2022
Guide to
Tutorial English
(A-D)

＜Quarter Course＞

In AY2022,

The classes will be delivered

online in real-time mode.

Global Education Center

For students who take Tutorial English

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.

If you are not using a university computer, please make sure that the computer you are using meets the following recommended environment.

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. In such cases, please use a university computer room.

- In principle, we will not accept resubmission of assignments, extend the test-taking period, or retake tests for individual reasons, including computer troubles.

- If you are late or absent for a lesson due to individual reasons, including computer troubles, we will not give you an alternative lesson or special consideration for your lesson evaluation.

※The system requirements below are as of February 11th, 2022.

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

PC	Browser	Tutorial Canvas	WeTEC Test Site	Waseda Moodle (Collaborate)
Windows	Microsoft Edge20 or above	Use the latest browser.	○	See page 8.
	Google Chrome		○	
	Firefox/Opera		×	
Macintosh	Safari 7.0 or above		○ (Mac OS 10.9 or above)	
	Google Chrome			

※You cannot access MyWaseda during maintenance. Please see MyWaseda regarding maintenance days.

For students who take Tutorial English

Tutori Sempai
(Official character)

Please confirm the course schedule

Tutorial English has different procedures and test-taking requirements than other subjects. The lesson start dates are also different, so please check the course schedule below and the lesson calendar on the back cover carefully.

<Schedule>

Quarter	Date	Event
Spring	Refer to P.33	The WeTEC test period (Pre-course)
	4/5 - 4/11	Tuition payment period
	4/13 late afternoon	Class Announcement
	4/18 - 5/28	Lessons
	5/26 - 6/3	The WeTEC test period (Post-course)
	5/26 - 6/9	The Students Questionnaire reply period
	6/3	Deadline for inquiries about lesson assessment
		Deadline for submitting documents for Special Consideration

Quarter	Date	Event
Summer	Refer to P.33	The WeTEC test period (Pre-course)
	4/5 - 4/11	Tuition payment period (First registration period)
	4/15 - 4/21	Tuition payment period (Second, Third registration periods)
	5/31 late afternoon	Class Announcement
	6/6- 7/9	Lessons
	7/7 - 7/15	The WeTEC test period (Post-course)
	7/7 - 7/21	The Students Questionnaire reply period
	7/15	Deadline for inquiries about lesson assessment
		Deadline for submitting documents for Special Consideration

Quarter	Date	Event
Fall	Refer to P.33	The WeTEC test period (Pre-course)
	9/28 - 10/4	Tuition payment period
	10/6 late afternoon	Class Announcement
	10/10 - 11/19	Lessons
	11/17 - 11/25	The WeTEC test period (Post-course)
	11/17 - 12/1	The Students Questionnaire reply period
	11/25	Deadline for inquiries about lesson assessment
		Deadline for submitting documents for Special Consideration

Quarter	Date	Event
Winter	Refer to P.33	The WeTEC test period (Pre-course)
	9/28 - 10/4	Tuition payment period (First registration period)
	10/8 - 10/14	Tuition payment period (Second, Third registration periods)
	11/21 late afternoon	Class Announcement
	11/28 - 2023/1/21	Lessons
	2023/1/19 - 1/26	The WeTEC test period (Post-course)
	2023/1/19 - 2/2	The Students Questionnaire reply period
	2023/1/27	Deadline for inquiries about lesson assessment
		Deadline for submitting documents for Special Consideration

Notes for obtaining credit

In Tutorial English, there are items to be graded (preparation and test taking) outside of the weekly lessons. Attendance alone is not enough to earn points and credits. Please check on the grading system on pages 26-30, and be sure to complete the course on a daily basis.

The following two points require special attention:

◎**Preparation : Prep work assigned before each lesson from Unit 1 to Unit10.**

◎**Test Units (Unit 5 and 10) :**

If you are absent from both Test Units, you will not receive credit.

Contents

If you are to register the summer or spring intensive course, please refer to the "2022 年度 Tutorial English 履修ガイド＜夏季集中・春季集中科目＞". Please refer to the following URL.
[URL] https://led.w-as.jp/guide.html

1. Tutorial English course profile

Tutorial English is Waseda University's original language course, which was launched in 2002 and has a proven track record in improving English communication skills. The curriculum was significantly revised in April 2021. The course focuses on strengthening speaking skills and has the following features.

● The quarter course has a total of 10 units, consisting of 2 lessons a week. (Two consecutive periods per day for intensive courses).　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). Students will use "Talk", a textbook developed specifically for the course.

● 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.

　・　This course will be taught by tutors under the advice of the professor in charge.

　・　This course is administered by Waseda University Global Education Center under contract to Waseda University Academic Solutions Corporation.

