

## JPNS 2120: Intermediate Japanese II

Section # & Folder Color	時間 (月曜日～木曜日)* じかん げつようび もくようび	教室の場所 <classroom location> きょうしつ ばしょ
001 (水色)	10:10-11:00am	HUMN 270 (Eaton Humanities)
002 (ピンク)	11:15am-12:05pm	HUMN 270 (Eaton Humanities)
003 (オレンジ)	12:20-1:10pm	HUMN 270 (Eaton Humanities)

\* **Friday is the asynchronous learning day** (= No in-person instructions): you are responsible to secure at least one 50 minute-slot before 10pm on Fridays to work on the assignment on Canvas.

### Course Objectives

Upon successful completion of this course, students will:

- use the set of expressions expected for the level productively and effectively to achieve tasks in an everyday-life situation, including but not limited to, inquiring plan of other people, making a polite request, negotiating by stating a legitimate complaint, reporting an incident, reminiscing about the past, giving proper farewell, etc., in an age-appropriate manner.
- express and react appropriately to some details of a point being made, such as a type of relationship holding between statements being made (e.g. cause and consequence, temporal sequence, condition under which the stated event occurs, etc.) and what speaker's attitude is like on the matter being stated (e.g. degree of certainty, involvement to the stated event, if it is a known fact or an intention/aspiration/determination of the speaker, voluntariness, etc.).
- produce clear and easily comprehensible utterances with a complexity appropriate for the level both in the mode of oral/aural and written communication (i.e. pronunciation, spelling, use of *Kanji*, etc.) on various topics in everyday-life situations.
- summarize main points and state them in a cohesive manner by listing them in a relative order and using a connecting expression (e.g. *だから、そして、それから、～し、～時、～ら、～のに、～ても*, etc.) that appropriately shows the intended logical relationship between stated matters.

### Instructor:

Yukiko Asano	E-mail	Yukiko.Asano@colorado.edu
	Office hour	Tue 2:15-3:15pm at HUMN 240A/234, & also by appointment @ Zoom

\*Zoom links are provided on Canvas course page only. Please do not share them with anyone.

### Teaching Assistants:

Nyla Schaberg	E-mail	Nyla.Schaberg@colorado.edu
	Office hour	Mon 1:10-2:10 at HUMN 220

**Instructor of the day:**

Sec	Mon	Tue	Wed	Thu	Fri
1 (10:10-11:00am)	Schaberg	Asano	Asano	Asano	Canvas
2 (11:15am-12:05pm)	Schaberg	Asano	Asano	Asano	Canvas
3 (12:20-1:10pm)	Asano	Asano	Asano	Asano	Canvas

\*\*For Fridays, please go to Canvas course site and work on the assignment posted there.

**I. COURSE MATERIALS:** 1 & 2 are available at CU Book Store

[<https://www.cubookstore.com/>]

- 1) An Integrated Course in Elementary Japanese: Genki II (3<sup>rd</sup> ed., The Japan Times)  
ISBN: 978-4-7890-1732-9  
★Associated audio files can be downloaded to iOS / Android device using OTO Navi Apps (see the last page of the textbook for QR code), or to your computer from Canvas course site
- 2) An Integrated Course in Elementary Japanese: Genki II Workbook (3<sup>rd</sup> ed., The Japan Times)  
ISBN: 978-4-7890-1733-6
- 3) Additional materials in the Canvas Course site: <https://canvas.colorado.edu/>  
Visit the course site daily to find announcements, handouts, etc. For help, visit  
<https://oit.colorado.edu/services/teaching-learning-applications/canvas/help/student-support>

**II. EVALUATION OF STUDENT PROGRESS / GRADING**

**Course Requirements and Grades**

1) Participation (attendance & performance)	15%
2) Daily Assignments (e.g. Workbook, Kanji sheet, listening exercise)	20%
3) Asynchronous learning assignments	10%
4) Lesson Quizzes (3x4 = 12)	12%
5) 雑誌プロジェクト and In-class writing	12%
6) 漫才プロジェクト	16%
7) Final Exam (Written; up to the end of Lesson 23)	15%
Total	100%

A 93-100	B 83-86.9	C 73-76.9	D 63-66.9
A- 90-92.9	B- 80-82.9	C- 70-72.9	D- 60-62.9
B+ 87-89.9	C+ 77-79.9	D+ 67-69.9	F < 60

Students must receive the final grade **C or better (73% or higher)** in order to enroll in JPNS 3110 (Advanced Japanese I). The same requirement applies to the students who enroll in the course with Pass/Fail and Audit options.

