

2021
Guide to
Tutorial English
A~D
< Quarter Course >

Global Education Center

<QUARTER COURSE>

GLOBAL EDUCATION CENTER, WASEDA UNIVERSITY
Waseda University Academic Solutions Corporation (WAS)

Please check your Waseda e-mail

Important information regarding Tutorial English will be sent to your Waseda email address (~@xxx.waseda.jp). Along with the announcements on the "Tutorial Canvas", please check your emails occasionally.

Please check the computer system requirements

Tutorial Canvas and WeTEC test site will be used during the course period.
Please check your PC system requirements for accessing the Tutorial Canvas.

Note

- The WeTEC test may not function properly if the browser is not supported.
- Even if the browser is supported, the WeTEC test might not function properly due to the combination of the operating system (OS), browser, and antivirus software used.
- If your browser does not meet the system requirements below, use a different browser or use a computer room at Waseda University.

※The system requirements below are as of March 1st, 2021.

※Please check the latest system requirements on the WeTEC site.

PC	Browser	Tutorial Canvas	WeTEC Test Site	Waseda Moodle (Collaborate)
Windows	Internet Explorer 11	×	○	See page 9.
	Microsoft Edge20 and later	Use the latest browser.	○	
	Google Chrome		○	
	Firefox/Opera		×	
Macintosh	Safari7.0 and later		○	
	Google Chrome	(Mac OS 10.9~10.15)		

※You cannot access MyWaseda during maintenance. Please see MyWaseda regarding the maintenance day.

Confirm the course schedule

<Schedule>

Quarter	Date	Event
Spring (α)	Refer to P.31	The WeTEC test period (Pre-course)
	4/5 - 4/10	Tuition payment period
	4/14 late afternoon	Class Announcement
	4/19 - 5/29	Lessons
	5/27-6/4	The WeTEC test period (Post-course)
	5/27 - 6/10	The Students Questionnaire reply period
	6/4	Deadline for inquiries about lesson assessment Deadline for submitting documents for Special Consideration

Quarter	Date	Event
Summer (β)	Refer to P.31	The WeTEC test period (Pre-course)
	4/5 - 4/10	Tuition payment period (First registration period)
	4/15 - 4/20	Tuition payment period (Second, Third registration periods)
	5/25 late afternoon	Class Announcement
	6/7- 7 /10	Lessons
	7/8-7/16	The WeTEC test period (Post-course)
	7/8 - 7/22	The Students Questionnaire reply period
7/16	Deadline for inquiries about lesson assessment Deadline for submitting documents for Special Consideration	

Quarter	Date	Event
Fall (α)	Refer to P.31	The WeTEC test period (Pre-course)
	9/24 - 10/1	Tuition payment period
	10/5 late afternoon	Class Announcement
	10/11 - 11/20	Lessons
	11/18-11/26	The WeTEC test period (Post-course)
	11/18 - 12/2	The Students Questionnaire reply period
	11/26	Deadline for inquiries about lesson assessment Deadline for submitting documents for Special Consideration

Quarter	Date	Event
Winter (β)	Refer to P.31	The WeTEC test period (Pre-course)
	9/24 - 10/1	Tuition payment period (First registration period)
	10/6 - 10/12	Tuition payment period (Second, Third registration periods)
	11/22 late afternoon	Class Announcement
	11/29 - 1/26	Lessons
	2022/1/24 - 2/1	The WeTEC test period (Post-course)
	2022/1/24 - 2/7	The Students Questionnaire reply period
2022/2/1	Deadline for inquiries about lesson assessment Deadline for submitting documents for Special Consideration	

Obtaining credit in Tutorial English

In Tutorial English, the final grade is determined by several items such as preparation and test taking outside of the lessons. Attendance alone is not enough to earn points and credits. Please check the grading method on page 24 and be sure to complete the course on a daily basis.

Please do not forget to complete the following tasks and attend Unit 5 &10:

◎Preparation

◎Test Units (Unit 5 and 10) - If you are absent

from both of them, you will not receive credit.

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1. Tutorial English course profile

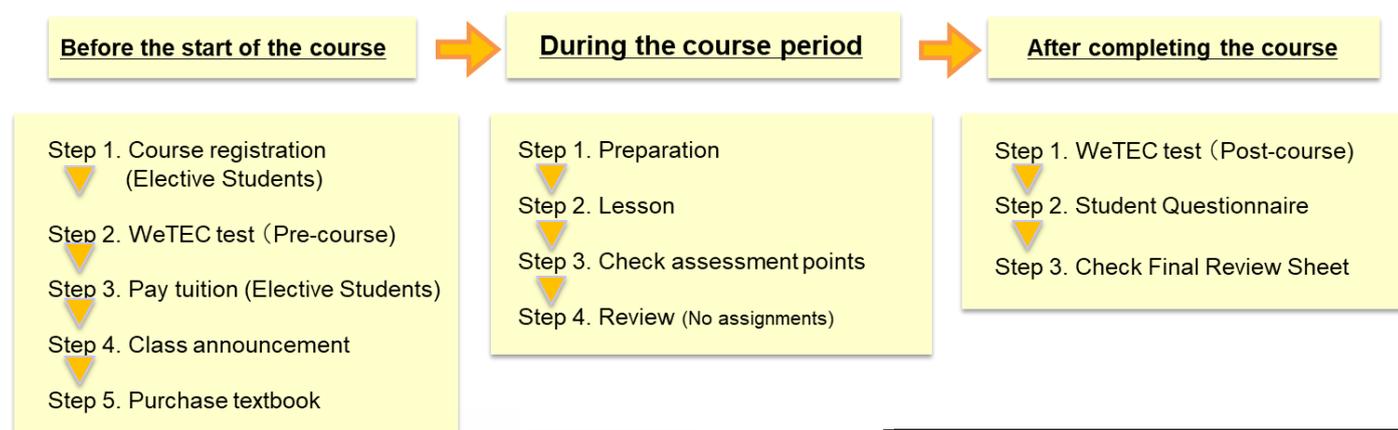
Tutorial English is Waseda University's original language course with a reputation for improving English communication skills.

The lessons focus on speaking and have the following features:

- The quarter course has a total of 10 units, consisting of 2 lessons a week. Each class has a maximum of 4 students and one tutor. Textbooks are developed for Waseda University students, and lessons are conducted in English only.
- Students are placed into lesson groups, Basic to Advanced based on their performance on the Web-based Test for English Communication (WeTEC).
- During Unit 5 and 10, tutor will assess each student based on his/her performance of Can-dos.

Tutorial Canvas will be used to submit Preparation and confirm tutor's assessments and feedback.

1.1 Flow chart



1.2 Goals for each Level

There are 4 levels designed to match students' English proficiency.

For elective students:

Students select the level of the course. If you can't decide which level you should take, you can check your level at the course consultation during the course registration period. Details will be announced via MyWaseda.

For compulsory students:

Students' levels are determined by their WeTEC score. Students should take the WeTEC during the designated period. Otherwise, you may not be able to study in the appropriate lesson groups.

level	レベル目安			Goal for each level	Students recommended to take the course
	WeTEC	TOEIC	TOEFL-iBT		
Basic	above 354	above 280	above 29	Students will be able to have simple conversations about familiar everyday topics, giving brief opinions and reasons.	<ul style="list-style-type: none"> • Aim to learn basic English • Aim to engage in conversation smoothly • Aim to get used to English before studying/traveling abroad
Intermediate	above 620	above 579	above 61	Students will be able to explain the main ideas including the advantages and disadvantages when discussing both abstract and complex topics.	<ul style="list-style-type: none"> • Aim to deal with a wide variety of subjects • Aim to develop basic discussion skills • Plan to sign up for the long-term study abroad programs • Aim to improve English skills for working in an international field in the future
Upper Intermediate	above 800	above 820	above 90	Students will be able to understand the main ideas of the wide-ranging and complex subjects, use appropriate language, and express their thoughts fluently and logically.	<ul style="list-style-type: none"> • Aim to communicate with native English speakers fluently and spontaneously • Aim to express ideas logically and precisely when discussing complex subjects • To sustain English proficiency after coming back from studying abroad • Aim to improve English skills for working in an international field in the future
Advanced	above 875	above 884	above 102	Students will be able to understand virtually everything heard or read with ease, organize it logically, and express their thoughts very fluently and precisely, distinguishing detailed nuance.	<ul style="list-style-type: none"> • Aim to understand and speak English at a fast, native pace on any subject, recognizing implicit meaning and the nuances of the words

1.3 Guide for Tutorial Canvas

◆How to login

- ①After logging in to MyWaseda (Figure 1), click the “授業” tab in the menu (Figure 2), and select “Tutorial Canvas”.
- ②Select the course you are currently taking from the "Course Program" section of Tutorial Canvas (Figure 3).

