

2023 Guide to Listening and Reading

- **Essentials for Beginners**
- **Academic Skills for Intermediate Learners**
- **Critical Thinking for Advanced Learners**



Global Education Center

GEC Listening and Reading Lesson Calendar 2023

春クォーター・夏クォーター Spring Quarter / Summer Quarter

April

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

May

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

各クォーター14回

【組み合わせ】全クォーター共通

月&木	月&木
火&金	火&金

14 Lessons per Quarter

【Lesson days】for ALL quarters

Mon & Thu	Mon & Thu
Tue & Fri	Tue & Fri

June

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

July

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

秋クォーター・冬クォーター Fall Quarter / Winter Quarter

October

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

November

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

December

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

2024 January

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

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1. Listening and Reading course profile

This course focuses on improving reading and listening skills in English. Each class has up to 20 students. The course offers three levels from basic to advanced: Essentials for Beginners, Academic Skills for Intermediate Learners, and Critical Thinking for Advanced Learners. Starting from the reading and listening of everyday communication in the basic course, the course gradually enriches your vocabulary. In the intermediate level, more academic situations are introduced, and in the advanced level the course presents high-level academic discussions and readings for students to express their thoughts effectively and critically.

- Lessons are taught by assigned instructors under the guidance of the academic coordinators.
- This course is administered by Waseda University Global Education Center under contract to Waseda University Academic Solutions Corporation.

1.1 Course levels and goals for each level

There are three levels so students can register for courses according to their English proficiency.

Compulsory Students: You will take the course you have been placed in by your department.

Elective Students: You will take the level you chose at registration. Please refer to the table below and the syllabus when choosing your level.

Level	Expected English test score				Goal for each level	Target students
	TOEIC L&R (Listening)	TOEIC L&R (Reading)	TOEFL iBT (Listening)	TOEFL iBT (Reading)		
Essentials for Beginners	Below 275	Below 275	Below 9	Below 4	Aim to acquire the frequently used expressions for communication in daily life, and understand readings/conversations about everyday topics.	Students who are not good at English but wish to get used to written and spoken English
Academic Skills for Intermediate Learners	275~485	275~450	9~21	4~23	Aim to understand the main ideas of wide-ranging subjects, and acquire basic skills to analyze the structure of texts and talks.	Students who are comfortable with English, but wish to acquire skills for understanding lectures and discussions in English
Critical Thinking for Advanced Learners	Above 400	Above 385	Above 17	Above 18	Aim to understand writings and discussions in the academic field, to express thoughts precisely, and to write well-structured sentences in those academic situations.	To the students who wish to understand the information in English in your specific fields.

1.2 Class modality

Class modality differs depending on the level and class you are taking. Please confirm the class modality by referring to the “Course Title” and “Class Modality Category” in the “Course Information” section of the syllabus. If you are taking this course as a compulsory subject, you cannot choose the class modality. You will take the course you have been automatically registered for.

Registration	Essentials for Beginners	Academic Skills for Intermediate Learners	Critical Thinking for Advanced Learners
Compulsory (SILS)	-	On-campus	On-campus
Compulsory (School of Sport Sciences)	Online	Online	-
Elective	Online	On-campus or Online	On-campus

2. Before the course starts

2.1 Course level and classroom information (On-campus)

◆Level

Compulsory: : The course level is decided by your department. Please check your course level on the “Course Registration Web System”.

Elective: : You will take the level you chose at registration. You can check your level on the “Course Registration Web System”.

◆Classroom number

Please refer to the syllabus for the on-campus classroom information.

(Online classes will be conducted using Collaborate via Waseda Moodle.)

2.2 Purchasing textbooks

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

Spring /Fall Quarter

Course	Textbook	Price
Listening and Reading (Essentials for Beginners) α	Listening and Reading: Essential Skills α 【Basic】	JPY1,650 (JPY1,500+ tax10%)
Listening and Reading (Academic skills for Intermediate learners) α	Listening and Reading: Academic Skills α 【Intermediate】	
Listening and Reading (Critical thinking for Advanced learners) α	Listening and Reading: Critical Skills α 【Advanced】	

Summer /Winter Quarter

Course	Textbook	Price
Listening and Reading (Essentials for Beginners) β	Listening and Reading: Essential Skills β 【Basic】	JPY1,650 円 (JPY1,500+ tax 10%)
Listening and Reading (Academic skills for Intermediate learners) β	Listening and Reading: Academic Skills β 【Intermediate】	
Listening and Reading (Critical thinking for Advanced learners) β	Listening and Reading: Critical Skills β 【Advanced】	

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

Coop Plaza at Waseda(Building 17, B1F), Tokorozawa (Building 100, 4F)

(There are no Coop Members' discounts for these textbooks.)