## 1. Participation (15%)

### Attendance policy

As language learning is collaborative, it is vital that you attend **all** classes, be punctual, & keep up with course work daily so you can participate fully & show your respect to your fellow classmates.

- Students who do not attend the first two class sessions (**Mon. January 13<sup>th</sup> and Tue. January 14<sup>th</sup>**) may be administratively dropped at the discretion of the instructor.
- Campus policy regarding religious observances requires that faculty make every effort to deal reasonably and fairly with all students who, because of religious obligations, have conflicts with scheduled exams, assignments or required attendance. See **Accommodation for Religious Obligations** below.
- **More than 20 minutes total** of your physical absence from the classroom during a class session (e.g. be late, leave early, etc.) will be considered as your being absent from that class.
  - **3 partial absences** (= less than 20 minutes total per class period) **are counted as one absence**. If you have difficulty arriving on time / staying in for a full class period due to a legitimate reason, you must let the instructor know **in writing in advance**.
  - You will be awarded 1% to the course grade at the end of the semester if you have a perfect “attendance & participation” score, and 0.5% if one or less absence count.
  - If you miss **more than 8 classes regardless of the reason**, your course grade will be lowered by **1% for each class you miss from the 9<sup>th</sup> absence on**. If you receive the course alert stating excessive absence (by making the 4<sup>th</sup> absence), it will be a good time to consider reaching out for help to relevant campus resources (e.g. requesting Temporary Medical Conditions, learn Time management tips from Academic Coaching, etc.).

## 2. Daily Assignments (20%)

Homework will be assigned daily as per the class schedule. Please check the **lesson schedule** for homework due dates, and **Canvas course site** for homework instructions.

### A. Submission timing and Late submission rules

- Any assignments scheduled to be submitted on Monday through Thursday are due at the **start time** of the class meeting, unless otherwise specifically noted.
- Late submission is accepted for partial credit. Please use this option wisely to keep up with your study while allowing yourself more time when needed (e.g. on sick day).
- Late submission is accepted for partial credit **only until 11:59pm of the last day of the class meeting (=Thursday, May 1, 2025)**.

### B. How to do & Evaluation

- The work you submit **must be your own to be credited**. Please make a clear distinction between working collaboratively and writing down someone else’s idea.
- **No credit will be given for a response that is generated using technology** as it does not really show your understanding of the material. At this stage, you are encouraged to use verified sources (e.g. textbook) to solidify foundational knowledge - it allows you in the future to become able to make technology to help you learn without letting it fool you.
- After you learn new grammar and Kanji, do the relevant assignments promptly while your memory is still fresh; it helps you to retain the material better and it helps you save time!

**Online exercises** (e.g. conjugation exercise, etc. in “Canvas quiz” format)

Online exercises give the score upon submission, and the assignment point is calculated according to the submission timing. Because you may make up to 3 attempts, you are encouraged to review carefully and try again when any question is missed.

100% of the score earned: submitted on time.

80% of the score earned: submitted after its original due date/time **but by the start time of the next lesson**. If the item is due on or after the last day of the lesson, it can be turned in by the start time of the following class meeting.

60% of the score earned: submitted after the relevant lesson is over but before 11:59pm on Thursday, May 1, 2025.

**Hand-written assignments** (workbook pages & *Kanji sheets*)

Each hand-written assignment may receive up to 10 points unless otherwise specified.

When the work you submit is your own **AND** is complete, points will be awarded in the way shown below. Incomplete work may receive points only proportionally at most.

① Effort to keep up with the study

- +5: submitted by its due date/time
- +3: submitted after its due but before the relevant lesson is over
- +1: submitted after the relevant lesson but before 11:59pm on Thu. 5/1, 2025

② Understanding of material

- +5: shows understanding of key point(s) consistently & worked out carefully
- +4~4.5: shows understanding of key point(s) sometimes, or some room for improvement more generally (e.g. spelling, vocabulary-choice, use of previously learned grammar point, etc.)
- +3~3.5: shows understanding of the key point(s) very limited time and/or room for major improvement more generally (e.g. spelling, vocabulary-choice, use of previously learned grammar point, etc.)

- Follow the steps below to properly complete and submit the hand-written assignments.

**i. Kanji sheets** (e.g. L19漢字<sup>かんじ</sup>Ⓐ, L19漢字<sup>かんじ</sup>Ⓑ, etc.)

Step 0: Download the PDF file from Canvas and print it out if you no longer have the worksheet distributed in class during the first week of the semester.