1.1　Flow chart

Before the start of the course → **During the course period** → **After completing the course**

Before the start of the course:
- Step 1. Course registration (Elective Students)
- Step 2. WeTEC test (Pre-course)
- Step 3. Pay tuition (Elective Students)
- Step 4. Class announcement
- Step 5. Purchase textbook

During the course period:
- Step 1. Preparation
- Step 2. Lesson　Unit 5 and Unit 10 are test units
- Step 3. Check assessment points
- Step 4. Review (No assignments)

After completing the course:
- Step 1. WeTEC test (Post-course)
- Step 2. Student Questionnaire
- Step 3. Check Final Review Sheet

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.	・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.	・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.	・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.	・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

※ Tutorial Canvas will be accessible after the classes are announced for each quarter.
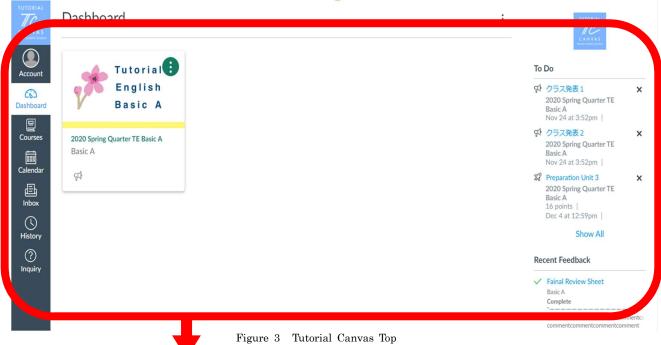
◆How to login

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
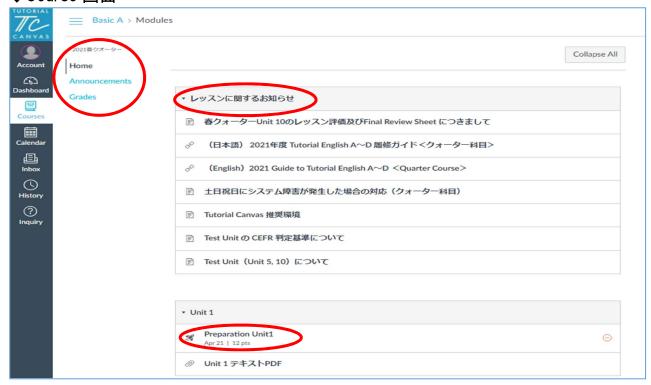
Main Functions		
Account	個人情報の確認	You can check your personal information.
Dashboard	ダッシュボード	The Tutorial English course you are currently enrolled in will be displayed. When you enter the course listed here, you can submit your Preparation, check your points for each unit, and see comments from your 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 *Not in use	—	This function is not used in Tutorial English. ***Please note that we will not be able to respond to any inquiries from Inbox or Inquiry.**
Inquiry *Not in use	—	
To Do	お知らせ	Important announcements about Tutorial English and the due dates of the Preparation will be displayed.

◆Course 画面

◆ **"Tutorial Canvas" General features overview**

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 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 February 1, 2022

Browser	Desktop PC	Mobile
Google Chrome	Windows 10、macOS 10.14+ or above	Android 9+
Firefox	Windows 10、macOS 10.14+	***Not supported***
Safari*	macOS 10.14+	iOS 12+
Microsoft Edge(Chromium)	Windows、macOS	Android、iOS

*Collaborate does not work properly with safari15.

- <u>We recommend that you take the class from a computer.</u> If you use a smartphone, the tutor's whiteboard and the screen may appear too small.
- Please take the lessons in a quiet environment so that you can get the same learning effect as in a regular face-to-face lesson.
- If you have any technical questions, please contact the IT service.

◆How to access online lessons

1. Access the login page of MyWaseda, and then log in to "Waseda Moodle" directly instead of via MyWaseda. (Figure 1)

2. Accessing online classes: (For details, please refer to pages 18-20.)
   Select "2022 Tutorial English オンライン授業" from "コース概要" in Waseda Moodle (Figure 2).

(Figure 1)

(Figure 2)

2. Before the course starts

The schedule is different from other courses from the registration to the start of the lesson, and you will be required to do your own preparation and take tests. Please check the course flow carefully. Please note that once a course registration is approved, **no changes (including level, day, time, or campus) or cancellations will be accepted.**

This course is offered throughout the year. Please refer to the table below and the lesson calendar on the back cover for more information on when classes are offered and the detailed schedule.

■Quarter courses A to D
(10 lessons twice a week for 5 weeks / 2 consecutive periods once a week (Saturday) for 5 weeks)

Course	Spring (A) 【5 weeks】	Summer (B) 【5 weeks】	Fall (C) 【5 weeks】	Winter (D) 【5 weeks】
Tutorial English （each level）A **(10 lessons)**	○		○※1	
Tutorial English （each level）B **(10 lessons)**		○		○※1
Tutorial English （each level）C **(10 lessons)**			○	
Tutorial English （each level）D **(10 lessons)**				○

※1: There are no C and D courses for the Advanced level, therefore the A and B courses are offered in the fall and winter quarters.

[Reference]

■ Summer Intensive and Spring Intensive Courses
(2 consecutive periods per day x 10 days, 20 lessons in total)

Course	Summer intensive 【10 days】	Spring intensive 【10 days】
Tutorial English（each level）A&B **(20 lessons)**	○	○※2
Tutorial English（each level）C&D **(20 lessons)**		○

※2：Advanced level is offered as A&B in Spring intensive.
※For more information, please refer to " 2022 年度 Tutorial English 履修ガイド＜夏季集中・春季集中科目＞".

