

# **JAPANESE LANGUAGE PROGRAM**

**Center for Language Education and Research**

**Sophia University**

**Autumn Semester 2020**

If you haven't received your ID card and Loyola\* password information by September 22<sup>nd</sup>, please contact the CLER office immediately.

\*"Loyola" is the official academic web portal of Sophia University.

**Contact: CLER Office**

[info\\_cler@sophia.ac.jp](mailto:info_cler@sophia.ac.jp)

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※日本語で授業を実施する学部（国際教養学部・理工学部英語コース・SPSF 以外）に所属する学部正規生留学生は、『日本語科目の履修のしかた』の冊子を読んでください。

# I. GUIDELINES FOR TAKING THE JAPANESE PLACEMENT TEST (JPT)

The Center for Language Education and Research (CLER) offers various tracks and levels of Japanese language courses to suit the needs of our students.

The students who want to take Japanese language courses will be given the Japanese Placement Test (JPT) and placed in classes at the right level based on the results. Please refer to the categories below and check whether you need to take the JPT or not. If you are uncertain about which category applies, you should consult one of the Japanese language coordinators (see p.35) by **September 16 (Wed)** through the following e-mail address: info\_cler@sophia.ac.jp

## 1. Non-native speakers of Japanese

### 1-a) Students without any knowledge of Japanese (JPN111)

Students in this category DO NOT need to take the JPT.

Instead of taking the JPT, please give information about your Japanese learning background to a questionnaire about your Japanese learning background on the Submission Form for Japanese Placement Test **by September 17 (Thu)**.

Access the URL below for the Submission Form for Japanese Placement Test;

<https://forms.office.com/Pages/ResponsePage.aspx?id=p-YOaaVN3E-jFrTznYKI0mI1UHwNngZJkEuAvZ8GWgVUQVpNVlhaTFk4SDVNOE04WVQ1WFFNVU0ySS4u>

As for the class placement, students need to check their own class on the Loyola university bulletin board "Language courses · LLC" on **11:00 a.m. September 24 (Thu)**, and register for the course by themselves.

### 1-b) Students with previous experience of studying Japanese

Students in this category should take the JPT to determine their Japanese language level.

## 2. Native speakers of Japanese

Please note that "native speakers of Japanese" usually refers to those whose parent(s) are Japanese. Citizenship does not necessarily determine whether a student is a native or non-native speaker.

### 2-a) Graduates of Japanese high schools

Students in this category DO NOT need to take the JPT.

Students in this category are:

1. those who have received diplomas from high schools that teach in Japanese
2. those who have spent at least 4 out of the 6 years of junior high school and high school in schools that teach in Japanese, regardless of whether the student has received a diploma from such schools

※ If students in this category are not confident in their Japanese proficiency,

they should consult the Japanese language coordinator (see p. 35).

## 2-b) Native speakers who are not “graduates of Japanese high schools”

Students in this category should take the JPT to determine their Japanese language level. Students in this category are:

1. those who have spent 3 years or less in a public or private school that teaches in Japanese
2. those who are graduates of international schools in Japan or the special international programs offered by some Japanese schools
3. those who are graduates of high schools overseas

\*Undergraduate degree students in the Japanese-medium program who wish to take Japanese language course should refer to the pages of Japanese language in the 2020 Academic Handbook ( “2020 年度履修要覧” ).

## 3. Graduate Students

Graduate students should take the JPT to determine their Japanese language level except for those who wish to register for JPN111. For students without any knowledge of Japanese, refer to 1. 1-a) on page.3.

### **Important Notice on the Japanese Placement Test (JPT)**

Students have to take an online test “**TTBJ** (Tsukuba Test-Battery of Japanese)” and submit the TTBJ score / Questionnaire /Composition. Before taking the test, please carefully read the “**Japanese Placement Test (JPT) 2020 Autumn**” posted on the web site of the Center for Language Education and Research <http://www.sophia-cler.jp/study/ja/lesson.html> carefully before you take the test.

**TTBJ Test Period: September 14 (Mon) – September 17 (Thu)**

**Deadline for submission\* of the TTBJ Score/ Questionnaire /Composition:  
September 17 (Thu)**

#### **\*How to submit**

●**TTBJ score:** Send the PDF file by e-mail to [info\\_cler@sophia.ac.jp](mailto:info_cler@sophia.ac.jp)

●**Questionnaire and Composition:**

**【Non-native speakers of Japanese】** Access to the following URL during the test period and fill out the Submission Form for Japanese Placement Test <https://forms.office.com/Pages/ResponsePage.aspx?id=p-YOaaVN3E-jFrtZnYKI0mI1UHwNngZJkEuAvZ8GWgVUQVpNVIhaTFk4SDVNOE04WVQ1WFFNVU0ySS4u>

**【Native speakers of Japanese】** Download and fill out the document “上智大学 言語教育研究センター 日本語プログラム (Native) アンケート・作文テスト” posted on the website <http://www.sophia-cler.jp/study/ja/lesson.html> . Send the document file by e-mail to [info\\_cler@sophia.ac.jp](mailto:info_cler@sophia.ac.jp)

## **【Important】** **What to do after JPT**

### ● **Check the result of the JPT / the class placement for JPN111:**

**September 24 (Thu), 11:00 am**

- ★ on the Loyola website: **Bulletin Board / Cancel & Make Up Class** → Bulletin board →  
Input  in Keyword box

### ● **Register for the course:**

**September 24 (Thu), 11:00 pm to September 25 (Fri), 12:00 pm (noon) and**

**September 26 (Sat), 3:00 pm to September 29 (Tue), 9:00 pm**

- ★ Registration period differs according to the student types or the courses.  
Please read **III.COURSE REGISTRATION PROCEDURES** (P.8-12) carefully before you register for Japanese language courses.

### ● **Check the Class Bulletin Board on Loyola right after your registration**

- ★ You can access to the Class Bulletin Board after you complete your registration on the Loyola web site: **Bulletin Board / Cancel & Make Up Class** → "Bulletin board" →  
Click  button → Select "Class bulletin Board" in Genre →  
Input "**2020**" in Academic Year Box and "**AJPN○○○○\***" in Registration Code Box  
\*Check your course registration code on the result of the JPT.

If you fail to check the information, you may risk missing the first class. Instructors will share important class information such as the following:

- How to participate in the first class meeting
- Link to ZOOM meeting room
- How to register on the Moodle course

### ● **Get your textbooks as soon as possible!**

- ★ Regarding textbooks, please confirm the textbook information for each course on the Loyola University bulletin board (Language courses · LLC), "Textbooks for Japanese language courses and how to buy them (2020 Autumn semester)". Students should order the textbook upon registration for the course.

### ● **Attend the first class:**

**September 28 (Mon) -**

- ★ Please check the first day of your class on the Loyola web site: **Course Schedule** > "Download Course Schedule" > "FOREIGN LANGUAGE COURSES (JAPANESE AND COURSES FOR STUDENTS IN THE FACULTY OF LIBERAL ARTS)".
- ★ To attend the first class, please complete registration for the course before the first class.

## II. TYPE OF COURSE OF INITIAL ENROLLMENT

The type of course a student can initially enroll in will depend on his/her linguistic background and the result of the JPT.

### **【Students in the English-medium program】**

#### **1. Non-native speakers of Japanese**

##### **1-a) Students without any knowledge of Japanese**

Students should enroll in JPN111 (Japanese 1).

※There will be multiple classes for JPN111.

You should check your class and the registration code, which will be posted on the Loyola university bulletin board “Language courses・LLC” on September 24, 11:00 am.

##### **1-b) Students with previous experience of studying Japanese**

Students will be placed in the appropriate track and class level based on their performance on the JPT. There are two tracks for Japanese courses, the regular program and the intensive program (see p.17-21).

#### **2. Native speakers of Japanese**

##### **2-a) “Graduates of Japanese high schools”**

Students are encouraged to take JPN349 (Japanese Literacy 1) during the first year, then go on to JPN353 (Japanese Literacy 2), JPN405, JPN406, and JPN407 (Translation).

##### **2-b) Native speakers who are not “graduates of Japanese high schools”**

Students will be placed in the appropriate track and class level based on their performance on the JPT, and, if necessary, consult a Japanese language coordinator. The courses available for those in this category focus on literacy development: JPN340, JPN341, JPN342, JPN343 (Reading & Writing), JPN349 (Japanese Literacy 1), and more specialized courses.

**Registration guidelines for Japanese language proficiency required to register for Japanese-medium courses offered by faculties/departments other than FLA/Green Science and Engineering Programs/SPSF Program**  
国際教養学部・理工学部英語コース・SPSF プログラム以外の学部・学科が開講する日本語で授業を行う科目を履修する際の、日本語レベルの目安について

- Native Speakers of Japanese:

The student must be “a graduate of a Japanese high school,” have passed JPN343 and be registered for JPN349, or have demonstrated sufficient proficiency in Japanese by receiving a qualifying score on the JPT.

- Non-Native Speakers of Japanese:

The student must have passed JPN322 or JPN370 and be registered for Academic Japanese, or have demonstrated sufficient proficiency in Japanese by receiving a qualifying score on the JPT. Such students should consult a Japanese Language Coordinator prior to registration.

## 【Students in the Japanese-medium program】

(日本語で授業を実施するプログラムの学生)

### 1. Non-native speakers of Japanese 日本語を母語としない学生

はじめて日本語を受講する学生は、Japanese Placement Test (日本語プレースメント・テスト)の結果、指定されたレベルから履修する。

Students who enrolled in or before 2020 autumn semester and have never taken Japanese courses offered by CLER are required to take the Japanese Placement Test to determine their Japanese language level.

#### 1-a) Undergraduate degree students 学部正規生

国際教養学部・理工学部英語コース・SPSF プログラム以外に所属する学部正規生の留学生で、日本語を母語としない学生は、以下の科目を履修することができる。

「アカデミック日本語」／「留学生のための日本経済入門」／「ビジネス日本語」／  
「インターンシップのためのビジネス日本語」

はじめて日本語を受講する学生は日本語プレースメント・テストを受験し、指定のレベルから履修する。詳細は言語教育研究センター発行の『日本語科目の履修のしかた』および『履修要覧』を参照すること。

International students who have been enrolled into Japanese-medium undergraduate degree programs (faculties other than FLA, Green Science and Green Engineering Program or SPSF program) may take the following courses.

