

IV. Education of the School of Liberal Arts

1. Academic Philosophy and Goals

1.1. Academic Philosophy and Goals of the School of Liberal Arts

The fundamental purpose of the School of Liberal Arts (SLA) is to develop autonomous women with broad perspectives, professional abilities and rich human qualities.

1.2. Academic Philosophy and Goals of the Department of English

The Department of English in the School of Liberal Arts (SLADE) offers a rigorous academic program carefully designed to prepare students to have a broad knowledge of liberal arts, and to think critically and creatively, and to equip them to contribute to a globalized society with highly developed English language abilities.

In this day an age whereby air travel, communication and technology connect the world so tightly, people everywhere benefit from having a greater understanding of the cultures and customs around the world. Fostering critical inquiry into, and seeking understanding of differences, so as to discern the impact on human lives, is an essential aspect of achieving world peace.

The Department of English tries to enhance students' communication abilities in English and to develop global perspectives by introducing intensive English education from the start and offering various courses in English. The department also aims to let students acquire the power of thinking and expressing thoughts clearly by developing critical thinking skills so that they can be active as global citizens. Autonomous women with global perspective, thinking ability and expressive power are sought after in various fields of professions.

To be more concrete, we support our students to become one of the followings:

1. Women who can accurately grasp socio-cultural understanding needed at the time of cultural and political international exchanges.
2. Women who can define and solve problems in business fields and have the ability of proposal or negotiation, having practical basic knowledge of business activities, economy, business management, marketing, laws, and so on.
3. Women who understand problems in globalized societies and have abilities to understand various problems in culture, languages and humans, hence have practical abilities to teach.

2. Academic Advisement

All students are assigned academic advisers with whom they should consult for any academic issues and for general advice. In the first two years in SLADE, students are assigned two academic advisers, a native English speaker and a Japanese speaker. In the last two years, the seminar class instructor becomes their academic adviser.

Academic advisers assist students in the selection of courses, advising them about their academic

progress or special needs and may tutor them upon necessity. They also help students to adjust to university life and encourage students to think about educational and career goals. Students must consult with their academic advisers prior to course registration.

3. Student Rights and Student Responsibilities

By enrolling at the University, all students agree to uphold the Rules of the University.

Based on the Rules of the University, Students Rights and Student Responsibilities of the School of Liberal Arts reflect the educational values, the educational goals and the behavioral expectations for all students. Student Rights and Student Responsibilities require students to develop maturity and autonomy in the process of obtaining an education in SLADE in order to attain the educational goals of the School of Liberal Arts.

Student Rights

Students have the right:

1. To participate in talks with the faculty to improve the educational system and management of SLADE in a peaceful manner.
2. To express their opinions to improve the education of courses in a peaceful manner.
3. To receive advice from their advisers to support their academic life.
4. To academic information to assist them in planning course selections for their degree requirements.
5. To information regarding their academic standing and progress towards graduation requirements.
6. To know the policy of courses for academic evaluation in a timely fashion.
7. To be free of harassment by individuals with the intention of intimidating or disrupting their academic activities.
8. To review their academic work or exams after they have been evaluated by the instructor.
9. To keep their academic work such as academic projects, essays and papers.
10. To be free from discrimination based on race, religion, gender, sexual orientation, age, social status or national origin by faculty, staff and students.

Student Responsibilities

Students are responsible:

1. For understanding and complying with the regulations and policies of Ohkagakuen University and the School of Liberal Arts as well as the laws of Japan.
2. To seek advice from faculty members when they have academic problems or problems with student life.
3. For pursuing academic commitment to attain their academic goals.
4. For attending classes and being on time.
5. For being committed to academic honesty in assignments and examinations, not committing academic dishonesty such as cheating and plagiarism.

6. For conducting themselves on campus in a considerate, respectful manner.
7. For informing the University Registrar of any changes in their register information such as name, address or telephone number.
8. For following the directions of a university staff member when he/she is acting on official business of the University.
9. For complying with fire and safety regulations and energy consumption reduction policies.
10. For respecting the rights and property of other persons.

4. Academic Principles

In order to maximize the students' learning experience, SLADE has adopted a number of academic principles:

Immersion Education

Students at SLADE learn a wide variety of liberal arts subjects in English. English proficiency can be obtained only by using English intentionally in meaningful situations. Therefore, we adopt English as one of our official languages. Except for some courses, we expect students to communicate in English not only in class but also out of class, with friends and instructors, face to face or through the network system. It might be very hard at the beginning, but getting used to using English in various situations in a meaningful manner is the fastest way to obtain English proficiency. The faculty is committed to helping students develop the skills they will need to meet the requirements of learning content in English.

