

Gakushuin University

3 - 21 February 2020

Student Handbook

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INTRODUCTION

Dear Students,

Welcome to York! We want you to have an inspiring and enjoyable time while you are here. We also hope that you will work hard, improve your English and learn lots about UK, European and Western life and culture!

If you have any questions about the course or anything you want to talk about, you can drop in and see me anytime. Or if you are passing, why not just come and say 'Hello'? I will always be happy to see you.

We hope that you really enjoy the time you spend with us!

Aoife Burke
Programme Manager
aoife.burke@york.ac.uk
Room: H/B/17
Phone: 01904 323582

Dear Students,

We are pleased that you have chosen to study with us.

This may be the first time you have visited England or lived with a host family. It will be very different from your life in Japan and it might take some time to get used to living in York. If you have any worries, please come to see me as soon as possible as it is very important to me that you enjoy your time here.

I hope you will take home many happy memories of your time here and if you return to York in the future, please come to see us!

Savannah Green
Programme Administrator
Email: cgp-shortcourses@york.ac.uk
Room: D/A/013
Phone: 01904 326429

YOUR PROGRAMME

Programme Aims

This programme will:

- help to improve your ability to speak to, and understand, English speakers
- give you the opportunity to learn about working, studying and living abroad from UoY students and staff
- give you the opportunity to discuss, research and write about key aspects of British culture
- introduce you to basic research techniques and improve your presentation skills

Programme structure

The programme is divided into three main components:

Language and Skills Development

- English language skills development with an emphasis on communication
- Accuracy in grammatical structure and pronunciation

Issues in Culture and Society

- Discussion of issues in culture and society
- Cultural visits
- Completion of a reflective journal

Project

- An introduction to research skills
- Research project and report writing skills
- Presentation skills

Special Sessions

- Learning about working, studying and living abroad



Component title: Language and Skills Development

Aims

This component:

- aims to develop your language skills through a topic-based approach with a focus on effective communication.
- will develop your grammatical and pronunciation accuracy.

Each topic will be followed by a discussion and a subsequent focus on accuracy through the analysis of errors that have been recorded by the tutor.

Learning Outcomes

On completion of this component, students will:

- be able to communicate in English on a range of topics more effectively.
- have a greater understanding of areas of linguistic weakness and be able to consider strategies to improve them.



Component title: Issues in Culture and Society

Aims

This component:

- aims to broaden students' cultural horizons and raise their international awareness and sensitivity to UK culture.
- aims to give students a better understanding of the cultural differences between Japan and the UK.

Learning Outcomes

On completion of this component, students will:

- be able to express their opinions on abstract and cultural topics such as young people and law and order.
- be able to talk about key issues in the UK and compare them with those in Japan.
- have a greater understanding of the background to, and have visited, places of local and historic interest.
- have completed a reflective journal with their thoughts and impressions on their time in York.



Component title: Project

Aims

This component aims to:

- develop skills that are required for academic study in an English-speaking environment.

It will be a practical component which brings the other elements of the programme together. It will include the following:

- An introduction to research skills
- Research project
- Presentation skills

Learning Outcomes

On completion of this component, students will:

- be able to carry out a small-scale research project.
- be able to present to a group.
- be able to participate effectively and appropriately in small group discussions.

This will be assessed and video-recorded by your tutor with the assessment grades being passed on to Gakushuin University.



Special Sessions: Living and Working Abroad

Aims

This component:

- aims to give students a better understanding of living, working or studying abroad.

Learning Outcomes

On completion of this component, students will:

- have listened to personal accounts from University of York students and staff on their experiences of either working and/or studying abroad.
- have a better understanding of both the opportunities and challenges of working, studying and living abroad.