“Academic Japanese”／“Introduction to Japanese Economic Studies for International Students”／“Business Japanese”／“Business Japanese (Preparation for Internship)”

For details, please see the leaflet “日本語科目の履修のしかた” and Academic Handbook (“2020 年度履修要覧”).

#### 1-b) Non-degree students, exchange students, graduate students and research students ノンディグリー生、交換留学生、大学院生および研究生

Japanese Placement Test (日本語プレースメント・テスト)の結果、指定されたレベルから履修する。

Non-degree students, exchange students and graduate students are required to take the Japanese Placement Test to register for Japanese language courses to determine their Japanese language level.

### 2. Native speakers of Japanese 日本語を母語とする学生

日本語科目の履修を希望する学生は 2020 年度履修要覧の語学科目「日本語」のページを参照すること。Native speakers of Japanese who wish to take Japanese language courses should refer to the 2020 Academic Handbook (“2020 年度履修要覧”).

### III. COURSE REGISTRATION PROCEDURES [For Autumn Semester 2020]

The registration procedures for Japanese language courses will differ depending on the category. Please check the category below and follow the appropriate procedures. If you miss the registration deadline, you cannot register for courses this semester.

Note: When more than one course sections are offered at the same level, students may be asked to switch to another class after the start of the semester if there is a significant difference in class size. Please follow the instructions given by the instructor.

#### 1. **Undergraduate Students**

※ **Students with ID numbers that start with A, H or I are in this category.**

Students in category 1-1) can register through Loyola by themselves. Those in category 1-2) need to consult a Japanese Course Coordinator before registering for the courses.

##### **1-1) Students who can register through Loyola.**

**\*Registration period differs according to the student types or the courses.**

Students who can register through Loyola are as follows:

- a) Those who will register for a course based on this semester's JPT results
- b) Those who have never studied Japanese and answered to a "Questionnaire about Japanese learning background" on the Submission Form for Japanese Placement Test  
They need to register for "Japanese 1" according to the class placement which will be posted with JPT results

➤ a)–b) Registration Period:

**September 24 (Thu), 11:00 am to September 25 (Fri), 12:00 pm (noon) and  
September 26 (Sat), 3:00 pm to September 29 (Tue), 9:00 pm**

Adjustment Period: October 1 (Thu), 10:00 am to October 4 (Sun), 9:00pm

- c) Those who obtained credits for the prerequisite course(s) in Spring Semester 2020 or before and wish to continue on to the next course according to the order specified in this brochure
- d) Those who are in the Faculty of Liberal Arts and have received a diploma from a high school that teaches in Japanese and wish to register for JPN349 "Japanese Literacy 1" (except for transfer students)
- e) Those who wish to register for "Business Japanese" courses and have completed the prerequisite course(s)

➤ c) – e) Registration Period:

**September 21 (Mon), 10:00 am to September 25 (Fri), 12:00 pm (noon) and  
September 26 (Sat), 3:00 pm to September 29 (Tue), 9:00 pm**

Adjustment Period: October 1 (Thu), 10:00 am to October 4 (Sun), 9:00pm

##### **1-2) Students who need to consult a Japanese Course Coordinator before registering for the courses**

Students in this category are as follows:



- a) Those who take the JPT this semester, and decide to register for a different course from the JPT result after consulting a Japanese Course Coordinator
- b) Those who took the JPT in Spring Semester 2014 or before but have never obtained any credits of Japanese language courses until this semester
- c) Those who wish to register for a Japanese language course, but have not obtained credits for the prerequisite course(s) (see p. 28-32)
- d) Those who wish to register for “Business Japanese 1, 2” or “Business Japanese (Preparation for Internship)” without taking the prerequisite course(s)
- e) Those in faculties other than FLA, Green Science and Green Engineering or SPSF program who wish to register for a Japanese language course with approval from the department they belong to. (Please also see the Japanese course coordinator in advance.)
- f) Those who wish to register for “Translating Japanese to English” without taking the prerequisite course(s)
- g) Non-Degree and Exchange students (ID numbers that start with H or I) who are selected in the lottery during the first class and permitted to register for “Introduction to Japanese Economic Studies for International Students” (see p. 26)

Students in this category cannot register through Loyola.

They need to consult a Japanese Course Coordinator (see p.35) by **3:00 pm on September 29th** and obtain his/her permission before registering for the course(s). As for registration procedures, follow the instruction in **4. Registration Procedure for Students who need to consult a Japanese Course Coordinator before registering for the courses** on page 11.

- Registration Period: **September 24 (Thu), 11:00 am to September 29 (Tue), 3:00 pm**  
Adjustment Period: October 1 (Thu), 10:00 am to October 2 (Fri), 3:30pm  
**\*Late applications will not be accepted under any circumstances.**
- Final confirmation of course registration: October 6 (Tue), 1:00pm ~

## 2. Graduate Students

※ **Students with ID numbers that start with B or C are in this category.**

**(Graduate students with ID numbers starting with H and I are also in this category.)**

Follow the instructions below to register your course:

- 1) Graduate students must consult and obtain permission from their advisor or graduate program director before enrolling in a Japanese language course.
- 2) To apply for courses, log in to Loyola and go to the “Questionnaire / Application” menu. Select “Answer screen / Application” to access “General Questionnaires / Application”.
- 3) Complete the questionnaire “Application for the Japanese course registration in Autumn 2020 for Graduate Students” by **3:30 pm on September 29th**. Don’t forget to

click on “Send” button in the end to submit the questionnaire.

- 4) Registration is not completed at the time of submitting the questionnaire. The Office of Academic Affairs will manually register for the course within a few days after submitting the questionnaire (registration processed only on weekdays).
- 5) Students should check by October 6th whether the course they have applied for is correctly enrolled in Loyola. If they fail to confirm their course registration by October 6th, they will not be able to take the course this semester.

- Registration Period: **September 24 (Thu), 11:00 am to September 29 (Tue), 3:30 pm**  
Adjustment Period: October 1 (Thu), 10:00 am to October 2 (Fri), 3:30pm  
**\*Late applications will not be accepted under any circumstances.**
- Final confirmation of course registration: **October 6 (Tue), 1:00pm ~**

Graduate students a), b) and c) shown as below follow the steps in “**4. Registration Procedure for Students who need to consult a Japanese Course Coordinator before registering for the courses**” on page.11.

- a) Those who take the JPT this semester, and decide to register for a different course from the JPT result after consulting a Japanese Course Coordinator
- b) Those who wish to register for a Japanese language course, but have not obtained credits for the prerequisite course(s) (see p. 28-32)
- c) Those who wish to register for “Business Japanese 1, 2” or “Business Japanese (Preparation for Internship)” without taking the prerequisite course(s)

### 3. **Research Students**

※ **Students with ID numbers that start with K or L are in this category.**

Obtain permission from the graduate school supervisor to take the Japanese language course. If you are allowed, ask your academic advisor to sign the research student course registration form and submit it to the Research Student Division of the Academic Affairs Office ([academic\\_records-co@sophia.ac.jp](mailto:academic_records-co@sophia.ac.jp)) by **3:30 pm on September 25.**

- Registration deadline: September 25 (Fri), 3:30 pm  
**\*Late applications will not be accepted under any circumstances.**
- Final confirmation of course registration: **October 6 (Tue), 1:00pm ~**

Research students a), b) and c) shown as below follow the instructions in “**4. Registration Procedure for Students who need to consult a Japanese Course Coordinator before registering for the courses**” below.

- a) Those who take the JPT this semester, and decide to register for a different course

from the JPT result after consulting a Japanese Course Coordinator

- b) Those who wish to register for a Japanese language course, but have not obtained credits for the prerequisite course(s) (see p. 28-32)
- c) Those who wish to register for “Business Japanese 1, 2” without taking the prerequisite course(s)

#### **4. Registration Procedure for Students who need to consult a Japanese Course Coordinator before registering for the courses**

- 1) Contact the Japanese course coordinator by email (see p.35).

**The deadline for consulting: 3:00 pm on September 29th.**

The email address of the coordinator will be posted on the Loyola university bulletin board “Language courses • LLC” before the advising starts.

- 2) The email must include the student ID number, student name, department / program name, and reason for consulting.
- 3) Graduate students and Research students must obtain permission to register for a Japanese course from their advisor or the director of their program before consulting with the Japanese course coordinator.
- 4) After the Japanese course coordinator approves the request from the student, the coordinator sends the consulting results to the CLER office. As for research students, they should send the registration form to the Office of Academic Affairs by themselves.
- 5) Registration is not yet complete when approved by the coordinator. The Office of Academic Affairs will manually register for the course within a few days after consultation (registration processed only on weekdays).
- 6) Students need to make sure that the course they have applied for is correctly enrolled in Loyola by October 6th. If they fail to confirm their course registration by October 6th, they will not be able to take the course this semester.

**※ For degree students in faculties other than FLA/Green Science and Green Engineering /SPSF program who wish to register for translation courses (JPN405, JPN406, JPN407)**

Students in this category can take JPN405, JPN406, and JPN407 without taking prerequisite courses but must fulfill the English language requirements equal to the preconditions for registration for FLA courses. To register for the courses, please also refer to the page titled 「国際教養学部開講科目の履修について」 in “履修要覧”.  
(Non-degree students and exchange students have to take the JPT and demonstrate sufficient proficiency if they wish to register for these courses.)

**• Degree students should also refer to the information below:**

**- Students who entered in or after 2014**

The credits of the above translation courses will be counted as “全学共通科目選択科目（語学科目）”. They will also be counted as “学科科目選択科目” if your department allows. They can be included in the graduation requirements.

**- Students who entered before 2014**

The credits of the above translation courses will be counted as “他学部・他学科科目”, and they can be included in the graduation requirements if your department allows this.

## IV. COURSES OFFERED DURING SUMMER/SPRING VACATION

These courses are intended for students of the Green Science and Green Engineering Program who are unable to enroll during their regular semester, primarily due to the curriculum schedule. If students from other departments want to enroll, they must consult with Professor Shimizu, the coordinator of the Japanese language course, in advance. The availability of the courses during Summer/Spring Vacation depends on their registration conditions.

