

## **AJJP Faculty Orientation**

### **1. AJJP course aims**

- (a) Improving Japanese proficiency to levels suitable for studies in University or graduate school, or for professional careers requiring high skill competencies in contemporary Japanese.
- (b) To achieve a balance in reading, listening, writing and speaking skills.

### **2. Study Program**

- (1) Increase all four fundamental skills (reading, writing, listening and speaking)
- (2) Preparation for Japanese Language Proficiency Test and/or University entrance exams.
- (3) Master modern contemporary Japanese.
  - All lessons are conducted entirely in Japanese.
  - At the start of each semester, on arrival in your new class there will be an explanation of the course aims and class objectives.

### **3. Changing Class**

- (1) If you are interested in changing classes or are concerned in any way that your class level is inappropriate, it is possible to change class during the first full week. In this case, please consult your academic advisor immediately. (Please note however that it is difficult to change to another class if that class is already at maximum class size.)
- (2) After 1 week, your class teacher will decide your level based on the results of a retest of your proficiency. If you prefer to transfer to a higher class, please note the following...
  - Conditions for changing class:
    - (1) The number of students in the class you wish to enter should be 14 or less.
    - (2) You have to top your current class in the test in order to move up to a higher class.
    - (3) There will be an interview with both your current academic advisor and the teacher of the class you wish to enter.

### **4. Records and Placement**

- There are exams four times a year in June, September, December, and March respectively.
- There will be periodic testing and continual assessment throughout the course.
- There will be an assigned composition at least once each quarter.
- Students will be placed in a higher proficiency level class depending on the following records at the end of each quarter.
  - (1) results of tests
  - (2) attendance rate
  - (3) results of assignment
  - (4) results from elective classes

### **5. Elective classes**

A portion of the classes will be elective classes that are chosen by individual students. An explanation about these elective classes will be given during the regular Japanese class time. Once elective classes have been chosen, they cannot be changed for the period of one term.

## 6. AIJP Weekly Timetable

April 2004 to March 2005 AIJP Timetable:

	Time	Monday	Tuesday	Wednesday	Thursday	Friday
1	9.00-9.50	Japanese 1	Japanese 5	Japanese 9	Japanese 13	Japanese 17
2	10.00-10.50	Japanese 2	Japanese 6	Japanese 10	Japanese 14	Japanese 18
3	11.00-11.50	Japanese 3	Japanese 7	Japanese 11	Japanese 15	Japanese 19
lunch	11.50-12.40					
4	12.40-13.30	Japanese 4	Japanese 8	Japanese 12	Japanese 16	Japanese 20
5	13.40-14.30	Elective	Elective	Elective	Elective	*****
6	14:40-15:30	Elective	Elective	Elective	Elective	*****

## 7. Class

- (1) Please do not eat or drink in the classroom. (except during lunch time)
- (2) The class timetable for the following week will be put up on the wall in the classroom.
- (3) If you are late by more than 15 minutes then this is counted as absent for that period.
- (4) If you are late 3 times by less than 15 minutes then this is also counted as being absent for 1 period.
- (5) If you need to miss a class, please contact your teacher. You need to submit a report of absence to an office on the next day. If you are absent a lot, it is difficult to extend the visa.  
(Regarding your visa, you may miss up to 60 days in the case of illness.)

## 8. Library (1F), Computer room (4F) opening times:

- (1) Weekdays 9.00 to 17.00
- (2) Saturdays 9.00 to 16.00
- (3) Sundays and other holidays, these rooms will be closed.
- (4) Other than as part of planned lessons, you may not use these rooms during class hours.

(Please note that an additional computer lab is located in Aoi Hall with extended hours)

## 9. Events

A speech contest will be held in February 2006. The collection of manuscripts will be bound into a book for distribution.