

HGP Japanese Language Program

Orientation

Beginner High

一橋大学 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_2021 Autumn-Winter 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


➡

➡

➡


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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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

**Thursday, September 9 –
Friday, September 17**

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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.

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

Course Withdrawal:
Monday, September 27 – Friday, October 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 September 6 – 12:00 September 7

Second Web Lottery:
15:00 September 8 – 9:00 September 9

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. 

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ポートフォリオシステム 

Self-registration on manaba

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Japanese Language Education Program

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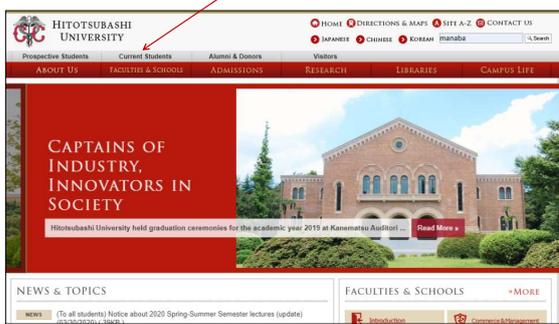
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Make sure you have Student ID and the password

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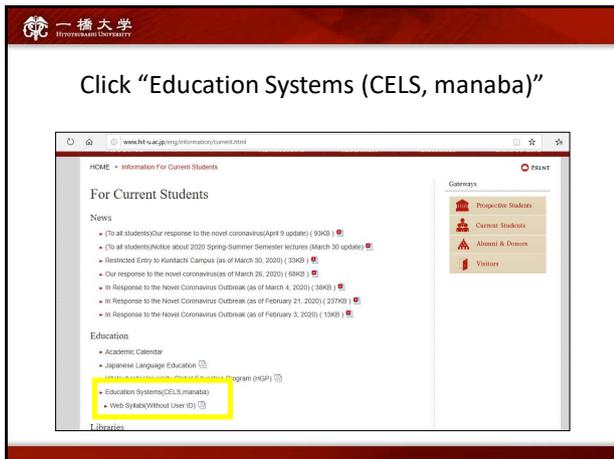
Click the tab “Current Students” on Hitotsubashi University homepage



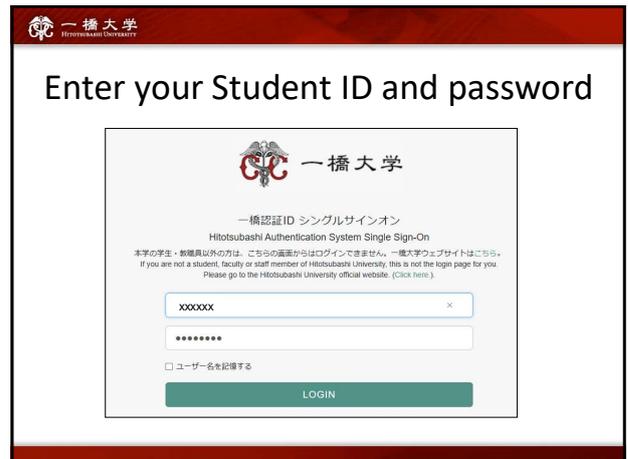
NEWS & TOPICS
[To all students] Notice about 2020 Spring-Summer Semester lectures (update)
hitotsubashi.ac/ja/