- Information on the courses to be offered and detailed schedules will be announced on the Loyola university bulletin board (“Language courses • LLC” and “Academic Services”) around mid-November.
- Students who wish to register for the available courses should submit the “Japanese Language Program Registration Form” to Prof. Shimizu by e-mail during the registration period. Registration procedure will be announced with Information on the courses around mid-November.
- Students must consult Prof. Shimizu by e-mail when registering for the course. Make sure to send a screen shot from “Loyola grade inquiry” that shows all course titles and grades of the past Japanese courses when consulting Prof. Shimizu.
- For graduate students, it is also required for you to consult and obtain permission from your Advisor or the Director of your program before consulting Prof. Shimizu.

**Available courses will be announced around mid-November on the Loyola university bulletin board “Language courses • LLC” .**

Registration Period: **January 6 (Wed) – January 12 (Tue)** (tentative)

### Courses to be offered (tentative)

Course No.	Title	Cr	Schedule
JPN112	JAPANESE 2	4	mid-February – mid-March: 70 classes
JPN211	JAPANESE 3	4	mid-February – mid-March: 70 classes
JPN212	JAPANESE 4	4	mid-February – mid-March: 56 classes

\*Not all the courses will be offered every semester.

- Credits for the courses offered during the vacations are counted as credits for the previous semester (i.e., Summer for Spring semester/Spring for Autumn semester). Even if you have reached the maximum limit of the credit for the semester, you can still register for the course offered during the vacation.
- (For Undergraduate degree students) Credits obtained for the courses are not included in the calculation of Article 40 of the University Regulation judgement at the end of the autumn semester 2020.
- Additional tuition bill will be issued after registration for FLA Degree and Exchange students

entered in 2019 or before, and FLA Non-Degree students entered in or before 2020.

- Degree students in their final semester cannot register for the course.
- Withdrawal from the course is NOT accepted under any circumstances.
- Grades will be released a few days after the final class.

## V. ATTENDANCE POLICY

Note: The following attendance rules apply for the Autumn semester 2020:  
As with face-to-face lessons, attendance for each Zoom class is counted as "attendance."

Details of the rules will be posted on the Loyola Class Bulletin Board for each course before the first class.

In language courses offered by CLER, students are required to attend the following number of classes as listed below. Class attendance is essential for students' learning and is considered a minimum condition for gaining credits for the course. A final grade will be considered based on the evaluation criteria stated in the syllabus of each course, only if the number of required attendance has been met.

Meeting the attendance requirement does not guarantee passing course units. The number of required attendance is a minimum condition and any absences and/or tardies will affect the student's grade.

CLER does not allow absences except for the reasons specified below, so job hunting, seminar or extracurricular activities, official events, transportation delays and bereavement leaves are not included. Students should attend classes regularly in case of any sudden illnesses or any reasons other than the "Special Consideration" cases.

- Courses offered once/week

The total number of class sessions: 14 per semester

The number of attendance required: At least 11 per semester

- Courses offered twice/week

The total number of class sessions: 28 per semester

The number of attendance required: At least 23 per semester

- Courses offered 4 times/week

The total number of class sessions: 56 per semester

The number of attendance required: At least 46 per semester

- Courses offered 5 times/week

The total number of class sessions: 70 per semester

The number of attendance required: At least 59 per semester

- Courses offered 10 times/week

The total number of class sessions: 140 per semester

The number of attendance required: At least 119 per semester

### **Special Consideration**

In any of the following conditions, neither your attendance nor absence will be counted. If applicable, please ask your instructor if you can receive this special treatment.

For up to three weeks, the special treatment will apply. As for the period of absence that goes beyond three weeks, regardless of the reasons you may have, the special treatment will not apply. In addition, if the absence is due to more than two circumstances stated below and exceeds three weeks, special consideration will not cover those additional days. Please ask your instructor about the required number of attendance when the special consideration is granted. If your instructor gives you an assignment to make up for your absence, the submission of the assignment becomes the prerequisite for receiving the special consideration.

1. A case of illness or injury where you submit a medical certificate indicating the necessary period of sick or injury leave. (\*1)
2. When you join the annual Jo-Nan competition and submit an official certificate of participation.
3. When you have been officially assigned to lay judge (裁判員/Saiban In/) and must assume the duty.
4. When you submit a certificate that confirms your attendance at teaching practice, volunteer experience study (介護等体験 /Kaigotou Taiken/), or museum practice.

(\*1) If you have chronic medical conditions and cannot specify periods of sickness or injury leave, you should consult the CLER Office (info\_cler@sophia.ac.jp) in advance. The deadline for informing the office is; Friday, October 16 (Autumn Semester).

### **Late Arrival**

Any student who fails to arrive within the first 30 minutes of a class will be regarded as being absent, even if he/she attends the rest of the class.

### **The first day of the class in 2020 Autumn semester**

Your attendance is counted from the first day of the class; September 28 (Mon).



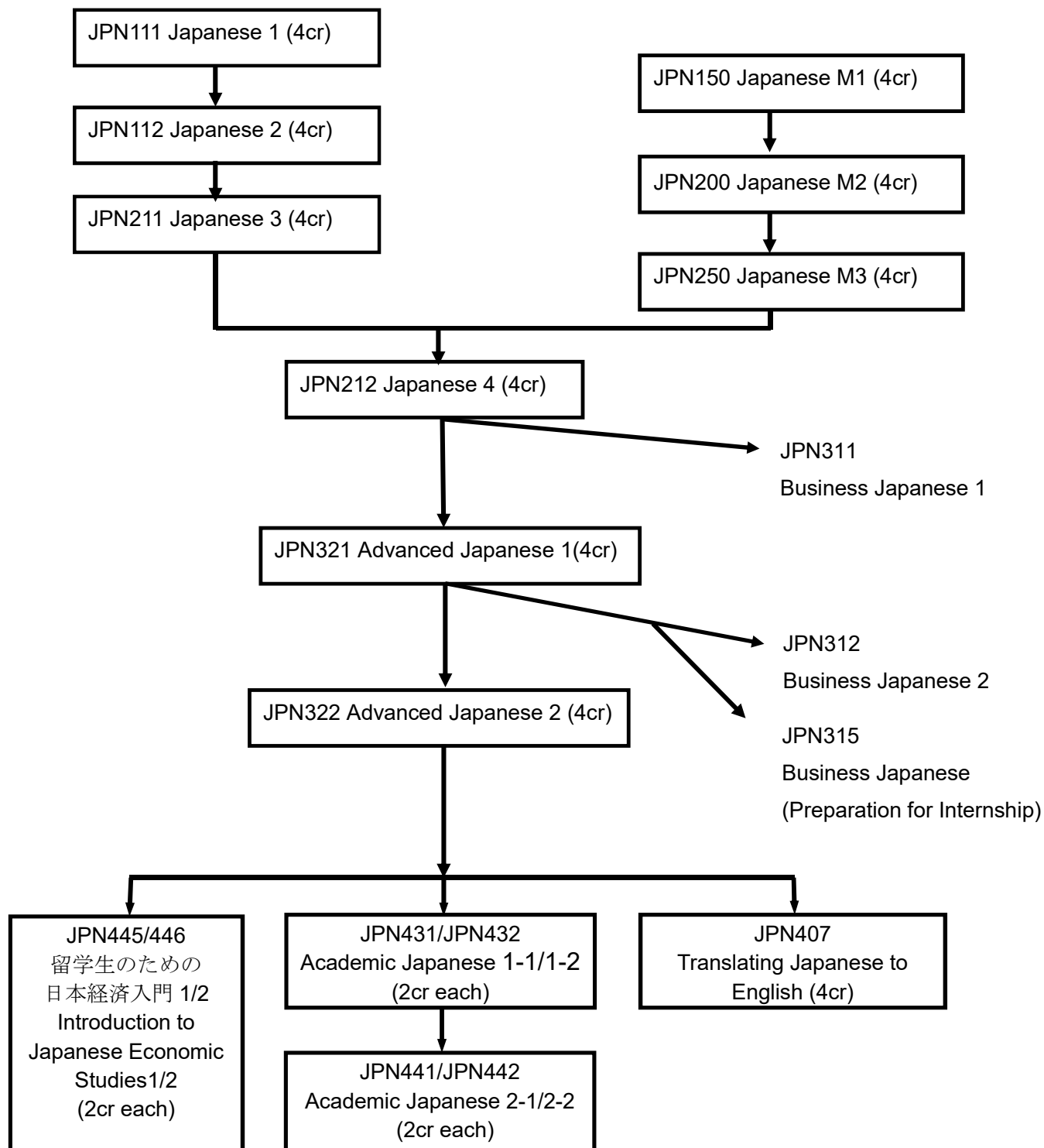
## VI. JAPANESE LANGUAGE PROGRAM TRACKS

**\* Students in Green Science and Green Engineering should see p.22.**

The following diagrams summarize the different Japanese language tracks offered by the CLER. Students may move from Track 1 to Track 2 (p.19) and vice versa, depending on their linguistic qualifications and educational aims.

Note: JPN111→JPN112 etc. denotes the normal route.

### Track 1: Japanese Courses for Non-Native Speakers (Regular Program)



## **Important Notice of the Language Requirement for FLA Students**

(For details, please also see “**Bulletin of Information.**”)

- **FLA students who entered from 2016:**

- 8 credits from any courses in the above chart can be counted for the language requirement for graduation, as long as they start from the courses in which they were placed in by the JPT, or start from the appropriate courses that can be taken without taking the JPT.

- **FLA students who entered in and before 2015:**

- Students who are placed in JPN322 can NOT meet their language requirements with the Japanese Language and need to take another language. If such students take Japanese courses, JPN322 can be counted as an “SE Elective”.

- JPN311, JPN312 and JPN315 are counted as “SE Electives”.

- JPN407, JPN411, JPN412, (JPN431, JPN432) and higher level courses are also counted as “SE Electives”.

**Note:**

FLA students are encouraged to study Japanese.

The courses that are counted in the language requirements for graduation are different for those who entered in and before 2015 and those who entered from 2016.

For FLA degree students who entered from 2016 and are non-native speakers of Japanese, it is no longer compulsory to take Japanese language courses to meet the language requirements for graduation.