3. During the course period

3.1 Pre and post lesson study and exams

Assignments differ depending on the level you are taking. Please refer to the chart below. For more details, please refer to the syllabus or the Student's Guide posted on Waseda Moodle. The instructor will explain the contents of the Student's guide in the first class

Level	Preparation ※1	Class quiz	Writing Tasks ※2	Final exam
Essentials for Beginners	Answer on Waseda Moodle <u>by 8:00 am on each lesson day below:</u> Lesson 2, 4, 6, 8, 10, and 12	During Lesson 3, 5, 7, 9, 11, and 13	N/A	During Lesson 14
Academic Skills for Intermediate Learners	Answer on Waseda Moodle <u>by 8:00 am on each lesson day below:</u> Lesson 2, 4, 6, 8, 10, and 12	N/A	Submit two assignments α : "Notes" and "Assessment" β : two "Assessment(s)" on Waseda Moodle <u>by 23:55 pm on the previous day of each lesson day below:</u> Lesson 4, 6, 8, 10, 12, and 14	N/A
Critical Thinking for Advanced Learners	Answer on Waseda Moodle <u>by 8:00 am on each lesson day below:</u> Lesson 2, 4, 6, 8, 10, and 12	N/A	Submit on Waseda Moodle <u>by 23:55 pm on the previous day of each lesson day below:</u> Lesson 4, 6, 8, 10, 12, and 14	N/A

※1 Preparation

You can take each preparation task up to two times. The score will be displayed after each attempt, and the higher score will be used for grading. Answering the second time is optional.

If you are absent from a lesson, you can still submit your answers before the deadline.

※2 Writing Tasks

If your assignment is submitted late, a flat rate of 40% of your task score will be deducted. For example, if your original score is 8 points out of 10, then minus 40%, that means 4.8 points will be your score.

The final deadline for late submissions is **23:55 on the last lesson day. (Lesson 14)**

You still can submit an assignment even if you are absent.

3.2 How to attend lessons (On-campus and Online)

◆On-campus classes:

Please attend lessons at the classroom shown in the syllabus.

◆Online classes:

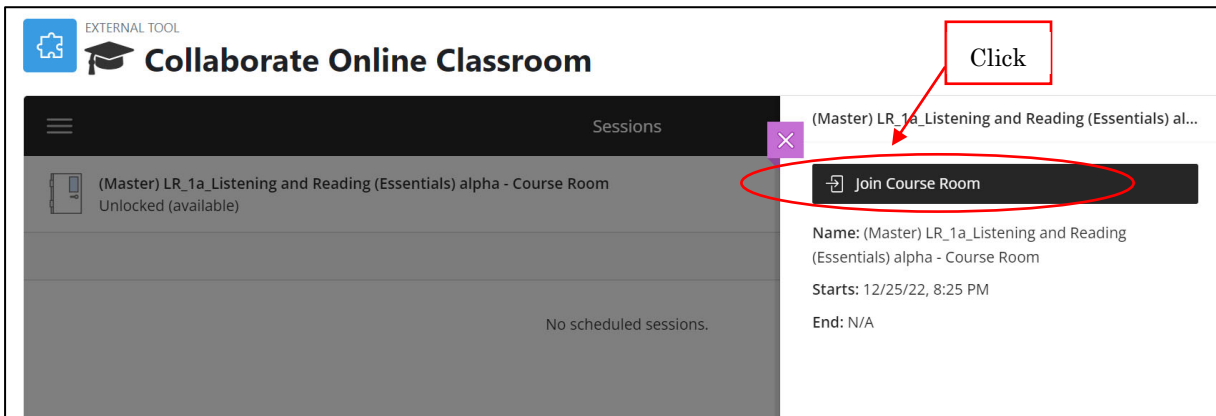
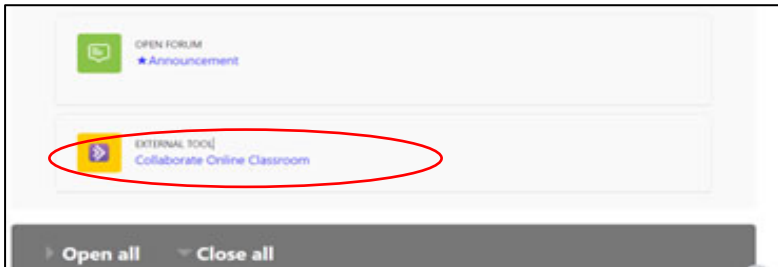
Online classes will be conducted using Collaborate via Waseda Moodle. For details, please refer to the next page.

