



# **General Study Guidance for First-year Students (AY2021)**

**School of Global Japanese Studies  
Meiji University**



# Welcome to Meiji University

## The School of Global Japanese Studies !





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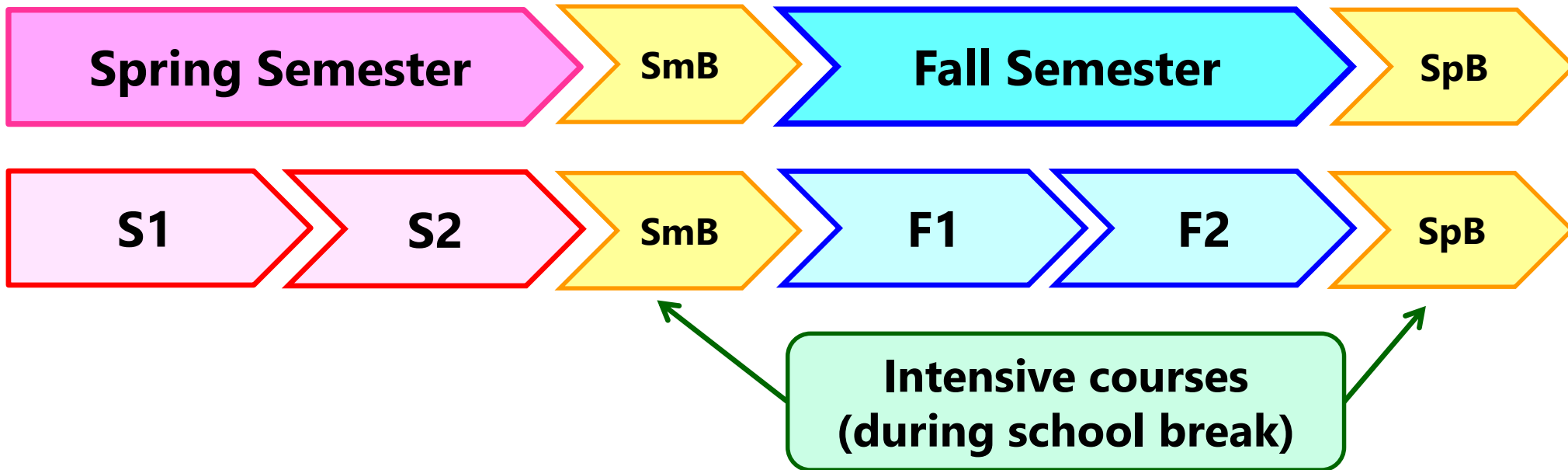
# Types of courses

- Seminars, lectures, practical classes
- Various class style, contents, and evaluation methods
- Course periods:
  - Spring and 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).**  
⇒ Important to know the number of credits earned and GPA



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## 5-point scale evaluation (S – C, and F/T).

<b>Evaluation</b>	<b>GPA points</b>
<b>S</b>	<b>4</b>
<b>A</b>	<b>3</b>
<b>B</b>	<b>2</b>
<b>C</b>	<b>1</b>
<b>F/T</b>	<b>0</b>



# How to take lecture courses

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





# How to study 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/nakano/english/learninglounge/top.html>

## □ TA: Academic Support

[https://www.meiji.ac.jp/learn-s/nakano/copy\\_of\\_contents.html](https://www.meiji.ac.jp/learn-s/nakano/copy_of_contents.html)



# How to use Syllabus

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



## How to collect information to solve problems

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



# How to collect 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]





# Writing reports

- **Research Paper Writing**

- **Citing sources**

- **Plagiarism**

⇒ **Refer to...**

**How to write a report**

**- Quotation and Plagiarism -**



**Bad case 1** No (reference). (Copy and paste) sentences the whole part

XXX

1 - 3	YYZZ
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**Bad case 2** No (reference). Only a few are added.

**XXX**

1-3    **YYZZ**

First, I explain the current status of **XXX**.

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Next I discuss the problems of **XXX**. △△

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As above, I discussed the current status and the problem of **XXX**.



**Bad case 3** Reference is shown, but the (quoted parts) are not specified.

XXX

1-3    YYZZ

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Why did that happen? In the following, I discuss its causes and solutions...

Reference

Auther (2011) *Title*. Publisher.

Title of website

<http://www. /~~~~~>.

(Observed on Month, Day, Year)







## Good case 1

Short quotation: Use “”

Suzuki (2012, p.137) argues “○○○○○○○○  
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cons of this idea.

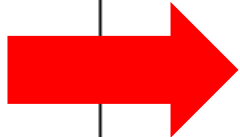
## Reference

Suzuki, Ichiro (2012) *Title*. Publisher.



## Good case 2 Long quotation: Use indentation

With regard to this point, Suzuki argues that:



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(pp.15-16)

Next I discuss the pros and cons of this idea.

### Reference

Suzuki, Ichiro (2012) *Title*. Publisher.



**Good case 3** Summary : ◎◎ is the summary of the referred material - “” is unnecessary.

According to Suzuki (2012, p.137) , ◎◎◎  
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 ◎◎◎.

Reference  
 Suzuki, Ichiro (2012) *Title*. Publisher.



## Good case 4 Reference list

### Reference

Suzuki, Ichiro (2012) *Title*. Publisher.

Takahashi, Hanako (2001) *Title*. Publisher.

—————(2008) ‘Paper title.’ *Journal title*.  
Publisher.

Tanaka, Kazuo (2010a) *Title*. Publisher.

————— (2010b) ‘Paper title.’ XXX (ed.)

*Book title*. Publisher.

Cabinet Office (2005) Final report on ~ ~

<http://www. /~~~~~>.

(Obtained on Month, Day, Year)



# How to choose books for citation

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