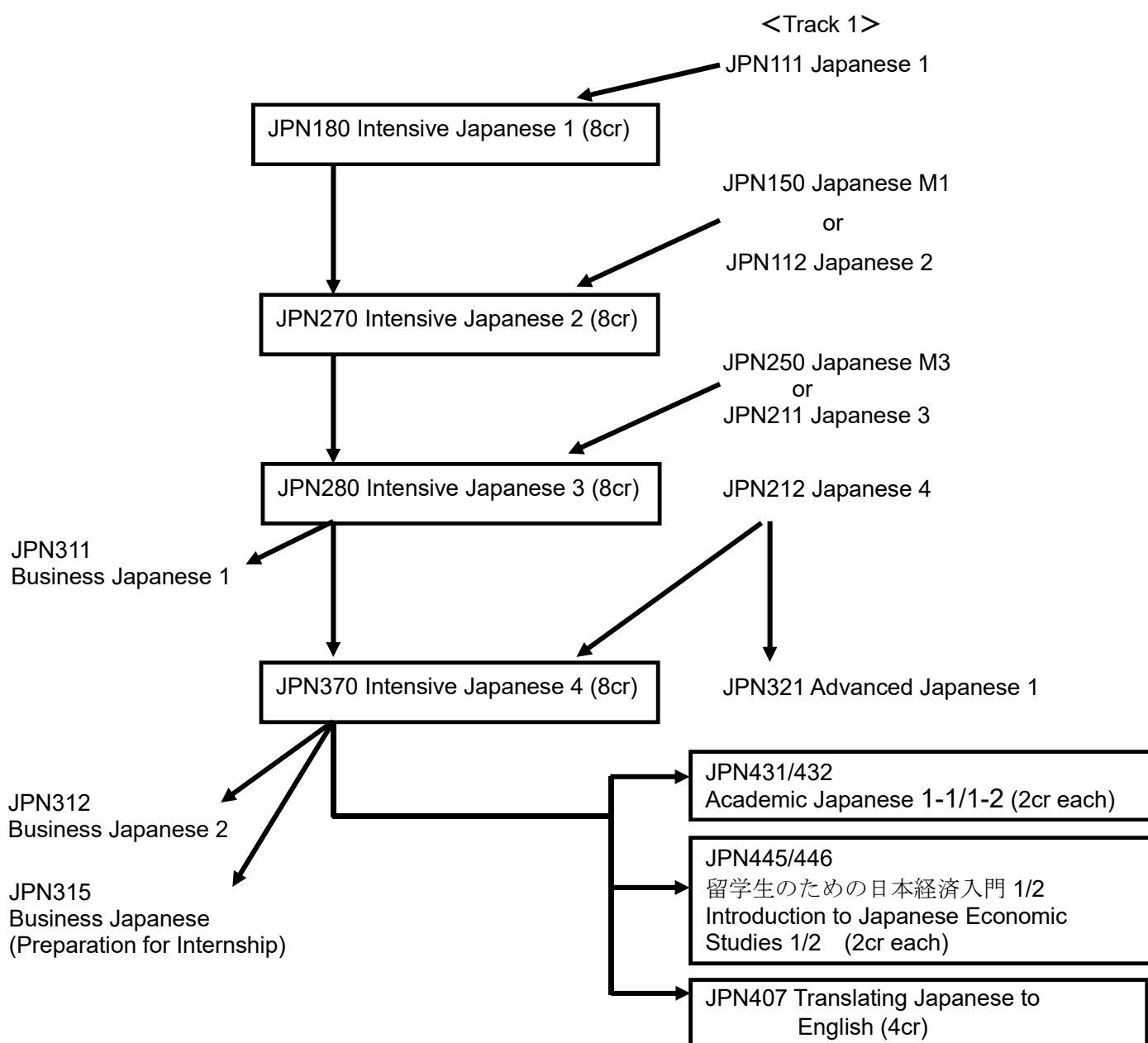
## Track 2: Japanese Courses for Non-Native Speakers (Intensive Program)

The Japanese Language Intensive Program (JLIP) is an intensive course that is designed to meet the needs of students who are interested in acquiring a solid grounding in spoken and written Japanese in preparation for further academic study at the undergraduate or postgraduate levels, or for pursuing a career in which knowledge of Japanese would be an asset.

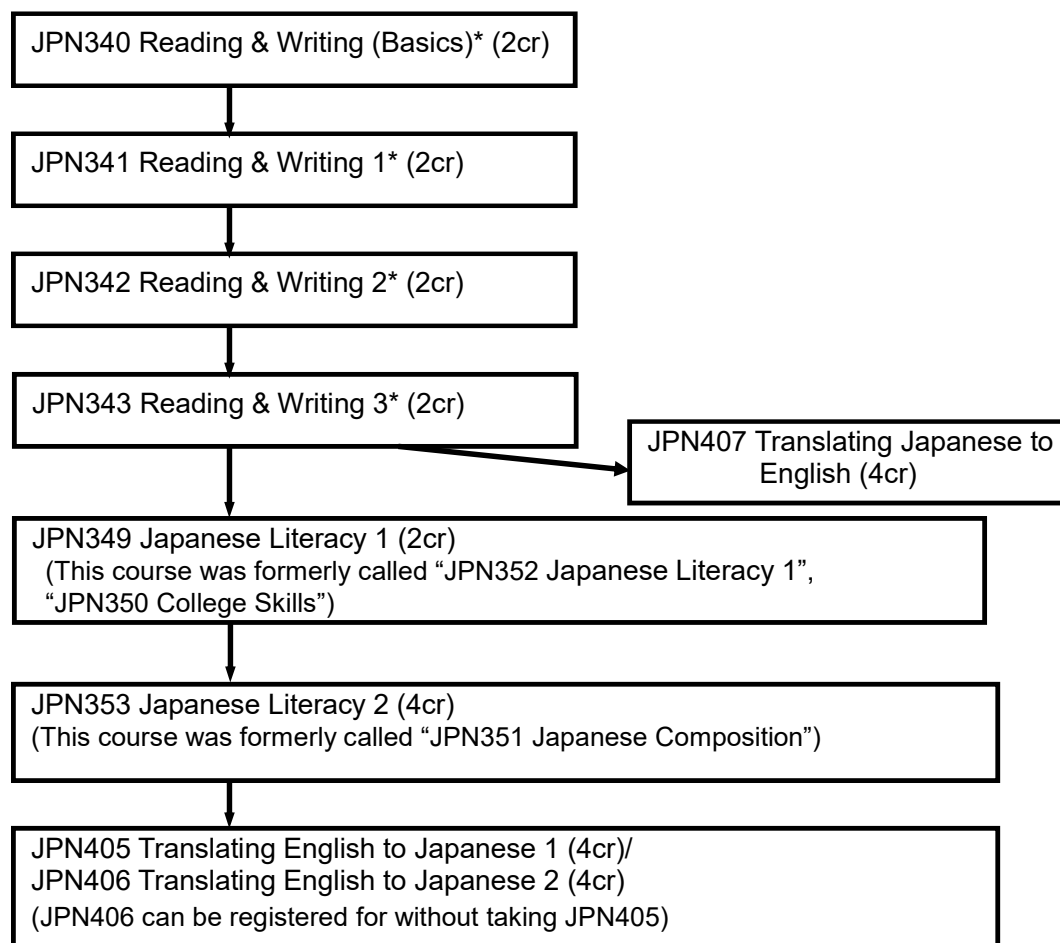
The JLIP track draws on a wide range of written and audiovisual materials to lead students to develop their reading, writing, listening, and speaking skills at the advanced level. The program comprises four courses: JPN180, JPN270, JPN280, and JPN370. Classes meet for 200 minutes a day (9:00am–12:35pm) from Monday through Friday. JPN180, JPN270, JPN280, and JPN370 are offered every semester.

Students who plan to enter the JLIP should have already completed an elementary-level Japanese course (JPN111 or equivalent).

Note: JPN180 → JPN270 → JPN280 → JPN370 denotes the core route.



### Track 3: Japanese Reading and Writing Courses (Primarily for Native Speakers to Develop Literacy) and Specialized Japanese Courses



#### Important Notice of the Language Requirement for FLA Students

(For details, please also see “Bulletin of Information.”)

- **FLA students who entered from 2016:**

- 8 credits from any courses in the above chart can be counted for the language requirement for graduation, as long as they start from the courses in which they were placed in by the JPT, or start from the appropriate courses that can be taken without taking the JPT.

- **FLA students who entered in and before 2015:**

- Students in this track can take Japanese for their “SE Electives”. However, students placed in JPN340 or JPN341 may take Japanese for their language requirements only if they receive approval by submitting the “Request for Special Permission” to the CLER.

**Note:**

FLA students are encouraged to study Japanese.

The courses that are counted in the language requirements for graduation are different for those who entered in and before 2015 and those who entered from 2016.

For FLA degree students who entered from 2016 and are non-native speakers of Japanese, it is no longer compulsory to take Japanese language courses to meet the language requirements for graduation.

## Class Hours of Japanese Language Courses

### 1. Courses for Non-Native Speakers

#### A. Regular Program

Course No.	Title	cr	Hours
JPN 111	Japanese 1	4	Five 100-minute classes a week
150	Japanese M1	4	
112	Japanese 2	4	
200	Japanese M2	4	
211	Japanese 3	4	
250	Japanese M3	4	Four 100-minute classes a week
212	Japanese 4	4	
321	Advanced Japanese 1	4	
322	Advanced Japanese 2	4	

#### B. Japanese Language Intensive Program

Course No.	Title	cr	Hours
JPN 180	Intensive Japanese 1	8	Ten 100-minute classes a week
270	Intensive Japanese 2	8	
280	Intensive Japanese 3	8	
370	Intensive Japanese 4	8	

#### C. Specialized Japanese Courses

Course No.	Title	cr	Hours
JPN 311	Business Japanese 1	2	Two 100-minute classes a week
312	Business Japanese 2	2	
315	Business Japanese (Preparation for Internship)	1	One 100-minute class a week
407	Translating Japanese to English	4	Two 100-minute classes a week
431/432	Academic Japanese 1-1 / 1-2	2	
441/442	Academic Japanese 2-1 / 2-2	2	
445/446	Introduction to Japanese Economic Studies for International Students1/2	2	

※JPN315, 445, 446 are available from AY2017.

