

# Fundamental Japanese Course (Japanese Language Program of TUFS)

## – Japanese Course Registration Outline –

Fundamental Japanese Course at TUFS (Japanese Language Program of TUFS (JLPTUFS)) is designed to teach Japanese to international students studying at TUFS. The program’s curriculum is geared toward students who would like to learn Japanese for academic purposes.

At TUFS, the Spring Quarter begins in April and the Fall Quarter begins in October. JLPTUFS lasts for the 13 weeks of each quarter. However, please be aware that if a class has an insufficient number of students, it may not be held that quarter.

### Program Outline

The Japanese Language Program has seven class levels to accommodate the varying language proficiencies of students: Elementary 1, Elementary 2, Intermediate 1, Intermediate 2, Pre-Advanced, Advanced 1, and Advanced 2.

The following table shows which course(s) students in different categories will be allowed to enroll in. Where “◎” is written, priority will be given to those students officially enrolled in the specified course. Where “○” is written, students may enroll in the specified courses only if there are enough places available. The maximum student enrollment varies from 10 to 20 depending on the type of the classes.

International Student Category	Intensive	Integrated	Focused
Preparatory Research Students	◎	◎	◎
Teacher training Students	-	◎	◎
Research Students	-	○	◎
ISEPTUFS Students	-	◎	○
Japanese Studies Students	-	◎	○
Undergraduate Students	◎	◎	◎
Visiting Students	-	-	○

<Schedule from student’s arrival in Japan to the start of Japanese language classes>

**Japanese Language Orientation:** Students in all categories will be informed about the Japanese Language Program of TUFS. The students will also learn about the procedures to register for courses. Those students who have not yet taken the placement test will be required to do so. Those who have not yet learned to read and write Hiragana will be required to take the Hiragana class.



If you have not learned Japanese, take

**Hiragana Class:**

Students must learn the basics of the Japanese writing system (Hiragana).

TIME & DATE: April 3 (Wed.)

13:30 to 15:30

PLACE: Room 201, 2F, Japanese Language Center

If you have learned some Japanese, take

**Placement Test:**

Students must take the placement test to determine their Japanese level.

TIME & DATE: April 3 (Wed.) 13:30 to 15:10

PLACE: Japanese Language Center

◆ ISEPTUFS Students: Rm.213/ Rm.214

◆ Research Students: Rm.103/ Rm.107

◆ Preparatory Research Students : Rm.215

◆ Visiting Students : Rm.216

◆ Undergraduate Students : Rm.217

Those whose category is not listed above please consult with the Student Exchange Division.

Please **bring HB pencils, an eraser and your Student Identification Card with you.**

※Students who did not take Kanji Classes in the previous quarters and wish to take Class 901 to 904 for the first time this quarter are required to take the Kanji placement test.

TIME & DATE: April 3 (Wed.) 11:30 to 12:00

PLACE: Room 215, 2F, Japanese Language Center



**Placement Test Level Announcement:**

18:00, April 3 (Wed.) 1F Bulletin Board, Japanese Language Center

※Kanji placement test level announcement will be up on 12:00, April 5 (Fri.)



**Start of formal classes:** April 4 (Thu.)



Students should purchase required textbooks at the university bookstore when they have decide to register particular classes. Photocopying a textbook is prohibited. However, at the beginning of the quarter while students are trying classes out and deciding which classes to register, it is not necessary for them to buy.



**Deadline for Course Registration:** April 17 (Wed.)

**NOTE:** 1) ISEPTUFS, Japanese studies students, Research students, and Undergraduate Students need to register classes on line (11th through 17th, April). Follow the instructions from the Student Exchange Division.

**NOTE:** 2) Preparatory research students, Teacher training students, and Visiting Students need to fill out and turn in the class registration card above to JLC office by the deadline. Otherwise, you will be considered as “uninterested in learning Japanese” and become unable to register for classes.

### Hiragana Class

International students who are learning Japanese for the first time must participate in the Hiragana Class. This class will teach students Hiragana, basic orthography. Textbooks used in all Japanese language classes are written entirely in Japanese, so students are expected to be able to read and write using Hiragana by the start of classes. Students who have learned Hiragana in the Hiragana class will be able to study Japanese effectively.

### Different Types of Classes Offered

The chart on the next page lists the Japanese language classes offered each quarter, along with their codes. The “Integrated Classes” 101, 201, 301, 401 and 501 each has 5 periods, 601 has 3 periods, and 701 has 2 periods per week. “Focused Classes” at all levels have 1 period per week. The “Intensive Course”100 is also available for Preparatory research students and undergraduate students.

The “Integrated Classes” require students to attend all the classes and . class be taken as 101, 201, 301, 401 and 501 each has 5 periods, 601 has 3 periods, and 701 has 2 periods per week.

When choosing the "Integrated" class, students need to participate in all the classes. The case when a student chooses to register the “Integrated Classes” where two sets of classes are offered, he/she must select and join A set classes or B set classes and can not mix the set.