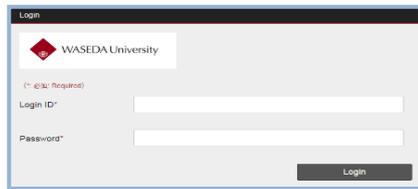


Figure 1 MyWaseda Login Page



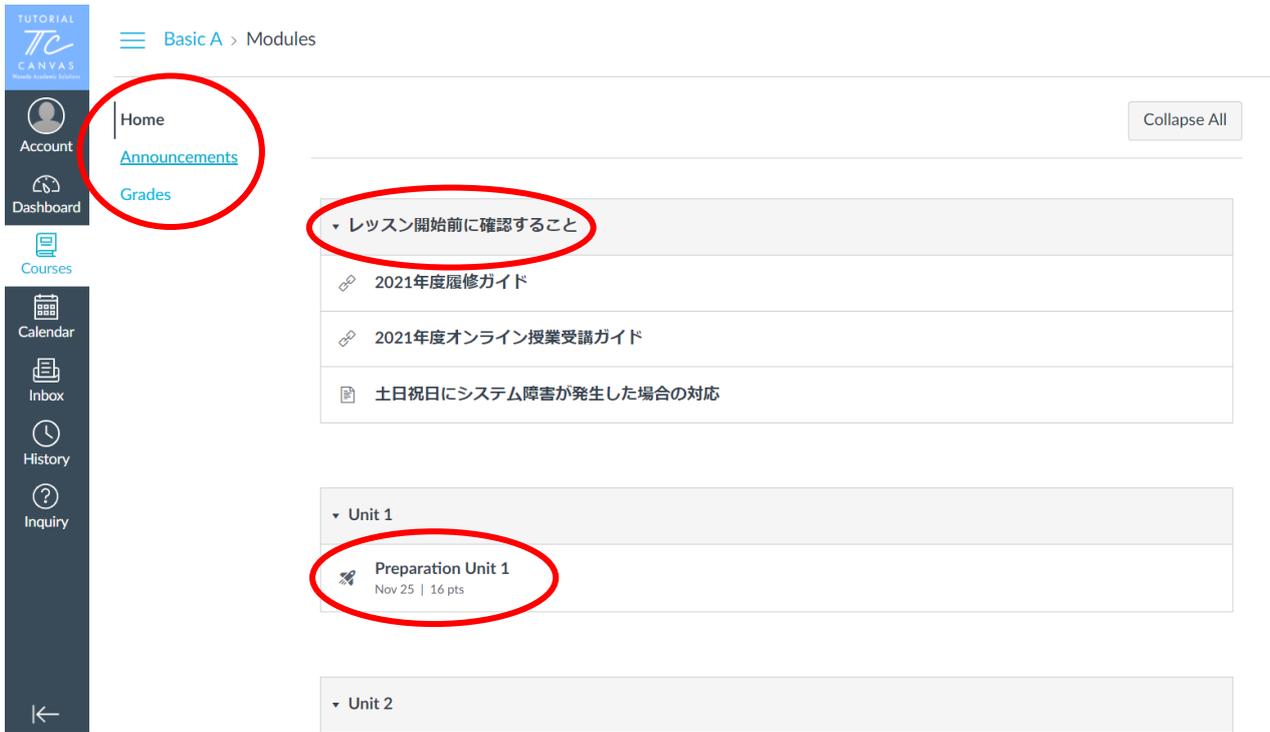
Figure2 MyWaseda 「授業」



Figure 3 Tutorial Canvas Top

Main Functions		
Account	個人情報の確認	You can check your personal information.
Dashboard	ダッシュボード	The Tutorial English course you are currently enrolled in will be displayed. When you enter the course listed here, you can submit your Preparation, check your points for each unit, and see comments from your tutor.
Courses	コース	You will see a list of all Tutorial English courses you have taken since 2021.
Calendar	カレンダー	You can check the deadline for Preparation.
Inbox	WeTEC スコア確認	This function is not used in Tutorial English although it has a message function. <u>If you have any questions, please contact us via "Inquiry".</u>
Inquiry	FAQ、問い合わせ	You can check information about Tutorial English and make an inquiry.
To Do	お知らせ	Important announcements about Tutorial English and the due dates of the Preparation will be displayed.

◆Course 画面



Functions	
Home	Return to the top page of the course.
Announcements	You can check important notices about Tutorial English.
Grades	You can check the evaluation of each lesson, comments from the tutor, and the Final Review Sheet.  ...You can check the evaluation of each unit.  ... You can check the comments from the tutors. You can also check the Final Review Sheet by clicking on the  button next to "Final Review Sheet".
レッスン開始前に確認する事	You can check information about Tutorial English including this course guide.
Preparation	You can submit your answers to the Preparation.
アンケート回答	You will be able to answer the questionnaire when the response period comes.
Final Review Sheet の発行・確認方法について	You can check how to receive and check your Final Review Sheet.
WeTEC 成果測定について	When the examination period starts, the link to access the WeTEC test page will appear.

1.4 Course level and lesson booth information (Tutorial Canvas)

◆Top screen of My Page

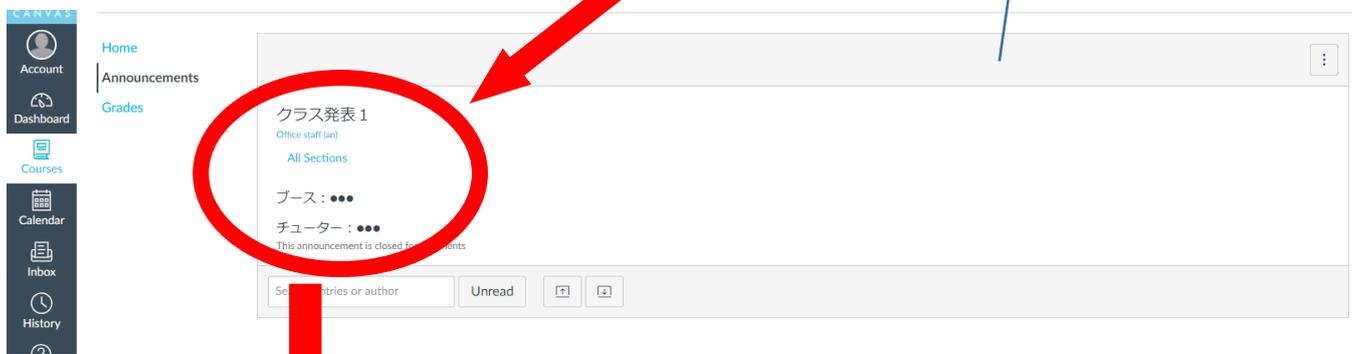
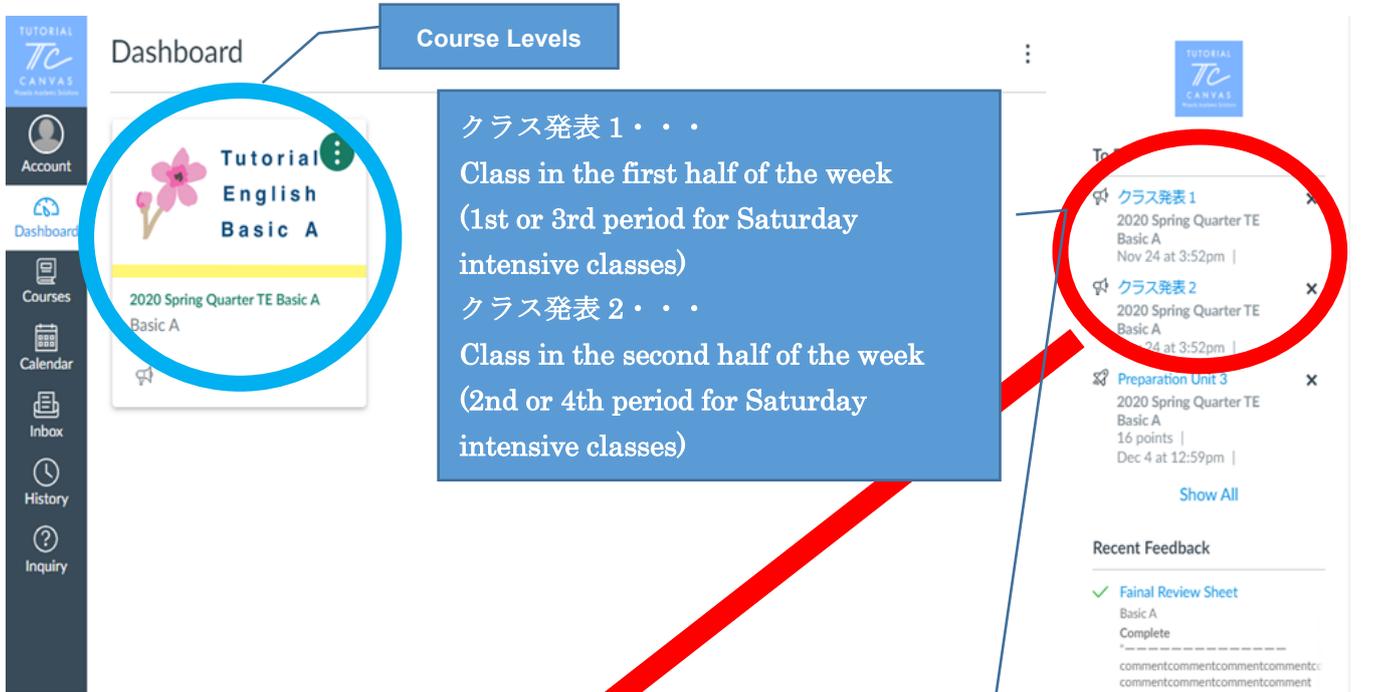
【Course Levels】

After logging in to Tutorial Canvas, the level of the card displayed on the Dashboard will be your course level.

【Lesson Booth】

Click on "クラス発表1" or "クラス発表2" under "To Do" in the upper right corner of the screen.

The booths are different for the first half of the week and the second half of the week, so be sure to check both announcements.