Step 1.　Course registration

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

For details, please refer to the following URLs.
Tutorial English: https://led.w-as.jp/gogaku/te.html
Renewal Information of Tutorial English: https://led.w-as.jp/gogaku/newte.html
・*Guide to Tutorial English (A ～D) ＜Quarter Course ＞*
https://led.w-as.jp/guide.html

・How to register for the course
GEC Website: https://www.waseda.jp/inst/gec/en/
>Course Registration >Course Registration Instructions

＊The same level, A to D, covers the same level of difficulty.

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, Mon-1 and Thu-1, in the Spring Quarter"

　Course name: Tutorial English (Upper Intermediate) A A1

② If you want to register　"Advanced B, Tue-1 and Fri-1, in the Winter Quarter"

　Course name: Tutorial English (Advanced) B O8

早稲田キャンパス

週前半 曜日	時限	週後半 曜日	時限	Basic, Intermediate, Upper Intermediate A,B,C,D 全クォーター共通 クラス名称	Beginners, Advanced ※Beginnersは必修のみ A(春クォーター) B(夏クォーター) クラス名称	A(秋クォーター) B(冬クォーター) クラス名称
月	1	木	1	A1	A1	M1
月	1	木	2	A2	A2	M2
月	1	木	3	A3	A3	M3
月	1	木	4	A4	A4	M4
月	1	木	5	A5	A5	M5
月	2	木	1	A6	A6	M6
月	2	木	2	A7	A7	M7
月	2	木	3	A8	A8	M8
月	2	木	4	A9	A9	M9
月	2	木	5	B1	B1	N1
月	3	木	1	B2	B2	N2
月	3	木	2	B3	B3	N3
月	3	木	3	B4	B4	N4
月	3	木	4	B5	B5	N5
月	3	木	5	B6	B6	N6
月	4	木	1	B7	B7	N7
月	4	木	2	B8	B8	N8
月	4	木	3	B9	B9	N9
月	4	木	4	C1	C1	O1
月	4	木	5	C2	C2	O2
月	5	木	1	C3	C3	O3
月	5	木	2	C4	C4	O4
月	5	木	3	C5	C5	O5
月	5	木	4	C6	C6	O6
月	5	木	5	C7	C7	O7

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

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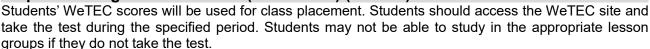
Example of level selection and combination

- You cannot take more than one level in the same quarter. If you wish to take more than one level, you must register for a different quarter or summer/spring intensive class.
- Please register for ABCD courses that are at a higher level than or the same level as a course you have previously taken, but that you have not taken before. For example, do not register for Intermediate after you have taken Advanced or Upper Intermediate.

登録可否	組み合わせ例　※TE：Tutorial English
○	春クォーター「TE（Basic）A」＋夏クォーター「TE（Basic）B」
○	春クォーター「TE（Basic）A」＋冬クォーター「TE（Basic）D」
○	春クォーター「TE（Basic）A」＋夏クォーター「TE（Intermediate）B」
○	夏季集中「TE（Basic）A&B 01」＋夏季集中「TE（Intermediate）A&B 02」 ※夏季集中は01と02があり、授業日程が重ならなければ、夏季集中では複数のレベルを登録することが可能です。
×	春クォーター「TE（Basic）A」＋春クォーター「TE（Intermediate）A」 →同一クォーターに複数レベルを登録することはできません。
×	春クォーター「TE（Basic）A」＋夏クォーター「TE（Basic）B」＋夏季集中「TE（Basic）A&B 」 →春クォーター・夏クォーター科目と集中科目が同一レベルかつ同一内容のため、登録することはできません。

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 the course fee

Students who registered the University-wide Open Courses (Elective) are required to pay the course fee. After the course registration results are announced, the payment information will be sent to your Waseda email address. Please make sure to pay within the designated payment period. If you do not pay, you will not be allowed to take the course.

Step 4. Checking class announcement information

Your online booths, tutors and the course level of compulsory students, which is determined by the WeTEC score result, will be announced on the Tutorial Canvas.
Compulsory students will be able to see their course level after the announcement day. (Until then, the course name will be displayed as "Tutorial English (Compulsory)" .
*Please see page 6 for how to access the Tutorial Canvas.

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

【Lesson Booths】
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.

Once you have read the notice, it will not appear in the "To Do". To check your level again, click on the card with your level on the Dashboard, go to the next screen, and then click on "Announcements".