### 2. Courses for Native Speakers

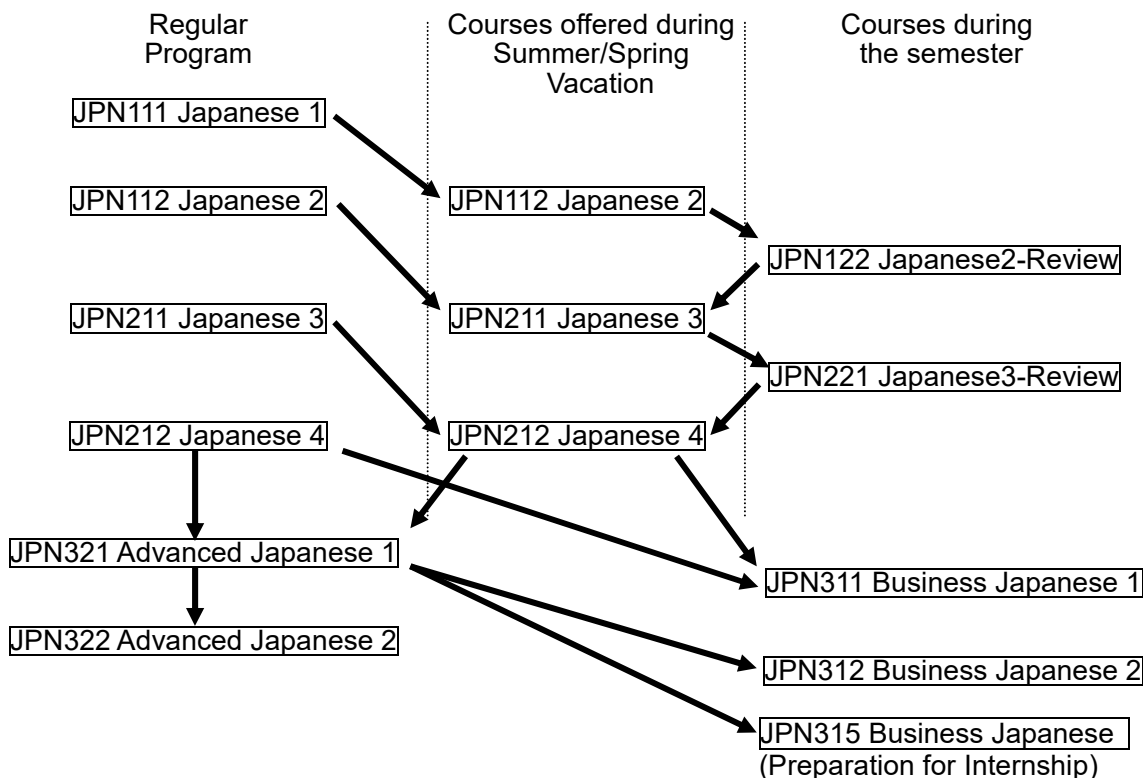
Course No.	Title	cr	Hours
JPN 340	Reading & Writing (Basics)	2	Two 100-minute classes a week
341	Reading & Writing 1	2	
342	Reading & Writing 2	2	
343	Reading & Writing 3	2	
349	Japanese Literacy 1	2	
353	Japanese Literacy 2	4	
405	Translating English to Japanese: Theory and Practice 1	4	
406	Translating English to Japanese: Theory and Practice 2	4	
407	Translating Japanese to English: Theory and Practice	4	

※JPN349 (2cr) is available from AY2016 in place of JPN352 (4cr).

## VII. COURSES FOR STUDENTS IN GREEN SCIENCE/GREEN ENGINEERING PROGRAMS (FACULTY OF SCIENCE AND TECHNOLOGY)

Students in Green Science/Green Engineering Programs can take Japanese language courses as electives in General Studies (Zengaku Kyotsu Kamoku) up to 8 credits. The following diagrams summarize the Japanese language tracks for students in the Green Science/Green Engineering programs.

### Japanese Courses for Non-Native Speakers



**\* For details of the registration procedures for the courses offered during the vacations, please see p.13.**

### Review courses

Course No.	Title	cr	Hours
JPN122	Japanese 2-Review	(2)	Two 100-minute classes a week
JPN221	Japanese 3-Review	(2)	

**\*Please note that credits for JPN122 and JPN221 are not counted towards the graduation requirement. However, students must take these courses in order to continue studying on the Japanese courses during Summer/Spring Vacation.**

### Courses offered during Summer/Spring Vacation

Course No.	Title	cr	Hours
JPN 112	Japanese 2	4	Total of seventy 100-minute classes in Feb-Mar or Aug-Sep
JPN 211	Japanese 3	4	
JPN 212	Japanese 4	4	Total of fifty-six 100-minute classes in Feb-Mar or Aug-Sep

**※ Details on the track for Japanese Reading and Writing Courses (Primarily for Native Speakers to Develop Literacy) and Specialized Japanese Courses are on p.20. The course lists of the regular and specialized programs are on p.21.**

## VIII. “ACADEMIC JAPANESE” AND “INTRODUCTION TO JAPANESE ECONOMIC STUDIES FOR INTERNATIONAL STUDENTS”

### 「アカデミック日本語」および「留学生のための日本経済入門」科目について

「アカデミック日本語」及び「留学生のための日本経済入門」は、日本語で授業を実施する学部（国際教養学部・理工学部英語コース、SPSF 以外の学部）に在籍し、日本語を母語としない正規生向けに開講している科目ですが、受講レベルを満たす交換留学生、ノンディグリー生、国際教養学部・理工英語コースの正規生、英語で授業を行う研究科の大学院生および研究生も履修することができます。

はじめて日本語を履修する場合は、Japanese Placement Test を受験し、指定されたレベルから履修する必要があります。

\* 以下の学生は『日本語科目の履修のしかた』（言語教育研究センター発行）を必ず確認してください。

- 日本語で授業を実施する学部（国際教養学部・理工学部英語コース・SPSF 以外の学部）の学部正規生
- 日本語で授業を実施する研究科に正規生として在籍する留学生のうち、アカデミック日本語レベルの日本語科目の履修を希望している学生

\* 交換留学生、ノンディグリー生、研究生、国際教養学部・理工英語コース・SPSF の正規生、英語で授業を行う研究科の大学院生は、この冊子の以下の説明を参照してください。

### Japanese Placement Test（日本語プレイズメント・テスト）について

オンライン試験のスコア、日本語学習歴のアンケートと作文を提出してもらいます。これらの情報をもとにレベルを指定します。

言語教育研究センターのホームページ <http://www.sophia-cler.jp/study/ja/lesson.html> にある

“Japanese Placement Test 2020 Autumn” の、1. Non-native speakers of Japanese 日本語を母語としない学生を読んでから受験するようにしてください。

- ① TBJ【筑(つく)波(ば)日本語テスト集】を受験する。
- ② TBJ のスコアの PDF ファイルを [info\\_cler@sophia.ac.jp](mailto:info_cler@sophia.ac.jp) にメールで提出する
- ③ 9月14日(月)～9月17日(木)の間に「日本語プレイズメントテスト報告フォーム」で日本語学習歴のアンケートに回答し、作文テストを受ける。

結果は9月24日午前11時に Loyola の「全学掲示板 大学掲示板(語学科目・LLC)」に掲示します。

「アカデミック日本語」、「留学生のための日本経済入門」を履修希望する場合、また、結果について疑問等がある場合は、各レベルのコーディネーター(p. 35)に相談してください。コーディネーターのメールアドレスは、結果の掲示と一緒に掲示します。

### 初回の授業の参加方法について

初回の授業の出席方法については授業掲示板でお知らせします。受講希望の科目の履修登録が完了していないと、授業掲示板にアクセスすることができません。事前に読んでいない場合、初回の授業に参加することができないので、初回授業が始まる前までに余裕をもって履修登録を完了させるように気を付けてください。

## 「アカデミック日本語」

「アカデミック日本語」は、大学での学習に必要な日本語力と学習スキルの習得を目標としています。

交換留学生、ノンディグリー生、国際教養学部・理工英語コースの正規生、英語で授業を行う研究科の大学院生および研究生のうち、受講レベルを満たす学生は、以下の科目を履修することができます。

\* 「アカデミック日本語入門」は履修できません。

- ◆ **アカデミック日本語 1-1**：新聞・評論・専門的文書など社会的・学術的な文章の読解や要約をし、自分の意見を述べる練習、リアクションペーパーやレポート作成など「読む」「書く」練習を中心に行います。
- ◆ **アカデミック日本語 1-2**：講義の聞き取り、スピーチ、ディスカッション、プレゼンテーション、パネル・ディスカッション等「聴く」「話す」練習を中心に行います。
- ◆ **アカデミック日本語 2**：「アカデミック日本語 1」で学んだことを発展させ、より高い日本語力、課題設定能力の育成を目指します。「アカデミック日本語 2-1」は人文科学系、「アカデミック日本語 2-2」は社会科学系の専門書や学術論文を取り上げて、クリティカル・リーディングや要約、レジュメ作成の技法を学び、発表や議論をする練習、レポート・論文を作成する練習を行います。

### <科目の種類>

開講期	科目コード	登録コード	科目名	週時間数及び単位数
春学期	JPN431	AJPN431A	アカデミック日本語1-1	週2回/2単位
春学期	JPN431	AJPN431B	アカデミック日本語1-1	週2回/2単位
春学期	JPN431	AJPN431C	アカデミック日本語1-1	週2回/2単位
秋学期	JPN432	AJPN432A	アカデミック日本語1-2	週2回/2単位
秋学期	JPN432	AJPN432B	アカデミック日本語1-2	週2回/2単位
秋学期	JPN432	AJPN432C	アカデミック日本語1-2	週2回/2単位
春学期	JPN441	AJPN4410	アカデミック日本語2-1	週2回/2単位
秋学期	JPN442	AJPN4420	アカデミック日本語2-2	週2回/2単位

