

## 2023 年度派遣サービスラーニング・プログラム シラバス目次

サービスラーニング・プログラムは、以下の 2 科目で構成されており、それぞれの科目ごとにシラバスが作成されています。

※科目名をクリックすると該当のシラバスへジャンプします。

[□ インターンシップ\(英語開講\)科目シラバス](#)

[□ 特殊講義\(言語教育科目\) シラバス](#)

Items	Contents
Year	2023
Subject Code	021195LA / 021195LB
Course Number	[LIB]-[RSN]-[200]
Semester	Fall
Subject / Class	Internship
Program Name	Service Learning Program
Instructor	TSUTSUI Kumiko
Program Venue	Austin, Texas, U.S.A.
The number of credits	4
Misc. Notes	
Subject Field	Common Liberal Arts Subject
Recommended Qualifications / Knowledge	<p>The student must be in his/her 1st – 6th semester at the time of application (2022AY Fall Semester). Due to the nature of the externship, students must have strong motivation and desire to complete all aspects of this course. It is required that students are currently enrolled in or have completed Intermediate English at the time of application (2022AY Fall Semester). Students who are currently enrolled in Intermediate English are required to successfully complete the course by 2022AY Fall Semester.</p>
Course Overview	<p>Internship practicum (E), an integral component of “the Internship (E)” and has two main objectives.</p> <p>First, it is intended to provide students an opportunity to apply the language skills he/she would have acquired during the language component of this Service-Learning program.</p> <p>Second, it aims to provide students an early exposure to a work environment, which may help in choosing a field of study or a career path.</p> <p>Strictly speaking, although the name of the course is entitled Internship, the work experiences the students will gain through this course is referred to as an externship. An externship differs from an internship in that it is typically undertaken during the early stages of a student's education, and it is ideal for students who may still be deciding on their career paths.</p> <p>An externship is typically more supervised and given less skilled activities than an internship, but it allows a student to learn various facets of an organization's business. Being an extern, he/she will shadow an employee at an organization and will get some hands-on experience; however, an extern may end up doing more than mere shadowing depending on the student's willingness and capacity (language skills, communication skills, etc.). To make the best of an externship, students will aim for their personal growth and develop specific skills they choose based on the APU Rubric.</p>
Course Objectives	<p>By completing this course, the students are expected to</p> <ul style="list-style-type: none"> <li>• become aware of the demands and responsibilities of working in society</li> <li>• acquire professional manners and skills</li> <li>• broaden their perspectives and develop intercultural communication skills to work “globally”</li> <li>• create a clear career vision</li> </ul>

Teaching Methods	The pre-departure and post-externship classes will include general lectures, group discussions, assignments, quizzes, and student presentations. Students must come prepared to participate in all class activities. Additionally, students may be instructed to attend individual consultations with the instructor and/or program staff to ensure study progress.
Overview of Each Class	The course Internship (E) is composed of pre-departure classes in 2023AY Spring Semester (4 lectures or more; tentative), the externship in both 2023AY Spring Semester – Summer Session and Fall Semester 1st Quarter, and post-externship classes in 2023AY Fall Semester 2nd Quarter (4 lectures or more; tentative).
	<p>Pre-departure Classes (at APU)</p> <p>Will be held in the 5th period on 4/20, 5/18, 6/15, 7/13 (possible changes)</p> <ol style="list-style-type: none"> <li>1. Traits, skills, and characteristics required for successful working people</li> <li>2. Identify personal strengths and learn how to promote them</li> <li>3. Professional resumes</li> <li>4. Basics for a successful cross-cultural externship</li> </ol>
	<p>The externship in the U.S.</p> <p>The students will gain 90+ hours of invaluable work experience in various fields, ranging from education to hospitality. The students are expected to submit a weekly on-line reflective journal to reflect on their experience academically, professionally, and personally.</p>
	<p>Post-externship classes (at APU)</p> <p>Will be held in the 5th period on 12/7, 12/21, 1/11, 1/18 (possible changes)</p> <p>Based on the experiences in the US, the students will</p> <ol style="list-style-type: none"> <li>1. identify and reflect turning points that have brought changes in their perspectives or career vision</li> <li>2. reflect social skills they newly acquired or realized important</li> <li>3. develop a career vision and identify essential elements to choose their career path</li> <li>4. make final presentations.</li> </ol>
Practice Schedule	2023/8/19 - 2023/11/19
Pre-class Study Load [preparation & review]	During the pre-departure classes, students are required to complete assignments such as conducting interviews, writing and revising a resume, or reflecting their own learning. During the externship, in addition to class assignments, they need to submit a weekly reflective journal. After the externship, they will give presentation about their work experience, learning, and improvement in English.
Method of Grade Evaluation	<p>Class participation (pre-departure &amp; post-externship) 15%</p> <p>Class assignment (pre-departure &amp; post-externship) 15%</p> <p>Externship report from UT Austin 20%</p> <p>Externship report written by the student 30%</p> <p>Final presentation 20%</p> <p>* Four credits (P/F grade) will be given in the 2022AY Fall semester.</p>