FACULTIES & SCHOOLS
Introduction
Campus & Disposition

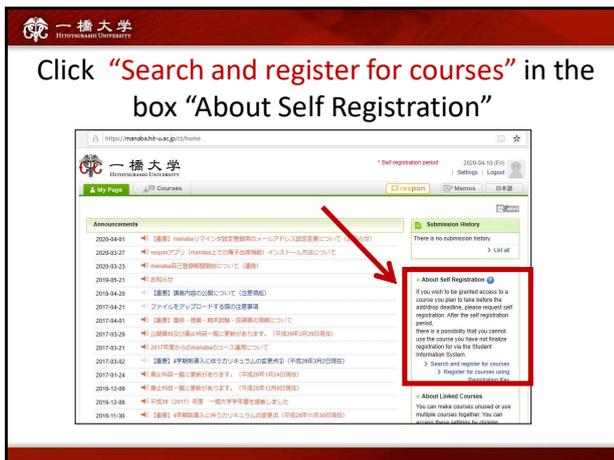
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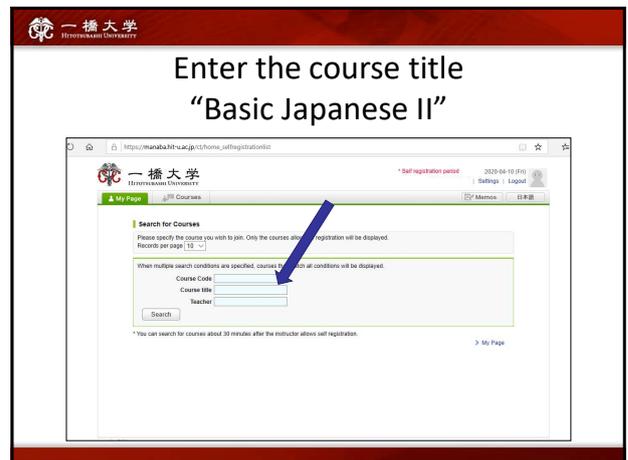
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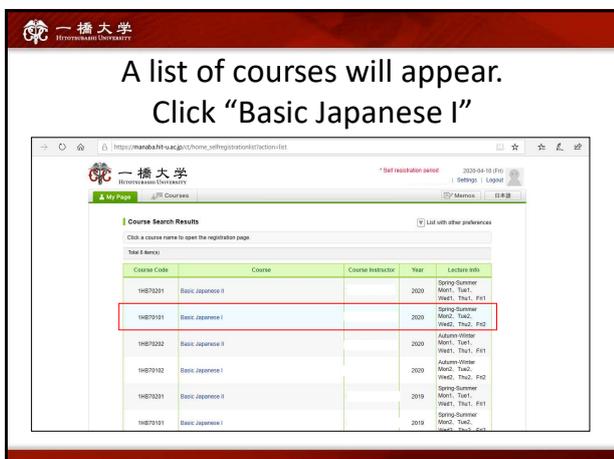
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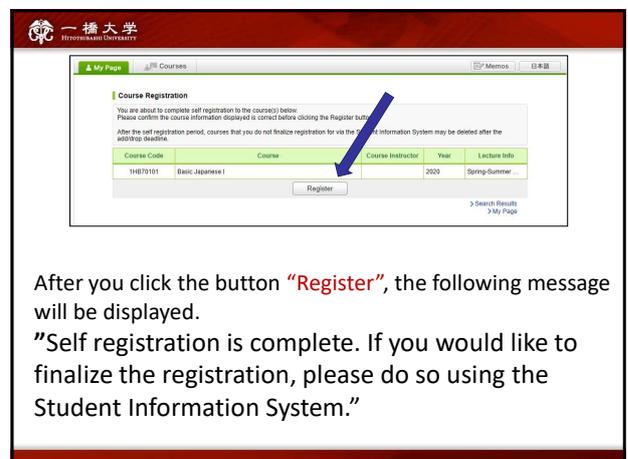
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When the self-registration is complete, the course will be added to **"My Courses"** list.

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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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Click **"Settings"**

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Click "Change reminder settings"

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- 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.

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- 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."

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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 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

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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 for them 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
 志村 ゆかり
 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. Autumn-Winter Semester 2021 Syllabus
2. Autumn-Winter Semester 2021 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. "GENKI Vol.2 WORKBOOK (Third Edition)" The Japan Times, ¥1700+tax, ISBN-13: 978-4-7890-1733-6
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
is used for the Shadowing Homework



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Main Textbook Structure

- Conversation and Grammar Section
 - ② Vocabulary
is used in the Vocabulary Quiz and learning activities in class



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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.



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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**.



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Main Textbook Structure

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



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Workbook Structure

- Grammar Section** is used for Homework. Do grammar exercises and submit the designated pages on the due date.



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Workbook Structure

- Listening Comprehension Section** is used for Listening Practice in class.



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Workbook Structure

- Kanji Section** is used for Homework. Practice writing target kanji and do exercises. Check the schedule 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 2” Lesson 13 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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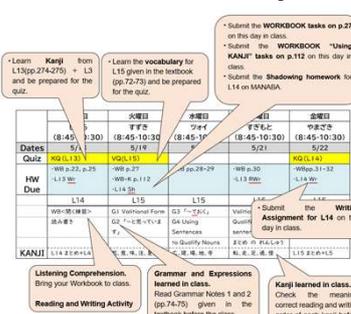
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3.3 Schedule

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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)	15%
Writing Assignments	15%
Kanji Quizzes	10%
Vocabulary Quizzes	10%
Homework (Workbook, Shadowing)	10%
Attendance and Participation	10%
<hr/>	
	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
- 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 before or after the class** is allowed.

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NOTE!

- Late submission will be penalized by **10% reduction a day** and the assignment **will NOT be marked** if submitted more than **10 days** after the due date.
- Workbook Homework** and **Writing Assignments** should be handed in at the beginning of the class following the instructor's directions.
No submission before or after the class 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, 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 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. ツオイ エカテリーナ (ツオイ)
- 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:
 - switch the microphone ON and call the instructor.
 - click on "Raise Hand" button in "Participants" tool panel.
 - 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 manaba "Surveys" page.

**Only students who have already decided taking 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 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 BJ2 both are scheduled on the 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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