

**CCS 100: Orientation (1 cr.)
Spring Semester 2010**

Coordinator & Instructor:

Marcin SCHROEDER

Office Hours: M,W 14:00-15:30

e-mail: mjs@aiu.ac.jp

Course offered: Spring, Fall

Classroom: Lecture Hall D Building

Office: A-3-7

Phone: 886-5984

Meeting times: W 17:00-17:50

DESCRIPTION: The course is intended as an introduction to the institutional culture of AIU. Students learn what does it mean that AIU is an international liberal arts university, what its educational goals are, and how these goals can be achieved. They get advice on many aspects of their life and study on campus, including matters related to sexual education, psychological and health well being, university regulations and procedures, good life and study habits, time management, etc. They are informed about their choices in selecting courses, including advice on the ways to develop optimal individual study plans. Coordinator of the course is teaching some of its sessions, other sessions are offered in cooperation of other faculty and staff members.

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**TENTATIVE SCHEDULE**

Availability of guest speakers or instructors may require some exchange of the scheduled topics.  
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1. 2008 Curriculum

Date & Time: 17:00-17:50 on Wednesday, April 14

Location: Lecture Hall, D Building

Instructor: Ms. Yukiko Suda, Senior Staff, Division of Student Records

Office Telephone: 886-5871 Email: yukikos@aiu.ac.jp

Office Hours: M-F, 9:00 –17:00

Session Goals

The primary goals of this section are:

- a) **Gain knowledge of 2008 Curriculum.**
- b) **Improve understanding of the steps toward graduation and the Bachelor's degree along with various options and opportunities offered under 2008 Curriculum.**
- c) **Learn functions of university offices and services to find assistance when needed.**

Evaluation

Attendance and a short report at the end of class are required.

Class Materials

Students are required to bring:

2010-11 Student Handbook (学生便覧)

2. Special Features of AIU & Quality of Education

Date & Time: 17:00-17:50 April 21

Location: Lecture Hall, D Building

Instructor: Dr. Marcin Schroeder, Dean of Academic Affairs

Office Telephone: 886-5984 E-mail: mjs@aiu.ac.jp

Office Hours: M,W 14:00-15:30

Session Goals: Students learn about their role in course evaluation and about the efforts of the university to meet the highest standards of education.

The session is intended to give students chance to ask questions about AIU, its curriculum, all other academic matters. The class will have a short presentation of AIU curriculum to initiate discussion: What is the difference between AIU and other Japanese universities? What are your expectations related to your study at AIU?

Evaluation: Attendance and a short report from the class are required.

3. Sexual Education I: Romantic Relationship and Life Plan

Date & Time: 17:00-17:50, April 28.

Location: Lecture Hall, D Building

Instructor: Ms. Akiko Minakawa in cooperation with Ms. Miwako Nagato

Office Telephone: 886-5926 E-mail: minakawa@aiu.ac.jp

Office Hours: TBA

Session Goals: TBA

Evaluation: The session provides advice for young people entering adult life related to the issues facing them in romantic relationship and its role for life plan.

Class Materials: TBA

4. Academic Achievement Center

Date & Time: 17:00-17:50 May 12

Location: Lecture Hall, D Building

Instructor: Representative of AAC

Contact: Mr. Ryo Saito, Staff Member, Division of Student Records

Office Hours: M-F 9:00-17:00

Session Goals: Students learn about the role and functioning of Academic Achievement Center. They learn how to use the opportunities provided by the center

for students who need help in their studies, but also for students who would like to contribute their academic strengths as peer tutors.

5. Attitudes and Values in Higher Education

Date & Time: 17:00-17:50, May 19.

Location: Lecture Hall, D Building

Instructor: Dr. Marcin Schroeder, Dean of Academic Affairs

Office Telephone: 886-5984 E-mail: mjs@aiu.ac.jp

Office Hours: M,W 14:00-15:30

Session Goals: Students learn about the issues which influence life of academic community, roles of students and faculty. They participate in a survey regarding cultural values in higher education.

6. Interpersonal Relationships and Assertive Communication

Date & Time: 17:00-17:50 May 26.

Location: Lecture Hall, D Building

Instructor: Ms. Ari Matsumura, Counselor

Office Telephone: 886-5957 Email: a-matsumura@aiu.ac.jp

Office Hours: TBA

Session Goals: Students are learning about building personal relationships with others, including faculty members. They learn about effective ways of communication, especially its assertive form.

Evaluation: TBA

Class Materials: TBA

7. Sexual Education II: HIV Education

Date & Time: 17:00-18:00, June 2.