Notes

Write down your lesson information in the below table before the lesson starts.
You will need your classroom and booth number to enter the online lesson in Waseda Moodle.

Level

	Day	Period	Campus	Building No.	Classroom No.	Booth No.
1st lesson in a week						
2nd lesson in a week						

* If you enter the wrong booth by mistake, please leave there and enter the correct booth.

1.5 Guide for Waseda Moodle

◆Confirmation of system requirements

The system of the online course is guaranteed only on the following browser and operating system (OS) combinations. Be sure to take lessons in the following environments:

https://help.blackboard.com/Collaborate/Ultra/Participant/Get_Started/Browser_Support



System requirements of the online course (Waseda Moodle / Collaborate) As of April 1, 2021

Browser	Desktop PC	Mobile
Chrome	Windows 10、 macOS 10.14+	Android 9+
Firefox	Windows 10、 macOS 10.14+	<i>Not supported</i>
Safari	macOS 10.14+	iOS 12+
Microsoft Edge	Windows、 macOS	Android、 iOS

Take the course in a quiet environment so that you can achieve the same learning effects as in regular face-to-face lessons.

◆How to access online lessons and Unit 1 textbook

1. After logging in to MyWaseda (Figure1), click 'Learning Support' in the home tab of the page and select 'Waseda Moodle' (Figure2).
2. Select '2021 Tutorial English (●)quarter オンライン授業' from the course overview (Figure3) to access online lessons.
3. Select '2021 Tutorial English [Level] [Course]' from the course overview (Figure3) to access language learning videos and Unit 1 textbook.



(Figure1) ↑



(Figure2)↑



(Figure3) ↑

2. What to do before the start of the course

Because students need to be divided into lesson groups before the lessons start, Tutorial English starts later than other courses offered by the Global Education Center.

Step 1. Course registration



Register for the course during the course registration period of your department. We recommend you take both quarters such as A and B(spring and summer quarter) , C and D (fall and winter quarter), although you can take either one.

Day and Period Combination Table (Elective Students)

The combination of the two weekly days and periods is fixed.

[Example]

- ① If you want to register “Upper Intermediate A at Waseda Campus, Mon-1 and Thu-1, in the Spring Quarter”
Course name: Tutorial English (Upper Intermediate) AA1
- ② If you want to register “Advanced B at Waseda Campus, Tue-1 and Fri-1, in the Winter Quarter”
Course name: Tutorial English (Advanced) B O8

早稲田キャンパス

レベル		Basic, Intermediate, Upper Intermediate		Beginner, Advanced ※Beginnerは必修のみ	
週前半	週後半	A,B,C,D 全クォーター共通		A (春クォーター) B (夏クォーター)	A (秋クォーター) B (冬クォーター)
曜日	時限	曜日	時限	クラス名称	クラス名称
月	1	木	1	A1	M1
月	1	木	2	A2	M2
月	1	木	3	A3	M3
月	1	木	4	A4	M4
月	1	木	5	A5	M5
月	2	木	1	A6	M6
月	2	木	2	A7	M7
月	2	木	3	A8	M8
月	2	木	4	A9	M9
月	2	木	5	B1	M9
月	3	木	1	B2	N2
月	3	木	2	B3	N3
月	3	木	3	B4	N4
月	3	木	4	B5	N5
月	3	木	5	B6	N6
月	4	木	1	B7	N7
月	4	木	2	B8	N8
月	4	木	3	B9	N9
月	4	木	4	C1	O1
月	4	木	5	C2	O2
月	5	木	1	C3	O3
月	5	木	2	C4	O4
月	5	木	3	C5	O5
月	5	木	4	C6	O6
月	5	木	5	C7	O7

レベル		Basic, Intermediate, Upper Intermediate		Beginner, Advanced ※Beginnerは必修のみ	
週前半	週後半	A,B,C,D 全クォーター共通		A (春クォーター) B (夏クォーター)	A (秋クォーター) B (冬クォーター)
曜日	時限	曜日	時限	クラス名称	クラス名称
火	1	金	1	C8	O8
火	1	金	2	C9	O9
火	1	金	3	D1	P1
火	1	金	4	D2	P2
火	1	金	5	D3	P3
火	2	金	1	D4	P4
火	2	金	2	D5	P5
火	2	金	3	D6	P6
火	2	金	4	D7	P7
火	2	金	5	D8	P8
火	3	金	1	D9	P9
火	3	金	2	E1	Q1
火	3	金	3	E2	Q2
火	3	金	4	E3	Q3
火	3	金	5	E4	Q4
火	4	金	1	E5	Q5
火	4	金	2	E6	Q6
火	4	金	3	E7	Q7
火	4	金	4	E8	Q8
火	4	金	5	E9	Q9
火	5	金	1	F1	R1
火	5	金	2	F2	R2
火	5	金	3	F3	R3
火	5	金	4	F4	R4
火	5	金	5	F5	R5

レベル		Basic, Intermediate, Upper Intermediate		Beginner, Advanced ※Beginnerは必修のみ	
週前半	週後半	A,B,C,D 全クォーター共通		A (春クォーター) B (夏クォーター)	A (秋クォーター) B (冬クォーター)
曜日	時限	曜日	時限	クラス名称	クラス名称
水	1	土	1	F6	R6
水	1	土	2	F7	R7
水	1	土	3	F8	R8
水	1	土	4	F9	R9
水	2	土	1	G1	S1
水	2	土	2	G2	S2
水	2	土	3	G3	S3
水	2	土	4	G4	S4
水	3	土	1	G5	S5
水	3	土	2	G6	S6
水	3	土	3	G7	S7
水	3	土	4	G8	S8
水	4	土	1	G9	S9
水	4	土	2	H1	T1
水	4	土	3	H2	T2
水	4	土	4	H3	T3
水	5	土	1	H6	T6
水	5	土	2	H7	T7
土	1	土	2	H8	T8
土	3	土	4	H9	T9





Step 2. Taking the WeTEC test (Pre-course) (60 min.)

Students' WeTEC scores will be used for class placement. Students should access the WeTEC site and take the test during the specified period. Students may not be able to study in the appropriate lesson groups if they do not take the test.

Compulsory students

Follow the instructions sent by Waseda e-mail.

*Please see '5.1 Guidelines for WeTEC test' for the details.

Elective students

*Elective students are required to take the WeTEC test from the class registration screen during the course registration period.

*Take the WeTEC test during the same class registration period in which you registered. For example, if you register for the course during the 1st registration period, you need to take the test during the 1st registration period.

Pre-Course	Elective students	After finishing the course registration, click the "input (入力有)" button displayed in the "note (備考欄)" on the registration subject list screen. Then click the URL on the examination information screen.
	Compulsory students	Follow the instructions sent by Waseda e-mail.



Step 3. Paying tuition

Elective students need to pay tuition in order to take the course. They should follow the instructions that will be sent to their Waseda e-mail accounts during the payment period.

Step 4. Checking class announcement information



◆ Tutorial Canvas: See page 8 for details.

【Course Level】

After logging in to Tutorial Canvas, a card of your course level will be displayed on the Dashboard.

【Lesson Booth】

Click on "クラス発表1" or "クラス発表2" in the To Do section at the top right of the screen.

The booths may be different for the first half of the week and the second half of the week, so be sure to check both announcements.

The lesson groups, classrooms, booths, and tutors, which are determined by your WeTEC score result, will be announced on the Tutorial Canvas.

◆ Class will be announced on the following dates:

Quarter	Spring	Summer	Fall	Winter
Date	4/14 (Wed) Late afternoon	5/25 (Tue) Late afternoon	10/5 (Tue) Late afternoon	11/22 (Mon) Late afternoon

Step 5. Purchasing your textbooks

Purchase a textbook for your level before the lesson starts. **Make sure to buy a new textbook.**

For the compulsory students, please purchase the textbook after the class is announced. Compulsory students may take the Beginners level depending on their WeTEC score.

◆List of textbooks

A (Spring Quarter)

Course	Textbook	Price
Tutorial English (Beginners) A	Talk Beginner A	1,200 yen + tax
Tutorial English (Basic) A	Talk Basic A	
Tutorial English (Intermediate) A	Talk Intermediate A	
Tutorial English (Upper Intermediate) A	Talk Upper Intermediate A	
Tutorial English (Advanced) A	Talk Advanced A	

B (Summer Quarter)

Course	Textbook	Price
Tutorial English (Beginners) B	Talk Beginner B	1,200 yen + tax
Tutorial English (Basic) B	Talk Basic B	
Tutorial English (Intermediate) B	Talk Intermediate B	
Tutorial English (Upper Intermediate) B	Talk Upper Intermediate B	
Tutorial English (Advanced) B	Talk Advanced B	

C (Fall Quarter) *Beginners and Advanced are the same textbook and class content as A (Spring Quarter).

Course	Textbook	Price
Tutorial English (Beginners) A	Talk Beginner A	1,200 yen + tax
Tutorial English (Basic) C	Talk Basic C	
Tutorial English (Intermediate) C	Talk Intermediate C	
Tutorial English (Upper Intermediate) C	Talk Upper Intermediate C	
Tutorial English (Advanced) A	Talk Advanced A	

D (Winter Quarter) *Beginners and Advanced are the same textbook and class content as B (Summer Quarter).

