

Code	20302		
Class name	Basic seminar I		
Semester	1st	Lecture target	3
Unit Classification	Compulsory	Unit count	1
Charge teacher	ITO Youju,Yakusiji Toru,Yamaguchi Kensyu,Ogawa Yukiko		
Category	Basic Education Subjects		
Class style	exercises		
Class time			
NO.	Aa11001z		

#### Professional career-experienced

a course taught by a teacher with practical experience

On practical contents related to class

#### Languag

using languages other than Japanese

#### Active learning elements

problem-solving-learning in cooperation with  
external organizations based on agreements

discussion,debate

group work

presentation

practical training,fieldwork

#### Class outline,goal

To equip students with the knowledge and rules necessary for daily life in Japan and for student life at university. In particular, they will have to choose their own classes at university and go through procedures such as VISA renewal according to their needs. Therefore, in the Basic Seminar I for third-year transfer students, we will cover everything from the rules of daily life to various university procedures and course registration in a way that matches the actual situation. However, in case of coronavirus outbreaks or when it is difficult to avoid three densely packed rooms, the class may be held via ZOOM.

#### Class plan

##### 1.Guidance

How to use the portal, Melly, and ZOOM (In charge: Yakushiji)

##### 2.guidance (2)

How to take online classes, changing/deleting course registration (In charge: Yakushiji)

##### 3. guidance (3)

How to open HP, how to read messages and submit assignments by Portal and Melly, bulletin board and credits (In charge: Yakushiji)

##### 4. guidance material reading

Course registration and annual events (In charge: Ito)

##### 5. Reading of Guidance Materials

How to take classes and regular exams, visa renewal (In charge: Ito)

##### 6. Reading of Guidance Materials

Grading, Leave of Absence, Withdrawal, Expulsion, and Payment of School Fees (In charge: Ito)

##### 7.Reading guidance material

Manners on campus and the Japanese way of thinking (In charge: Ito)

8. Reading of the Student Handbook Philosophy of the university, office hours, etc. (In charge: Ito)
9. Visa renewal procedures at the university (In charge: Yamaguchi)
10. Foreign Resident Manual Review of the "Foreign Resident Manual" published by the Tokyo Metropolitan Government and reconfirmation of necessary items (In charge: Yamaguchi)
11. Foreign Resident Manual Students will read the Foreign Resident Manual published by the Tokyo Metropolitan Government and gain a thorough understanding of part-time jobs, etc., which are violations of the law if not observed (In charge: Yamaguchi)
12. Foreign Residents' Manual Review of rules and regulations for university life (In charge: Ito)
13. Guidance Materials Review 1) (In charge: Ito)
14. guidance material Review 2 (In charge: Ito)
15. Information about life during the long vacation and classes in the second semester Registration practice for the second semester (In charge: Ito)
<b>Grading method</b>
Understand the basic rules and procedures of university life.
<b>Assigned books</b>
2019 "Student Handbook" and "Guidance Materials"
<b>Classroom equipment</b>
ZOOM and Melly
<b>Advice on preparation and review</b>
Students should be able to read the Kanji characters in the "Student Handbook" and learn their meanings at the same time.
<b>Class rules</b>
This course is compulsory, and students will not be able to graduate unless they pass the course.
<b>Grading Criteria</b>
Attendance: 40%. Assignments and familiarity with the campus network, including the portal and Melly (60%). Attendance (30%), class participation (10%)
<b>Feedback method</b>
At the beginning of each class, students will be asked to respond orally to the content of the previous class. If the textbook is used, students will be asked to prepare for the assignments on kanji and contents in the textbook.
<b>Note</b>
Please make use of what you have learned in this class in your life in Japan and in your university life so that you will not have any difficulties.
<b>Office hour</b>
Ito: Monday afternoon, Tuesday/4th period Yakushiji: Monday afternoon Yamaguchi Ogawa

Improvements from the results of the previous year's class evaluation questionnaire

Provide better feedback than last year on what students need to know about course registration and other aspects of university life.