Step 1: Write ① folder color, ② due date (+ submission date if late submission), and ③ your name in the designated space on the sheet.

Step 2: Look at the relevant textbook page to learn the stroke count, stroke order, stroke shape (e.g. if it ends with “stop”, “jump”, “release”, etc.).

Step 3: **Use pencil** to first trace the example, then write it on your own for remaining cells - always look at the example to learn the shape well. Use eraser to erase any mistakes carefully and rewrite.

Step 4: Deliver it to class on its due date & submit it to your “personal folder” **before class starts** (or as soon as you get to the classroom if you are late).

**NOTE:** Work delivered by someone else, to the instructors’ mailbox, and/or by email without prior consent will not be accepted. Please consult with the instructor in advance if you need special accommodation due to unavoidable circumstances.

**ii. Workbook pages**

- Step 1: **Use pencil** and eraser to erase any mistakes carefully.
- Step 2: Work on it carefully; write neatly as your brain learns from what your eyes see! Refer to the textbook whenever you are unsure about your response.
- Step 3: **Use scanner Apps** (NOT camera Apps to create a PDF; they are two different things!) to scan your work and upload it to the relevant site on Canvas. QR code to download a free scanner Apps is provided on Canvas course page if you don't have one yet.

**3. Asynchronous learning assignments (10%)**

Fridays are asynchronous learning days. Although we do not meet in person, it is the responsibility of each student to keep at least one straight 50minutes slot open on Friday to work on assignment(s) posted on Canvas.

- Assignments designated for Friday's asynchronous learning are due at **10:00pm on the relevant Friday**, though you are still strongly encouraged to try using the regular class meeting period to maintain a good routine whenever possible.
  - Late submission is accepted for partial credit. Please use this option wisely to help yourself keep up with your study while maintaining good sleeping habit. **All work must be submitted by 11:59pm of the last day of class meeting (=Thursday, May 1, 2025)** for any credit.
    - 100% of the score earned: when it is **submitted** by **10:00pm on the relevant Friday**.
    - 80% of the score earned: when it is submitted after 10:00pm on the relevant Friday but within 48 hours from the due date/time (= **before 10:00pm on Sunday**)
    - 60% of the score earned: when it is submitted after the weekend is over.\*\*
- \*\*NOTE:** Fridays' asynchronous learning items are set to be closed at 10:00pm on Sunday. Please **e-mail** your instructor if you wish to work on it for partial credit afterward.
- Online exercises designated for asynchronous learning assignment allow you to make up to 3 attempts and the highest score will be kept. You are strongly encouraged to review and try again when any question is missed in order to have a deeper understanding of the material.

**4. Lesson Quizzes (3x4: 12%)**

- For each lesson, except for lesson 23, there will be three quizzes (vocabulary, kanji, grammar and expressions). These quizzes are to help you see concretely how your learning is progressing at each point so that you can make a more concrete study plan for the subsequent lesson(s).
- The three lesson quizzes will be given on the same day, using Friday's asynchronous learning time for lesson 19 and 21 (Canvas), and a class meeting time for lesson 20 & 22 (in-person).
- All make-up quizzes **must be taken within 48 hours (online)/2 business days (in-person)** and are subject to a deduction of 10% of the score earned **per 24 hours** without legitimate reason. If you encounter any problem that prevents you from taking them at the scheduled timing (e.g. internet disruption), please email your instructor immediately.

## 5. 雑誌プロジェクト<Magazine project> and In-class writing (12%)

There will be multiple occasions in which you will work on your writing skills in Japanese and reflect on it. While you may consult with the textbook to complete each task, you are strongly encouraged to review relevant materials as preparation for those days because you will need to complete a task and submit your work within a set period. Below is the tentative schedule.

- Thu 1/23 雑誌プロジェクト①【リサーチ】
- Wed 1/29 雑誌プロジェクト②【First draft】 <In-class writing>
- Mon 2/17 雑誌プロジェクト③【Second draft】 <In-class writing>
- Mon 2/24 雑誌プロジェクト④【Peer review】 <In-class writing>
- Thu 3/6 雑誌プロジェクト⑤【Page-creation】 <Final version due 10pm>
- Tue 4/29 書く練習 <In-class writing>

The ones designated as “In-class writing” **must be done in class** or using a makeup session.