Assessment

There are four parts to the assessment:

- continuous assessment based on your performance in class
- your reflective journal
- your project presentation (content)
- your project presentation (skills)

At the end of the programme, you will be given a total mark out of 100. The mark will be broken down as follows:

Mark Breakdown	
Continuous Assessment	25
Journal	25
Presentation Content	30
Presentation Skills	20
TOTAL	100

Your total mark will then be converted to a grade as follows:

AA = Excellent 80

A = Very good 70

B = Good 60

C = Satisfactory 50

D = Fail

Your tutor will write a short report on each student and send it to your university in Japan.

Continuous Assessment

The most important thing is to speak English in class as much as possible. Try to speak even if you are not sure of the correct answer or the correct way to say something. This will help you to feel more confident and improve your English more quickly. Students behave differently in different parts of the world. However, while you are in England, you will be expected to behave like British students.

You should always:

- participate in all classroom activities.
- be polite and respectful to your classmates and teachers at all times.
- listen when others are speaking.
- be supportive and cooperative with your classmates and teachers.
- refrain from eating and drinking in the classroom at any time.
- speak English in class.
- do your homework.

The classes will involve a mixture of teacher input, controlled practice, discussion and problem-solving. Following British expectations of tertiary-level study, your tutor will expect you to openly raise issues, ask questions, and contribute ideas in order to practise and develop your analytical ability. Your participation will be assessed as follows:

Class Participation

Frequency	Attitude	Participation	Effort	Use of English
AA (Excellent) 80-100	You give full attention in class and are keen to learn.	You actively participate by making relevant contributions of suitable length	You respond positively to feedback and make clear and consistent efforts to improve	You use English in class.
A (Very Good) 70-79		You show interest as a listener through attention, and body language		
B (Good) 60-69	You consistently complete coursework on time and in full	You encourage others to contribute by invitation, eye contact, pausing, silence, etc.		
C (Satisfactory) 50-59				
D (Fail) : <499				

If you have any questions or if there is anything more you want to study, your tutor will try and incorporate this into the lesson if it is possible.

Class Participation Success Criteria

Attitude

- You give your full attention to your tutor and your peers during each class. You are not distracted by mobile devices or off-topic conversations with peers, and you never zone out or fall asleep!
- You make eye contact with your tutor when appropriate.
- You show your tutor that you are keen to learn by asking questions and asking for clarification.
- You use an online calendar or a paper diary to note any homework together with the deadline for submission.
- You estimate how long it will take you to complete your homework. You plan ahead and allocate time during evenings and weekends to work on it.

Participation

- You respond frequently to tutor questions or invitations to contribute open-class. You make eye contact with the tutor to show your willingness to speak.
- You understand that there is no such thing as a stupid question or a silly answer.
- You make eye contact and turn your head or body to other students when they are speaking.
- When speaking in open-class you make eye contact not only with the other participants in the room. You make it clear that you are talking to everyone.
- Your responses are frequent but you do not dominate the discussion.
- You encourage quieter students to contribute by making eye contact, inviting them to speak, etc.

Effort

- You seek out feedback from your tutor and peers on your performance.
- You act on feedback, make efforts or experiment, before asking for more feedback.

Use of English

- You not only use English in class but you also contribute to an Eng

Reflective Journal

You will be shown how to use the journal in the first week. The journal entries are a good way to "talk" to your tutor and will be a record of your time here. You should write your impressions and thoughts about the things you experience while in York.

You will receive regular feedback on your journal.

See below for suggestions of what to write about:

- New vocabulary and expressions
- What you have done in and outside of the classroom
- Differences between Japan and England
- Your thoughts and impressions

You will be expected to reflect on what you have experienced rather than just report on what you have done.

Reflective Journal

Level of Ability	Maintenance	Organisation	Language	Flow of ideas
AA (Excellent) 80-100	You make regular entries of sufficient length which are presented clearly enough to function as an effective record of learning.	You clearly describe an experience which caused you to reflect. You can interpret (and where relevant, reinterpret) the experience by drawing on your knowledge of world cultures, e.g. Hofstede, comparison with home culture.	You use the appropriate language functions and structures for each section, e.g hedging language, cause and effect, etc.	Ideas are logically and clearly presented, without causing difficulty for the reader/listener
A (Very Good) 70-79				
B (Good) 60-69				
C (Satisfactory) 50-59				
D (Fail) : <49		You provide a balanced evaluation (opinion/judgment) of the experience based on your interpretation(s) You identify a lesson, hypothesis or follow up action which will help you improve your intercultural competence in the future.		

