

Code	T14425		
Class name	Basic seminar I		
Semester	1st	Lecture target	1
Unit Classification	Compulsory	Unit count	1
Charge teacher	Ito Youju,Ogawa Yukiko (Tue, 3rd period only)		
Category	Basic educational subjects		
Class style	Seminar		
Class time	Tue/3, Wed/3		
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

They will be given the knowledge and rules necessary for daily life in Japan and for student life at the university. In particular, they will have to choose their own classes at the university and go through procedures such as VISA renewal according to their needs. In this seminar, students will learn the rules and regulations of daily life as well as various procedures and registration at the university. The basic format of the class is face-to-face, but depending on the prevalence of coronavirus, we may switch to a ZOOM format.

#### Class plan

##### 1. guidance (1)

How to use the portal, Melly, and ZOOM

##### 2.guidance (2)

How to take online classes, changing/deleting course registration

##### 3.guidance (3)

How to open HP, how to read messages and submit assignments by Portal and Melly, bulletin board and credits.

##### 4.Reading of the guidance material

Course registration and annual events

##### 5. Reading of Guidance Materials

How to take classes and exams, and visa renewal

##### 6.Reading of Guidance Materials

Grading, leave of absence, withdrawal, expulsion, and payment of school fees

##### 7. guidance material reading

Manners on campus and the Japanese way of thinking

##### 8.Reading of the Student Handbook

Philosophy of the university, office hours, etc.

##### 9. Visa Renewal Procedures at the University

9. visa Renewal Procedures at the University

10. Foreign Resident Manual

Reading of the "Foreign Resident Manual" published by the Tokyo Metropolitan Government and reconfirmation of necessary items.

11. Foreigners' Residence Manual

Students will read the "Foreigners' Residence Manual" published by the Tokyo Metropolitan Government and gain a thorough understanding of part-time jobs, etc., which will be in violation of the law if not followed.

12. Foreigners' Residence Manual

Review

13. Guidance Materials

Review (1)

14. guidance material

Review 2

15. Information about life during the long vacation and classes in the second semester

Registration practice for the second semester

Grading method

Ability to take classes in ZOOM and on-demand formats. To be able to use the campus network such as the portal and Melly. Understand the basic rules and procedures of university life.

Assigned books

2021 "Student Handbook," "Guidance Materials

Classroom equipment

ZOOM and Melly

Advice on preparation and review

Learn to read the kanji in the Student Handbook and memorize the meanings at the same time.

Class rules

Since it is a compulsory course, students must take and pass it in order to graduate.

Grading Criteria

Ability to take classes in ZOOM and on-demand formats, 40% attendance rate. To be able to use the campus network such as Portal and Melly (60%). Attendance rate (30%), class participation attitude (10%)

Feedback method

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, the students will be asked to prepare for the assignments on Kanji characters and contents in the textbook.

Note

I hope that you will 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.

Office hour

Monday afternoon, Tue4(14:25~15:55)

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

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