- ✓ If you have a foreseen schedule conflict that is outside of your control, please consult with the instructor as soon as you become aware of it.
- ✓ If you miss the session due to an unpredictable event (e.g. sudden illness), you must e-mail the instructor to notify your situation **within 24 hours from the original schedule** or as soon as you become able to do so to start communicating about a possible makeup session.

Without a legitimate excuse and you initiating relevant communication promptly, the work completed using the makeup session will be subject to the deduction of 10% of the maximum point possible for each 24 hours from the originally scheduled time.

## 6. 漫才プロジェクト <Comedy project> (16%)

Starting from Tue, March 11, 2025, along with your regular course work, you will be working in a pair or three-people-group to create 漫才 and present it in class toward the end of the semester (tentatively Tue 4/15 and Wed 4/16). As you will be **assigned to** a partner / group, you are encouraged to try getting to know as many of your classmates as possible beforehand so you can tell better how you can coordinate well with him/her/them to enjoy working on the project. More details will be announced in class.

## 7. Final Exam (15%):

- **Make-up exam will be given only in the case of serious emergency; No final exam will be given on a different date due to leaving early for vacation.** All make-up exams should be taken within 48 hours from its scheduled day/time. Any make-up exams after 48 hours pass will be given a 10% of point deduction without legitimate reasons to schedule it as such.
- You are expected to take the final exam on your scheduled date. The final exam is scheduled as follows:

**Common Exam:**

**Wednesday, May 7, 2025; 7:30am–10:00am @ Location to be announced.**

**Recording/Videotaping/Sharing Course Materials:**

Students may not share any course materials (e.g., quizzes/tests, homework, Power Point slides, handouts, readings, video) with any individual, any institute, or any entity outside this course.

**Media Release Permission**

During the semester, we may photograph or video record your participation and appearance at our department events. If you do NOT wish to appear in any department content (i.e. Facebook, website, brochure, etc.), please complete the form in the last page of this syllabus and submit it to your instructor.

**Policy on Enrollment in Undergraduate Language Courses**

1. Undergraduate introductory language courses (numbered at the 1000 and 2000 level) are designed for non-native speakers. Fluent speakers of a language are prohibited from enrolling in introductory courses in the language and can be dropped from these courses by the department or by the course instructor. Fluent speakers should consult the department website and this catalog or consult with the course instructor or department language coordinator about eligibility to enroll in upper-division language courses (numbered at the 3000 and 4000 level) before enrolling in such courses.

Departments can exclude fluent speakers from upper-division language courses based on course content and/or instructional resources. Speakers who have not formally studied the language but have spoken the language in their home should consult with the associate chair of the language department or the department language coordinator about appropriate placement before enrolling in a language course.

If you are a native/fluent speaker of the language which you are enrolled in a course for, please drop yourself and consider enrolling in an upper division course which is appropriate for your abilities. If you have any questions about which course is appropriate for you, please contact your Instructor. If it is determined that you are a native/fluent speaker during the first weeks of class, you will be administratively dropped from the class.

2. Successful work in the College of Arts and Sciences is dependent upon regular attendance in all classes. Students who are unavoidably absent should make arrangements with instructors to make up the work missed. Failure to attend regularly may result in receipt of an F in a course. Students who, for illness or other legitimate reason, miss a final examination must notify the instructor or the Academic Advising Center no later than the end of the day on which the examination is given. Failure to do so may result in receipt of an F in the course.

In the Department of Asian Languages and Civilizations, attendance is not only required but imperative due to the nature of our language courses. Students who miss three class meetings during the first week of the semester will be administratively dropped from the course, unless formal arrangements to make up work have been made with the Instructor. Please note that these arrangements will only be allowed in the case of illness or unexpected circumstances, however you must communicate with the Instructor before the third day of absence to avoid being dropped from the course. Additional attendance policies may be enforced, at the discretion of the Instructor.

3. If a student takes a course at a higher level of language acquisition and then drops back to a lower level, the lower level course will not be counted toward the student's degree requirements. It makes no difference when this occurs; that is, whether the course is taken several years after taking the higher level language course or whether the two courses are taken simultaneously. So, for example, if a student takes JPNS 3110 (Advanced Japanese 1) and drops back to JPNS 2110 and 2120 (Intermediate Japanese 1 & 2), they will not get credit for any/all courses taken at a level lower than JPNS 3110, the student's previous level of completion.