	<p>Q1 期末試験を実施しますか？</p> <p>※ここでの「期末試験」とは、学年暦に定められた期末試験期間中におこなう試験のことです。</p>	はい Yes	<input type="text"/>	
	<p>Q1 Will you conduct the final examination?</p> <p>※"Final examination" refers to the examinations that are held during the final examination period as specified in the Academic calendar.</p>	いいえ No	<input type="text"/>	
	<p>Q2 試験教室として P C 教室の利用を希望しますか？</p>	はい Yes	<input type="text"/>	
	<p>Q2 Would you like to use the computer lab for your final examination?</p>	いいえ No	<input type="text"/>	
	<p>Q3 期末レポートを実施しますか？</p> <p>※ここでの「期末レポート」とは、最終講義終了後に提出締切日を設定する提出課題全てをさします。</p>	はい Yes	<input type="text"/>	
	<p>Q3 Will you conduct the final report?</p> <p>※"Final report" here is defined as all assignments with a deadline after the final week of classes.</p>	いいえ No	<input type="text"/>	
	<p>以下の質問には、Q3で「はい」と回答した場合のみ回答してください。 If you answered "Yes" on Q3, please answer question below.</p>			
	<p>Q3-1 アカデミック・オフィスによるレポート回収サポートを希望しますか？</p>	はい Yes	<input type="text"/>	
	<p>Q3-1 Would you like support from the Academic Office in collecting final reports?</p>	いいえ No	<input type="text"/>	
	<p>Q3-2 担当教員によるレポート回収を行なう場合、manaba、レポートサブミット機能、Emailなどインターネット環境を利用した提出方法を利用しますか？</p>	はい Yes	<input type="text"/>	
<p>Q3-2 In case you would like students to submit the report directly to you, will you ask them to submit online via manaba, report submit function, Email etc.?</p>	いいえ No	<input type="text"/>		
Method of Implementing Multicultural Collaborative Learning	<p>Since this student body will learn together before, during, and after the externship, they are expected to actively get involved in a group discussion, exchange their ideas, encourage each other to attain individual goals, and establish a collaborative learning community. Team based learning is much more powerful than learning alone. Students are required to work collaboratively to improve their communication skills, survive difficult situations, and manage conflicts constructively.</p>			
Instructor's professional experience/involvement (outside academia)	<p>Intercultural communication trainer (2001~2002)</p>			
Requirements for Students	<p>Students are expected to submit all necessary assignments, deliver presentations, and attend all pre-departure and post-externship classes (see "Method of Grade Evaluation"). During the externship, the students must follow all the instructions given by the instructors at The University of Texas at Austin (UT Austin).</p>			
Textbook Notes				

Textbook (Students will need to purchase these textbooks when registering for this course.)	
Further Reading Notes	<p>Reading material will be distributed during class and/or posted on manaba. Students are responsible for downloading and/or printing the assigned material.</p> <p>(Useful references)</p> <ul style="list-style-type: none"> <li>●ICC国際交流委員会(編) (2004) 『大学生のための海外インターンシップ』 三修社</li> <li>●古閑博美(編著) (2011) 『インターンシップ キャリア教育としての就業体験』 学文社</li> <li>●Pachter, B. (2013) The Essentials of Business Etiquette: How to Greet Eat, and Tweet. McGraw-Hill Education.</li> <li>●Carol Silvis, Roxanne L. DuVivier (2008) 100% Externship Success. Cengage Learning.</li> </ul>
Further Reading (Books, audiovisual materials) (Availableat Reserved Corner in the APU Library)	
Further Reading (Journal articles, white papers, year books, etc.)	
Misc. Notes	
Office Phone No.	研究棟(B棟)4F420
E-mail Address	<a href="mailto:ktsutsui@apu.ac.jp">ktsutsui@apu.ac.jp</a>
E-Book & Course-related links	