Critical Thinking

Students of SLADE are not expected simply to memorize material from class and readings nor simply to accept and believe thoughts and opinions of others. It is important to have curiosity and think critically and organize thoughts clearly for better communication in today's globalized society. Students are expected to critically analyze opinions and thoughts of others including their instructors and express their opinions through numerous learning skills of critical thinking.

Academic Commitment

SLADE expects students to form clear objectives of study, utilize learning strategies and to be fully committed to their academic responsibilities. Academic life takes priority over other routine endeavors. This is vital for a successful academic life. The faculty is prepared to help students with academic commitment.

Attendance and Tardiness

In SLADE teaching and learning are reciprocal activities that require regular interaction between instructors and students. If students are absent from classes and other activities, it is difficult to maintain such interaction. Therefore, students are expected to attend all classes except for illness or other emergencies. SLADE expects students to accept their responsibility for attending and being on time for all classes. If they are absent from classes, students are responsible for the

work they miss. Excessive absences may result in a reduced or failing grade or may require a student to withdraw from the course.

Preparation

As stated in the Rules of the University, teaching and studying are not limited to classroom. Students are expected to prepare for each class by previewing, reviewing and completing all assignments on time.

Active Participation in Class

Active participation in class is essential for study in SLADE. Students are expected to participate in class activities such as discussions, to express their opinions, to ask questions of their instructors and other students, thus sharing ideas which lead a broader perspective of the content.

Learning Strategies

SLADE believes that students gain the most fruitful studying results by forming clear study objectives, and by using the most effective strategies. It is important to regularly monitor learning strategies and to improve those strategies for better academic success. The faculty is committed to helping students develop these strategies.

Familiarity with Information Technology

Familiarity with Information Technology is essential for various professions in this modern age. SLADE offers various courses which require the use of information technology and supports active use of information technology throughout the curriculum.

5. Curriculum Structure

The curriculum of the English Department has three major areas: General Education Courses, Specialized Courses, and Optional Courses.

General Education Courses

The area of General Education courses includes courses on health-related subjects, on language and information literacy, courses to learn about society, cultures, the history of domestic and foreign countries, and courses about humanities and life. Students can also take designated courses in the School of Preschool Education. These courses are designed to effectively correlate with the courses in their specialized area of study so that students cultivate their knowledge of that area.

Specialized Courses

The specialized area has five fields of courses. The field of Communication in English is the core field of the curriculum supporting the philosophy of immersion education. The field of Global and Areal Studies is to gain understanding in international relationships and cultural variety. The field of Communication in Business is to acquire basic knowledge for communication in business situations.

The field of Literature, Linguistics and Education is to enhance the knowledge of humanity. The field of seminar and graduation thesis is to obtain an integrative ability of logical and creative intelligence.

a. English Communication Field

The field of Communication in English, the core of the curriculum, offers 29 required courses (34 credits) and 24 elective courses (28 credits). Earning 8 credits from the elective courses is required for graduation.

The required courses consist of courses for the acquirement of skills in speaking, listening, reading, and writing. Students take 25 courses out of 29 required courses in their first and second year so that they are well prepared for lecture courses, most of which are gradually introduced, from the second year. The courses in the first year are designed to collaborate with Cross-Cultural Studies in the General Education area and English Phonetics so as to attain more effective methods in the learning of English.

The elective courses are designed to enhance English abilities in specific fields of communication in English.

b. International and Areal Studies Field

Since understanding political and social issues between nations of the world and understanding cultural variety and differences are essential for international communication, students are required to earn 8 or more credits out of the 13 elective courses offered (26 credits). These courses vary from international political issues to areal and social issues of America, Britain, Oceania, Asia, Middle East, and Japan.

c. Business Communication Field

This field offers 14 elective courses (28 credits) on business subjects so that students obtain basic knowledge of business necessary in business communication. These are elective courses and are offered from the second year. To obtain more practical knowledge, this field also offers courses such as "Business Case Studies," "Domestic Internship," and "Business Fieldwork."

d. Literature, Linguistics and Education Field

To obtain better understanding of the human mind, life, and education, this field offers 2 required courses (4 credits) and 20 elective courses (40 credits) on humanity subjects and education such as literature, linguistics and education. Many of the courses are essential for students who wish to be professionals in the field of education in the future.

e. Seminar and Graduation Thesis

Students learn research methods in Seminars and write a Graduation Thesis as the result of what they have learned in SLADE.