Kanji Class (1 period per week for Class 901, 902, 903 and 904) is held for students enrolled at or above level 200. Students interested in taking the Kanji Class are recommended to take the following classes:

Class 901 if they are at Level 200 or 300

Class 902 if they are at Level 400 or 500

Class 903 if they are at Level 600

Class 904 if they are at Level 700

**Students who did not take Kanji Classes in the previous quarters and the newly-enrolled students that wish to take Class 901 to 904 for the first time this quarter are required to take the Kanji placement test.** Students who have taken Kanji classes in the Fall Quarter 2018 and have passed the class can take the next level Kanji Class. Any student interested in taking this course should attend the first session of the course.

Level	Intensive Course	Integrated Classes	Focused Classes (1 period)							Kanji	
						writing	Oral				
Elementary 1 100~	100 (10 periods)	101 (5 periods)				writing 114	Oral 115				※ reading 312b
Elementary 2 201~		201 (5 periods)				writing 214	oral 215			Kanji 901	
Intermediate 1 301~		301 (5 periods)		reading 312	listening 313	writing 314	oral 315				
Intermediate 2 401~		401 (5 periods)	grammar 411	reading 412	listening 413	writing 414	oral 415			Kanji 902	
Pre-Advanced 501~		501 (5 periods)	grammar 511	reading 512	listening 513	writing 514	oral 515				
Advanced 1 601~		601 (3 periods)	grammar 611	reading 612	listening 613	writing 614	oral 615	current 616		Kanji 903	
Advanced 2 701~		701 (2 periods)	grammar 711	reading 712	listening 713	writing 714	oral 715		business 718	Kanji 904	

writing = Written Expression, oral = Oral Communication, current= Current Japanese Studies, business=Business Japanese, One credit/week

※“Reading 312b (Extensive reading)” is designed for Elementary 1 – Intermediate 1 (100-300) level students.

Please see “Course Descriptions” for details.

[http://www.tufs.ac.jp/english/student/international\\_student/Japanese\\_Program.html](http://www.tufs.ac.jp/english/student/international_student/Japanese_Program.html)

### Class Registration

In order to raise the communicative and academic skills in Japanese, **students of 100 to 600 level are strongly recommended to take over 3 classes or more each semester.**

Once the classes the student wants to register for have been decided, he or she should make sure that the number of the classes to register is appropriate, that the Japanese language classes do not conflict with other classes to take and that the level of the classes are appropriate to their competence. Once checked, ISEPTUFS, Japanese Studies students, Research students and Undergraduate Students students need to register classes on line. Preparatory research students, Teacher training students and Visiting students need to write the names of the classes on the Class Registration Card and turn it in to JLC office.

If the student has any questions regarding class registration, he or she should consult with academic advisor. For inquiries for Japanese classes, Integrated/ Intensive Class Chief will answer them.

<u>Level (Class code)</u>	<u>Integrated/ Intensive Class Chief</u>
Elementary 1 (100 ~ 115)	KAWACHI Ayaka
Elementary 2 (201 ~ 215)	NISHIJIMA Eriko
Intermediate 1 (301 ~ 315)	YUKIMATSU Hanae
Intermediate 2 (401 ~ 415)	OTSU Tomomi

Pre-Advanced (501 ~ 515)	HANAZONO Satoru
Advanced 1 (601 ~ 616)	KUDO Kanako
Advanced 2 (701 ~ 718)	IJUIN Ikuko

### Upper Limit for registration for JLP classes

ISEPTUFS Students and Research Students have upper limit for registration for JLP classes. 100-600 level students can register up to 6 credits, 700 level students can register up to 3 credits. There are two types of Japanese class registration: integrated-class type or focused-class type. Students with other categories do not have upper limit for registration.

Upper limit for registration for JLP classes (ISEPTUFS and Research Students only)

Type of registration Level	Integrated type: Register Integrated classes	Focused type: Register Focused classes only
100-500 level (up to 6 credits)	1. Integrated classes (5 credits) only or 2. Integrated classes (5 credits) + Focused class (1 credit)	Focused classes only (1-6 credits)
600 level (up to 6 credits)	1. Integrated classes (3 credits) only or 2. Integrated classes (3 credits) + Focused classes (1-3 credits)	Focused classes only (1-6 credits)
700 level (up to 3 credits)	1. Integrated classes (2 credits) only or 2. Integrated classes (2 credits) + Focused class (1 credit)	Focused classes only (1-3 credits)

### Purchasing Textbooks

Textbooks may be purchased in the COOP bookstore in University Hall. If you do not purchase textbooks after class registration, you won't be able to attend classes.

### Class Enrollment and Credits

ISEP students, Japanese Studies students and Undergraduate Students can receive credits for "Global Liberal Arts Subjects".

International students who are taking Japanese language classes as preparation for further education, research students enrolled in the TUFS undergraduate program or graduate program will not receive credit. However, a certificate of enrollment will be issued if necessary.

### Grades for Enrolled Classes

Grades for classes in the Japanese Language Program of TUFS will be based upon the instructors' evaluations of the following areas:

1. Quizzes
2. Mid-term and final examinations
3. Course assignments and homework

4. Class participation 5. Achievement in other coursework given by instructors.

Final grades will be given on the following scale: S=90-100, A+=87-89, A=83-86, A-=80-82, B+=77-79, B=73-76, B-=70-72, C+=67-69, C=63-66, C-=60-62, F=0-59 (fail).