◆**Class will be announced on the following dates:**

Quarter	Spring	Summer	Fall	Winter
Date	4/13 (Wed) Late afternoon	5/31 (Tue) Late afternoon	10/6 (Thu) Late afternoon	11/21 (Mon) Late afternoon

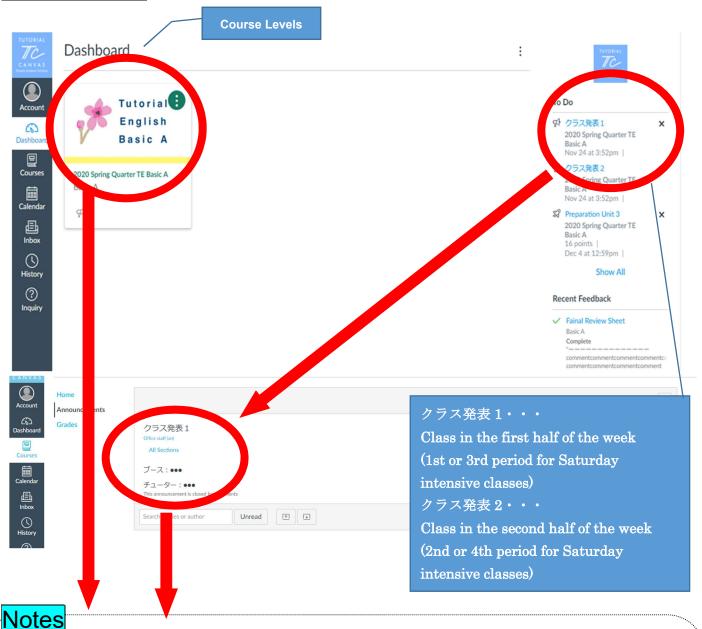## Course level and lesson booth information (Tutorial Canvas)

◆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.

Course Levels

Dashboard

Tutorial English Basic A

2020 Spring Quarter TE Basic A

To Do

クラス発表1
2020 Spring Quarter TE Basic A
Nov 24 at 3:52pm |

クラス発表2
2020 Spring Quarter TE Basic A
Nov 24 at 3:52pm |

Preparation Unit 3
2020 Spring Quarter TE Basic A
16 points |
Dec 4 at 12:59pm |

Show All

Recent Feedback

✓ Fainal Review Sheet
Basic A
Complete

commentcommentcommentcomment
commentcommentcommentcomment

クラス発表1
Office staff (an)
All Sections
ブース：●●●
チューター：●●●
This announcement is closed for comments

クラス発表1・・・
Class in the first half of the week
(1st or 3rd period for Saturday intensive classes)
クラス発表2・・・
Class in the second half of the week
(2nd or 4th period for Saturday intensive classes)

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.

Step 5. Purchasing 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.
*Make sure to purchase the Second Edition which is published in 2022.

◆**List of textbooks**

A（Spring Quarter）

Course	Textbook	Price
Tutorial English (Beginners) A	Talk　Beginner　A (Second Edition)	1,320 yen (1,200 yen + 10% tax)
Tutorial English (Basic) A	Talk　Basic　A (Second Edition)	
Tutorial English（Intermediate) A	Talk　Intermediate　A (Second Edition)	
Tutorial English（Upper Intermediate) A	Talk　Upper Intermediate　A (Second Edition)	
Tutorial English (Advanced) A	Talk　Advanced　A (Second Edition)	

B（Summer Quarter）

Course	Textbook	Price
Tutorial English (Beginners) B	Talk　Beginner B (Second Edition)	1,320 yen (1,200 yen + 10% tax)
Tutorial English（Basic）B	Talk　Basic B (Second Edition)	
Tutorial English（Intermediate）B	Talk　Intermediate B (Second Edition)	
Tutorial English（Upper Intermediate）B	Talk　Upper Intermediate　B (Second Edition)	
Tutorial English（Advanced）B	Talk　Advanced　B (Second Edition)	

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 (Second Edition)	1,320 yen (1,200 yen + 10% tax)
Tutorial English（Basic）C	Talk　Basic C (Second Edition)	
Tutorial English（Intermediate）C	Talk　Intermediate C (Second Edition)	
Tutorial English（Upper Intermediate）C	Talk　Upper Intermediate C (Second Edition)	
Tutorial English（Advanced）A	Talk　Advanced A (Second Edition)	

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 (Second Edition)	1,320 yen (1,200 yen + 10% tax)
Tutorial English（Basic）D	Talk　Basic D (Second Edition)	
Tutorial English（Intermediate）D	Talk　Intermediate D (Second Edition)	
Tutorial English（Upper Intermediate）D	Talk　Upper Intermediate D (Second Edition)	
Tutorial English（Advanced）B	Talk　Advanced B (Second Edition)	

◆**Where to buy textbooks**
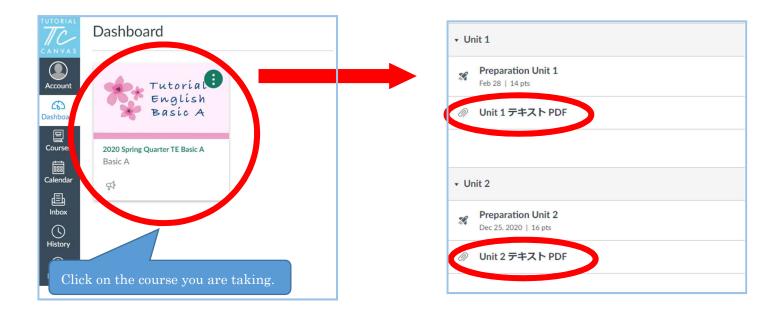
Waseda University Coop　　http://www.wcoop.ne.jp/

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. 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.

There are some assignments that are graded and occur outside of lesson time, such as Preparation and WeTEC.