\*The loss of credit does not mean that the student will lose the grade for the course but the credits will not be counted either toward hours in the major or hours toward the degree. Note that this policy pertains specifically to Foreign Language Courses.\*

4. Please note that many of our language courses have a prerequisite that must be met before enrollment is allowed. These are found in the course descriptions which are available in the University course catalog, and on our Department website: <https://www.colorado.edu/alc/courses#japanese-243>. If you have not met the course requirements, please drop yourself from the course you are currently enrolled in and register for the appropriate course level. If you have not met the prerequisite and remain enrolled in the course, you will be administratively dropped from the course. Again, please contact your instructor if you have any questions about which course is appropriate for you.

### **Honor Code**

All students enrolled in a University of Colorado Boulder course are responsible for knowing and adhering to the [Honor Code](#). Violations of the Honor Code may include but are not limited to: plagiarism (including use of paper writing services or technology [such as essay bots]), cheating, fabrication, lying, bribery, threat, unauthorized access to academic materials, clicker fraud, submitting the same or similar work in more than one course without permission from all course instructors involved, and aiding academic dishonesty. Understanding the course's syllabus is a vital part in adhering to the Honor Code.

All incidents of academic misconduct will be reported to Student Conduct & Conflict Resolution: [StudentConduct@colorado.edu](mailto:StudentConduct@colorado.edu). Students found responsible for violating the [Honor Code](#) will be assigned resolution outcomes from the Student Conduct & Conflict Resolution as well as be subject to academic sanctions from the faculty member. Visit [Honor Code](#) for more information on the academic integrity policy.

### **Accommodation for Disabilities, Temporary Medical Conditions, and Medical Isolation**

If you qualify for accommodations because of a disability, please submit your accommodation letter from Disability Services to your faculty member in a timely manner so that your needs can be addressed. Disability Services determines accommodations based on documented disabilities in the academic environment. Information on requesting accommodations is located on the [Disability Services website](#). Contact Disability Services at 303-492-8671 or [DSinfo@colorado.edu](mailto:DSinfo@colorado.edu) for further assistance. If you have a temporary medical condition, see [Temporary Medical Conditions](#) on the Disability Services website.

If you have a temporary illness, injury or required medical isolation for which you require adjustment, please contact the instructor immediately to initiate the discussion. Also, see [Temporary Medical Conditions](#) on the Disability Services website.

### **Accommodation for Religious Obligations**

Campus policy requires faculty to provide reasonable accommodations for students who, because of religious obligations, have conflicts with scheduled exams, assignments or required attendance. Please communicate the need for a religious accommodation in a timely manner. In this class, students are expected to contact the instructor in writing (e-mail) to give an advanced notice and make necessary arrangements at least one week in advance. See the [campus policy regarding religious observances](#) for full details.

### **Preferred Student Names and Pronouns**

CU Boulder recognizes that students' legal information doesn't always align with how they identify. Students may update their preferred names and pronouns via the student portal; those preferred names and pronouns are listed on instructors' class rosters. In the absence of such updates, the name that appears on the class roster is the student's legal name.

### **Classroom Behavior**

Students and faculty are responsible for maintaining an appropriate learning environment in all instructional settings, whether in person, remote, or online. Failure to adhere to such behavioral standards may be subject to discipline. Professional courtesy and sensitivity are especially important with respect to individuals and topics dealing with race, color, national origin, sex, pregnancy, age, disability, creed, religion, sexual orientation, gender identity, gender expression, veteran status, marital status, political affiliation, or political philosophy.

For more information, see the [classroom behavior policy](#), the [Student Code of Conduct](#), and the [Office of Institutional Equity and Compliance](#).

### **Sexual Misconduct, Discrimination, Harassment and/or Related Retaliation**

CU Boulder is committed to fostering an inclusive and welcoming learning, working, and living environment. University policy prohibits [protected-class](#) discrimination and harassment, sexual misconduct (harassment, exploitation, and assault), intimate partner abuse (dating or domestic violence), stalking, and related retaliation by or against members of our community on- and off-campus. The Office of Institutional Equity and Compliance (OIEC) addresses these concerns, and individuals who have been subjected to misconduct can contact OIEC at 303-492-2127 or email [CUreport@colorado.edu](mailto:CUreport@colorado.edu). Information about university policies, [reporting options](#), and [OIEC support resources](#) including confidential services can be found on the [OIEC website](#).

Please know that faculty and graduate instructors are required to inform OIEC when they are made aware of incidents related to these concerns regardless of when or where something occurred. This is to ensure that individuals impacted receive outreach from OIEC about their options and support resources. To learn more about reporting and support for a variety of concerns, visit the [Don't Ignore It page](#).

