

2024 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\(共通教養科目\)シラバス](#)

- [□ 集中言語研修/海外集中言語研修\(言語教育科目\) シラバス](#)

インターンシップ(共通教養科目)シラバス

Items	Contents
Year	2024
Subject Code	【2023 Curriculum】 - 【2017 Curriculum】 -
Course Number	【2023 Curriculum】 [23]-[LIB]-[GCF]-2 【2017 Curriculum】 [17]-[LIB]-[RSN]-2
Semester	Fall semester
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	Liberal Arts
Recommended Qualifications / Knowledge	The student must be in his/her 1st – 6th semester at the time of application (2023AY 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 (2023AY Fall Semester). Students who are currently enrolled in Intermediate English are required to successfully complete the course by 2023AY Fall Semester.
Course Overview	<p>Internship practicum (E), an integral component of “the Internship (E)” and has two main objectives. 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. 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"> •become aware of the demands and responsibilities of working in society •acquire professional manners and skills •broaden their perspectives and develop intercultural communication skills to work “globally” •create a clear career vision
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	<p>The course Internship (E) is composed of pre-departure classes in 2024AY Spring Semester (4 lectures or more; tentative), the externship in both 2024AY Spring Semester – Summer Session and Fall Semester 1st Quarter, and post-externship classes in 2024AY Fall Semester 2nd Quarter (4 lectures or more; tentative).</p> <p>Pre-departure Classes (at APU) Will be held once a month from April to July, for a total of four times. Scheduled for Wednesday 5th period. Dates will be announced on Moodle once finalized.</p> <ol style="list-style-type: none"> 1.Traits, skills, and characteristics required for successful working people 2.Identify personal strengths and learn how to promote them 3.Professional resumes, Basics for a successful cross-cultural externship 4.Significance of reflection, How to write a weekly reflective journal <p>One on one consultation and feedback session will held before the departure. The students are expected to complete and submit an on-line reflective journal about once a week to reflect on their daily studies.</p> <p>The externship in the U.S. 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) Will be held from December to January, for a total of four times. Scheduled for Wednesday 5th period. Dates will be announced on Moodle once finalized. Based on the experiences in the US, the students will</p> <ol style="list-style-type: none"> 1.identify and reflect turning points that have brought changes in their perspectives or career vision 2.reflect social skills they newly acquired or realized important 3.develop a career vision and identify essential elements to choose their career path 4.make final presentations.

インターンシップ(共通教養科目)シラバス

Practice Schedule	2024/8/23 - 2024/11/24
Study Content and Load outside of Class (preparation and 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	Class participation (pre-departure & post-externship) 15% Class assignment (pre-departure & post-externship) 15% Externship report from UT Austin 20% Reflective journal and Externship report written by the student 30% Final presentation 20% * Four credits (P/F grade) will be given in the 2024AY Fall semester.
Method of Implementing Multicultural Collaborative Learning	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.
Instructor's professional experience/involvement (outside academia)	Intercultural communication trainer (2001~2002)
Requirements for Students	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).
Textbook Notes	
Textbook (Students will need to purchase these textbooks when registering for this course.)	
Further Reading Notes	Reading material will be distributed during class and/or posted on manaba. Students are responsible for downloading and/or printing the assigned material. (Useful references) □ 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 □ 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 □ Pachter, B. (2013) The Essentials of Business Etiquette: How to Greet Eat, and Tweet. McGraw-Hill Education. □ Carol Silvis, Roxanne L. DuVivier (2008) 100% Externship Success. Cengage Learning.
Further Reading (Books, audiovisual materials) (Available at 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	kitsutsui@apu.ac.jp
E-Book & Course-related links	

Items	Contents
Year	2024
Subject Code	{2023 Curriculum} - {2017 Curriculum} -
Course Number	{2023 Curriculum} [23]-[LAN]-[COM]-1 {2017 Curriculum} [17]-[LAN]-[SS]-1
Semester	Fall semester
Subject / Class	{2023 Curriculum} Intensive Language Learning (Language Education) {2017 Curriculum} Intensive Language Learning Overseas (Language Education)
Program Name	Service Learning Program
Instructor	SAITO Sayaka
Program Venue	Austin, Texas, U.S.A.
The number of credits	4
Misc. Notes	—
Subject Field	Language
Recommended Qualifications / Knowledge	This course is open to: 1) Japanese-basis students studying in APS, APM and ST. 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.
Course Overview	This course provides students with the opportunity to participate in the English language courses offered at UT Austin. Subject Name: {23curriculum} Intensive Language Learning (Language Education) {17curriculum} Intensive Language Learning Overseas (Language Education) Grade: Letter Grade Credits: 4 (Counted as credits for the Fall 2024 semester.) Language of instruction: English Location: APU & English Language Center at The University of Texas at Austin (UT).
Course Objectives	The objectives of this course are as follows: 1) Strengthen practical English skills in order to live and study in an English-speaking culture; 2) Develop an understanding of the local culture and society; 3) Develop an interest in and awareness of the English and academic skills that are needed for further study abroad (e.g., student exchange); 4) Raise awareness of multiculturalism.
Teaching Methods	At APU, a variety of teaching methods will be used, including: • Mini lectures and explanations by teachers; • Teacher-directed activities; • Student-directed pair and group work. At UT, a variety of teaching methods will be used in this course, including: • Teacher-directed and student-directed pair and group work as part of the English language program at UT.
Overview of Each Class	Overseas component: 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. 170 instructional hours to receive credit for this course. APU component: (a) Four pre-departure English sessions (4 koma) 1. Learn formal and informal ways of speaking and writing in various settings 2. Make a self-promotion video 3. Practice making small talk for social situations and the workplace 4. Prepare to communicate in a multicultural workplace by understanding cultural differences and stereotypes *Students will work on assignments during the spring break in February and March 2024 (instructions will be given after the course is approved) (b) In-person consultation(s); Consultation(s) will be conducted prior to departure. (c) Remote consultation(s); Remote consultation(s) will be conducted during the stay in Austin. (d) Reflection class (1 koma) 1. Reflect on and share English learning experiences through the contexts of English classes, internship, extra-curricular activities, and daily life in Austin