Step 1.　Preparation　　　　　　　　　　　　　　　　　　　　　　　　　　★Graded

Preparation will be assessed (see P.26). Be sure to work on the Preparation 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 18 is 9:00 a.m. on Monday, April 18.

The answer period may be shorter than 7 days on the first day of the quarter (Unit 1).

It is 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; however, the second time is not mandatory. 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.

◆How to Complete Preparation
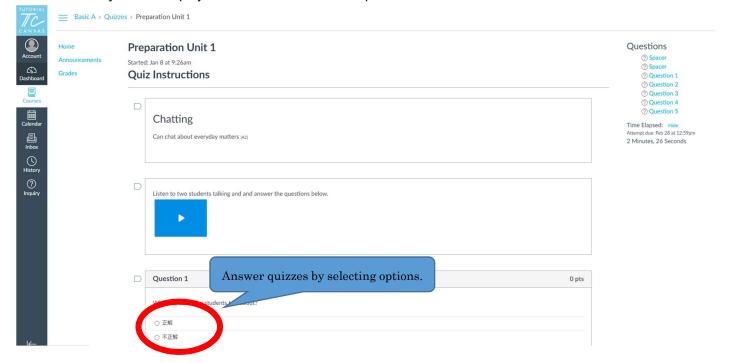
①After logging in to the course from the Dashboard, click "Preparation Unit ●" for the Unit you want to answer.
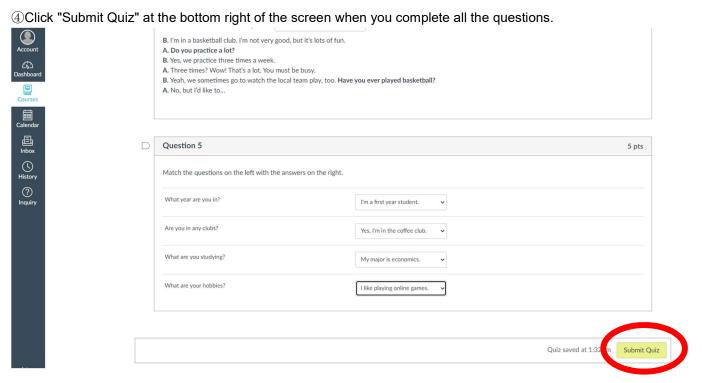
②Click "Take the Quiz".

15
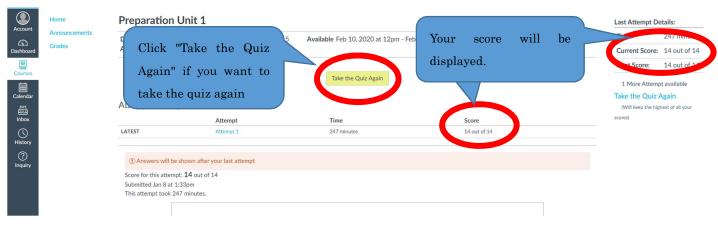
③Click the "Play" button to play the audio and answer the questions below.

Answer quizzes by selecting options.

④Click "Submit Quiz" at the bottom right of the screen when you complete all the questions.
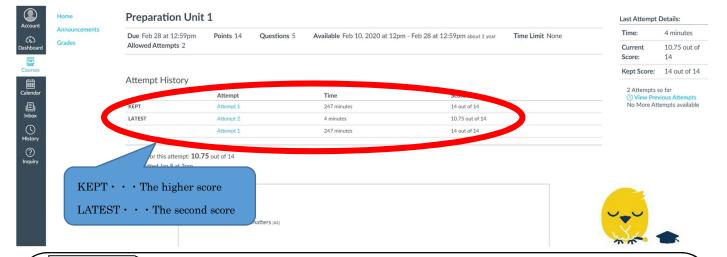
⑤Your score will be displayed. If you want to take again, click "Take the Quiz Again".

Click "Take the Quiz Again" if you want to take the quiz again

Your score will be displayed.

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.