Project Presentation

While you are in York, you will carry out a research project on an aspect of British culture that you find interesting. You should then try to compare this with what you know about that aspect of culture in Japan. One of the main objectives of the project is to give you a better understanding of the cultural differences between the UK and Japan. When you have completed your research, you will give a presentation. You should try to demonstrate your cultural awareness in your project presentation. Assessment will be as follows:

Presentation Content

Level of ability	Selection and Preparation	Data-gathering	Description and Analysis	Conclusion
A+ (Outstanding) 91-100	Can provide a clear rationale for choice of topic/product, e.g. potential for contrast/interest	Can select and justify a range of appropriate questions to test the hypothesis	Can use appropriate graphs, tables, etc. to present the data clearly and meaningfully.	Can end presentation with an appropriate conclusion, i.e.. a summary of main findings or discussions points, a prediction or recommendation.
A (Very Good) 81-90				
B (Good) 71-80	Can draw on existing knowledge to form appropriate hypotheses which can then be tested			
C (Satisfactory) 60-70				
F (Fail) : <59				

Presentation Skills

Level of ability	Grammar and Vocabulary	Pronunciation and Delivery	Discourse Management	Non-linguistic Features
AA (Excellent) 80-100	You are able to use an ambitious range of grammatical structures and vocabulary to produce a presentation which is accurate for the level	You are able to pronounce words and phrases clearly and without placing strain upon the listener	You can speak without overly referring to your notes and without significant hesitation.	You are able to use body language, gesture and eye contact to engage an audience effectively.
A (Very Good) 70-79				
B (Good) 60-69		You are able to vary your intonation appropriately to hold audience interest.	You can logically organise the presentation and use appropriate sign-posting language.	You can produce effective Visual support which is both accurate and contains the appropriate amount of detail.
C (Satisfactory) 50-59				
D (Fail) : <49		You use pause and stress effectively to highlight key information		

Timetable

Taught classes usually take place between 09:30 and 15:45 on Monday to Friday, with a mid-morning break and lunch break. Please refer to the full timetable for details.

Homework

You will be given approximately two pieces of homework a week throughout the programme but this will mostly be project work, journal writing and discussion with host families.

Attendance

You are expected to attend 100% of the programme, unless you have an acceptable reason such as illness. **If you cannot attend classes, you must telephone the Programme Administrator, Savannah Green (Tel: 01904 326429) as soon as possible.** If you do not attend at least 80% of the programme, it will result in failure of the programme.

Meals

- You will have to buy or bring your own lunch everyday.
- Your host family will provide you with your breakfast and evening meal.

Group photograph

During the programme, we will take a group photo. You will be able to take a copy of this photo home with you at the end of the programme. Please see the timetable for when this will take place.

Reception

At the end of the programme there will be a reception. This is an opportunity to say thank you to your family. You should prepare some entertainment – about 15 minutes, and some short speeches. Your teacher will give you more advice and help towards the end of the programme. The reception will be something like this:

18:00 Students arrive with families
18:10 Eating and drinking/ Students talk to families
19:00 Student entertainment – a song or two is sufficient
19:15 Student speeches
19:20 Tutor's speeches
19:25 Tutor hand out certificates and photographs
19:30 photos / saying goodbye etc
20:00 End

A 'leader' will be responsible for telling the tutors what the entertainment will be and to help get students organised during the reception itself. There should be one leader and a 'sub-leader', if you want.

Trips

Look on the timetable to see when your trips are. Your tutor will go with you. Please also see itineraries for each trip.



