


This is the General Study Guidance for first-year students.



## Courses

- ▣ Lectures, seminars, practical classes
- ▣ Different class style, contents, and evaluation methods
- ▣ Course periods:
  - Spring Semester/Fall Semester
  - **Quarter-length courses (Spring Semester/Fall Semester):** First half intensive courses(S1/F1), Second half intensive courses(S2/F2)
  - **Summer Intensive/Spring Intensive (held during school break)**
- ▣ 5-point scale evaluation (S – C, and F/T).  
⇒ Number of credits earned and GPA

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There are various types of courses at the university, such as lectures, seminars, and practical classes.

In seminar-style classes, you may have discussions with other students, and have presentations.

Lecture courses may have a different class style, contents, and evaluation method from one another depending on the particular course or instructor.

For example, the class materials used in the courses may vary. There may be textbooks or no textbooks, and the instructor may use a whiteboard or may use handouts.

There are also many types of course periods.

Most courses are held for one semester, Spring Semester, or Fall Semester. The School of Global Japanese Studies also has quarter length courses which divide each semester into the first half and the second half. There are also Intensive courses which are courses held in the Summer or Spring break, and complete in a concise period.

There is a limit to the number of courses you can take each semester. You will need to plan out your course schedule and how you will earn credits.

For details, please see the English Track Syllabus <Important Notes for Course Registration>.

The evaluation methods depend on each course and instructor. A five-point scale is used for evaluation.

The number of credits you earn and your GPA will be important factors.

GPA stands for “Grade Point Average.” The alphabet letter evaluation, such as S, A, B, C, F or T, is given a grade point from 4 to zero. The average of the sum is the GPA.

For details, please see the English Track Syllabus, <Important Notes for Course Registration>.

For the next four years, you will be taking various courses, including lectures and seminars.

The most important thing about planning your courses is to have a vision of what you want to learn in the four years of your student life.

The School of Global Japanese Studies offers a wide area of specialization. Please visualize what you wish to learn, and what Seminar you wish to take to accomplish your goal.



## Lecture courses

- ▣ Attendance, attitude
- ▣ Taking notes, making use of materials
- ▣ Voluntary and active participation

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Students are indeed expected to attend courses. However, the weight of attendance in the evaluation depends on each instructor.

Even if the course instructor does not mark attendance for the classes, it will not be easy to catch up if you miss a class.

Answering the roll for somebody else, or submitting another person's reaction paper is strictly prohibited, and will be punished as misconduct.

Class participation, the way you participate in the course, is often valued in the university.

Some courses have hundreds of students, but even in these big classrooms, it is easy for the instructor to see how students are acting.


Please do not talk with other classmates if it is not related to the course contents.

The policies for mobile phone use depends on each instructor. Even if you are using your mobile phone as a dictionary or search tool, it is better to ask your instructor beforehand.

Never use your mobile phone for anything that is not related to the class. This includes messaging or social media.

Please make sure you take enough notes during class. There is no need to copy what is written in textbooks or handouts. But textbooks and handouts do not have all the information. If the instructor says something verbally and does not write it on the board, it is a good idea to take notes about it if you think it is important, or if you think you need the information for later to understand better.

We cannot assist you in the university in the same way high school teachers look after students. Please have the mindset that you will not gain anything unless you willingly do so and be active. Depending on the class progress, or class contents, you may be asked to come after class, but faculty members welcome questions about the course contents.



## Studying effectively

- ❑ **Make effort to review and prepare**  
Course credits are also associated with self-study time (not only the time during class).
- Office Hours:** Communication with faculty
- ❑ **Learning Lounge**  
<https://www.meiji.ac.jp/nksd/6t5h7p00000hyoqi.html>
- ❑ **TA: Academic Support**  
<https://www.meiji.ac.jp/learn-s/nakano/index.html>

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At universities, students earn credits through class hours and self-study. "Class hours" are studying in the classroom, and "self-study" is studying outside the class.


Before attending a lecture, prepare for the course by checking the contents of the class in your Syllabus. You can use textbooks or reference materials if they have been distributed in advance.

After the lecture, it is a good idea to read your notes and supplement the explanations so you can understand them later.

In addition to courses, full-time faculty members at the School of Global Japanese Studies have Office Hours. Office Hours are the time specified by the faculty members when students can visit and ask questions. You can take advantage of Office Hours if you wish to ask questions about the class contents, or get advice about looking further into a topic. For details about Office Hours, please see the notice on Oh-o! Meiji.

The Learning Lounge, located on the first floor of the High-rise Wing, can also be used for study outside of class hours. TAs, or Teaching Assistants, provide study support at the Learning Lounge. TAs are graduate students, who provide one-on-one consultation on questions about individual subjects, study methods, and corrections on your report. No reservations are required, so please feel free to visit.

There are also language learning materials, speaking booths, and a media library at the Learning Lounge. You can also use it for preparing and reviewing language courses, e-learning, writing your paper, and content production.



## Using the Syllabus

- Importance of the Syllabus
- Choosing your courses
- Textbooks, reference books
- Attendance for the first class (Required)

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The SGJS has two separate booklets titled “Syllabus.” One has the subtitle “Important Notes for Course Registration” and mainly explains the rules for registration. The other has the subtitle “Course Descriptions and Lesson Plans” and describes the contents of each course. Here, we will refer to the latter booklet, “Course Descriptions and Lesson Plans,” as the Syllabus. You can see this booklet on the SGJS website, and Oh-o! Meiji.

The Syllabus shows a basic guideline of how each course is conducted. It is published each academic year.

