

JAPANESE CIVILIZATION: Discussion of the principal trends in the development of the Japanese civilization and its place in the Asian setting.

Instructor:	Yoko Riley		Time	Dur	Day(s)	Loc
Office:	CH C210	LECTURE	13:00	50	MWF	EDC 057
Telephone:	403-220-3993					
Consultation:	M 12:00-12:50 W 15:00-16:00 or via e-mail: riley@ucalgary.ca					

Distribution of Marks	Final Examination
First exam 30% Second exam 30% Third exam 10% Essay..... 30%	THERE WILL BE NO FINAL EXAMINATION

TEXTBOOKS and/or CLASSROOM REQUIREMENTS

- MANUAL**, consisting of lecture outlines which will be shown on LCD panel
 Available at Bound and Copied, lower level MacEwan Student Centre

Additional information and course materials will be available at Blackboard

Academic Accommodations	"Freedom of Information & Privacy" Act
It is the student's responsibility to request academic accommodations. If you are a student with a documented disability who may require academic accommodation and have not registered with the Disability Resource Centre, please contact their office at 220-8237. Students who have not registered with the Disability Resource Centre are not eligible for formal academic accommodation. You are also required to discuss your needs with your instructor no later than fourteen (14) days after the start of this course.	<u>Assignments and/or portfolios returned to a class:</u> those not picked up by students will be retained by G.S.E.A. for three months from the date of posting of final grades, and then confidentially shredded. <u>Final Examinations:</u> these will be retained by G.S.E.A. for one year from the end of the month in which the exam period falls, and then confidentially shredded.



Approved: _____
Dr. X. Jie (Jay) Yang, Head

A. UNIVERSITY INFORMATION

B. DEPARTMENTAL POLICIES

A. UNIVERSITY INFORMATION

- **PLAGIARISM** is a serious offense, the penalty for which is an F on the assignment and possibly also an F in the course, academic probation, or requirement to withdraw. The University Calendar states that "plagiarism exists when:
 - a. *the work submitted or presented was done, in whole or in part, by an individual other than the one submitting or presenting the work (this includes having another impersonate the student or otherwise substituting the work of another for one's own in an examination or test),*
 - b. *parts of the work are taken from another source without reference to the original author,*
 - c. *the whole work (e.g., an essay) is copied from another source, and/or*
 - d. *a student submits or presents work in one course which has also been submitted in another course (although it may be completely original with that student) without the knowledge of or prior agreement of the instructor involved. While it is recognized that scholarly work often involves reference to the ideas, data and conclusions of other scholars, intellectual honesty requires that such references be explicitly and clearly noted."*

Plagiarism occurs not only when direct quotations are taken from a source without specific acknowledgement but also when original ideas or data from the source are not acknowledged. A bibliography is insufficient to establish which portions of the student's work are taken from external sources; footnotes or other recognized forms of citation must be used for this purpose.

Plagiarism also occurs when work submitted is done in whole or in part by a tutor (see the Departmental policy on tutoring, below), or relies in any way on computerised translation programs.

- **If you require an escort at any time, please call SAFEWALK/Campus Security: 403-220-5333**
- Students with a disability or condition that may affect academic performance adversely are asked to meet with their instructor before the third week of term to discuss their particular needs. They are also advised to make an appointment in the first two weeks of term with the Disability Resource Centre (MSC 274, Tel: 403-220-8237, Fax: 403-289-4409) to discuss their situation.

B. DEPARTMENTAL POLICIES

- **Tutoring:** GSEA supports all avenues of learning in the study of foreign languages. Tutors may fulfill a useful role in this endeavour, however, they may not do, or assist with, assignments such as homework exercises, or editing and revising essays. The University of Calgary Calendar states that "*Plagiarism exists when: (a) the work submitted or presented was done, in whole or part, by an individual other than the one submitting or presenting the work. . .*" The Department does not assume any responsibility for any arrangements made between students and tutors. Before posting an advertisement, a tutor must consult with a staff member of the appropriate language area, and provide certain information for departmental files. Upon approval, the advertisement will be rubber-stamped by one of the secretaries in the Department Office (CH C205) and posted on the bulletin board. Advertisements which do not bear the official departmental stamp will be removed from the bulletin board without notice.
- **Access to language labs:** For the benefit of students who may wish to "drop in" to CH D428 OR CH E212, the Language Research Centre, GSEA and FIS shall continue with the protocol that leaving the door open during an instructor's session implies willingness to let students from other courses and/or sections to work at free stations while a class is doing its lab. **Students coming in should, of course, request permission. PLEASE NOTE, HOWEVER, THAT SHOULD STUDENTS WISH TO CONTINUE USING THE LAB ONCE THE INSTRUCTOR LEAVES, THEY MUST FIRST LEAVE THE ROOM AND THEN WAIT FOR THE NEXT INSTRUCTOR TO ARRIVE.**
- **Medical exemptions:** When a student is/was unable to attend a class/lab/examination and wishes to make alternate arrangements, the instructor may require prompt and current documentation from a medical practitioner confirming that a medical condition prevents/prevented attendance. Explanation of the absence should be provided on the same day, or at the student's earliest possible convenience. Only if a student observes these guidelines will instructors consider making alternate arrangements.