E-mail and internet

You can use the computers in any PC room on campus as well as access the University Wi-Fi network. You will need your username and password which we will provide on your first day of the programme.

Interns

Our CGP student interns will visit your class once a week to tell you about the social programme.

Mentors

Your mentors will be available every week to help you organise trips and to help you practise your English. Talk to them about the kinds of things you would like to do with them.

Using the PC rooms

Basic PC room facts

- You can use e-mail and Internet in this room.
- Most PC rooms are open until late every night, the PC rooms in the library are open 24 hours a day.
- Your university username and password is required.

What can I do in the PC rooms?

- Use self access materials (listening, pronunciation etc).
- Send emails (using a web-based email account).
- Browse the Internet for research purposes.
- Word process your coursework.

What can't I do in the PC rooms?

- Eat and drink.
- Use a mobile phone.
- Make a noise (chat with friends).

LIVING WITH YOUR HOST FAMILY

We have produced the following guidelines to help you understand what the Host Family can and cannot provide for you:

Accommodation and Meals

You will have your own bedroom. You will have a place to store your clothes and there will be a lamp. Some bedrooms may also have a desk. If your bedroom does not have a desk, there will be somewhere quiet in the house where you can work - please ask your host family about this.

Your family will give you towels and bedding, but you should bring your own personal hygiene items, such as toothpaste, tissues, shampoo, etc.

Your family will provide breakfast and an evening meal every day. Most British families eat only a light breakfast of cereals and/or bread and jam/marmalade. Your family will provide you with a light lunch at the weekend but will not provide you with lunch during the week. If you would like to buy your own food for weekday lunches and use the kitchen to prepare it, please ask the host family if it is convenient.

Being Part of the Family

You will be treated as a member of the family. You may feel a little shy at first but the family will expect you to socialise with them in the evenings and this is an excellent opportunity to practise your English.

Being part of the family also means that you should offer to help your host around the house – perhaps with the food preparation, or clearing the table and washing up and making your own bed.

You will probably have to share the bathroom with other family members – this can be a busy room, particularly in the mornings when everyone is preparing to leave for work or school. Please ask what the bathroom routine is in the morning and when the best time is for you to use it in the morning and for how long.

Keeping your Family Informed

If you are going to be late for a meal or even miss one, you **must** tell your family in good time. It is very inconvenient if they prepare a meal and you arrive late. Keep your host family's telephone number with you at all times, so that you can call them if you are held up.

Smoking

Most families will not permit smoking inside the house. If you do smoke, please check with them first where you can smoke.

The Telephone

It is very expensive to make international calls. You should normally try to use a public telephone or Skype if you wish to call home. If you do need to call from your host family's telephone, you must ask permission first and you should always offer to pay for the call. You can buy phone cards,



for use in public phones, from the Students' Union shop on campus or from Post Offices and Newsagents.

Washing and Ironing

You should ask your host family about washing your clothes. Some families will show you how to use the washing machine yourself and others may offer to do your washing for you when they do the family wash.

You should be prepared to do your own ironing, though some families may offer to do it for you. Please ask your family when it is convenient for you to use the washing/ironing facilities.

Problems

Your host family will do their best to make you feel at home. Occasionally, there may be a misunderstanding or problem. If you have a problem or are unsure about what is expected of you, ask your host family.

If you feel you cannot speak to your host family, please do not hesitate to speak to Rachel. She will then do her best to help with your concerns and you can telephone her during her office hours of 08.30 – 16.30 on 01904 322932.

YOUR LUGGAGE

If you buy a lot of presents to take home, remember that this will increase the weight of your suitcase. Please check your ticket to see what the allowance is (and also check if there is a specific coach allowance). If you go over this, it might be a good idea to post a box back home because it can be very expensive to pay for excess baggage on the plane. You can post parcels at the University of York Mail Room (up to 30kg) at very good discounted prices:
<http://www.york.ac.uk/campuservices/postroom/parcel.html>



HEALTH AND SAFETY

Fire

Make certain you know where the nearest fire escape route is. Your tutors will tell you more about this on day one.

