

Grading:

Components:

Attendance & Daily performance-----	5%
Final Exam (written & oral)-----	30% (20% & 10% respectively)
Mid-term Exam (written & oral)-----	25% (15% & 10% respectively)
End-of-lesson quizzes (Lesson 1 &3)-----	20% (10% x 2)
Mini-quizzes-----	10%
Homework-----	10%

Grading Scale:

A = 90~100% B = 80~89% C = 70~79% D = 60~69% F = Below 60%

Attendance & Daily performance:

Students are required to attend all classes. Students are also required to come to class on time and prepared, with all assignments completed. Unexcused absences or lateness will be reflected on your grade. As a general policy, absolutely NO make-up work will be given without a documented, valid excuse. **IF YOU HAVE FIVE OR MORE UNEXCUSED ABSENCES***, **YOU MAY EXPECT YOUR GRADE TO BE ONE LETTER LOWER.** When you miss a class, it is your responsibility to find out what you missed. Try to contact the instructor or your classmates.

* An excused absence is when

1. you inform the instructor in advance or on the day of your absence **and** you present a written proof and/or document of reason for your absence. (e.g., doctor's note)
2. you inform the instructor in advance or on the day of your absence **and** the instructor approve the absence due to personal emergencies.

Exams & Quizzes:

The dates for the mid-term and final exams as well as quizzes are indicated on the schedule attached. No make-up work will be given without a valid, documented excuse.

Mini-quizzes:

A mini-test will be given on a weekly basis. The test will be either about kana/kanji writing, a vocabulary check, a comprehension check, or simple writing tasks. The content of each mini-quiz will be announced in class. No make-up mini-quiz will be given without valid excuse.

Homework:

You will be responsible for the completion of all homework exercises assigned on the lesson plan as well as those indicated by the instructor in class. Submit your homework on time.

*Audiotapes:

Students can make cassette copies of the audiotapes containing the material in the *Drills* and *Notes* for home-use.

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Course Schedule

	Date	Monday	Tuesday	Wednesday	Thursday
01	08/25 ~ 28	Orientation	Begin Lesson 1	Introduction to Orthography	
02	09/1 ~ 4	Holiday Labor Day			
03	09/8 ~ 11				
04	09/15 ~ 18		Lesson 1 Quiz	Begin Lesson 2	
05	09/22 ~ 25				
06	09/29 ~ 10/2				
07	10/6 ~ 9		Midterm Oral Test	Midterm Oral Test	
08	10/13 ~ 16	Holiday Discoverers' Day	Midterm Exam (Lesson 1~2)	Begin Lesson 3	
09	10/20 ~ 23				
10	10/27 ~ 30				
11	11/3 ~ 6		Lesson 3 Quiz	Begin Lesson 4	
12	11/10 ~ 13		Holiday Veterans' Day		
13	11/17 ~ 20				
14	11/24 ~ 27				Thanksgiving Recess
15	12/1 ~ 4	Final Oral Test	Final Oral Test		<i>Last day of instruction</i>
16	12/8 ~ 11		Final Exam 3:00 – 5:00 PM		