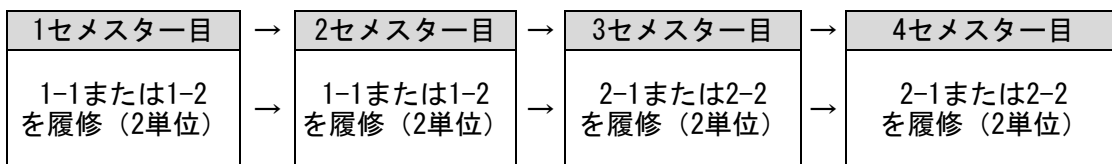
※アカデミック日本語 1-1 (AJPN431A, B, C) は同科目です。都合の良いものを選択してください。

※アカデミック日本語 1-2 (AJPN432A, B, C) は同科目です。都合の良いものを選択してください。

### <履修順序>

前提科目 (JPN322・370・310 のいずれか) の単位を修得済みである必要があります。

はじめて日本語を履修する場合は、Japanese Placement Test を受験します。テストの結果、JPN431 以上相当になった場合「アカデミック日本語 1」から履修できます。



アカデミック日本語 1-1 と 1-2 の履修順序は問いませんが、それぞれ 2 単位ずつ修得した後でなければ、アカデミック日本語 2-1 および 2-2 を履修することが出来ません (2-1 と 2-2 の履修順序は問いません)。



## 【履修登録方法】

### ＜Loyola の履修登録画面から履修登録可能な学生＞

- ・前提科目履修済みの学生（大学院生、研究生を除く）
- ・Japanese Placement Test を受験し、レベルを付与された学生（大学院生を除く）

上記に該当する学生は Loyola 履修登録締切 10 月 4 日（日）午後 9 時までに登録してください。

### ＜上記以外の学生＞

#### A. 大学院生

- 1) 履修登録する前に、自分の大学院の指導教員または専攻主任に、「日本語」の履修をしてよいか、許可をとってください。
- 2) 履修登録の申込のために、Loyola にログインし「アンケート／各種申込」メニューを選びます。「アンケート回答／各種申込」にある【一般アンケート／各種申込】にアクセスします。
- 3) 「大学院生用・履修登録の申込（2020 年秋学期）」に回答し、「送信」ボタンを押してください。  
回答締切：9 月 29 日（火）の午後 3 時 30 分
- 4) アンケートを送信した時点で、履修登録はまだ完了していません。アンケートが送信されて 2、3 日以内（平日のみ対応）に、学事センターが Loyola に手入力で履修登録をします。
- 5) 学生は、自分の Loyola 画面に正しい履修登録内容が反映されているか、10 月 6 日までに必ず確認してください。10 月 6 日までに Loyola に履修登録されていることを確認できない場合、今学期にその科目を履修できません。

※指定されたクラスを変更する必要がある場合は下記 C. の方法に従ってください。

#### B. 研究生

- 1) 自分の大学院の指導教員に、「日本語」の履修をしてよいか、許可をとってください。
  - 2) 指導教員に許可されたら、研究生用の履修登録用紙に、指導教員のサインをしてもらい、学事センター 研究生担当 (academic\_records-co@sophia.ac.jp) に 9 月 25 日（金）午後 3 時 30 分までに送ってください。
- ※指定されたクラスを変更する必要がある場合は下記 C. の方法に従ってください。

#### C. 指定されたクラスを変更する必要がある学生・特別な事情がある学生

- 日本語プレイスメントテストで指定されたクラス（2020 年度春学期以前にテストを受験した場合も含む）は、原則として変更することはできません。ただし、特別な事情がある場合には、日本語科目のコーディネーター教員に相談し、許可を得られれば、変更をすることが可能です。
- 1) 日本語科目のコーディネーター教員に相談のメールを送ります。  
相談の受付締切：9 月 29 日（火）の午後 3 時  
コーディネーターの連絡先は、日本語プレイスメントテストの結果と一緒に、Loyola の「全学掲示板 大学掲示板（語学科目・LLC）」に掲示します。
  - 2) メールには、学生番号、氏名、所属学部・学科／大学院・専攻、相談内容を書いてください。
  - 3) 大学院生・研究生は、日本語科目のコーディネーターに相談する前に、自分の所属する大学院・専攻の指導教員または専攻主任に、語学科目「日本語」の履修をしてよいか、許可をとってください。
  - 4) 日本語科目のコーディネーターから、クラスの変更の許可が出たら、コーディネーターが相談結果を言語教育研究センター事務室に連絡します。研究生は、研究生用の履修登録用紙を、自分で学事センターに

送ってください。

- 5) コーディネーターからの許可が出た時点では、まだ履修登録は完了していません。許可が出てから2、3日以内（平日のみ対応）に学事センターがLoyolaに手入力履修登録をします。
- 6) 学生は、自分のLoyola画面に正しい履修登録内容が反映されているか、10月6日までに必ず確認してください。10月6日までにLoyolaに履修登録されていることを確認できない場合、今学期にその科目を履修できません。

### 「留学生のための日本経済入門」（日本語 CLIL 科目）

この授業は、学部の1年次レベルの経済学・日本経済に関する専門知識を身につけ、日本や母国等で起こっている様々な社会・経済現象を、経済学的な視点から適切な言葉を使って説明したり、それについて自分の意見を的確に述べられるようになることを目標にしたクラスです。日本の経済事情を題材にした講義の聞き取り、専門的な文章の読解、発表、ディスカッション、レポート作成などの練習を行います。

※CLIL…内容言語統合型学習

開講期	科目コード	登録コード	科目名	週時間数及び単位数
春学期	JPN445	AJPN4450	留学生のための日本経済入門1	週2回／2単位
秋学期	JPN446	AJPN4460	留学生のための日本経済入門2	週2回／2単位

- ・ 前提科目（JPN322・370・310）のいずれかの単位を修得済みである、もしくはアカデミック日本語 1-1（JPN431）・1-2（JPN432）、留学生のための日本経済入門 1（JPN445）・2（JPN446）のいずれかを履修したことがある学生は受講できます。
- ・ はじめて日本語を履修する場合は、Japanese Placement Testを受験します。テストの結果、JPN431 以上相当になった場合のみ受講できます。
- ・ 日本語を母語としない経済学部正規生の履修を優先しますが、定員（25名）に空きがある場合は他学部正規生、大学院生、交換留学生、ノンディグリー生の履修も認めています。
- ・ 春学期と秋学期の内容は異なります。各科目のみの履修も、両科目の履修も可とします。
- ・ 「アカデミック日本語 1/2」との同時履修も可とします。

### 【履修登録方法】

- 学部正規生は、Loyola 抽選科目エントリー期間：9月25日(金) 昼12時までに登録してください。  
※抽選エントリー期間は、経済学部正規生が優先的に当選します。
- 定員(25名)に空きがある場合は他学部正規生、大学院生、交換留学生、ノンディグリー生の履修も認めています(研究生は履修できません)。抽選に漏れた学生、登録を忘れた学生、院生、交換留学生、ノンディグリー生は、以下の方法で初回の授業に出席してください。履修希望者が25名を超えた場合は、初回授業で抽選を行います。
  - ① 初回の授業に出席するためには、初回授業が始まる前の9月25日(金)午後1時～9月27日(日)午後9時まで担当の佐藤 紀美子先生に履修希望のメールを送る必要があります。メールアドレスは、Loyolaの「全学掲示板 大学掲示板(語学科目・LLC)」に掲示します。授業内抽選は、初回の授業のみ実施します。初回の授業に出席できなかった学生は、その後遅れて登録することはできません。
  - ② 初回授業で授業の履修許可をもらった学生の情報を、佐藤先生が言語教育研究センター事務室に伝えます。その後、学事センターがLoyolaに手入力履修登録をします。
  - ③ 学生は、自分のLoyola画面に正しい履修登録内容が反映されているか、10月6日までに必ず確

認してください。10月6日までに Loyola に履修登録されていることを確認できない場合、今学期にその科目を履修できません。

## IX. “BUSINESS JAPANESE” / 「ビジネス日本語」について

ビジネス日本語は主にビジネス・コミュニケーションや企業文化等を学びたい留学生を対象とした科目です。

### ◆ 「BUSINESS JAPANESE 1」(日本語中上級レベル)

### ◆ 「BUSINESS JAPANESE 2」(日本語上級レベル)

「ビジネス日本語」では、ロールプレイやプロジェクトワークなど様々な活動を通して、日本の会社で働くことをイメージしながらキャリア形成に必要な日本語運用能力を身につけます。また、日本企業に対する理解を深めるために、企業見学等も予定しています。

### ◆ 「BUSINESS JAPANESE –PREPARATION FOR INTERNSHIP」(日本語上級レベル)

「インターンシップのためのビジネス日本語」は、将来、インターンシップ参加や日本での就職活動を予定している学生向けの科目であり、主にインターンシップ関連の情報の収集・企業研究・自己分析・エントリーシート作成と面接対策等を学ぶことによって、高度な日本語力の習得を目指します。

開講期	科目コード	登録コード	科目名	週時間数/単位数
春学期	JPN311	AJPN311A	BUSINESS JAPANESE 1	週 2 回 / 2 単位
春学期	JPN312	AJPN312A	BUSINESS JAPANESE 2	週 2 回 / 2 単位
春学期	JPN315	AJPN315A	BUSINESS JAPANESE (PREPARATION FOR INTERNSHIP)	週 1 回 / 1 単位
秋学期	JPN311	AJPN3111	BUSINESS JAPANESE 1	週 2 回 / 2 単位
秋学期	JPN312	AJPN3121	BUSINESS JAPANESE 2	週 2 回 / 2 単位
秋学期	JPN315	AJPN3151	BUSINESS JAPANESE (PREPARATION FOR INTERNSHIP)	週 1 回 / 1 単位

★前提科目(P. 31 参照)を履修せずにこの科目群を履修する学生および日本語で授業を実施する学部(国際教養学部・理工学部英語コース・SPSF 以外)の正規生のうちはじめて日本語を履修する学生は、Japanese Placement Test (Non-native Speakers) の受験が必要です。

受験方法の詳細については Loyola の「全学掲示板 大学掲示板(語学科目・LLC)」でお知らせします。

### 【履修登録方法】

#### <Loyola の履修登録画面から履修登録可能な学生>

・前提科目(p. 31)のいずれかの単位を修得済み、またはアカデミック日本語 1-1(JPN431)・1-2(JPN432)、留学生のための日本経済入門 1(JPN445)・2(JPN446)のいずれかを履修したことがある学生(大学院生、研究生を除く)

・Japanese Placement Test を受験し、レベルを付与された学生(大学院生、研究生を除く)

上記に該当する学生は Loyola 履修登録締切: 10月4日(日)午後9時までに登録してください。

#### <上記以外の学生>

P. 25 [アカデミック日本語](#)の【履修登録方法】<上記以外の学生>を読んでください。

### 【レベルについて】

・Japanese Placement Test の結果、312 のレベルがあると判断された場合は、311/312 と 315 を同時履修することも可能です。

・FLA、FST、SPSF 等の英語コースの学生は、それぞれの科目の前提科目を P.31 で確認してください。

## X. COURSE DESCRIPTIONS

Please confirm the latest course syllabus on the Loyola web site.