Even if two courses have the same title, the content may be different depending on the instructor, or academic year. We advise you not to fully rely on your friends’ or senior students’ advice on the course contents. Please read the Syllabus carefully before course registration.

If you have a specific mindset on what area of study you would like to specialize in, we recommend you to take and complete courses related to that area before your Seminar starts. However, please do not take courses spontaneously just because they seem interesting. If you do not earn credits for the courses you registered, it will lower your GPA. This may become a disadvantage when applying to scholarships or study abroad programs.

Students can take courses assigned to a lower year. So if a course is assigned to first or second-year students, third-year students and fourth-year students are still able to take that course.

Often, the textbooks or reference books used in the course are listed in the Syllabus.

Also, please note that in the first class, the instructor may explain important information that is not fully covered in the Syllabus. When you select your courses, please first refer to the Syllabus, and then attend the first class of each course you wish to register.

**The first class**  
⇒a/b module: The same contents are held twice in the first class  
**Important: Canceled for AY2020 Spring Semester**

Class time = 100 min

a module (50 min)      b module (50 min)

The same contents are held twice in the first class (a/b module)  
 ※Except for some courses.  
 Make sure to check the Syllabus.

**For AY2020 Spring Semester, the first class will be 100-minutes.**

科目名	宗教と哲学 A	2単位
Subject title	Religion and Philosophy A	2 credits
担当者	美濃部 仁	
Teacher name	Hitoshi Minobe	

1. 授業の概要・到達目標 / Outline and goals of course  
 「宗教と哲学」では、宗教とは何か、哲学とは何か、また宗教と哲学の関係を考察する。

2. 授業内容 / Content (14 weeks)  
 第1回 a : 授業の概要、哲学とは何か、宗教とは何か  
           b : 上記aと同じ内容  
 第2回 旧約聖書思想 (1) : 天地創造と楽園追放  
 第3回 旧約聖書思想 (2) : アブラハム物語 (信仰について)

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Classes at Meiji University are 100 minutes long, but the first classes for SGJS courses are generally divided into a) module and b) module, both 50 minutes in length. The same contents are held twice so that you can try out many courses before your course registration.

There are some exceptions, and some courses do not follow the ab module for the first class. But if the courses you are considering have the same schedule, you can try out two courses if they have ab module for the first class.

However, for the 2020 academic year Spring Semester, we will not have an ab module in the first class. Please note that classes will be held for 100 minutes from the very first class.



## **How to collect information to solve problems**

- ▣ Identify the problem, and decide on how to collect information**
- ▣ Assess validity and reliability**
- ▣ Statistical data**
- ▣ Oh-o!Meiji**

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Collecting information is not the same as randomly searching for information.

It is essential to look at the issue carefully and to identify what the problem is before you start.

One thing to keep in mind is that there are often many ways of understanding the issue. You should try to look at problems from multiple viewpoints before you determine what kind of information you need to collect.


Please do not assume that books and online resources are always correct. You need to especially be careful with information that does not specify its source, or anonymous opinions and reviews. Please always think about who wrote the information, and for what reason.

Even if the source is specified, please confirm that it is correct by referring to the source material.

Furthermore, it is better to gather information by referring to multiple sources, rather than relying on one source.

For statistical materials, please observe the change over time and get the latest data.

In some courses, the student portal, Oh-o! Meiji System will often be used. Please make sure you know how to use Oh-o! Meiji.



## **Collecting information (Outside the Campus Library)**

- ▣ Use libraries off-campus**  
National Diet Library, public libraries, specialized libraries, etc.
- ▣ Resources outside the library**
- ▣ Internet [⇒ICT Basic I ]**

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Our university has libraries on each campus, and students can use any of these libraries.

Although Meiji University has an extensive collection of books, you should also try to take advantage of using the National Diet Library, public libraries, and specialized libraries in various fields.

You can also get materials from a variety of sources outside the library. Some examples are general newspapers and magazines, national and local government publications, and private company publications. In some cases, resources like these are available for free.


Please use online resources effectively.

However, please keep in mind that it is easy to publish inaccurate information on the internet. Please be careful with the resources you find online.

The required course, “ICT Basic I” will cover details about using the internet.

Teaching Assistants are also available to help you in the PC Practice Room, located on the 2nd floor of the High-rise Wing. You can ask for help if you have questions.





## Writing reports

- ▣Citing sources
- ▣Plagiarism
  - ⇒Refer to...

**How to write a report**  
**- Quotation and Plagiarism -**

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Today, I will briefly explain some important points about how to cite information and about plagiarism.  
Please refer to the separate sheet, "Quotation and Plagiarism."

Plagiarism is the act of trying to pass off the work of others as your own work. Please make clear of what is your own work and what has been taken from an outside source if you need to refer to or cite trustworthy information.

Plagiarism is a very serious act, and is penalized at Meiji University. It will be penalized in the same degree as for similar actions in examinations. This may include cancellation of all registered courses in the semester, or suspension from the University.

Even if it were an accident due to a lack of knowledge or attention, plagiarism would have serious consequences, so please be careful.



## How to choose books for citation

- Technical books
- General books
- Educational books
- Self-help books, how-to books

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Technical books are written in a particular specialized area. There are also general books and educational books which help spread knowledge to a broader audience, and self-help books, and how-to books that show readers various social procedures or give advice on how you can deal with something.

There is no rule that says only technical books can be used for citation when you write a report or a paper. But please take precautions, such as carefully selecting the books you use for reference, and using multiple books for reference.

This is the end of the General Study Guidance for first-year students. Thank you.