

CCS160 STUDY ABROAD SEMINAR (1 credit hour)

Instructors: Mike LACKTORIN, Ph.D; Mr Koji KOBATA, M.A., and others

Office hours: By appointment (send email) Office: Bldg A (CELS office)

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When: Spring and Fall semesters

Meeting times: 17:00-18:00

Location: Building "D" Lecture Hall

DESCRIPTION: The purpose of the course is to prepare students for one-year study abroad. The course is divided into 15 sessions – one session each week for 15 weeks. The first session provides a general overview of study abroad presented by the president of AIU. The following sessions cover such topics as how to make a study plan, how to register for courses during study abroad, travel, health insurance, risk management, illegal drugs, job hunting, housing, scholarships, credit transfer, culture shock, intercultural communication, health management, and how to make a pre-departure check-list. Most sessions will be led by staff members of AIU's International Affairs and Academic Affairs. Other speakers include the dean of International Affairs, the dean of Academic Affairs, directors of the Global Business and Studies programs, and guest speakers from outside the university. On occasion, AIU students who have already completed study abroad will be invited to discuss their experiences. This course is compulsory for all AIU regular students and attendance will be strictly monitored.

OBJECTIVES: This course is designed to prepare AIU students for study abroad.

STUDY MATERIALS:

<Reference books, sources of readings and other information>

Various handouts will be provided to help students understand the rules and procedures related to study abroad.

ASSESSMENT: Student achievement of the stated course Objectives will be measured in the following two areas: (1) class attendance (50%), and (2) final exam (50%).

COURSE FORMAT AND ACTIVITIES: Class sessions will be various lectures by AIU faculty, administrators, and outside speakers.

SCHEDULE:

<Week 1>

"Overview AIU's Exchange Study Abroad Program" lectures by President Nakajima and Dean Lacktorin

<Week 2>

"Preparations for Study Abroad" lectures by staff of Division of International Affairs: Applications for admission, Housing, Registration, Insurance, Visa, Purchase of air ticket, Submission of report on study abroad and books recommended by the president, Making contact with students returned from and during study abroad and international students.

<Week 3>

"Preparations for Study Abroad" lectures by Division of International Affairs: Applications for admission, Housing, Registration, Insurance, Visa, Purchase of air ticket, Submission of report on study abroad and books recommended by the president, Making contact with students returned from and during study abroad and international students.

<Week 4>

"Study Plan and Registration during Study Abroad for GB Students" lectures by Director and faculty of GB and Division of Student Records on Study Plan sheet, Course Matching List, Advisor's approval, Credit Transfer

<Week 5>

"Study Plan and Registration during Study Abroad for GS Students" lectures by Director and faculty of GS and Division of Student Records

<Week 6>

"Travel and Health Insurance and Risk Management at Overseas- #1" lectures by Tokyo Marine Nichido Fire Insurance Co., Ltd. And **"Option for Visa Application"** lectures by JTB

<Week 7>

"Preparations for Study Abroad -#2" lectures by staff in Division of International Affairs on Agreement of Participation in AIU Exchange Program, Course Matching List, Applications for admission, acceptance letters, visa applications, immunization, insurance, housing, registration, credit card

<Week 8>

"Risk of the Use of Drugs" lectures by DARC (Drug Addiction Rehabilitation Center) Akita Branch

<Week 9>

"Preparations for Job Hunting" lectures by Career Development Center - participated by a few returning students who obtained "Naitei"

<Week 10>

"Procedure for AIU On-campus Housing Application and JASSO/Akita Prefecture Scholarship" lectures by staff of Division of Student Affairs. And lectures on **"Credit Transfer Procedure"** by staff of Division of Student Records

<Week 11>

"Culture Shock" lecture by AIU Counselor. And **"Cross-Cultural Communication"** lecture by Professor Maenaka - participated by about 5 returning students from each region (North America, Europe, Asia, Oceania)

<Week 12>

"Risk Management at Overseas and Travel Insurance -#2" lectures by staff of Tokyo Marine & Nichido Insurance Co., Ltd.

<Week 13>

"Check list of Preparations for Pre-departure" by Division of International Affairs

<Week 14>

To be announced later.

<Week 15>

Final Exam