### **Mental Health and Wellness**

The University of Colorado Boulder is committed to the well-being of all students. If you are struggling with personal stressors, mental health or substance use concerns that are impacting academic or daily life, please contact [Counseling and Psychiatric Services \(CAPS\)](#) located in C4C or call (303) 492-2277, 24/7.

Free and unlimited telehealth is also available through [Academic Live Care](#). The [Academic Live Care](#) site also provides information about additional wellness services on campus that are available to students.

### **Acceptable Use of AI in this Class**

Use of AI is strictly prohibited to complete any tasks assigned for credit in this course – no credit will be given for a work completed using AI. Also, students are advised to refrain from using AI even for the purpose of supporting one’s own learning except maybe in a very specific manner explicitly discussed in class - it has been reported that use of AI (or technology more generally) has negative impact on various types of learning / learning process, and many of them coincide with the learning / learning processes development of which is known to be critical for someone to become a competent user of a foreign language.

*Updated January 2025*

**JPNS 2120: Intermediate Japanese II Tentative Schedule**

WEEK	MON	TUE	WED	THU	FRI
W1 Jan 13-17		<a href="#">Lesson 19</a>			Asynchronous Learning @ Canvas
W2 Jan 20-24	MLK Day (No Classes)			Magazin project①	Asynchronous Learning @ Canvas
W3 Jan 27-31			Magazin project②	<a href="#">Lesson 20</a>	L19 quizzes @ Canvas
W4 Feb 3-7					Asynchronous Learning @ Canvas
W5 Feb 10-14					Asynchronous Learning @ Canvas
W6 Feb 17-21	Magazin project③	L20 quizzes <In-class>	<a href="#">Lesson 21</a>		Asynchronous Learning @ Canvas
W7 Feb 24-28	Magazin project④				Asynchronous Learning @ Canvas
W8 Mar 3-7				Magazin project⑤ + Final version	L21 quizzes @ Canvas
W9 Mar 10-14	<a href="#">Lesson 22</a>	Project meeting①			Asynchronous Learning @ Canvas
W10 Mar 17- 21			Project meeting②		Asynchronous Learning @ Canvas
W11 Mar 24-28	Spring break	Spring break	Spring break	Spring break	
W12 Mar 31-Apr 4	まんざい 漫才のネタ ちょう 帳 <Joke list>		Project meeting③	L22 quizzes <In-class>	<a href="#">Lesson 23</a> Asynchronous Learning @ Canvas Script 【1 <sup>st</sup> draft】
W13 Apr 7-11				Project meeting④	Asynchronous Learning @ Canvas
W14 Apr 14-18		Project presentation	Project presentation		Asynchronous Learning @ Canvas
W15 Apr 21-25					Asynchronous Learning @ Canvas
W16 Apr 28-May 1		In-class writing	Semester reivev	2nd year Japanese review	Reading Day

- ✓ This syllabus is subject to change. All Students will be notified of change.
- ✓ Consult lesson schedule sheets for any changes and details.
- ✓ **Common Exam: 7:30am-10:00am, Wednesday, May 7<sup>th</sup>, 2025 @ [Location to be announced](#)**  
(Undated 01/08/2025)

**PHOTO OPT OUT RELEASE**

Please complete and return this form ONLY if you do NOT wish for the ALC (Asian Languages and Civilizations) department to record your participation and appearance in class and at department events.

I, the undersigned, do not wish the ALC department to record my participation and appearance in class and at department events. I understand the ALC department will make reasonable efforts to comply with my request. If I become aware of a recording with my likeness, I will notify my instructor. I understand that the ALC department will then make reasonable efforts to remove my likeness from recordings.

I hereby confirm that I am of legal age (18) and have every right to contract in my own name as stated above. I further affirm that I have read the above Photo Opt Out Release, and am familiar with its contents.

Name (Please Print): \_\_\_\_\_ Telephone #: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please sign and return this completed form to your instructor.

=====

**REQUIRED FOR ALL PARTICIPANTS UNDER 18 YEARS OF AGE**

I hereby confirm that I am the parent or legal guardian of the above-named participant. On behalf of myself and my spouse, partner, co-guardian or any other person who claims the participant as a dependent, I have read the above Photo Opt Out Release, and am familiar with its contents.

Parent or Guardian  
Signature \_\_\_\_\_ Date \_\_\_\_\_

NOTE: Complete a new form every semester for on-going events.