Course	Textbook	Price
Tutorial English (Beginners) B	Talk Beginner B	1,200 yen + tax
Tutorial English (Basic) D	Talk Basic D	
Tutorial English (Intermediate) D	Talk Intermediate D	
Tutorial English (Upper Intermediate) D	Talk Upper Intermediate D	
Tutorial English (Advanced) B	Talk Advanced B	

◆Where to buy textbooks

Waseda University Coop <http://www.wcoop.ne.jp/>

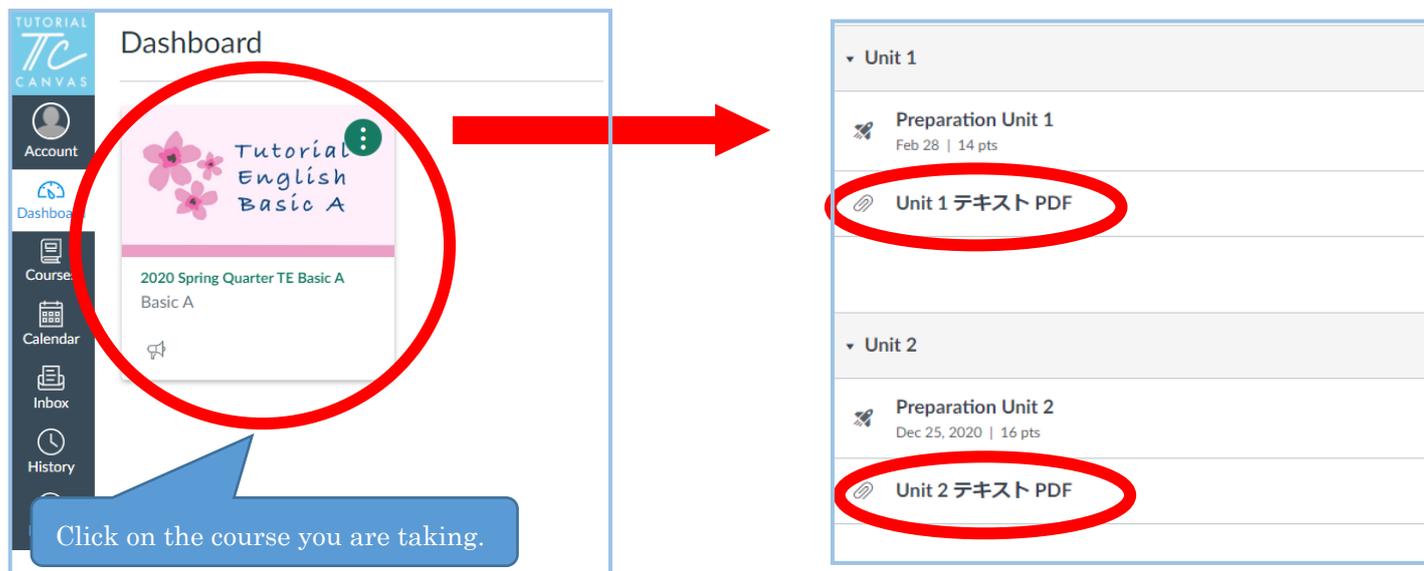
Campus	Waseda	Toyama	Nishiwaseda	Tokorozawa
Location	Building 17, B1F	Building 31, 1F	Building 57, B1	Building 100, 4F

【Unit1 and 2 textbooks】

The texts for Units 1 and 2 of each quarter will be posted on the Tutorial Canvas. If you have not received the textbook you ordered, please access the textbook data in the following way. Please note that the texts for Unit 3 and later will not be available on Tutorial Canvas, so please purchase the texts as soon as possible.

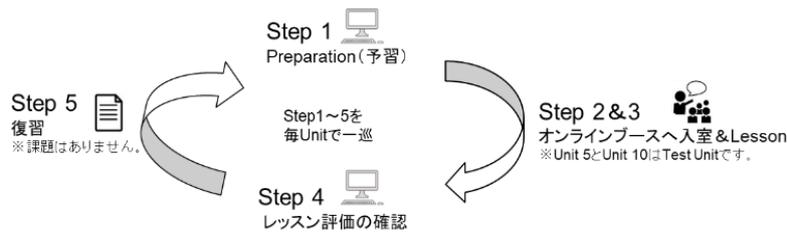
<How to access the pdf of Unit1 and 2>

After logging in to Tutorial Canvas, access the appropriate course, and click on "Unit • Text PDF" in the "Unit 1 (or Unit 2)" section to download and print out the textbook. If you do not have a printer, please refer to the FAQ.



3.What to do during the course period

There are 10 lessons and each lesson is 90 minutes long. Students will have two lessons a week which are taught by different tutors.



Step 1. Preparation

◆Click on "Preparation Unit ●" for each unit in the course.

Be sure to work on the Preparations in the Tutorial Canvas before the lesson.

The period for answering the Preparation is **from 7 days before each lesson until the lesson start time.** For example, the deadline for the lesson of Unit 1, first period on Monday, April 19 is 9:00 a.m. on Monday, April 19.

It is also recommended to read through the textbook and look up any unfamiliar words or expressions so that you can participate in the lesson more effectively. You may answer the Preparation up to two times. The higher score will be used for final grade. If you are answering twice, you will need to answer all the questions, including the ones you have answered correctly.

If you are absent from a lesson, you can still submit a Preparation within the answer period.

①After logging in to the course from the Dashboard, click "Preparation Unit ●" for the Unit you want to answer.

②Click "Take the Quiz".

③ Click the "Play" button to play the audio and answer the questions below.

The screenshot shows the 'Preparation Unit 1' quiz interface. On the left is a navigation sidebar with icons for Home, Announcements, Grades, Courses, Calendar, Inbox, History, and Inquiry. The main content area is titled 'Preparation Unit 1' and 'Quiz Instructions'. It contains a video player for 'Chatting' with a play button. Below the video is 'Question 1' with two radio button options: '正解' (Correct) and '不正解' (Incorrect). A blue callout bubble points to the '正解' option with the text 'Answer quizzes by selecting options.' On the right, a 'Questions' list shows 'Question 1' through 'Question 5', and 'Time Elapsed' information is displayed at the bottom right.

④ Click "Submit Quiz" at the bottom right of the screen when you complete all the questions.

The screenshot shows 'Question 5' in the quiz, which is a matching question. It asks to match questions on the left with answers on the right. The questions are: 'What year are you in?', 'Are you in any clubs?', 'What are you studying?', and 'What are your hobbies?'. The answers are: 'I'm a first year student.', 'Yes, I'm in the coffee club.', 'My major is economics.', and 'I like playing online games.'. At the bottom right, a 'Submit Quiz' button is circled in red. The interface also shows 'Quiz saved at 1:32 pm'.

⑤ Your score will be displayed. If you want to take again, click "Take the Quiz Again".

The screenshot shows the 'Preparation Unit 1' quiz results. A 'Take the Quiz Again' button is circled in red. A blue callout bubble points to it with the text 'Click "Take the Quiz Again" if you want to take the quiz again'. Another blue callout bubble points to the 'Score' field, which shows '14 out of 14', with the text 'Your score will be displayed.' The 'Last Attempt Details' section shows 'Current Score: 14 out of 14' and 'Score: 14 out of 14', both circled in red. A table below shows the attempt history:

Attempt	Time	Score
LATEST Attempt 1	247 minutes	14 out of 14

Below the table, a message states: 'Answers will be shown after your last attempt.' Further down, it says: 'Score for this attempt: 14 out of 14', 'Submitted Jan 8 at 1:33pm', and 'This attempt took 247 minutes.'

⑥ You can take the quiz is the same way as ③ to ④.

⑦ If you answer the question twice, both scores will be displayed, but the higher score will be used for grading.

Attempt	Time	Score	
KEPT Attempt 1	247 minutes	14 out of 14	
LATEST Attempt 2	4 minutes	10.75 out of 14	
	Attempt 1	247 minutes	14 out of 14

for this attempt: 10.75 out of 14
Submitted at 2:00

KEPT . . . The higher score
LATEST . . . The second score

Last Attempt Details:
Time: 4 minutes
Current Score: 10.75 out of 14
Kept Score: 14 out of 14
2 Attempts so far
[View Previous Attempts](#)
No More Attempts available

Point

- The answer period is **from 7 days before each lesson until the lesson start time**.
- For example, if you are enrolled in the first period on Monday, the due date is 9:00 a.m. on Monday.
- If you absent from a lesson, you can still submit your answers within the answer period.
- After answering twice, the correct answer will be displayed.
- Resubmissions due to individual reasons, including computer problems, will not be allowed.
- The open-ended questions will not be graded, but you must still answer them to improve your performance in the lesson and to enhance your learning.

Step 2. Entering into the online booth

Please log in to Waseda Moodle 5 minutes before the class starts.

*Please do not access the booth except during your own class time, as other classes will be going on.

Online lessons are 90 minutes long, but in consideration of the possibility of communication problems, the following rules apply to attendance.

