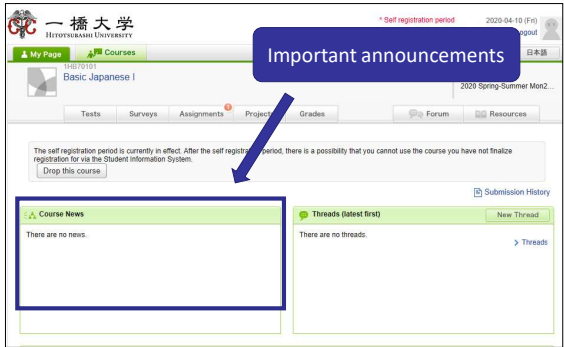
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Receive manaba COURSE NEWS via mail

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

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Important announcements



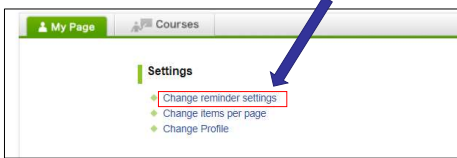
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Click **“Settings”**



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Click **“Change reminder settings”**



- ① In the field "All reminders" select **"Receive"**.
- ② 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.

- ① Click **"save and sent test mail"** at the bottom of the screen.
- ② You will receive the following message:

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

## 3. Course Content



## Japanese Language Courses

### Basic Japanese 2

- ➡ **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

### 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 **15 students**.
- 3) **We take attendance very seriously.**  
If students miss some classes, it will be difficult to catch up and successfully complete the course.



## 3.1 Timetable

Course Period:  
September 12 – Desember 23

	Mon	Tue	Wed	Thu	Fri
1 <sup>st</sup> 8:45 - 10:30					

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

## 3.2 Textbooks

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



## Main Textbook Structure

### • Conversation and Grammar Section

#### ② Vocabulary

is used in the Vocabulary Quiz  
and learning activities in class



## Main Textbook Structure

### • Conversation and Grammar Section

- ③ Grammar  
is used for self-study and  
class preparation

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



## 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



- All materials will be distributed before classes via  
MANABA or during the online classes by the  
instructor via email/zoom chat.

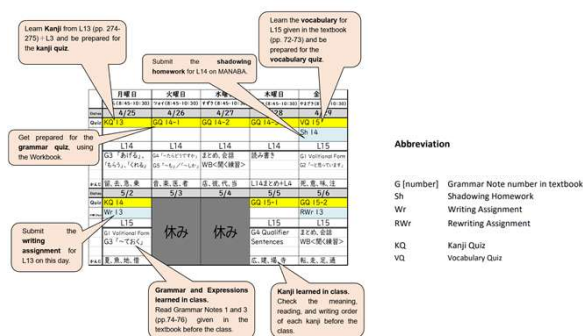
★ Students should check the MANABA course page  
and download handouts before every class.

- 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.

## 3.3 Schedule

## How to check your schedule





## 3.4 Grading

### Grading

Final Exam (Speaking, Listening, Reading, Grammar, Kanji), Final Video	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%

### Attendance

- **No audit** is allowed. Students who want to attend a Japanese learning class, are required to register.
- Being absent or late to class will be penalized with a total score reduction.
- Keep in touch with the class instructors if you have any problems with attendance.

### 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.

### 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 after the deadline is accepted.**
- Incomplete or incorrectly done homework will NOT be accepted and will be marked as 0.

### 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.

## Writing Assignments

### Rewriting (revised version)

#### ★ **handwritten** paper-based submission

- Check the instructor's comments and marks.
- Correct your mistakes and submit a handwritten version in paper form.

## Shadowing

- Take a video (mp4 format) of your shadowing practice and submit the file on the manaba "Assignments" page.
- A detailed explanation will be given on **Tuesday, September 20**, in class.  
Be sure to attend this class.

## 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.

## 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 %.

## 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.  
It is not the official course registration.*

## 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).*

## 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)*