Optional Courses

Students may earn credits from Optional courses, but the credits do not count toward the 124-credit graduation requirement. As optional courses, SLADE offers Education courses necessary to obtain a Junior High School English Teacher License and a Senior High School English Teacher License.

Teaching Practice

Students who take Education courses to obtain Teacher's Licenses must pass the eligibility screening for Teaching Practice by the Education Curriculum Committee of SLADE before they can do their practicum at a junior high school or senior high school.

6. Six Models of Course Selection

1. A model for students who wish to work in an international institution in the future
This model gives priority to the understanding of various cultures and international issues as well as to obtain English proficiency through the English courses.
2. A model for students who wish to work in various business fields in the future
This model is focused on the basic understanding of business and economy so that students are well prepared for various business activities and communication in English. Many of the courses are selected from the Business Communication Field and business-related courses in General Education courses.
3. A model for students who wish to work in tourism section of the business world and government
This model is more focused on the understanding of tourism business. Many of the courses are selected from the Business Communication field and tourism- and business- related courses of General Education courses.
4. A model focused on the field of Literature, Linguistics and Education
This model is for students who wish to work in an educational area including those who wish to continue studying at graduate school. The model is more focused on the understanding of literature, language and education. Students who wish to obtain teacher licenses should take these courses in addition to the Optional Courses required for teacher licenses.
5. A model focused on the field of Literature
This model is for students who wish to obtain better understanding of literature including those who wish to continue studying at graduate school. The model is more focused on the understanding of literature, including culture and society.
6. A model focused on the field of Linguistics
This model is for students who wish to obtain better understanding of language including those who wish to continue studying at graduate school. The model is more focused on the understanding of linguistics, including culture and society.

7. Academic Progress

At the end of each semester, students receive a report of their grades, “Grades Report,” from the Academic Office. In addition to showing grades, the report will show the semester GPA (Grade Point Average) for courses taken in the semester and a cumulative GPA for courses taken to date. Students also take the TOEIC test at the beginning of freshmen and at the end of each academic year. The academic adviser of each student will check the students’ academic progress with the grades, GPA, and TOEIC scores. If necessary, the academic adviser may talk with the student to review and to help the student improve her learning strategies.

*GPA is calculated by multiplying the grade points by the credits of the course and then by dividing the sum of the grade points of all courses by the total number of the credits. The grade point of AA is 4, the grade point of A is 3, the grade point of B is 2, the grade point of C is 1, the grade point of F is 0. If a student withdraws from a course within the withdrawal period, she will get a W for the course, which will not be included in the calculation of her GPA. If a student gives up the course without submission of the Withdrawal Form within the designated period, she will get an F for the course.

8. Enrollment Policy

To maximize the students’ learning experience, SLADE has an enrollment policy. The standard enrollment limit is 20 credit hours for each semester, not including Optional courses (teacher license courses), intensive courses, and fieldwork type courses. Depending on the student’s GPA of the previous semester, the enrollment limit will vary according to the following system:

1. GPA of 3.5 or greater in a semester allows enrollment in up to 24 credits the next semester.
2. GPA of 3.0 to less than 3.5 allows enrollment in up to 22 credits the next semester.
3. GPA of 2.5 to less than 3.0 allows enrollment in up to 20 credits the next semester.
4. GPA of 2.0 to less than 2.5 allows enrollment in up to 18 credits the next semester.
5. GPA of less than 2.0 allows enrollment in up to 16 credits the next semester.
6. The enrollment limit of the first semester for new students, transfer students, reentering students is 20 credits.

The concrete rules for enrollment and GPA are recorded into “Guidelines for GP and Enrollment Limits “, which is put in the final part of this book, “VI. Rules of Course Registration and Other Rules”.

9. Requirements for Graduation

Students are required to earn 124 or more credits to graduate and receive a Bachelor of Arts in English. They also must satisfy the following requirements:

1. Students need to earn 30 or more credits from General Education courses including 6 credits of required courses and 4 credits of one of the second foreign languages.
2. Students need to earn 94 or more credits from Specialized Courses including the following:
 - a. 32 credits of all the required courses in the field of English Communication.
 - b. 8 or more credits from the elective courses in the field of English Communication.
 - c. 8 or more credits from the elective courses in the field of International and Areal Studies.
 - d. 4 credits of the required course in the field of Literature, Linguistics and Education.
 - e. 4 credits of seminar courses and 4 credits of Graduation Thesis.