■ Participation rules

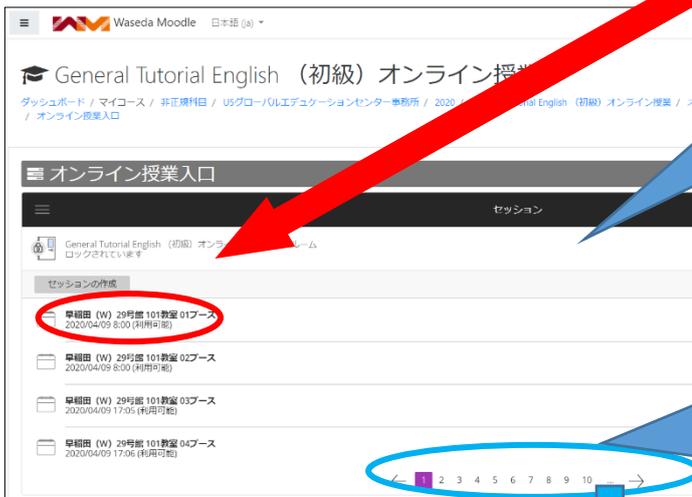
- Please take lessons in a quiet environment such as your home.
- Please do not participate in the class in a noisy environment where other students may be seriously disadvantaged. In such cases, the evaluation score for Interaction may be zero and not be treated as attendance.

① Enter the designated booth on Waseda Moodle

Access the "2021 Tutorial English (● クォーター) オンライン授業" in Waseda Moodle.

Please click on your own classroom/booth and enter the designated booth. If you don't see the booth number (only "Tutorial English コースルーム ロックされています" is displayed), your screen magnification may be too large. To check this, hold down the "Ctrl" key and press "+" or "-" to change the magnification.

※For classrooms and booths, please refer to "Checking class announcement information" on page 8.



Depending on the display settings of your PC, you may only be able to see the top booth. If you lower the magnification of your screen, you may be able to see others.

Classrooms are listed in the following order: Waseda Campus, then Tokorozawa Campus. The list is 13-page long, so please check the table below to see which page your classroom/booth is listed on and enter the correct booth.

【Page List of Classroom and Booth on Moodle】

ページ		
1	早稲田 (W) 29号館 101教室 01ブース~10ブース	
2	早稲田 (W) 29号館 101教室 11ブース~16ブース	早稲田 (W) 29号館 104教室 01ブース~04ブース
3	早稲田 (W) 29号館 104教室 05ブース~14ブース	
4	早稲田 (W) 29号館 104教室 15ブース~24ブース	
5	早稲田 (W) 29号館 104教室 25ブース	早稲田 (W) 29号館 205教室 01ブース~09ブース
6	早稲田 (W) 29号館 205教室 10ブース~19ブース	
7	早稲田 (W) 29号館 205教室 20ブース~29ブース	
8	早稲田 (W) 29号館 205教室 30ブース~32ブース	早稲田 (W) 29号館 B104 教室 51ブース~57ブース
9	早稲田 (W) 29号館 B104 教室 58ブース~67ブース	
10	早稲田 (W) 29号館 B104 教室 68ブース~70ブース	所沢 (TZ) 101号館 203教室 01~07ブース
11	所沢 (TZ) 101号館 203教室 08~17ブース	
12	所沢 (TZ) 101号館 203教室 18~25ブース	所沢 (TZ) 101号館 217教室 01~02ブース
13	所沢 (TZ) 101号館 217教室 03~11ブース	

Please note that Building 29 on Waseda Campus has Room 104 and Room B104.

Next is how to join a session.

Click 'Join session'.



1. Take lessons online

Click on the audio  and video  icons at the bottom of the screen to communicate with other members.

- * Please turn on the video during the lesson to confirm your attendance.
- * Make sure your computer's audio settings are not muted



< Screen image during online lesson >



<How to use the chat function>

If you cannot hear the members' voice or cannot see the video, you can use the chat function.

Click the purple icon  at the bottom right of the screen and click the icon  to display the chat screen.

* Please write in English in the chat.

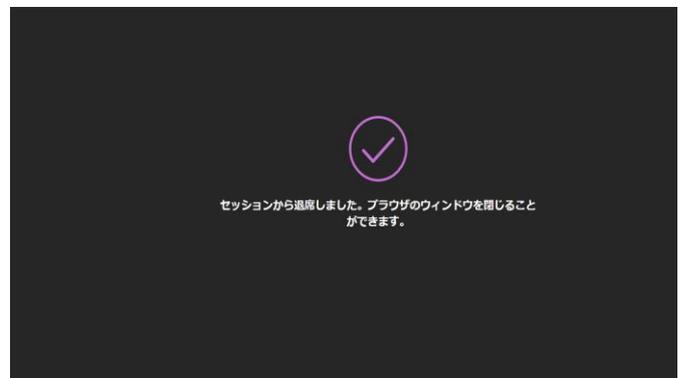
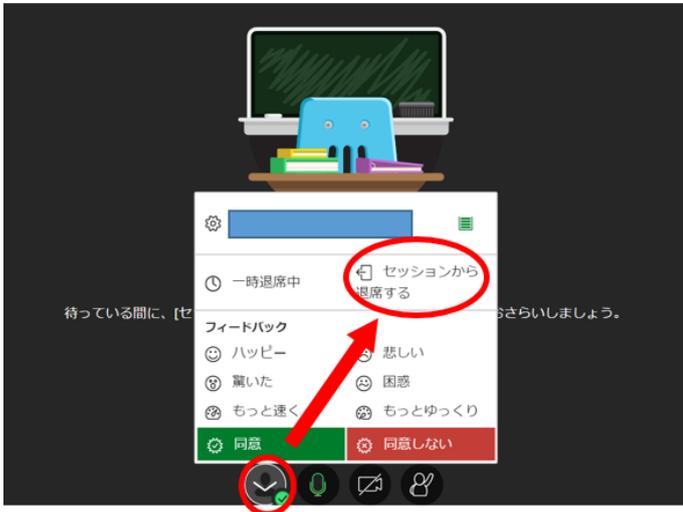


2. Leave the online booth

After the lesson, be sure to click  'ステータス及び設定(Status & Settings)', select 'セッションから退席する(Leave from session)', and close the screen.

* If you do not select 'セッションから退席する(Leave from session)', you will continue to be in the class and interfere with the next class. Be sure to click 'セッションから退席する(Leave from session)'.

< Screen image after leaving from session >



Step 3. Lesson

Let's talk actively in the lessons.

Lessons are conducted entirely in English. Each lesson has a set of Can-do goals for conversational expression. Under the guidance of a tutor, you will practice English conversation through pair and group work. In addition to learning vocabulary, students will also learn how to start and carry on a conversation, how to facilitate discussions, and other skills that can be used immediately in practical situations.

The Test Unit is an opportunity for students to output what they have learned in the previous lessons and to evaluate their speaking ability.

Unit 1-4 lessons will be evaluated in Unit 5, and Unit 6-9 lessons will be evaluated in Unit 10.

The test integrates the Can-do's from each unit, and provides students with an opportunity to review what they have learned so far. Please refer to page 24 for specific grading.



If you miss both Unit 5 and Unit 10 Test Units, you will not be able to receive credit even if you have met the grading criteria.

Step 4. Checking assessment points

◆ Tutorial Canvas: After selecting the course you are taking, and then clicking on Grades, click on the   icon next to the "Lesson 評価 Unit ●". 

After each lesson (by the day after the lesson), your tutor will post a "Lesson 評価 Unit ●" and a "Comment" for the entire group on the "Grades" section of the Tutorial Canvas. Please be sure to check them. If you want to check the lesson evaluations, click on , and if you want to check the comments for the whole group, click on .

◆ The deadlines for inquiries about tutors' assessments

If you have any questions about the lesson evaluation, please contact us before the following deadline. Please note that we will not be able to accept any questions after the deadline. Please send your questions to the following address.

<https://otoiawase.jp/do/public/form/tutorialenglish/1>

Please note that we will not be able to respond to questions posted directly on the Tutorial Canvas.

Quarter	Spring	Summer	Fall	Winter
Date	2021/6/4 (Fri)	2021/7/16 (Fri)	2021/11/26 (Fri)	2022/2/1 (Tue)

4. What to do after completing the course

Step 1. Taking the WeTEC test (Post-course) (60 min.)

◆ Tutorial Canvas: Enter into the Unit 10 page from Dashboard and click the “WeTEC の成果について”.
After completing the course, students are required to take the WeTEC test once again to check their progress. Students should take the test during the specified period.

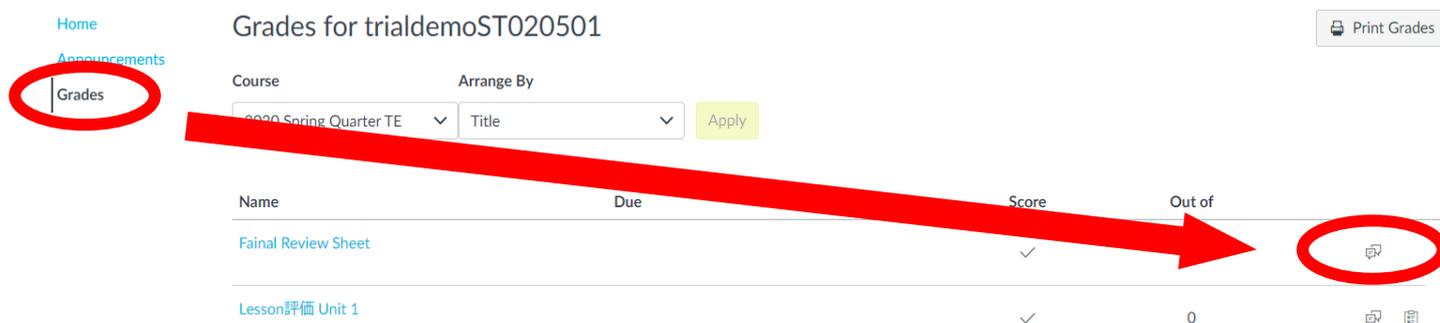
Step 2. Answering the Student Questionnaire

◆ Tutorial Canvas: Enter into the Unit 10 page from Dashboard and click the “アンケートの回答”.