KEPT・・・The higher score

LATEST・・・The second score

```
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. Please refer to p. 27 for more information on attendance and absences.

■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.
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① **Enter the designated booth on Waseda Moodle**

Access the "2022 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 11.**

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.

The list is 14-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	waseda-100-100-1ブース〜10ブース
2	waseda-100-100-11ブース〜20ブース
3	waseda-100-100-21ブース〜30ブース
4	waseda-100-100-31ブース〜40ブース
5	waseda-100-100-41ブース〜50ブース
6	waseda-100-100-51ブース〜60ブース
7	waseda-100-100-61ブース〜70ブース
8	waseda-100-100-71ブース〜80ブース
9	waseda-100-100-81ブース〜90ブース
10	waseda-100-100-91ブース〜100ブース
11	waseda-100-100-101ブース〜110ブース
12	waseda-100-100-111ブース〜120ブース
13	waseda-100-100-121ブース〜130ブース
14	waseda-100-100-131ブース〜140ブース

② **Take lessons online**

Click 'Join session'.

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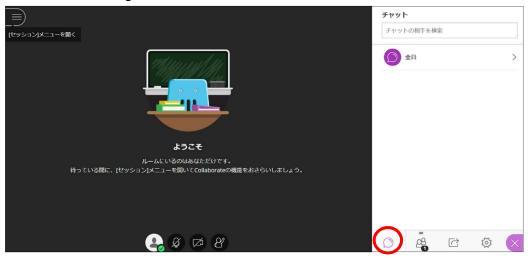
If you cannot hear the members' voice or cannot see the video, you can use the chat function.

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.

③ **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)'.

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Step 3.　Lesson　　　　　　　　　　　　　　　　　　　　　　　　　　　　　★Graded

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.

Please note that **Unit 5 and Unit 10 are test units**.

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-dos from each unit and provides students with an opportunity to review what they have learned so far. Please refer to page 26 for grading.
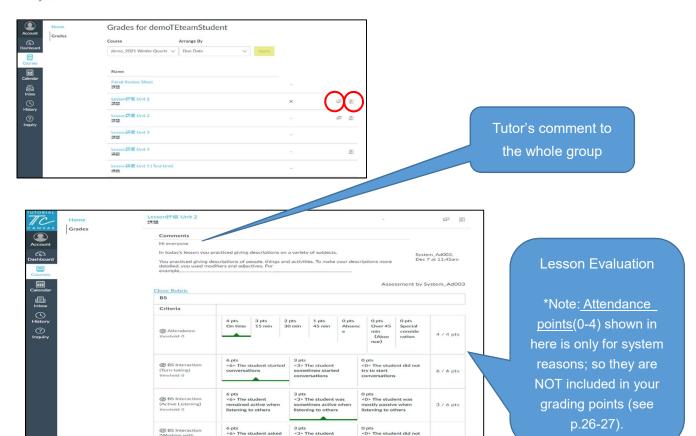
> ⚠ **If you miss both Unit 5 and Unit 10 Test Units, you will not be able to receive credit even if you have met the grading criteria.**

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 two days 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 🗨.

Tutor's comment to the whole group

Lesson Evaluation

*Note: Attendance points(0-4) shown in here is only for system reasons; so they are NOT included in your grading points (see p.26-27).

◆**The deadlines for inquiries about tutors' assessments**

If you have any questions about the lesson evaluation, please contact us
by the deadline below.

Contact form: https://otoiawase.jp/do/public/form/tutorialenglish/1

Quarter	Spring	Summer	Fall	Winter
Date	2022/6/3 (Fri)	2022/7/15 (Fri)	2022/11/25 (Fri)	2023/1/27 (Tue)

Notes:

・　We will not be able to accept any questions after the deadline.

・　We will not be able to respond to questions that are posted directly to the Tutorial Canvas.

・　Please be sure to evaluate your own lessons at the end of each unit regardless of the above deadline.

・　If you have any questions, please contact us as soon as possible without waiting for the above deadline.

■**Test Unit English Proficiency Indicators**

The Tutorial English textbook, "Talk", is designed in accordance with the CEFR*. In the Test Units of Unit 5 and Unit 10, apart from the assessment, you will be given an indicator of your current English proficiency in Range, Accuracy, Fluency, and Phonology according to the CEFR.

<u>**This indicator will not affect your grade.**</u> Please refer to the following table for the criteria.

	Range	Accuracy	Fluency	Phonology
C2	- Shows great flexibility reformulating ideas in differing linguistic forms to convey finer shades of meaning precisely, to give emphasis, to differentiate and to eliminate ambiguity. Also has a good command of idiomatic expressions and colloquialisms.	- Maintains consistent grammatical control of complex language, even while attention is otherwise engaged (e.g. in forward planning, in monitoring others' reactions).	- Can express him/herself spontaneously at length with a natural colloquial flow, avoiding or backtracking around any difficulty so smoothly that the interlocutor is hardly aware of it.	- Can employ the full range of phonological features in the target language with a high level of control – including prosodic features such as word and sentence stress, rhythm and intonation – so that the finer points of his/her message are clear and precise. Intelligibility is not affected in any way by features of accent that may be retained from other language(s).
C1	- Has a good command of a broad range of language allowing him/her to select a formulation to express him/ herself clearly on a wide range of general, academic, professional or leisure topics without having to restrict what he/she wants to say.	- Consistently maintains a high degree of grammatical accuracy; errors are rare and difficult to spot.	- Can express him/herself fluently and spontaneously, almost effortlessly. - Only a conceptually difficult subject can hinder a natural, smooth flow of language. - Demonstrates fully controlled use of connecting phrases and organizational patterns to form smooth-flowing speech.	- Can articulate virtually all the sounds of the target language; some features of accent retained from other language(s) may be noticeable, but they do not affect intelligibility. - Can vary intonation and place sentence stress correctly in order to express finer shades of meaning.
B2	- Has a sufficient range of language to be able to give clear descriptions, express viewpoints and develop arguments without much noticeable searching for words, using some complex sentence forms to do so.	- Shows a relatively high degree of grammatical control. Does not make errors which cause misunderstanding, and can correct most of his/her mistakes.	- Can produce stretches of language at a fairly even tempo. - There are not many noticeably long pauses. - Can link phrases into coherent speech using a limited number of cohesive devices/connecting phrases, though there may be some 'jumpiness' in a long contribution.	- Can generally use appropriate intonation, place stress correctly and articulate individual sounds clearly. - Accent can be influenced by other language(s) he/she speaks, but has little or no effect on intelligibility.