### 1. Courses for Non-Native Speakers

#### (1) Regular Program

##### **JPN111. Japanese 1 (4cr)**

This course introduces students to basic structures of the Japanese language, providing practice in the four skills of listening, speaking, reading, and writing. Students will work with conversational situations with the aim of developing listening and speaking skills. Tsukuba Language Group, *Situational Functional Japanese*, Lessons 1–12. *Romaji, hiragana, katakana, and approximately 200 kanji for production and/or recognition*. Five 100-minute classes a week.

##### **JPN150. Japanese M1 (4cr)**

This course aims to further develop Japanese for students with some knowledge of basic grammar in addition to *hiragana, katakana*, and about 150 *kanji*. Students are expected to practice Japanese in real-life situations. Tsukuba Language Group, *Situational Functional Japanese*, Lessons 9–20. Approximately 200 *kanji* for production and/or recognition. Five 100-minute classes a week.

##### **JPN112. Japanese 2 (4cr)**

Continuation of JPN 111 (Japanese 1). This course aims at enabling students to acquire a basic ability to communicate in Japanese. It will cover further aspects of basic grammar and usage. Tsukuba Language Group, *Situational Functional Japanese*, Lessons 13–24. Approximately 200 *kanji* for production and/or recognition (approximately 400 cumulative *kanji*). Five 100-minute classes a week.

*Prerequisite:* JPN111.

##### **JPN200. Japanese M2 (4cr)**

Continuation of JPN 150 (Japanese M1). This course is designed to provide students with intermediate-level grammar, vocabulary, and communication skills, with some review of basic grammar. The aim of the course is to enable students to handle everyday communication in Japanese and to make the transition from basic to intermediate level. A. Miura and N. H. McGloin, *An Integrated Approach to Intermediate Japanese*. Lessons 1-8. Approximately 250 *kanji* for production and/or recognition (approximately 550 cumulative *kanji*). Five 100-minute classes a week.

*Prerequisite:* JPN150.

##### **JPN211. Japanese 3 (4cr)**

This course covers intermediate level grammar, vocabulary, and communication skills, providing students with practice in listening, speaking, reading, and writing. The aim is to enable students to handle everyday communication in Japanese not only in listening and speaking but also in reading and writing by introducing

more written materials. A. Miura and N. H. McGloin, *An Integrated Approach to Intermediate Japanese*. Approximately 450 *kanji* for production and/or recognition (approximately 850 cumulative *kanji* ). Five 100-minute classes a week.

*Prerequisite:* JPN112 or JPN180.

### **JPN250. Japanese M3 (4cr)**

Continuation of JPN200 (Japanese M2). This course is designed to provide students with intermediate-level grammar, vocabulary and communication skills. More emphasis is placed on reading skills. A. Miura and N.H.McGloin, *An Integrated Approach to Intermediate Japanese*, Lessons 9-15. Approximately 300 *kanji* for production and/or recognition (Approximately 850 *kanji*). Four 100-minute classes a week.

*Prerequisite:* JPN200.

### **JPN212. Japanese 4 (4cr)**

This course is designed to bridge the gap between intermediate and advanced Japanese, by reinforcing grammar and expressions which appear in intermediate Japanese and reading materials on current Japanese society and life. Students are encouraged to use new vocabulary and expressions in speaking and writing, and to discuss their ideas on contemporary issues regarding Japan. O. Kamada et al., *Authentic Japanese: Progressing from Intermediate to Advanced*. Approximately 1150 cumulative *kanji*. Four 100-minute classes a week.

*Prerequisite:* JPN250, JPN211 or JPN270.

### **JPN321. Advanced Japanese 1 (4cr)**

This course is designed for students who want to develop the advanced-level proficiency required to conduct intellectual conversations on abstract concepts concerning society and cultural issues in Japanese. Class discussions will be based on the reading materials in the textbook as well as supplementary materials. In addition to reading materials, students will be expected to prepare oral presentations and written compositions. This course aims to prepare students to deal with real-life materials on their own. A Kondoh & C. Maruyama. *Images of Japan*. Approximately 1450 cumulative *kanji*. Four 100-minute classes a week.

*Prerequisite:* JPN212 or JPN280.

### **JPN322. Advanced Japanese 2 (4cr)**

This course emphasizes intensive reading of authentic materials , such as full-length versions of editorials and columns from newspapers, literary works, and chapters from books on contemporary Japan. Audio-visual aids will be used where appropriate. Students are encouraged to comment critically on the readings orally as well as in writing. A. Kondoh & C. Maruyama, *Facet of Culture*. Approximately 1650 *kanji*. Four 100-minute classes a week.

*Prerequisite:* JPN 321.

## **(2) Japanese Language Intensive Program**

### **JPN180. Intensive Japanese 1 (8cr)**

This intensive course aims to consolidate fundamental knowledge on Japanese grammar by integrating the four skills: listening, speaking, reading and writing. Intensive practice focusing on communication skills will be provided. This course is desirable for students who wish to acquire solid foundations for their subsequent study of Japanese. Tsukuba Language Group, *Situational Functional Japanese*, Lessons 9–24. Approximately 350 *kanji* for production and recognition. (Cumulative 450 *kanji*.) Ten 100-minute classes a week.  
*Prerequisite:* JPN111.

### **JPN270. Intensive Japanese 2 (8cr)**

This intensive course is designed to provide students with intermediate-level grammar, vocabulary, communication skills, and *kanji*. Students will practice the four skills of listening, speaking, reading, and writing intensively. The aim of this course is to enable students to communicate effectively and appropriately in various social situations by combining simple propositions into more complex sentences both in speaking and writing. A. Miura and N. H. McGloin, *An Integrated Approach to Intermediate Japanese*. Approximately 400 *kanji* for production and /or recognition. (Cumulative 850 *kanji*.) Ten 100-minute classes a week.

*Prerequisite:* JPN150, JPN112 or JPN180.

### **JPN280. Intensive Japanese 3 (8cr)**

This intensive course is designed to bridge the transition from intermediate-level to advanced-level Japanese. The course focuses on expressing themselves in accurate and appropriate Japanese. Authentic reading materials on various topics on Japanese life, culture and society will be used in combination with discussions, oral and written reports, and compositions. Students will be required to write an essay on a topic related to Japan, while examining Japanese ways of thinking through an interview survey. O. Kamada, et al., *Authentic Japanese: Progressing from Intermediate to Advanced*. Approximately 450 *kanji* for production and/or recognition. (Cumulative 1300 *kanji*.) Ten 100-minute classes a week.

*Prerequisite:* JPN270, JPN250 or JPN211.

### **JPN370. Intensive Japanese 4 (8cr)**

This intensive course is designed to develop students' advanced-level proficiency. The aim of this course is to enable students to comprehend authentic materials from different sources such as newspapers, books, TV programs etc., and express opinions on a topic related to contemporary Japan. The topic also includes academic fields in humanities, social sciences, and natural sciences. Students are expected to prepare for oral presentations and to write essays and reports. A. Kondoh & C. Maruyama. *Images of Japan*, A. Kondoh & C. Maruyama. *Facet of Culture*. Approximately 500 *kanji* for production and/or recognition. (Cumulative 1800 *kanji*.) Ten 100-minute classes a week.

*Prerequisite:* JPN280 or JPN212.

### **(3) Specialized Japanese Courses**

#### **JPN311. Business Japanese 1 (2cr)**

This course is designed for students who have completed intermediate courses and want to use Japanese in a workplace in the future. The course focuses on business communication such as explaining, requesting, negotiating, and giving oral presentations. Class practice includes role playing and simulations in various business situations. In the end of the course, students will be able to handle appropriate business interactions. R. Yoneda, K. Fujii, M. Shigeno & H. Ikeda, *We Mean Business: Japanese for Busy People (Shodan no tame no Nihongo)*.

*Prerequisite:* JPN212 or JPN280.

#### **JPN312. Business Japanese 2 (2cr)**

This course aims to develop students' business Japanese proficiency as well as intercultural communication skills in a globalized society. In the class, emphasis is put on problem solving activities through case studies and role plays. In the end of the course, students will be able to understand business culture in Japan and acquire intercultural competence in business situations. S. Murano, M. Yamabe, & Y. Mukoyama, *ロールプレイで学ぶビジネス日本語*.

*Prerequisite:* JPN321 or JPN370.

#### **JPN315. Business Japanese (Preparation for Internship) (1cr)**

「インターンシップのためのビジネス日本語」

*\*For details, please also see p.20.*

This course is designed for students who are planning to participate in internships. Students who successfully complete this course will be able to:

- (1) Increase awareness of your own being, actions and thoughts and understand what type of internships that could fit your interests and needs.
- (2) Improve interview techniques and effective resume writing skills.
- (3) Demonstrate effective business communication skills.

*Prerequisite:* JPN321 or JPN370.

#### **JPN407. Translating Japanese to English: Theory and Practice (4cr)**

The basic principles of translating contemporary Japanese writing into English are presented through examples, problems, and model translations. Cultural and linguistic barriers to communication are discussed. Methods of attaining accuracy, clarity, and creativity are emphasized.

*Prerequisite:* JPN322 or JPN370.

#### **JPN431. Academic Japanese 1-1 (2cr)**

This course is designed, primarily for students who are enrolled in faculties other than FLA and need to develop study skills in order to take lecture courses offered in Japanese. Focusing on literacy skills, students will become able to comprehend academic texts precisely, to summarize what is read, to search and organize information, and to write papers.