Students will be asked to answer a class evaluation survey. It will not affect your grade in any way. This will be used as a reference for future class management, so your cooperation would be appreciated.

Step 3. Checking Final Review Sheets

◆ Tutorial Canvas: Enter into the course from Dashboard, click the “Grades” on the left, and click the  icon next to “Final Review Sheet”.



During the course period, depending on a student’s attendance (*1), students will receive personalized Final Review Sheets by the following date (*2).

In the Final Review Sheet, the tutor will comment on the student’s progress and strengths and give advice for future study. This will be useful for students to further improve their English communication skills in the future.

(*1)Conditions for receiving a Final Review Sheet			
Students must attend more than half of the lessons with each of the two tutors.			
(*2)The expected posting date			
Spring Quarter	2021/6/18 (Fri)	Summer Quarter	2021/7/30 (Fri)
Fall Quarter	2021/12/10 (Fri)	Winter Quarter	2022/2/11 (Fri)

5. Guidelines for the WeTEC test

5.1 Guidelines for the WeTEC test



◆Basic Information

Test period	Refer to 'WeTEC test periods' on P.31
Login ID	Your student ID without the hyphen and final digit, e.g. 1X00A000-3 ⇒ Login ID: 1X00A000
Password	Your birth month and day (MMDD), e.g. June 27th ⇒ Password: 0627

What is WeTEC?

WeTEC stands for Web-based Test for English Communication. It is a standard test for evaluating English proficiency which is taken online. It applies IRT (Item Response Theory), which adjusts the difficulty of the questions in accordance with the correct or incorrect answers to preceding questions. This can accurately evaluate ability in a short amount of time.

Features

- ① Convenience
It takes about 60 minutes to complete the test. The WeTEC test is available at any time and any place within the set schedule.
- ② Immediate results
The test score is displayed on the screen right after the test is completed.

◆Required Equipment

- ① A computer
Students should check the system requirements before taking the test.
- ② Headphones or speakers
The WeTEC test contains listening sections, so the student should check if he/she is able to hear the sound clearly.

OS	Browser
Windows: 8.1/10	Internet Explorer 11 (Windows 8.1/10), Microsoft Edge 20 or above (Windows 10), Google Chrome
Macintosh: OS 10.9 or above	Safari 7.0 or above, Google Chrome

※Please check the latest system requirements on the WeTEC site.

1. How to Log in



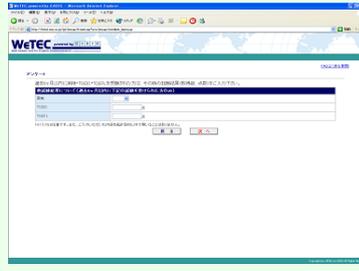
- ① **Accessing the site**
【Taking the WeTEC test (Pre-course)】
- Compulsory students
 Follow the instructions sent by Waseda e-mail.
- Elective students
 Follow the instructions on the course registration screen.
【Taking the WeTEC test (Post-course)】
 Click the 'WeTEC'  icon of Unit 10 on the Tutorial Canvas.
- ② **Checking the system requirements**
 Please confirm if your computer meets the system requirements. If your browser does not meet the system requirements above, modify the version of your browser or use a computer room at Waseda University.
- ③ **Trying the 'WeTEC Guide Tour'**
 Please try the 'WeTEC Guide Tour' from the WeTEC site before taking the test.
- ④ **Log in**
 Select the URL which you will use to take the WeTEC test.
 On the log in screen, enter your 'Login ID' and 'Password'.

2. Before taking the WeTEC test



⑤ Sound check

Test the sound level to ensure high sound quality.



⑥ Questionnaire

Enter the TOEIC or TOEFL score(s) that you have received within the last 6 months.

3. Taking the WeTEC test



⑦ Taking the WeTEC test

WeTEC consists of 4 sections. It takes about 60 minutes to complete the test.

Got disconnected?

Don't panic! Close the screen and start again from ①. The test will recommence from where you left off.

4. Test score displayed

スコア イメージ								
項目	Sec. 1 (max. 250)	Sec. 2 (max. 250)	Sec. 3 (max. 250)	Sec. 4 (max. 250)	Total (max. 1000)	TOEIC iL iBT (max. 900)	TOEFL iBT iBT (max. 120)	受験 結果
2025/04/01 12:00:00	234	190	205	161	800	800	5/6	合格

このスコアは、試験結果に基づき、平均化処理を施した結果のスコアです。
 試験結果が正確に反映されるには、このスコアを「スコア管理画面」から確認する必要があります。このスコアは、同じくこのスコアを「スコア管理画面」から確認する必要があります。
 試験結果が正確に反映されるには、このスコアを「スコア管理画面」から確認する必要があります。このスコアは、同じくこのスコアを「スコア管理画面」から確認する必要があります。
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⑧ Test score

The test score is displayed right after the test is completed. There are four sections, each worth a maximum of 250 points. The maximum total score is 1,000 points.

Your test score will be sent to your Waseda mail, within 5 days after you take the test.

NOTE: Please make sure to log out by clicking 'Logout' in the top right corner of the page to complete the test properly.

● Test Format

Section 1	Knowledge of vocabulary	
Question style:	Multiple choice	Evaluates knowledge of vocabulary that is frequently used in situations such as daily life, school life and business.
Answer type:	4 choices	
No. of questions:	25	
Full score:	250	
Time limit:	60 seconds per question	

Section 2	Knowledge of phrasal expressions and usage	
Question style:	Multiple choice	Evaluates knowledge and use of phrasal expressions that are frequently used in situations such as daily life, school life and business.
Answer type:	4 choices	
No. of questions:	25	
Full score:	250	
Time limit:	90 seconds per question	

Section 3	Listening ability – general understanding	
Question style:	Listening	Evaluates ability to understand a main idea by listening to dialogues that are common in situations such as daily life, school life and business.
Answer type:	4 choices	
No. of questions:	25	
Full score:	250	
Time limit:	60 seconds per question	

Section 4	Listening ability – specific understanding	
Question style:	Listening	Evaluates ability to understand specific information by listening to dialogues that are common in situations such as daily life, school life and business.
Answer type:	Dictation	
No. of questions:	20	
Full score:	250	
Time limit:	120 seconds per question	

For inquiries about WeTEC

Waseda University Academic Solutions Corporation

Inquiry form: <https://otoiawase.jp/do/public/form/tutorialenglish/1>

6. Overall points and final grade calculation

6.1 Areas for assessment

Lessons will be graded based on the number of lessons attended and the total number of points earned in the following areas of evaluation, in accordance with the evaluation guidelines (see p.27-p.28). Since each unit has its own learning objectives, attendance and active participation in the lesson is a must for grading. Therefore, the number of times you attend will affect your grade.

Evaluation	Unit	Point (Total: 270 points)	Criteria for evaluation								
(1) Preparation	Unit 1-10	0-12 points per unit (max: 120 points)	After the lesson, the students will be graded on a scale of 0-12 points based on the number of correct answers to the "Preparation" assignment, which is to be answered and submitted from the Tutorial Canvas before each lesson.								
(2) Interaction	Unit 1,2,3,4 6,7,8,9	0-18 points per unit 6 points x 3 items x 8 Units (max: 144 points)	<p>Students will be evaluated based on how much they contribute to speaking and communication during the lesson in the three areas: turn-taking, active listening, and working with others.</p> <p>Turn-taking: Students are evaluated on their ability to start a conversation, how actively they participate in the conversation, and whether they are able to speak when they have a chance to speak or when a topic is directed to them.</p> <p>Active Listening: Students will be evaluated on their ability to nod and respond to other students when they are speaking, and on their ability to listen in a way that encourages others to speak.</p> <p>Working with others: Students are evaluated on their ability to work together as a group to continue a conversation such as: listening to follow-up questions to find out more information and to continuing the conversation by developing other students' ideas.</p>								
(3) Test Unit	Unit 5, 10	0-60 Points per unit Basic, Intermediate & Upper Intermediate (15 points × 4 Can-do × 2 Units- Total 120 points) Advanced (30 points × 2 Can-do × 2 Units- Total 120 points)	<p>In Unit 5 & 10, students will be graded on their achievement of the Can-dos through activities using the Speaking section of the textbook. Unit 5 will cover Units 1 to 4, and Unit 10 will cover Units 6 to 9 (Maximum of 60 points).</p> <p>*For Advanced level, since there are two Can-dos to be assessed in each test unit, each will be assessed on a scale of 0-30 points (Maximum 60 points).</p> <p>Please note that if you miss two Test Units, you will not be eligible for credit even if you have attended seven or more Units in total.</p>								
(6) WeTEC	Pre- course / Post- course	0-10 points (up to 10 points)	<p>Students must take the WeTEC test both before (for grouping purposes) and after (to check progress) the course. Scoring above the target score for a level is another factor towards final assessment.</p> <p>【Number of points awarded】 (1) Student has taken both (pre/post course) tests...5 points (2) Student's post-course test score exceeds the pre-course score and reaches the minimum standard* for the course level...5 points</p> <p>If a student is taking A and B or C and D consecutively, taking the post-course test for B or D will be counted for both A and B or C and D's post-course test.</p> <p>* The minimum standards on the WeTEC test are below.</p> <table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th>Basic</th> <th>Intermediate</th> <th>Upper Intermediate</th> <th>Advanced</th> </tr> </thead> <tbody> <tr> <td>354 points</td> <td>620 points</td> <td>800 points</td> <td>875 points</td> </tr> </tbody> </table>	Basic	Intermediate	Upper Intermediate	Advanced	354 points	620 points	800 points	875 points
Basic	Intermediate	Upper Intermediate	Advanced								
354 points	620 points	800 points	875 points								

Below are the requirements and corresponding grade:

Grade	Requirements
A+	attendance of 9 lessons or more, and 355 points or more
A	attendance of 8 lessons or more, and 316 points or more
B	attendance of 8 lessons or more, and 276 points or more
C	attendance of 7 lessons or more, and 237 points or more

* If the number of attendance is 6 or less, or if the total points of evaluation is 236 or less, the student will automatically receive an F (Fail).