【NOTES】



Regarding attendance and absences, please refer to "4.2 Attendances and Absences" on p.10-11.

① Waseda Moodle

On Waseda Moodle, select the course you are currently taking (Listening and Reading XXXX) from the “Course overview,” then click on “Collaborate Online Classroom.” You can access your class like this every lesson.

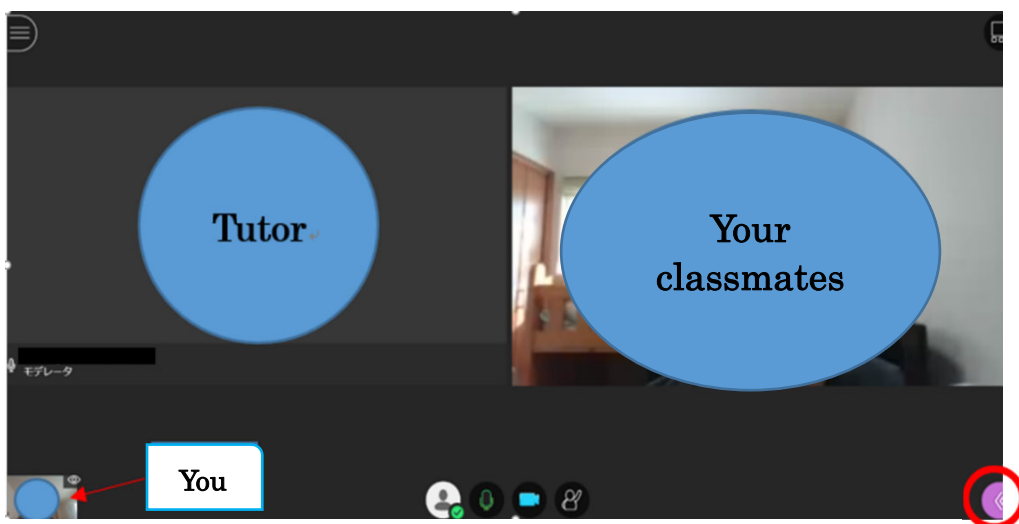


② Entering the online classroom, and attending lessons online.

Click on the audio  and video  icons at the bottom of the screen to make your video on and microphone off.



* Please **turn on the video during the lesson** to confirm your attendance.