Location: Lecture Hall, D Building

Instructor: Ms. Akiko Minakawa in cooperation with Ms. Miwako Nagato

Guest instructor will be invited.

Office Telephone: 886-5926 E-mail: minakawa@aiu.ac.jp

Office Hours: TBA

Session Goals: TBA

Evaluation: Students learn about prevention of HIV infection and about necessary steps to prevent its spread. Session addresses other sexually transmitted diseases.

Class Materials: TBA

8. Graduate Schools and Government Official Exam

Date & Time: 17:00-17:50 on Wednesday, June 9

Location: Lecture Hall

Instructor: Mr. Masaru Osanai , Vice President

Office Telephone: 886-5917 **Email:** osanai@aiu.ac.jp

Office Hours: by appointment

Session Goals: Students learn about the options to continue in graduate schools after graduation from AIU and about the Government Official Exam opening a way to the governmental career.

Evaluation: TBA

9. Basic Education at AIU

Date & Time: 17:00-18:00 on Wednesday, June 16

Location: Lecture Hall

Instructor: Dr. Yoshitaka Kumagai, Head, Basic Education

Office Telephone: 886-5956 **Email:** ykumagai@aiu.ac.jp

Office Hours:

Course Goals: Students will learn how to choose courses from the BE part of curriculum. They will also learn about general study skills necessary to be successful in these courses.

Evaluation: TBA

10. Stress Management and College Life

Date & Time: 17:00-18:00, June 23.

Location: Lecture Hall, D Building

Instructor: Ms. Miwako Nagato

Office Telephone: 886-5957 **E-mail:** miwako-n@aiu.ac.jp

Office Hours: TBA

Session Goals: TBA

Evaluation: Students learn about prevention of HIV infection and about necessary steps to prevent its spread. Session addresses other sexually transmitted diseases.

Class Materials: TBA

11. Course Registration Process

Date & Time: 17:00-17:50, June 30

Location: Lecture Hall

Instructor: Ms. Yukiko Suda, Senior Staff, Division of Student Records

Office Telephone: 886-5781 Email: yukikos@aiu.ac.jp

Office Hours: M-F, 9:00 –17:00

Session Goals

The primary goals of this section are to:

- a) **Introduce Web Registration System.**
- b) **Improve understanding of Academic Advising, Pre-Registration, Registration, ADD/DROP and SAC system.**
- c) **Review courses offerings in fall semester 2008.**

Evaluation

Attendance and a short report at the end of class are required.

Class Materials: Students are required to bring 2010-11 Student Handbook (学生便覧)

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### **12. Liberal Arts Education at AIU - 1**

**Date & Time: 17:00-17:50 July 7.**

**Location: Lecture Hall, D Building**

**Instructor: Dr. Marcin Schroeder, Dean of Academic Affairs**

**Office Telephone: 886-5984 Email: mjs@aiu.ac.jp**

**Office Hours: M,W 14:00-15:30**

**Session Goals: The session is intended to promote understanding of Liberal Arts Education. Students will be able to understand the goals of Liberal Arts universities and their own role in developing individual study plans. They will know:**

- **The meaning of the term Liberal Arts,**
- **Basic principles of Liberal Arts Education,**
- **The role of student's own initiative and decisions in developing individual study plan.**

### **Evaluation:**

**Attendance and a short report at the end of class are required.**

**Preparation: Students are requested to prepare their own answer to the questions: If you were making decisions about university programs, what would they be?**

**What is your vision of perfect university?**

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13. Liberal Arts Education at AIU -2

Date & Time: 17:00-17:50, July 14.

Location: Lecture Hall, D Building

Instructor: Dr. Marcin Schroeder, Dean of Academic Affairs

Office Telephone: 886-5984 Email: mjs@aiu.ac.jp

Office Hours:

Session Goals:

Students will be acquainted with the way AIU is implementing ideas of Liberal Arts Education.

Students will be able to make rational choices of programs and courses which will prepare them for their future work and study. They will be aware that the responsibility for optimal study plan is also in their own hands.

Evaluation:

Attendance and a short report at the end of class are required.

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**13. Student Life on Campus**

**Date & Time: 17:00-17:50 on Wednesday, July 21**

**Location: Lecture Hall, D Building**

**Instructor: Representative of Student Services Division in Secretariat**

**Contact Person: Ms. Kazuyo Kobayashi**

**Office Telephone: 886-5935      Email: [kobakazu@aiu.ac.jp](mailto:kobakazu@aiu.ac.jp)**

**Office Hours: TBA**

**Course Goals: This session provides information related to student life on campus.**

**Evaluation: TBA**

**Class Materials: TBA**