The dates for issuing grades for Global Education Center courses, including Tutorial English, are set by each department according to the period of the courses. Students should confirm with their department office about when and how they can receive their grades.

6.2 Lateness and absence

Tutorial English is a course that evaluates the achievement of Can-do goals, so attendance is important.

In principle, any absence for any reason will be treated as an "absence" and no substitute lessons will be given.

* Transportation delay certificates are not accepted.

The following are the conditions and notes for attendance, lateness/early leave, and absence.

■Attendance

- You must be able to communicate for at least 75 minutes during the class period through Waseda Moodle's Collaborate to be eligible for attendance.

■Late arrival/early leave

- If you are unable to communicate through Waseda Moodle's Collaborate for 45 minutes or less due to communication problems or other reasons, you will be considered late, and will not be counted as absent.
- No points will be deducted for lateness/early leave within 45 minutes. However, if you are late or leave early, you may not be able to take some of the Interaction or Can-do assessments, and the number of assessment points may be reduced.

■Absence

- If you are unable to communicate through Waseda Moodle's Collaborate for more than 45 minutes during the class period, you will be considered absent.
- If you are late or leave early for more than 45 minutes, you will be considered absent, but you will still be able to receive the Preparation, Interaction, and Can-do points according to your participations.
- Students are encouraged to submit a Preparation even if they miss a unit.
- No prior notification is required when students are absent.

■Others

- When the number of absences reaches 4, the student will not be able to receive credit. Attendances and absences can be checked on the Tutorial Canvas.
- You will not receive credit if you miss two Test Units, even if your absence is less than 4 times.

6.3 Special consideration for absences and grades

When university classes are canceled because of natural disasters or infectious diseases, there will be special consideration for absences and grades. Also, when students are absent due to the circumstances listed below, and submit the required documents from their department, it will not be counted as a regular absence.

Reason	Required documents	How to apply	Place of application
Compassionate leave	「忌引きによる授業欠席等に関する取扱いのお願い」(stamped with your department's seal)	Acquire the required document from your department and submit it to one of the places of application	Send PDF via Email at: te-help@list.waseda.jp *Be sure to include your student number, name, and course name in the email.
Infectious disease	学校感染症に関する「授業欠席(配慮)届け」(stamped with your department's seal)	<ul style="list-style-type: none"> Acquire「学校感染症治癒証明書」from your doctor and submit it to your department Acquire the required document from your department and submit it to one of the places of application 	
Teaching practice, Care practice	「講義欠席特別扱願」(「実施証明書」)	Acquire the required document from the Department of Education (Building 16, 2F) and submit it to one of the places of application	
Jury duty	「裁判員制度に関わる欠席届」(stamped with your department's seal)	Acquire the required document from your department and submit it to one of the places of application	

- ※ The maximum number of lessons that can fall under special consideration is 3. Applications for special consideration exceeding this upper limit are treated as regular absences. If the number of regular absences exceeds 3, students will not receive credit for this course.
- ※ Regarding hospitalization: Students will only be eligible to apply for special attendance consideration due to hospitalization when they have attended fewer than 7 lessons. Please submit a doctor's certificate to the application location on the previous page.

Please contact the WAS Office (Building 29, Room 601, Waseda Campus) for details as soon as you miss a class due to one of these reasons. The deadlines for applications for special consideration are below.

Quarter	Spring	Summer	Fall	Winter
Period	2021/6/4 (Fri)	2021/7/16 (Fri)	2021/11/26 (Fri)	2021/2/1 (Tue)

- ※ If you are not able to submit documents in time for the deadline due to an infectious disease near the end of each quarter, please contact us before the above date.
- ※ If you do not contact us by the above date, documents will not be accepted after the deadline.
- ※ Documents will not be accepted after the deadline.
- ※ Evaluation will be changed after the end of the quarter or semester.

6.4 Cancellation of lessons and make-up lessons

In principle, lessons will not be cancelled. However, if the entire university is closed and the lesson is cancelled, please follow the policy set by the university. You will be notified via MyWaseda or Tutorial Canvas when on-demand classes will be offered as a substitute (alternative lesson).

LESSON ASSESSMENT GUIDELINES

(レッスン評価ガイドライン)

PREPARATION

To receive points, students should complete the unit Preparation online before each lesson. The majority of Preparation activities involve some form of listening comprehension, answering unit-related questions, or listing ideas for the unit. Completion of the online Preparation will help students build familiarity with the unit content and help them prepare to discuss this content in detail.

Preparation is scored between 0-12 points on 12 multiple choice questions, each worth 1 point.

E.g. 12 points: when all answers are correct.

5 points: when 5 answers are correct.

0 points: when the Preparation has not been completed, or when all answers are incorrect

Open-ended questions are not scored. However, answering these questions will allow students to consider the topic in advance, making the in-class conversations smoother and possibly improving students' in-class performance. Students should be prepared to share their ideas and responses to these questions in class.

INTERACTION

Interaction is based on the student's initiative and participation in all lesson activities. It is determined by the students' willingness to participate in all aspects of the lesson through turn-taking, active listening, and working with others. The criteria depends on the level. Each aspect of Interaction is scored as 0, 3, or 6 points.

Beginners

points	Turn-taking	Active listening	Working with others
6	The student answered questions	The student remained active when listening to others	The student contributed their ideas to class activities.
3	The student sometimes answered questions	The student was sometimes active when listening to others	The student sometimes contributed their ideas to class activities.
0	The student did not try to answer questions	The student was mostly passive when listening to others	The student did not contribute their ideas to class activities.

Basic

points	Turn-taking	Active listening	Working with others
6	The student started conversations	The student remained active when listening to others	The student asked others what they thought
3	The student sometimes started conversations	The student was sometimes active when listening to others	The student sometimes asked others what they thought
0	The student did not try to start conversations	The student was mostly passive when listening to others	The student did not ask others what they thought

Intermediate

points	Turn-taking	Active listening	Working with others
6	The student started and maintained conversations	The student remained active when listening to others	The student asked others to explain their ideas
3	The student sometimes started and maintained conversations	The student was sometimes active when listening to others	The student sometimes asked others to explain their ideas
0	The student did not try to start or maintain conversations	The student was mostly passive when listening to others	The student did not ask others to explain their ideas

Upper Intermediate

points	Turn-taking	Active listening	Working with others
6	The student maintained and balanced conversations	The student remained active when listening to others	The student helped develop others' ideas, making comments and asking questions
3	The student sometimes maintained and balanced conversations	The student was sometimes active when listening to others	The student sometimes helped develop others' ideas
0	The student did not try to maintain or balance conversations	The student was mostly passive when listening to others	The student did not help develop others' ideas

Advanced

points	Turn-taking	Active listening	Working with others
6	The student led and balanced conversations	The student remained active when listening to others	The student developed others' ideas and linked them to their own
3	The student sometimes led and balanced conversations	The student was sometimes active when listening to others	The student sometimes developed others' ideas
0	The student did not try to lead or balance conversations	The student was mostly passive when listening to others	The student did not try to develop others' ideas

CAN-DO for TEST UNITS

Students will be assessed their can-do performance on Unit 5 and Unit 10. There are 4 can-do for each Test Unit, and each can-do is scored as 0, 5, 10 or 15 points. Each Test Unit consists of 4 can-do × 15 points = 60 points. Except in the Advanced level, where each Test Unit consists of 2 can-dos, 2 can-dos × 30 points=60 points.

Can-do criteria

Points	Criteria
15 points	The student demonstrated a high degree of competence with the Can-do by... <ul style="list-style-type: none"> • using all aspects of the Can-do with a high degree of fluency and accuracy
10 points	The student demonstrated competence with the Can-do by... <ul style="list-style-type: none"> • using all aspects of the Can-do
5 points	The student demonstrated limited competence with the Can-do by... <ul style="list-style-type: none"> • struggling to demonstrate the Can-do • failing to demonstrate all aspects of the Can-do
0 points	The student did not demonstrate any of the aspects of the Can-do

7. Acts of Misconduct

Regarding the acts of misconduct please refer to the Global Education Center website for details.

<https://www.waseda.jp/inst/gec/undergraduate/class/>

Scroll down for “不正行為の取り扱いについて”.

8. Campus map

Waseda University
Academic Solutions Office

Bldg.29, 601 (6th Floor)
1-2-4, Nishiwaseda Shinkuju-ku
Tokyo, 169-0051



In 2021, Tutorial English will be conducted online.

9. Inquiries

For questions and consultations about classes, please contact the following.