B1	- Has enough language to get by in everyday life, with sufficient vocabulary to express him/herself with some hesitation and circumlocutions on topics such as family, hobbies and interests, work, travel, and current events, but vocabulary limitations cause repetition and even difficulty with formulation at times.	- Uses reasonably accurately a repertoire of frequently used 'routines' and patterns associated with more predictable situations.	- Can keep going comprehensibly, even though pausing for planning and repair is very evident, especially in longer stretches of free production. - Can link simple elements into a linear sequence.	- Pronunciation is generally intelligible even if a foreign accent is sometimes evident and occasional mispronunciations occur. - Can approximate intonation and stress.
A2	- Can produce brief everyday expressions in order to satisfy simple needs of a concrete type (e.g. personal details, daily routines, wants and needs, requests for information.) - Can use basic sentence patterns and communicate with memorized phrases and groups of a few words about themselves and other people, what they do, places, possessions etc.	- Uses some simple structures correctly, but still systematically makes basic mistakes (e.g. tends to mix up tenses or forgets to mark agreement). - It is still usually clear what he/she is trying to say.	- Can make him/herself understood in short stretches, even though pauses, false starts and reformulation are very evident. - Can construct phrases on familiar topics with sufficient ease to handle short exchanges, despite very noticeable hesitation and false starts. - Can link phrases with simple connectors like "and," "but" and "because."	- Pronunciation is generally clear enough to be understood, but native speakers might need to ask for repetition from time to time. - A strong influence from other language(s) he/she speaks on stress, rhythm and intonation may affect intelligibility, but pronunciation of familiar words is clear.
A1	- Has a very basic range of simple expressions about personal details and needs of a concrete type. - Can use some basic structures in single-clause sentences with some omission or reduction of elements.	- Shows only limited control of a few simple grammatical structures and sentence patterns in a memorized repertoire.	Can manage very short, isolated, mainly pre-packaged phrases, with significant pausing to search for expressions, to articulate less familiar words, and to repair communication. - Can link words with very basic connectors like "and" or "then."	- Pronunciation of a very limited repertoire of learnt words and phrases can be understood with some effort by interlocutors used to dealing with speakers of the language group concerned. - Can reproduce correctly a limited range of sounds as well as the stress on simple, familiar words and phrases.

*The CEFR stands for the Common European Framework of Reference for Languages. In Europe, where multiple languages are used, the CEFR is a common measure of language proficiency in any language. There are scales ranging from A1, for beginners who have just started learning a language, to C2, for those who are as proficient as native speakers.

4. 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 の成果測定について".

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.

For instructions on how to take the test, please refer to 5 Guidelines for the WeTEC test on P.24-25. For the test period, please refer to 10. WeTEC test periods (P.33) . If you take A, B, or C, D for two consecutive quarters, you do not need to take the A or C WeTEC test (Post-course), the B or D WeTEC test (Post-course) will be reflected in your grade as the A or C WeTEC test (Post-course).

　　※WeTEC points will be awarded in the following cases.

　　　If you take both the pre-course and the post-course.

　　　If the score of the post-course is higher than the score of the pre-course and the score of the post-course is higher than the minimum score of the level to be taken (see P.26).

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) Expected posting date			
Spring Quarter	2021/6/6 (Mon)	Summer Quarter	2022/7/18 (Mon)
Fall Quarter	2021/11/28 (Mon)	Winter Quarter	2023/1/30 (Mon)

5. Guidelines for the WeTEC test

5.1 Guidelines for the WeTEC test

◆**Basic Information**

Test period	Refer to 'WeTEC test periods' on P.33
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.
The WeTEC test can only be taken once, and cannot be retaken.

◆**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: 8.1/10/11	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
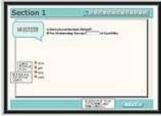
⑤Sound check
Test the sound level to ensure high sound quality.

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

3. Taking the WeTEC test

⑦Taking 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

4. Test score displayed

⑧Test 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 result will be sent to your Waseda email address within 5 days after the end of the test period (excluding weekends and holidays). If you do not receive the email, it may be in your junk mail folder. Please check it.
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.29-p.30). 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: 394 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)	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. 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. 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. 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.
(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)	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). *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). 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.
(6) WeTEC	Pre-course / Post-course	0-10 points (up to 10 points)	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. 【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 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. * The minimum standards on the WeTEC test are below.

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 attendances 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　Attendances and absences

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 attendances and absence.

■Attendance

・You must be able to communicate for at least 45 minutes during the class period through Waseda Moodle's Collaborate to be eligible for attendance.