Items	Contents
Year	2023
Subject Code	017026LA / 017026LB
Course Number	[LAN]-[SPS]-[100]
Semester	Fall
Subject / Class	Special Lecture (Language Education)
Program Name	Service Learning Program
Instructor	ETO Tomoko
Program Venue	Austin, Texas, U.S.A.
The number of credits	4
Misc. Notes	
Subject Field	Language Education Subject
Recommended Qualifications / Knowledge	<p>This course is open to:</p> <p>1) Japanese-basis students studying in APS and APM.</p> <p>2) English-basis students who require additional support with their English. NOTE: English-basis students should contact the Academic Office to discuss their English requirements before applying for this course.</p>
Course Overview	<p>This course provides students with the opportunity to participate in the English language courses offered at UT Austin.</p> <p>Subject Name: Special Lecture (Language Education Subject)</p> <p>Grade: P/F</p> <p>Credits: 4 (Counted as credits for the Fall 2023 semester.)</p> <p>Language of instruction: English</p> <p>Location: English Language Center at The University of Texas at Austin (UT).</p>
Course Objectives	<p>The objectives of this course are as follows:</p> <p>1) Strengthen practical English skills in order to live and study in an English-speaking culture;</p> <p>2) Develop an understanding of the local culture and society;</p> <p>3) Develop an interest in and awareness of the English and academic skills that are needed for further study abroad (e.g., student exchange).</p>
Teaching Methods	<p>A variety of teaching methods will be used in this course, including:</p> <ul style="list-style-type: none"> <li>Teacher-directed and student-directed pair and group work as part of the English language program at UT</li> </ul>
Overview of Each Class	<p>Overseas component:</p> <p>Class objectives and contents will be designated by the English Language Center at UT. Generally, students are required to complete a 13-week English communication course (including Listening, Speaking, Writing, Grammar etc.) for a total of approx. 160 instructional hours to receive credit for this course.</p>
	<p>APU component:</p> <p>Prior to departure, students will be required to attend four pre-departure English sessions.</p>
Practice Schedule	2023/8/19 - 2023/11/19
Pre-class Study Load [preparation & review]	Students will be required to complete homework tasks and/or preparation assignments/review tasks before class.

Method of Grade Evaluation	<p>A passing grade (P) will be awarded based on the following criteria:</p> <ul style="list-style-type: none"> <li>Submission of a student progress report provided by the UT Austin (including attending at least 75% of the lessons in the English language course);</li> <li>Submission of a program completion certificate provided by the overseas university;</li> </ul> <p>Students who do not fulfil the above criteria may receive a fail (F) grade for the course</p>				
	<p>Q1 期末試験を実施しますか？</p> <p>※ここでの「期末試験」とは、学年暦に定められた期末試験期間中におこなう試験のことです。</p>	はい Yes	<input type="checkbox"/>		
	<p>Q1 Will you conduct the final examination?</p> <p>※"Final examination" refers to the examinations that are held during the final examination period as specified in the Academic calendar.</p>	いいえ No	<input type="radio"/>		
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<p>Q3-2 In case you would like students to submit the report directly to you, will you ask them to submit online via manaba, report submit function, Email etc.?</p>	いいえ No	<input type="checkbox"/>			
Method of Implementing Multicultural Collaborative Learning	<p>During this course, students will be exposed to the culture, society and lifestyle of people in the local region (in this case, Texas, USA). Furthermore, they will also be exposed to a wide variety of cultural perspectives by interacting with teachers and students in the English language course at the host university. They will need to use English to interact and collaborate with people from different cultures and backgrounds to complete a variety of tasks in this context.</p>				
Instructor's professional experience/involvement (outside academia)					

Requirements for Students	<p><u>At all times:</u> APU students are expected to be on time and to respect the class rules at the host university and the rules, customs and laws of the local society. Students should keep in mind that they are representatives of APU and should conduct themselves properly at all times.</p> <p><u>Participation:</u> Students are expected to participate actively in all class activities when overseas in order to speed up their language learning and get the most of out of their lessons.</p> <p><u>Attendance:</u> Students are expected to be on time and to attend all classes at the host university. Students who are recorded as absent for 25% or more of classes at the host university without valid reasons, may not be awarded credit for this course.</p> <p><u>Responsibility of absent students:</u> Students who are absent from class are expected to contact their teacher at the host university to explain their absence and to find out about work done or assigned during their absence.</p> <p><u>Language Policy:</u> APU students may find other Japanese students along with other non-native speakers in their English class at the overseas university. When faced with this situation, APU students should make their best effort to use English to communicate with their classmates, in order to speed up their language learning. Needless to say, students should use English as much as possible outside of class time to complete daily tasks and learn about the local people and culture.</p>
Textbook Notes	The host university will advise students on how to obtain the textbooks and other materials for the course.
Textbook (Students will need to purchase these textbooks when registering for this course.)	
Further Reading Notes	
Further Reading (Books, audiovisual materials) (Available at Reserved Corner in the APU Library)	
Further Reading (Journal articles, white papers, year books, etc.)	
Misc. Notes	<p>Students may contact the following offices or faculty for information about the course:</p> <p>Course registration and pre-program guidance sessions: APU Academic Office</p> <p>Course grading: CLE Senior Lecturer ETO Tomoko</p>
Office Phone No.	研究棟 II (B II 棟)2F271
E-mail Address	<a href="mailto:etomoko@apu.ac.jp">etomoko@apu.ac.jp</a>
E-Book & Course-related links	