The grades (including F) of Japanese classes are also converted into GPA for ISEPTUFS students, Japanese studies students and Undergraduate Students.

#### Class Attendance

The Fundamental Japanese Course (JLPTUFS) provides students with opportunities to acquire communication skills and academic abilities and skills in Japanese effectively. Active participation in classes is a very important key to that goal and students are required to attend more than 80% of all classes. If the attendance rate is lower than that, the student will not receive a grade for the class in principle. Also, the Attendance of classes in the course is recorded by the Student Exchange Division. The Ministry of Justice's Immigration Bureau requires TUFS to record the students' class attendance in case an international student's attendance record is needed. Please note that a low attendance rate may result in losing your international student status.

#### Rules Pertaining to Exams and Tests

A student who cheats during quizzes or mid-term and final examinations will instantly lose his or her qualifications to complete the class. Furthermore, that student's entire class registrations will be invalidated.

#### Supplementary Exams and Make-up Exams for Mid-terms and Finals

Students must take mid-term and final examinations for Japanese classes on the dates set by their instructors. However, if a student is unable to take them for a given reason, he or she must inform the instructor of the reason and ask for a supplementary or make-up examination. A detailed schedule for mid-term and final examinations will be posted on the bulletin board.

#### Bulletin Board

The Japanese Language Program Bulletin Board is located on the first floor of the Japanese Language Center. This is different from the bulletin board in front of the TUFS main administration building. Notices about tests and classroom changes, as well as important notices for students will be posted here. Check this bulletin board every day. Also, please check TUFS e-mail account everyday so that you can access class information.

#### Report Submission Box

In the student mail room on the first floor of the Japanese Language Center, there is a report box. This box is used for submitting homework. Your teacher will instruct you when to use it.

### Issuance of Documents

If necessary, the below-listed certificates will be issued.

1. Transcript of Grades
2. Attendance Record
3. Recognition of Credit Certificate
4. Other Documents

### Class Times

Class periods of the Japanese Language Program are as follows:

	Class Time
Period 1	8:30 ~ 10:00
Period 2	10:10 ~ 11:40
	LUNCH
Period 3	12:40 ~ 14:10
Period 4	14:20 ~ 15:50
Period 5	16:00 ~ 17:30

### Spring 2019 Academic Calendar for the Japanese Language Program

Schedule	Term of Spring 2019 (April to July)
Placement Test	April 3 (Wed.) 13:30 to 15:10
Hiragana Class	April 3 (Wed.) 13:30 to 15:30
Announcement of Levels	April 3 (Wed.) 18:00
Classes begin	April 4 (Thu.)
Japanese Class Registration	April 11 (Thu.) ~ April 17 (Wed.)
Japanese Class Registration Adjustment	April 23 (Tue.) ~ April 24 (Wed.)
Classes on a National Holiday	May 6 (Mon.), July 15 (Mon)
No Class (for the annual boat race)	June 6 (Thu.)
Spring Quarter ends (	July 18 (Thu.)

\* Classes are not held on national holidays except for May 6 and July 15. Please be aware that not all national holidays are listed in the schedule above.

### Emergency Situations:

In cases like those below, please refer to the TUFSS website. If you have any questions, please call the Student Exchange Division, and follow their instructions.

1. Absence from class due to transportation strike
2. Cancellation or rescheduling of classes due to transportation strike

### 3. Cancellation or rescheduling of classes due to typhoons

#### Questions and Concerns:

#### 1. Please consult the instructor of each class regarding the following:

- ① Questions regarding the class
- ② Questions regarding studying
- ③ Questions regarding textbook or course materials
- ④ Questions regarding absence from class
- ⑤ Questions regarding tests and exams
- ⑥ Questions regarding grades and evaluations

#### 2. Please consult your Integrated/ Intensive Class Chief regarding the following:

- ① Questions regarding Japanese language class level
- ② Questions regarding class registration

#### 3. Please consult your academic advisor regarding the following:

- ① Questions and concerns regarding class changes and registration
- ② Questions regarding the recognition of credit or completion of the program
- ③ Questions and concerns regarding personal problems
- ④ Questions and concerns regarding your studies that you cannot discuss with the instructor
- ⑤ Concerns regarding the need for an extended absence from class
- ⑥ Questions and concerns regarding living in Japan
- ⑦ Questions and concerns regarding travel outside of Japan, including returning to your home country

Students can also access to Student counseling room or the Health Care Center.

#### 4. Please consult the staff of the Student Exchange Division regarding the following:

- ① Questions and concerns regarding class registration
- ② Concerns regarding various certificates and documents

#### 5. Please inform the Student Exchange Division in case of the following:

- ① Changes in your address or phone number
- ② Plans to return to your home country or travel outside of Japan



Japanese Language Program of TUFS Office

Student Exchange Division	Administration Bldg., 1F	042-330-5184
Educational Affairs Division	Administration Bldg., 1F	042-330-6168

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