・Assessment points will not be deducted for "arriving late/leaving early" within 45 minutes. However, if you are not able to take part in the Interaction or Can-do assessments due to the lateness or early leaving, the number of assessment points you will 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）	・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.

※ Absences due to club activities cannot be considered.

※ In AY2022, Tutorials English will be delivered online in real time. In principle, the decision to close the entire university due to weather conditions does not apply to online classes that can be taken off-campus.

※ If the schedule of Tutorial English 2022 class overlaps with the schedule of final examinations of other courses, students are required to attend Tutorial English in principle. We will issue a certificate of attendance for taking uncompleted exams, so please contact the above office if you need one.

Quarter	Spring	Summer	Fall	Winter
Period	2022/6/3 (Fri)	2022/7/15 (Fri)	2022/11/25 (Fri)	2022/1/27 (Fri)

※ 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.

※ Evaluation will be changed after the end of the quarter or semester.

6.4   Cancelation 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 informed via MyWaseda when a make-up lesson is offered.

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... ・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... ・using all aspects of the Can-do
5 points	The student demonstrated limited competence with the Can-do by... ・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.29-2, 2nd Floor 1-3-24, Nishiwaseda Shinkuju-ku Tokyo, 169-0051 *Our office has moved as of June 6, 2022.

⚠️ In AY2022, Tutorial English will be delivered online in real time.

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 29-2, 2F / TEL:03-5286-8030)

　　　　　*Our office has moved as of June 6, 2022.

Inquiry Form: https://otoiawase.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/2022/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	2022/3/5（Sat）〜3/26（Sat）23:59
		School of Commerce	2022/3/3（Thu）〜3/11（Fri）23:59
		School of Social Sciences	2022/3/4（Fri）〜3/9（Wed）23:59
		School of Human Sciences	2022/3/13（Sun）〜3/29（Tue）23:59
		School of Sport Sciences	2022/3/13（Sun）〜3/29（Tue）23:59
		School of International Liberal Studies (SILS)	2022/3/10（Thu）〜3/16（Wed）　17:00
	Elective students ※It depends on the department	If you register for the course during the 1st registration period	Current students： 2022/3/17（Thu）〜3/19（Sat）17:00 Newly Enrolled Students： 2022/3/29（Tue）〜3/31（Thu）17:00
		If you register for the course during the 2nd registration period ※Only Summer Quarter can be registered	2022/4/5（Tue）〜4/6（Wed）17:00
		If you register for the course during the 3rd registration period ※Only Summer Quarter can be registered	2022/4/9 (Sat)〜4/11（Mon）　17:00
Summer Intensive	All students		2022/7/7（Thu）〜7/15（Fri）23:59
Fall Quarter Winter Quarter	Compulsory Students	All schools of compulsory students except those who enroll into SILS in September	2022/9/14（Wed）〜9/21（Wed）23:59
		School of International Liberal Studies (SILS) who enroll in September	To be informed at the beginning of September
	Elective students ※It depends on the department	If you register for the course during the 1st registration period	2022/9/20（Tue）〜9/22（Thu）17:00
		If you register for the course during the 2nd registration period ※Only Winter Quarter can be registered	2022/9/28（Wed）〜9/29（Thu）17:00
		If you register for the course during the 3rd registration period ※Only Winter Quarter can be registered	2022/10/3（Mon）〜10/4（Tue）17:00
Spring Intensive	All students		2023/1/19（Thu）〜1/26（Thu）23:59

WeTEC(Post-course)

Semester	Course Type	Test Periods
Spring Quarter	Elective students who took Spring Quarter only	2022/5/26（Thu）〜6/3（Fri）23:59
Summer Quarter	All students	2022/7/7（Thu）〜7/15（Fri）23:59
Summer Intensive 01 （7/30〜8/10）	All students	2022/8/10（Wed）23:59
Summer Intensive 02 （8/23〜9/2）	All students	2022/9/2（Fri）23:59
Fall Quarter	Elective students who took Fall Quarter only	2022/11/17（Thu）〜11/25（Fri）23:59
Winter Quarter	All students	2023/1/19（Thu）〜1/26（Thu）23:59
Spring Intensive （2023/2/4〜2/16）	All students	2023/2/16（Thu）23：59

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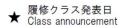
Students who do not need to take the WeTEC test

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　TE continuously in the Summer Quarter.
	Summer Quarter	Pre-course	Those who took　TE 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　TE in the preceding Summer Intensive course.
		Post-course	Those who take　TE continuously in the Winter Quarter.
	Winter Quarterr	Pre-course	Those who took　TE in the preceding Fall quarter.
		Post-course	None (All students are required to take it).
Spring Intensive		Pre-course	Those who took　TE in the preceding Winter Quater.
		Post-course	None (All students are required to take it).

【Quarter Course】

Tutorial English Lesson Calendar 2022

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 Unit 1【春】	19	20	21 Unit 2【春】	22	23
24	25 Unit 3【春】	26	27	28 Unit 4【春】	29	30

May

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

June

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

July

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

August

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

September

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

November

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

December

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

2023 January

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

February

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4 1,2
5	6	7 3,4	8 5,6	9 7,8	10 9,10	11 11,12
12	13 13,14	14 15,16	15 17,18	16 19,20	17	18
19	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	4/23	5/7	5/14	5/21	5/28
夏クォーター Summer quarter	6/11	6/18	6/25	7/2	7/9

Unit	1・2	3・4	5・6	7・8	9・10
秋クォーター Fall quarter	10/15	10/22	10/29	11/12	11/19
冬クォーター Winter quarter	12/3	12/10	12/17	1/14	1/21

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 & 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	A	B	C	D
Intermediate	A	B	C	D
Upper Intermediate	A	B	C	D
Advanced	A	B	A	B