Accidents

If you have an accident, please tell a member of CGP and/or University staff as soon as possible.

Security

York is a safe city, but you should be sensible:

- Avoid dark pathways at night, both in the city and on campus.
- If you come back after dark, stay in a group and perhaps take a taxi.
- Carry your passport, cash and credit cards in a safe place.
- Always keep your PIN (personal identification number) secret. Be alert when using a cash machine and move away from it once you have your money.
- Keep the emergency telephone numbers safe and where you can easily find them.
- Always zip up /close your bag and keep things like cameras out of sight.
- Do not accept lifts in strangers' cars. If a car stops and you don't know the driver, just walk on.
- If someone talks to you and you feel uncomfortable, it's best just to walk away.
- Do not accept drinks from strangers or leave a drink unattended as 'spiking' drinks with drugs or alcohol is increasing.
- Be careful when crossing the road.
- Do not leave any valuables unattended in classrooms.

If you should ever feel that your security is threatened, you should phone this number :

01904 32 3333

You can then speak to a trained professional at campus central security who will advise you on what you should do.

Smoking

Smoking is now prohibited in all public buildings: this includes all cafes, bars, pubs, nightclubs and restaurants.

Drinking

Please be aware of the potential dangers of drinking excessive alcohol. If you do drink, please do so responsibly and be aware of your limits.



HEALTH AND SAFETY REGULATIONS FOR ALL TRIPS EXCEPT WHITBY

We want you to enjoy your trip so please remember the following:

Don't get lost

Always follow the instructions of your teacher or tour leader carefully.

Take your map with you and check it at regular intervals so you always know exactly where you are.

Make sure you have the emergency contact number of the tutor on the trip with you.

Crossing the road/Transport

- Take care when crossing roads. At pedestrian crossings, only cross when you can see the green man – do not follow other people. Always look to the right and left when crossing.
- Be careful when getting on and off the bus, coach or train.
- If you suffer from travel sickness, please tell your teacher and sit near the front.
- All coaches have experienced drivers and are well maintained but it is still a requirement to wear a seatbelt when on the coach.

Personal belongings and personal safety

- Take care of your personal belongings and always close your bag.
- Be careful if you use your mobile phone or mp3 player in the street.
- Don't open your purse/wallet in the street.
- If someone talks to you and you feel uncomfortable, it's best just to walk away.

Clothing

- Wear comfortable shoes that are suitable for the amount of walking you will be doing on your trip, especially if you are walking on the moors.
- You might want to take a raincoat and/or umbrella in case it rains.
- Use sunscreen on a hot day and carry plenty of water.

Eating Out

- Please advise your tutor of any allergies at the beginning of the course.

Water

- Take care near water, do not go near the edge or enter the water.

General

- Always watch where you are going.
- Do not run.
- Do not climb walls or railings.
- Streets can be narrow and cobbled and may be steep so take care.

HEALTH AND SAFETY REGULATIONS FOR TRIPS TO WHITBY

On the coach

- Drinks - we recommend that you take a bottle of water with you on the coach. You will be able to buy food and drinks in Whitby.
- If you suffer from travel sickness, please tell your teacher and sit near the front.
- Please wear your seatbelt at all times and do not stand when the coach is moving.

Don't get lost

Check you know where and when to meet the coach. Call the emergency contact telephone number, given to you by the tutor, if you get lost or have an accident.

Clothing

- Take suitable clothing – it may get cold and you will need comfortable shoes for walking around.

On the beach/in the sun

- Be aware of the possible dangers of sunburn: wear sun cream at all times, avoid being in direct sunlight at the hottest part of the day and drink plenty of water to stay hydrated.
- Do not enter the sea. Be aware of the incoming tides as it is possible to get cut off.
- Do not climb on the railings on the pier.
- Do not go near the edge of cliffs or lean on the fences at the top of the cliffs.
- Be careful not to injure yourself on rocks or debris on the beach.
- Beware of abandoned containers on the beach, as they may contain poison.

