

## **Guidelines regarding foreign language classes during the first semester of 2020**

from the Language Education Center of the Kyōyō Kyōikuin Dept.

- For basic information, please refer to the “How to conduct classes in the Kyōyō Kyōikuin Dept. during the first semester of 2020” (令和2年度前期における教養教育科目の授業実施方法について) and [Q&A] documents.

There are many foreign language classes at Tokushima University, but we all must pay attention to such common themes of “guaranteeing the necessary number of class hours”, “confirming attendance”, and “assigning grades”, thus we hope that all foreign language teachers (Chinese, English, French, German, Japanese) will work together and exchange information with each other.

### **Remote/online learning – Start April 15.**

1. Regarding the maximum number of students allowed in each class and the selection process held after registration period has closed, please refer to No. 2 and 5 in the above document. If you hold your final exam in your classroom, it is possible to split the students in various rooms. However, on May 11 or even after that date when in-person classes have begun and it is necessary to continue measures to prevent the possible spread of the coronavirus, the maximum number of students in each class will not be the same as the capacity of the room, but the based on the number of students that can fit in the room during final exams.
2. Make sure to inform your students of the changes in the course schedule, grading, and attendance etc. At that time, tell them about materials other than the textbook and ways on how they can improve their learning.
3. Please check that students have access to the Internet and notify them how they will participate or listen/watch your online class.
4. Please pay attention as to how you will take attendance and evaluate the students etc. We recommend that you use LMS (Manaba etc.) for distributing and receiving assignments and quizzes etc.
5. If you hold your online class via a live broadcast, in principle, hold it at the same time and day as when the class is scheduled. If, for some reason, students cannot join the “live” class then please consider some other way for them to see the content. For example, record the class or broadcast it on LMS etc.
6. If you do not have a “live” class, but get the students to watch a film, video clip etc., it is recommended that you do such things as get the students to regularly

submit assignments, take quizzes, or to create a learning rubric etc., so that you check that the students are continuously studying the materials.

7. You must be aware of copyright when using materials in your class. Please refer to 4.3 in the document mentioned at the top of page 1.

Reference: Depending on your objective – Various systems that you can use for remote learning and what you can do with each.

Live classes – for example, using Zoom, Microsoft Teams, YouTube Live etc.

(1) Zoom

<https://zoom.us/jp-jp/meetings.html>

You can share files, whiteboard, screens, chat as well as do video conferencing. As well, you can put the students into groups (breakout room). One-on-one usage is unlimited, but when several people are using the system at the same time, there is a 40-minute limit. If you wish to use Zoom continuously for more than 40 minutes, you must purchase an Zoom account.

(2) Microsoft Teams

<https://products.office.com/ja-jp/microsoft-teams/group-chat-software>

\*\* You can do videoconferences and share files, video files, chat, and with Office 365.

(3) YouTube Live:

<https://www.youtube.com/live?hl=ha&gl=JP>

\*\* It takes one day to receive authorization, so even though you might be ready to film a class and upload it, you might not be able to use YouTube.

Recorded classes that students watch – Create materials that you can insert audio and visual, then post them with limited-time viewing on YouTube or make a slide by using the “insert” function on PowerPoint.

Assignments, interaction (such as questions and comments), giving quizzes – Should be done using Tokushima University`s LMS (Manaba, Moodle) etc.

Attendance – You can check attendance if your class is live, but if you recorded your lesson, please confirm by regularly assigning homework or quizzes through Tokushima University`s LMS (portal site or Manaba).

- Presently, we plan to start in-person classes from May 11. However, if there is a change in conditions regarding the coronavirus, such classes might be postponed or there might even be a possibility that it will be impossible to hold any in-person classes during the first semester. Therefore, please plan for the possibility that classes using remote learning might have to continue past May 11.

**In-person classes (in the classroom) Expected to start May 11 (subject to change)**

1. The maximum number of students for each class is not decided by the seating capacity of the classroom, but where students do not have to sit beside each other, for example, when students take final exams and there is a space between each student. The classrooms are different according to each class, so during this time when it is necessary to guarantee sufficient space between each student, it might be necessary to move to a bigger classroom. In that case, please contact the Kyōyō Kyōikuin office.
2. Please consider where the students are seated. Please avoid students from facing each other. If it is difficult to secure enough space in front and behind students, we expect that there will be cases where it is best to avoid from having students speak.
3. Regarding language classes, it is often the case where students speak to each other or there is group work and active learning, but even after we can have in-person classes such activities be avoided. This semester teachers need to mostly focus their attention on ensuring that the students are learning the course material. How you conduct each of your classes is up to you, but we ask that you share information and ideas with other teachers who are teaching the same foreign language as you do.
4. Please try to prevent students from passing objects, such handouts or large amounts of paper, to each other. As well, from student to teacher. Even when you hold classes in-person, we recommend that you use Manaba or other online programs to distribute and collect materials, homework etc. If it is not possible to do this, but must do so in person, make sure everyone is wearing a mask, that everyone has cleaned or sanitized their hands, and that there is good ventilation in the classroom.
5. If you get students to use the white or blackboard, after making sure that students are wearing masks, have washed or sanitized their hands, and that there is good ventilation, be careful how you use chalk and markers and try not to have many people use the same one.

### **Part-time teacher`s room**

1. Part-time teachers who teach English or other introductory foreign language classes can use the 2<sup>nd</sup> floor (ELCS) of the Chikisōsei/Kokusai Kōryū Kaikan (Glocal Communication Hall) as a place to use before and after classes.
2. However, please make photocopies in the part-time teacher`s room on the first floor of Building 4.

### **For inquires and information:**

1. If you have contracted the virus or wish to consult someone about health related issues, please go to the Campus Life Health Support Center (キャンパスライフ健康支援センター) (Tel: 088-656-7289) on the 1<sup>st</sup> floor of Building 5. As well, if the teacher in charge of the class must cancel classes or if a student is absent for several weeks due to having the coronavirus, please contact and consult with the Education Support Division (Kyōiku Shienka) of Kyōyō Kyōikuin.
2. Regarding classes etc. or other matters related to teaching, please contact the following person:

(For Sogo Kagakubu)

Teacher in charge for each foreign language who attends the  
Kyōyō Kyōikuin Jitsumu renraku mtg

(For Kyōyō Kyōikuin)

In charge of Japanese classes:

Misumi sensei (office: 088-656-7120)

(mail: [misumi@tokushima-u.ac.jp](mailto:misumi@tokushima-u.ac.jp) )

In charge of English classes:

Moreton sensei (office: 088-656-9919)

(mail: [moreton@tokushima-u.ac.jp](mailto:moreton@tokushima-u.ac.jp) )

In charge of introductory Foreign Language classes

Ōmura sensei (office: 088-656-7163)

(mail: [oomura@kazuhito@tokushima-u.ac.jp](mailto:oomura@kazuhito@tokushima-u.ac.jp) )