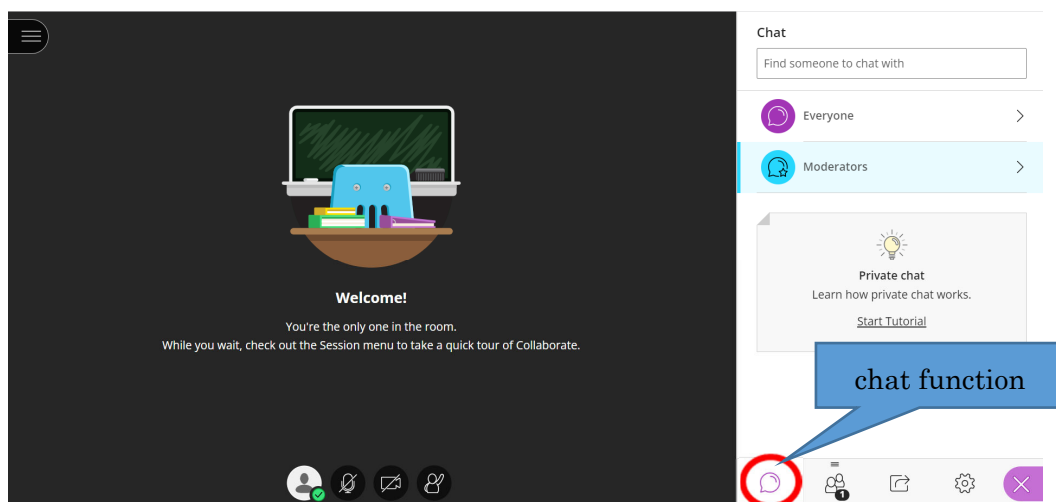


<How to use the chat function>

If you cannot hear anyone’s voice or cannot see anything, you can use the chat function.

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

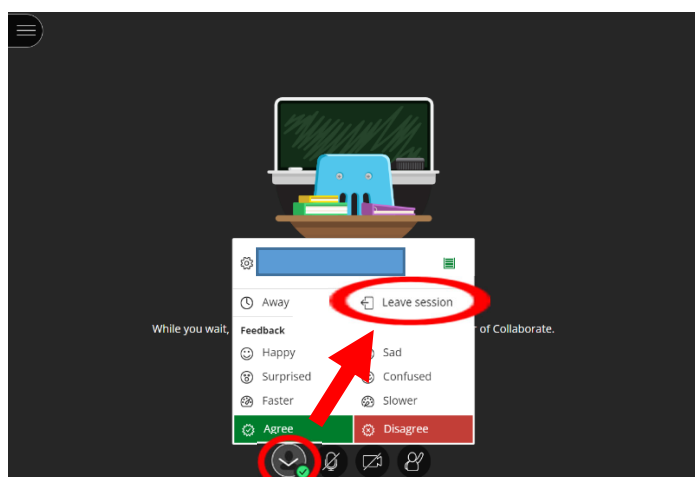
* Please **type in English** when you chat.



③ Leave the Online classroom

After the lesson, be sure to click  (Status & Settings), select “Leave session”, and close the screen.

* If you do not select “Leave session”, you will continue to be in the class and it might cause problems, so be sure to click “Leave session”.



Using Collaborate

- When you attend lessons via Collaborate, please take them in a quiet environment. (Use a headphone/microphone if needed.)
- In the case you cannot attend your online class due to network connection problems, please send an email to your instructor immediately. For your instructor's contact information, please check "Announcement" on Waseda Moodle, or your Waseda email delivered from "Announcement".
- Collaborate lessons are live, and you are required to interact with a partner or in a group arranged by your instructor. Please always follow your instructor's instructions.
- Please **turn on the video** and **turn off the microphone** when you begin lessons.

When you want to ask questions, use the "Raise Hand" function and wait for your instructor's reply.

- Lessons cannot be recorded. If you have questions about lessons, please ask your instructors during the lessons or right after lessons finished if your instructor is available. You also can contact your instructors by sending emails.
- Regarding Waseda Moodle and online lessons, please refer to the URL below. If your instructor gives you a different instruction, always follow your instructor.

Learn Anywhere https://wnpspt.waseda.jp/student_en/learnanywhere/

※Use the same MyWaseda ID (waseda email address) and password when you log in.

3.3 Lessons

Please participate actively in the lessons. Lessons are conducted entirely in English.



Please read "Student's Guide" provided on Waseda Moodle carefully and thoroughly.

The instructor will explain the contents of the Student's guide in the first class.



- All the assignments and tests including preparation, writing tasks, and the class quizzes and final exam should be submitted on Waseda Moodle.
- You may be requested to upload a photo of your handwritten assignment. In that case, you can log in to Waseda Moodle from your cell phone, and upload the photo, or send the photo to your computer, and then upload it. If you cannot submit your photo by these methods, please contact your instructor by email.
- Regarding Waseda Moodle, please refer to the URL below. If your instructor gives you different instructions, follow what they say.

Learn Anywhere https://wnpspt.waseda.jp/student_en/learnanywhere/

※Use the same MyWaseda ID (waseda email address) and password when you log in.

3.4 Answering the student questionnaire

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.

4. Assessment

4.1 Areas for assessment

Students will be assessed based on the description in the web syllabus as shown below.