In the town

- The pavements are very narrow and sometimes you may have to walk in the street. Please take extra care as it is still used by cars.
- Some of the pubs can be very noisy. It is best to avoid them.
- Be careful not to slip or trip on the cobbled streets. There are also 199 steps leading up to the Abbey – the incline is quite steep, so take your time and be careful!
- Only enter cafes that look clean and if you have any food allergies, please ask about the ingredients before trying the food.

Personal belongings and personal safety

- As in any public place, take care of your valuables and money.
- If you feel uncomfortable or anyone you don't know or you don't understand, it is best to walk away.
- Stay in groups of at least 2 or 3.



UNIVERSITY POLICIES ON EQUALITY AND DIVERSITY

The University has policies to ensure that all staff and students are fairly treated on grounds of age, race, colour, nationality, ethnic origin, religion, creed, disability, HIV status, sexual orientation, religion, belief and non-belief, gender, marital or parental status, political belief or social or economic class. For full details of our policies please see:

<http://www.york.ac.uk/admin/eo/policies/EqualityDiversityPolicyStudents.htm>

If you experience any unacceptable behaviour from anyone – about your country, your culture, your ethnic group or religion – we want to know. You can contact any or all of the following:

- Staff members
- Equal Opportunities Office
Tel: 324680
Email: equalopportunities@york.ac.uk
- International Student Support
Tel: 324140
Email: international-support@york.ac.uk
- The Open Door Team
Tel: 322140
Email: opendoor@york.ac.uk

The Open Door Team provides a single point of access for any student experiencing emotional, psychological or mental health difficulties. The team provides:

- Initial consultation
- Short term help for specific issues
- Signposting or referral to other services
- Case co-ordination

COMPLAINTS

If you wish to appeal against an academic decision or make a formal complaint about any aspect of your University experience, in the first instance please contact Head of York Courses:
matt.smelt-webb@york.ac.uk

TRIPS

York

Thursday 6 February
14:15 Entry to the Minster



You will have the chance to walk around the city walls and admire the view of historic York. You will also visit the Minster and other places of interest such as Museum Gardens, King's Manor and Clifford's Tower.

The building of York Minster began in the thirteenth century and it took several hundred years to complete. It is the main church in the north of England and the second most important in the whole country. It is also the largest medieval cathedral in Northern Europe. The name 'Minster' comes from the Latin for 'monastery'.

Castle Museum

Tuesday 11 February
14.15 Entry to the Museum



York Castle Museum is perhaps the best and the most interesting museum in York. Here, history is brought to life as you can walk down recreated Victorian and Edwardian Streets. You can look into the shops, visit the bank and see what pubs looked like one hundred years ago. You can also visit eighteenth century prison cells and look into rooms typical of Georgian and Victorian times. You can see toys, costumes, technology and many other things connected to the everyday lives of the people of York. In this fascinating museum you can find out about British society and how people lived from the 1600s to the present day.

Whitby

Thursday 13 February
Depart Central Car Park 09.30
Arrive Central Car Park at 17.30



Whitby is a small fishing town about 45 miles from York, on the East coast of England. It is a very attractive town, with narrow streets, a beautiful beach and a ruined Abbey high on the cliff tops, with wonderful views of the sea and the whole town. It is also famous for being the place where Bram Stoker's Dracula landed when he came to England, and where Captain Cook set sail from on his expeditions.

Whitby is also home to the best fish and chip restaurant in England, the Magpie Café. If you want to try the famous cod or haddock, you will have to go there early as the queues to get into the restaurant are usually very long.

You will also visit the lovely village of Goathland, where part of Harry Potter was filmed, and the Hole of Horcum, an area of outstanding natural beauty.



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