*Prerequisite:* JPN322 or JPN370 for students in FLA, and non-degree students.

**JPN432. Academic Japanese 1-2 (2cr)**

This course is designed, primarily for students who are enrolled in faculties other than FLA and need to develop study skills in order to take lecture courses offered in Japanese. Focusing on oral proficiency, students will be guided to prepare and give speeches/presentations, and to ask questions and make comments each other.

*Prerequisite:* JPN322 or JPN370 for students in FLA, and non-degree students

\*This course can be registered without taking JPN431.

**JPN441. Academic Japanese 2-1 (2cr)**

This course is a continuation of Academic Japanese 1, and aims to further develop Japanese proficiency and an academic ability to identify problems to be solved, which is required for studying at a university-level. In the Spring semester, focusing on humanities, students are expected to acquire academic skills such as reading specialized books and papers analytically and critically, writing summaries, generating discussion and giving opinions, creating research questions, and writing term papers and thesis.

*Prerequisite:* JPN431 and JPN432.

**JPN442. Academic Japanese 2-2 (2cr)**

This course is a continuation of Academic Japanese 1, and aims to further develop Japanese proficiency and an academic ability to identify problems to be solved, which is required for studying at a university-level. In the Autumn semester, focusing on social science, students are expected to acquire academic skills such as reading specialized books and papers analytically and critically, writing summaries, generating discussion and giving opinions, creating research questions, and writing term papers and thesis.

*Prerequisite:* JPN431 and JPN432.

\*This course can be registered without taking JPN441.

**JPN445/446. Introduction to Japanese Economic Studies for International Students 1/2 (2cr each)**

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\*See P.19.

*Prerequisite:* JPN322 or JPN370 for students in FLA, and non-degree students.



## 2. Japanese Reading and Writing Courses (Primarily for Native Speakers to Develop Literacy)

### JPN340. Reading and Writing (Basics) (2cr)

This course is designed for students who have little experience of studying Japanese, in particular, kanji, and aims to provide a solid foundation to further develop their reading and writing skills. C. Kano et al. *Basic Kanji Book Vol.1* 石黒圭編著『留学生のための読解トレーニング』第1・2部. Approximately 350 kanji for production and/or recognition. Two 100-minute classes a week.

### JPN341. Reading and Writing 1 (2cr)

This course is designed to help students their develop basic skills in reading and writing Japanese. Emphasis is placed on mastering kanji and kanji compounds, and common expressions and idioms that appear frequently in newspapers and magazines. C.Kano et al. *Basic Kanji Book Vol.2* 石黒圭編著『留学生のための読解トレーニング』第3・4部. Approximately 450 kanji for production and/or recognition (cumulative 800). Two 100-minute classes a week.

*Prerequisite:* JPN340.

### JPN342. Reading and Writing 2 (2cr)

This course covers 90 percent of kanji that are generally used in newspapers. Students will receive training in reading and writing using written materials such as essays and academic texts. C.Kano et al. *Intermediate Kanji Book Vol.1* 松田浩志他『テーマ別 上級で学ぶ日本語 改訂版』. Students will be able to further develop approximately 1400 kanji for production and/or recognition. Two 100-minute classes a week.

*Prerequisite:* JPN 341.

### JPN343. Reading and Writing 3 (2cr)

This course gives an extensive knowledge of *kanji* compounds and expressions used in literary and academic writings. Students will be trained in both reading and writing. 外国語大学留学生日本語教育センター『上級 日本語』. Students will be able to further develop approximately 2000 kanji for production and/or recognition. Two 100-minute classes a week.

*Prerequisite:* JPN 342.

### JPN349. Japanese Literacy 1 (2cr)

*\*From AY 2016, JPN349 (2cr) is available in place of JPN352 (4cr).*

*\*This course was formerly called "JPN350 College Skills".*

This course aims for students to master college-level reading and writing skills. It provides training in analysis of texts in humanities and the social sciences as well as the production of well-organized papers.

*Prerequisite:* JPN 343 or "graduate of Japanese high school".

### JPN353. Japanese Literacy 2 (4cr)

*\*This course was formerly called "JPN351 Japanese Composition".*

This course is designed to teach students how to express their ideas and opinions clearly and logically in writing. The course will be helpful for junior and

senior year students who need to improve their Japanese writing skills. Students will be required to read a variety of materials and to compose essays and term papers.

*Prerequisite:* JPN 349 (or JPN350, 352).

**JPN405. Translating English to Japanese: Theory and Practice 1 (4cr)**

This course will examine the process of translation through critical analysis and comparison of translated articles with the original. There will be translation exercises using articles taken from newspapers, magazines, and books.

*Prerequisite:* JPN353 (or JPN351).

**JPN406. Translating English to Japanese: Theory and Practice 2 (4cr)**

Emphasis will be placed on theoretical analysis of translated texts comparing them with the original texts. The course will include translation exercises using articles taken from newspapers, magazines, and books.

*Prerequisites:* JPN353 (or JPN351).

**JPN407. Translating Japanese to English: Theory and Practice (4cr)**

The basic principles of translating contemporary Japanese writing into English are presented through examples, problems, and model translations. Cultural and linguistic barriers to communication are discussed. Methods of attaining accuracy, clarity, and creativity are emphasized.

*Prerequisite:* JPN 322, JPN370 or JPN343.

## XI. JAPANESE LANGUAGE COORDINATORS & INSTUCTORS

E-mail address of coordinators will be available on the Loyola university bulletin board “Language courses · LLC” with the result of the Japanese Placement Test.

We do NOT answer inquiries regarding the following issues via email:

- Requests for the level / class change
- Questions about the class schedule and the classroom information

### [Professors and Lecturers]

Name	Title
<b>KOYANAGI, Kaoru</b>	Professor, Course Coordinator of JPN111, 150, 112
<b>MINE, Fuyuki</b>	Professor, Course Coordinator of JPN290, 300, 310
<b>SHIMIZU, Takafumi</b>	Professor, Course Coordinator of JPN200, 211, 250, 212, 321, 322,
<b>MURATA, Mizue</b>	Associate Professor, Course Coordinator of JPN340, 341, 342, 343, 349(352), 353, 405, 406, 407
<b>SATO, Kimiko</b>	Project Associate Professor Course Coordinator of JPN430, 431, 432, 441, 442, 445, 446
<b>YONEZAWA, Masako</b>	Project Associate Professor, Course Coordinator of JPN311, 312, 315
<b>KOBAYASHI, Koji</b>	Lecturer Course Coordinator of Intensive Courses: JPN180, 270, 280, 370
<b>KOMATSU, Hiroko</b>	Lecturer
<b>NAGASU, Mika</b>	Lecturer
<b>NOGUCHI, Kiyoshi</b>	Lecturer
<b>WAKI, Keiko</b>	Lecturer

### [Adjunct Instructors]

**AIGASE, Chigusa**  
**FUJII, Akiko**  
**FUKADA, Atsuko**  
**FURUKAWA, Akiko**  
**HIGASHI, Masae**  
**HIROTA, Taeko**  
**HIYOSHI, Seishi**  
**HOWARD, Fumie**  
**IBUKI, Kaori**  
**IKUTA, Mamoru**  
**IMASHIRO, Yukiko**  
**INUI, Itsuko**  
**KAKIYAMA, Remi**  
**KAMIO, Matsue**

**KATORI, Yoshikazu**  
**KETCHAM, Chikako**  
**KIYAMA, Tomoko**  
**KOJIMA, Erina**  
**KONISHI, Kei**  
**MATSUKI, Hiroko**  
**MIKAMI, Megumi**  
**MUROGA, Ikuko**  
**MIYASE, Mari**  
**OMORI, Rie**  
**OTSUKA, Yumiko**  
**READE, Masumi**  
**SAKATA, Reiko**  
**SATO, Miwa**  
**SATO, Takahito**

**SHINODA, Eri**  
**SHINODA, Mitsuko**  
**TADA, Tomoko**  
**TAKAHASHI, Yuko**  
**TANAKA, Takuro**  
**TOMIYOSHI, Yuika**  
**TSUDA, Asami**  
**TSUKADA, Yuko**  
**URAWA, Chie**  
**WATANABE, Yoshiko**  
**YAGI, Atsuko**  
**YANA, Akiko**  
**YAZAWA, Michiko**  
**YOSHIZAWA, Mayumi**

## Self-check sheet

Before registering for Japanese courses, please confirm the below check-list by yourself.

### 1. Degree Students in FLA

- Did you check if you should take the JPT or not ? (p.3-4)
- Did you check if you could register for a course through Loyola or if you should consult Japanese course coordinator before registering for a course ? (p.8-12)
- Did you check the language requirements for graduation ?  
(Check the Bulletin of Information)

### 2. Degree Students in Green Science and Green Engineering

- Did you check if you should take the JPT or not ? (p.3-4)
- Did you check if you could register for a course through Loyola or if you should consult Japanese course coordinator before registering for a course ? (p.8-12)
- Did you check the course diagrams and courses offered during vacations ?  
(p.13, p.22)

### 3.SPSF students, Non-Degree/Exchange students in FLA/Green Science and Green Engineering

- Did you check if you should take the JPT or not ? (p.3-4)
- Did you check if you could register for a course through Loyola or if you should consult Japanese course coordinator before registering for a course ? (p.8-12)

### 4.Students (Degree, Non-degree, Exchange) in faculties/graduate program other than FLA/ Green Science and Green Engineering

日本語で授業を実施する学部(国際教養学部・理工学部英語コース・SPSF 以外)、大学院に所属する学生

【日本語を母語としない学生】

- 「アカデミック日本語」「留学生のための日本経済入門」「ビジネス日本語科目の履修登録方法を確認しましたか？ (p. 7, p. 8-12, p. 23-27)
- 学部正規生は、「日本語科目の履修のしかた」と「履修要覧」を読んでください。

【日本語を母語とする学部生】

- 日本語の履修を希望する場合は、履修要覧の「語学科目」の日本語ページを参照し、必要な手続きをとってください。

### 5. Graduate Students

- Did you check if you should take the JPT or not ? (p.3-5)
- Did you check the registration procedure for graduate students ? (p.9-11)