When making inquiries, **please check the "Frequently Asked Questions" on each website in advance.**

See Frequently Asked Questions: <https://led.w-as.jp/faq.html> ⇒⇒



◆ Course registration / Final grades

Inquire to: Global Education Center

Inquiry Form: <https://www.waseda.jp/inst/gec/en/contact/>

*Write the course name, your name, student number and Waseda e-mail address.



◆ Lesson evaluations, Attendance, Tutorial Canvas, general class-related matters

Inquire to: Waseda University Academic Solutions (Building 29, 6F, Room 601/ TEL:03-5286-8030)

Inquiry Form: <https://otoiwase.jp/do/public/form/tutorialenglish/1>

FAQ: <https://led.w-as.jp/faq.html>

Course Details: <https://led.w-as.jp>

<QR codes>

FAQ⇒



Inquiry Form⇒
(WAS)



Course Details⇒



*When there are no classes, the office hours are as follows: Monday – Friday, 9:00-17:30

*Closed on Sundays and holidays

If there seems to be a system error, please confirm “System Maintenance Information” in the “Information Technology Service Navigation” first.

<https://www.waseda.jp/navi/announce/2021/index.html>



(Information Technology Service Navigation)

If the system failure occurs on a Saturday, Sunday, or a national holiday, an extension period will be provided only for students whose assignment submission deadline is on the day of the failure. You will receive a notice on MyWaseda on the following weekday stating the extension period. Please check the details carefully and be sure to submit your assignment within the extended period.

10. WeTEC test periods

WeTEC(Pre-course)

Period of Course	Course Type		Test Periods
Spring Quarter Summer Quarter	Compulsory Students	School of Political Science and Economics	2021/3/5 (Fri)~3/26 (Fri) 23:59
		School of Commerce	2021/3/3 (Wed)~3/11 (Thu) 23:59
		School of Social Sciences	2021/3/5 (Fri)~3/10(Wed) 23:59
		School of Human Sciences	2021/3/13 (Sat)~3/29 (Mon) 23:59
		School of Sport Sciences	2021/3/13 (Sat)~3/29 (Mon) 23:59
		School of International Liberal Studies (SILS)	2021/3/11 (Thu)~3/17(Wed) 23:59
	Elective students ※It depends on the department	If you register for the course during the 1st registration period	Current students: 2021/3/18 (Thu)~3/20 (Sat) 17:00 Newly Enrolled Students: 2021/3/29 (Mon)~3/31 (Wed) 17:00
		If you register for the course during the 2nd registration period ※Only Summer Quarter can be registered	2021/4/5 (Mon)~4/6 (Tue) 17:00
		If you register for the course during the 3rd registration period ※Only Summer Quarter can be registered	2021/4/9 (Fri)~4/10 (Sat) 17:00
Summer Intensive	All students	2021/7/8 (Thu)~7/16 (Fri) 23:59	
Fall Quarter Winter Quarter	Compulsory Students	All schools of compulsory students except those who enroll into SILS in September	2021/9/9 (Thu) ~9/16 (Thu) 23:59
		School of International Liberal Studies (SILS) who enroll in September	Informed at the beginning of September
	Elective students ※It depends on the department	If you register for the course during the 1st registration period	2021/9/15 (Wed)~9/17 (Fri) 17:00
		If you register for the course during the 2nd registration period ※Only Winter Quarter can be registered	2021/9/24 (Fri)~9/25 (Sat) 17:00
		If you register for the course during the 3rd registration period ※Only Winter Quarter can be registered	2021/9/30 (Thu)~10/1 (Fri) 17:00
Spring Intensive	All students	2022/1/7 (Fri)~1/14 (Fri) 23:59	

WeTEC(Post-course)

Semester	Course Type	Test Periods
Spring Quarter	Elective students who took Spring Quarter only	2021/5/27 (Thu)~6/4 (Fri) 23:59
Summer Quarter	All students	2021/7/8 (Thu)~7/16 (Fri) 23:59
Summer Intensive 01 (8/14~8/26)	All students	2021/8/26 (Thu)~9/1 (Wed) 23:59
Summer Intensive 02 (8/27~9/7)	All students	2021/9/7 (Tue) 23:59
Fall Quarter	Elective students who took Fall Quarter only	2021/11/18 (Thu)~11/26 (Fri) 23:59
Winter Quarter	All students	2022/1/24 (Mon)~2/1 (Tue) 23:59
Spring Intensive (2022/2/2~2/14)	All students	2022/2/14 (Mon) 23:59



Students who do not need to take the WeTEC test.

In the following cases, students who do not need to take the WeTEC test.

Period of Course		Timing	Students who don't have to take the exam
Spring Semester	Spring Quarter	Pre-course	Those who took the freshmen Placement Test.
		Post-course	Those who take GTE continuously in the Summer Quarter.
	Summer Quarter	Pre-course	Those who took GTE in the preceding Spring Quarter.
		Post-course	None (All students are required to take it).
Summer Intensive		Pre-course	None (All students are required to take it).
		Post-course	None (All students are required to take it).
Fall Semester	Fall Quarter	Pre-course	Those who took GTE in the preceding Summer Intensive course.
		Post-course	Those who take GTE continuously in the Winter Quarter.
	Winter Quarter	Pre-course	Those who took GTE in the preceding Fall quarter.
		Post-course	None (All students are required to take it).
Spring Intensive		Pre-course	None (All students are required to take it).
		Post-course	None (All students are required to take it).

Tutorial English Lesson Calendar 2021



★ 履修クラス発表日
Class announcement

Unit 1 春・秋クォーター
Spring/Fall Quarter

Unit 1 夏・冬クォーター
Summer/Winter Quarter

1,2 夏季集中・春季集中
Summer/Spring Intensive

April						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
			★			
18	19	20	21	22	23	24
	Unit 1 【春】			Unit 2 【春】		
25	26	27	28	29	30	1
	Unit 3 【春】			Unit 4 【春】		

May						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				29	30	1
				Unit 4 【春】		
2	3	4	5	6	7	8
9	10	11	12	13	14	15
	Unit 5 【春】			Unit 6 【春】		
16	17	18	19	20	21	22
	Unit 7 【春】			Unit 8 【春】		
23	24	25	26	27	28	29
	Unit 9 【春】			Unit 10 【春】		
30	31	★				

June						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
	Unit 1 【夏】			Unit 2 【夏】		
13	14	15	16	17	18	19
	Unit 3 【夏】			Unit 4 【夏】		
20	21	22	23	24	25	26
	Unit 5 【夏】			Unit 6 【夏】		
27	28	29	30			
	Unit 7 【夏】					

July						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
				Unit 8 【夏】		
4	5	6	7	8	9	10
	Unit 9 【夏】			Unit 10 【夏】		
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
					★	

August						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
						1,2
15	16	17	18	19	20	21
		3,4	5,6	7,8	9,10	11,12
22	23	24	25	26	27	28
	13,14	15,16	17,18	19,20	1,2	3,4
29	30	31				
	5,6	7,8				

September						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
	5,6	7,8	9,10	11,12	13,14	15,16
5	6	7	8	9	10	11
	17,18	19,20				
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
		★				
10	11	12	13	14	15	16
	Unit 1 【秋】			Unit 2 【秋】		
17	18	19	20	21	22	23
	Unit 3 【秋】			Unit 4 【秋】		
24	25	26	27	28	29	30
31	Unit 5 【秋】			Unit 6 【秋】		

November						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
	Unit 7 【秋】			Unit 8 【秋】		
14	15	16	17	18	19	20
	Unit 9 【秋】			Unit 10 【秋】		
21	22	23	24	25	26	27
	★					
28	29	30	1	2	3	4
	Unit 1 【冬】			Unit 2 【冬】		

December						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	1	2	3	4
	Unit 1 【冬】			Unit 2 【冬】		
5	6	7	8	9	10	11
	Unit 3 【冬】			Unit 4 【冬】		
12	13	14	15	16	17	18
	Unit 5 【冬】			Unit 6 【冬】		
19	20	21	22	23	24	25
26	27	28	29	30	31	

2022 January						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
				Unit 7 【冬】		
16	17	18	19	20	21	22
	Unit 8 【冬】			Unit 9 【冬】		
23	24	25	26	27	28	29
	Unit 10 【冬】					
30	★	31				

February						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
			1,2	3,4	5,6	7,8
6	7	8	9	10	11	12
	9,10	11,12	13,14	15,16		17,18
13	14	15	16	17	18	19
	19,20					
20	21	22	23	24	25	26
27	28					

土曜集中クラス(Saturday Intensive)

Unit	1+2	3+4	5+6	7+8	9+10
春クォーター Spring quarter	4/24	5/1	5/15	5/22	5/29
夏クォーター Summer quarter	6/12	6/19	6/26	7/3	7/10

Unit	1+2	3+4	5+6	7+8	9+10
秋クォーター Fall quarter	10/16	10/23	10/30	11/13	11/20
冬クォーター Winter quarter	12/4	12/11	12/18	1/15	1/22

注) 土曜集中クラスは、土曜日1、2限または3、4限に、連続2時限履修するものです。

*Saturday Intensive courses are offered during 1st & 2nd periods and 3rd and 4th periods.

レベルとクォーターの組み合わせ (Level and Quarter)

	Spring	Summer	Fall	Winter
Basic				
Intermediate	A	B	C	D
Upper Intermediate				
Advanced	A	B	A	B