Regarding assignments, quizzes and exams, any act of misconduct will have a great impact on your grades. In terms of the acts of misconduct, please refer to the Global Education Center website for details. <https://www.waseda.jp/inst/gec/en/undergraduate/class/>

◆Essentials for Beginners

Evaluation	Rate (%)	Evaluation Criteria
Participation	10 %	Completes tasks, responds, co-operates in class
Preparation	10 % (5 x 2%)	6 tasks in total before lessons 2, 4, 6, 8, 10, 12 – 5 highest counted
Class quiz	50 % (5 x 10%)	6 quizzes in total in lessons 3, 5, 7, 9, 11, 13 - 5 highest counted
Final exam	30 %	Summative final exam of course topics

◆Academic skills for Intermediate learners

Evaluation	Rate (%)	Evaluation Criteria
Participation	10%	Completes tasks, responds, co-operates in class
Preparation	15% (5 x 3%)	6 tasks in total before lessons 2, 4, 6, 8, 10, 12 – 5 highest counted
Writing tasks	75% (5 x 15%)	6 tasks in total in lessons 3, 5, 7, 9, 11, 13 – 5 highest counted

◆Critical thinking for Advanced learners

Evaluation	Rate (%)	Evaluation Criteria
Participation	10%	Completes tasks, responds, co-operates in class
Preparation	15% (5 x 3%)	6 tasks in total before lessons 2, 4, 6, 8, 10, 12 – 5 highest counted
Writing tasks	75% (5 x 15%)	6 tasks in total in lessons 3, 5, 7, 9, 11, 13 – 5 highest counted

You must attend **10 or more lessons** per quarter to be eligible to acquire credits for all the courses of all the levels.

4.2 Attendances and absences

■The following are the conditions and notes for **absences**.

- (On-campus) If you are late or leave early by more than 30 minutes, you will be marked absent.
- (Online) If you are not able to communicate on Collaborate via Waseda Moodle for more than 30 minutes during the lesson, you will be marked absent. If your instructor does not show up, please wait for 5 minutes and call the Waseda University Academic Solutions Corporation office (03-5286-8030) to let us know. Please

wait in the classroom or online classroom for the first 20 minutes of class. You can leave the classroom/online classroom if your instructor still does not show up after waiting for 20 minutes. This means your lesson is cancelled. If you leave without waiting for 20 minutes, you will be marked absent.

■Notes

- If you are absent from a lesson, you may still be able to submit assessments. Please refer to “3.1 Pre and post lesson study and exams (p.6)”
- No prior notification is required for absences.
- (On campus) If public transportation is delayed, your attendance will be considered by submitting the delay certificate to your instructor.
- (Online) If you have an internet connection problem, your attendance will be considered if you let the instructor know immediately. Please refer to “3.2 How to attend lessons (On-campus and Online) (p.6-9)”

4.3 Special consideration for absences and grades

When the university is closed 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 to the offices as stated below, it will not be counted as a regular absence. No special consideration will be given for any other reasons.

Reason	Required documents	Required documents	Place of application
Bereavement Leave (to the second-degree relatives)	「忌引きによる授業欠席等に関する取扱いのお願い」 <u>(stamped with your department's seal)</u>	Acquire the required form from your department and submit it to the office of application noted in the right section.	【Submit to】 te-help@list.waseda.jp (Email only) [Notes] ・Attach PDF files when you email ・Be sure to include your student number, name, and course name in the email. ・Submit documents on your own using your Waseda email address ・Please note you cannot hand them in to the office staff directly even if you come to the GEC office or office of Waseda University Academic Solutions Corporation.
Infectious Disease	学校感染症に関する「授業欠席(配慮)届け」 <u>(stamped with your department's seal)</u>	① Acquire「学校感染症治癒証明書」 from your doctor and submit it to your department ② Acquire the required form from your department and submit it to the office of application noted in the right section.	
Nursing Experience	「講義欠席特別扱願」 (「実施証明書」)	Obtain the necessary documents (listed on the left) from the Faculty of Education Office (Building No. 16, 2nd floor) and submit them to the office of application noted in the right section. Please check you received a stamp from the facility you practiced in.	
Jury Duty	「裁判員制度に関わる欠席届」 <u>(stamped with your department's seal)</u>	Obtain the necessary documents (listed on the left) from your department and submit it to the office of application noted in the right section.	