Practice Schedule	<p>Pre-departure Classes (at APU) Will be held once a month from April to July, for a total of four times. Scheduled for Wednesday 5th period. Dates and times will be announced on Moodle as soon as it is determined.</p> <p>{UT}2024/8/23 - 11/23</p> <p>Post-program classes (at APU) Will be held from December to January, one time. Scheduled for Wednesday 5th period. Date and time will be announced on Moodle as soon as it is determined.</p>
Pre-class Study Load [preparation & review]	<p>Students will be required to complete homework tasks and/or preparation assignments/review tasks before class.</p>
Method of Grade Evaluation	<p>Final grades (A+ to F) will be awarded based on the following criteria:</p> <p>UT Component (max 80%)</p> <ul style="list-style-type: none"> · Submission of a program completion certificate provided by the overseas university AND · Submission of a student progress report provided by the UT Austin (including attending at least 75% of the lessons in the English language course). Scores out of 80% will be determined by the evaluation of UT as a percentage. <p>APU component (max 20%)</p> <p>Paragraph writing (8%) Reading response weekly assignment 6%) Reflection essay (6%)</p> <p>Students must also complete a pre- and post-test to receive a grade for this course.</p>
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>APU Participation:</u></p> <p><u>Students are expected to participate actively in all class activities. This means:</u></p> <ol style="list-style-type: none"> a) following the teacher's instructions; b) not sleeping in class; c) working actively with classmates; d) using English at all times; e) bringing appropriate materials to class. <p><u>Attendance</u> Students are expected to attend classes.</p> <p><u>Lateness to Class</u> Students who are not present when attendance is taken will be officially recorded as absent.</p> <p><u>Absence from Class</u> Students must attend at least 75% of classes (including lessons, tests and other examinations) to pass the course. Students who do not meet this attendance requirement will automatically receive a fail (F) grade. Absences will only be excused in the following cases:</p> <ol style="list-style-type: none"> a. Contraction of an infectious disease (as recognized by Japanese School Health Law). Students must apply to the APU Academic Office with the required documentation in order to have their absences from English class excused for this reason. b. University-authorized leave of absence. In this case students must apply to the relevant APU office for a leave of absence. The office will then notify teachers directly.

Requirements for Students	<p><u>Responsibility of Absent Students</u> Students who are absent from class must contact classmates or their teacher to find out about work done or assigned during their absence. Students who miss final week assessments must contact their teacher(s) as soon as possible to request a make-up.</p> <p><u>Plagiarism:</u> Students must not copy the work of others, in whole or in part, without use of academic citation. Instructors check student's work for plagiarism carefully, especially with reference to online sources. A student who plagiarizes will receive a mark of zero on the assignment and may possibly fail the course.</p> <p><u>Use of AI</u> Students must strictly and carefully follow the CLE's policy on the use of AI when submitting all writing assignments and other related work. See Moodle course for more details.</p> <p><u>Test Rules:</u> Students must follow test rules very carefully. If test rules are broken during a test, students will automatically receive a grade of zero for that test and may fail the entire course. Students are also advised to read the Academic Office webpage, which explains the consequences of cheating on examinations: Final Exams - Academic Office (apu.ac.jp). Language Policy: Students are encouraged to speak English at all times.</p> <p><u>Classroom Rules</u> The following are not permitted during class time (without the teacher's permission):</p> <p><u>Checking email and social media;</u> Searching the internet; Making phone calls; Doing work for other classes; Taking photos or recording the class.</p> <p><u>University of Texas at Austin</u> <u>Student Conduct:</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 more than 25% of classes at the host university without valid reasons, will not be awarded credit for this course. Responsibility of absent students: 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. 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	<p>At APU, all course materials will be provided by the instructor. The host university (UT) will advise students on how to obtain the textbooks and other materials for the course.</p>
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 faculty member and office for information about the course: Course Instructor : CLE Lecturer SAITO Sayaka Procedures for dispatch : APU Academic Office</p>
Office Phone No.	
E-mail Address	<p>sayaka@apu.ac.jp</p>
E-Book & Course-related links	