※ Students will be given special consideration for attendance up to 4 times per quarter, and they will be given special consideration for assignment up to once per quarter. Special consideration for assignment is only eligible for the “class quiz” of Essentials for Beginners and “Notes” and “Listening Assessment”

of Academic Skills for Intermediate Learners. Applications exceeding this limit are treated as regular absences. If the number of regular absences exceeds 5 times, students will not receive credits for this course.

- ※ “Preparation” for all levels, “Reading Assessment” for Academic Skills for Intermediate Learners, and “Assessed Task” for Critical Thinking for Advanced Learners are not given special consideration. Please undertake these assignments on your own and submit.
- ※ Regarding hospitalization: Students will only be eligible to apply for special attendance consideration due to hospitalization if their attendance does not meet the requirements for obtaining credits, or if the instructor in charge deems it appropriate. Please submit a doctor's certificate. The stamp of your department office is not required.
- ※ Absences due to club activities cannot be considered.
- ※ All the classes of Essentials for Beginners and some classes of Academic Skills for Intermediate Learners will be delivered Online. The decision of the entire university closure due to weather conditions basically applies only to the classes held on campus. Classes held online are not eligible because they can be taken from off-campus. Please ensure your own safety and attend online classes if possible. However, you may be able to request consideration for your absence when you decide you can't attend due to weather conditions at the location where you are. If you wish to be considered, please submit an absent report that has been approved by your department to the office stated above.
- ※ For teaching practice please note that special consideration will not be given if you have registered for a quarterly course (7-week course), so please refrain from taking quarterly courses during the training period.

■ **Due date for submitting documents**

Quarter	Due date	Quarter	Due date
Spring	2023/6/7 (Wed)	Summer	2023/7/27 (Thu)
Fall	2023/11/29 (Wed)	Winter	2024/1/30 (Tue)

- ※ If you will not be able to submit documents before the deadline due to an infectious disease near the end of each quarter, please contact us before each quarter's deadline.
- ※ If you do not contact us by the due dates above, documents will not be accepted.

5. Inquiries regarding courses

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

When making inquiries, please check the “Frequently Asked Questions” on the relevant website in advance.

◆ 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.

◆Attendance and general class-related matters

Inquire to: Waseda University Academic Solutions (Building 29-2, 2F)

TEL: 03-5286-8030

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

Course Details: <https://led.w-as.jp> (Japanese Only)



※ Office Hours : Monday – Friday, 9:00-17:30

※ Responses to inquiries may not be provided until the next weekday or later

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

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



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

◆In case you cannot attend an online class due to a network connection problem

Please send an email to your instructor immediately.

Contact information of your instructor: Please check “Announcement” on Waseda Moodle, or a message sent to your Waseda email from “Announcement”.

FAQ

Q1. I don't know where my classroom is.

A Please check the syllabus for on-campus classrooms. Collaborate on Waseda Moodle will be used for Online lessons.

Q2. I don't know how to access my online classroom for online lessons.

A Go to Course overview of Waseda Moodle, click your course “Listening Reading (XXXX),” and access “Collaborate Online Classroom.” Please refer to p.6-8 for details.

Q3. I am not able to access Waseda Moodle.

A Please check the computer system requirements. If you still cannot access even though your computer meets the requirements, please contact the university IT service.

Please log in MyWaseda

→Click IT Services

→ “Support and Application for the systems (Helpdesk)

→ 「問い合わせ/Support」

↳ 「授業支援/Learning Support (Waseda Moodle)」

↳ Waseda Moodle に関するお問い合わせ(学生向け)/Inquiries of Waseda Moodle」

Q4. I can access Waseda Moodle, but cannot access the online classroom through Collaborate.

A Please send an email to your instructor as soon as possible. Then please contact the university IT service. Please refer to Q3 above.

Q5. I cannot do voice/screen sharing

A Please check your computer settings. If you can't solve the problems, please contact college IT service. Please refer to Q3 above.

Q6. Can I change my level? I don't think my level suits me.

A You cannot change your level. If you think it's too difficult for you, please take time for the pre and post lesson studying.

Q7. Where can I purchase textbooks?

A Please refer to p. 5 "Purchasing textbooks."