

Academic Bulletin for Waseda University Tokyo, Japan: 2017-18

Introduction

The Academic Bulletin is the CSU International Programs (IP) "catalog" and provides academic information about Waseda University, the program in Tokyo, Japan.

CSU IP participants must read this publication in conjunction with the two listed below.

- **Academic Planning, Crediting and Reporting.** This publication contains information on academic planning, how courses get credited to your degree, and the academic reporting process including when to expect your academic report at the end of your year abroad.
- **Academic Policies.** This publication contains academic policies which will be applied to all CSU IP participants. Topics include but are not limited to CSU Registration, Enrollment Requirements, Minimum/Maximum Unit Load in a Semester, Attendance, Examinations, Assignment of Grades, Grading Symbols, Credit/No Credit Option and Course Withdrawals.

To access the above publications, go to our website [here](#) and click on the year that pertains to your year abroad. For general information about this program, refer to the CSU IP website under "Programs".

Academic Programs at Waseda University

The CSU International Programs in Tokyo, Japan is affiliated with Waseda University, a private nonsectarian institution which is one of the largest and most renowned universities in Japan.

Waseda University's academic year consists of two semesters: a fall semester that runs from late September until early February, and a spring semester from the beginning of April until late July.

CSU IP participants select one of the Schools (Programs) below and take courses as one-year exchange students.

- A) **School of International Liberal Studies (SILS)**
<http://www.waseda.jp/sils/en/index.html>
- B) **School of Political Sciences and Economics (SPSE)**
<https://www.waseda.jp/fpse/pse/en/>
- C) **Center for Japanese Language/Japanese Language Program (CJL/JLP)**
<https://www.waseda.jp/cjl/en/index.html>

At Waseda University, all CSU students are required to take courses in Japanese language and other academic areas of study (known as "lecture courses" in this document) for a minimum total of 15 Waseda credits each semester (which equals 15 CSU semester units). Students can take up to 19 units of Japanese language and lecture courses per semester without CSU IP Office approval.

A) SILS

English is the common language of communication at SILS, and the language of instruction for nearly all its courses. The curriculum features programs designed to enhance English abilities and develop Japanese language skills while matching the needs of students who speak various different native languages. SILS students also have the opportunity to learn 22 other languages as they forge the linguistic skills that will prove indispensable in our global society.

CSU IP participants under SILS are required to take Japanese language courses and placed in small Japanese language classes according to their level and also expected to take SILS lecture courses in a variety of subjects in English. They also have numerous opportunities to interact with Japanese students through several university clubs and taking non-language courses which are open to all SILS students.

General Information: <https://www.waseda.jp/fire/sils/en/oneyear/>

Academic Information: <https://www.waseda.jp/fire/sils/en/oneyear/registration/>

Requirement for SP3 (One-year Study Abroad Program) students:

http://www.waseda.jp/fire/sils/assets/uploads/2016/05/SP3_Curriculum_20150319.pdf

Required number of units per semester: 15 units (6 units of Japanese language courses plus elective units to total no fewer than 15 units).

Type of courses available for SILS students include the following:

1. SILS lecture courses taught in English (SP3 courses):
http://www.waseda.jp/fire/sils/assets/uploads/2016/05/SILS_Fall2016.pdf
2. Japanese language courses by Center for Japanese Language (CJL):
https://www.waseda.jp/inst/cjl/assets/uploads/2016/04/keyword_list.pdf
3. University-wide Open courses offered by schools other than SILS.
<https://www.waseda.jp/fsci/assets/uploads/2016/02/170303-Registration-of-GEC-Courses-for-2017.pdf>
To search for University-wide open courses, go to the online syllabus
<<https://www.wsl.waseda.jp/syllabus/JAA101.php?pLNg=en>>; then check “Open Courses” and click on “Search”.

For important notes for SP3 students, go to

http://www.waseda.jp/fire/sils/assets/uploads/2016/05/Important_Notes_for_SP3.pdf.

To view course syllabi for courses offered, go to <https://www.wsl.waseda.jp/syllabus/JAA101.php?pLNg=en>.

SILS English Conducted Lecture Courses for SP3 (Year-Long) Students

Below are the lists for the SILS Intermediate (numbered 300-399) and Advanced (numbered 400-499) level lecture courses and foreign language classes which were available to the international students in the previous year. This will provide an idea of what will be offered next year. Note that new courses are added a few weeks before registration each semester. Course offerings change each year and are subject to change without notice.

Fall Semester: http://www.waseda.jp/fire/sils/assets/uploads/2016/05/SILS_Fall2016.pdf

Spring Semester: https://www.waseda.jp/fire/sils/assets/uploads/2016/04/SILS_Spring2016.pdf

Students normally earn two or four units of credit for most courses. Credit values are listed in the SILS Study Plan. Most courses are upper division with some exceptions, depending on course content.

Course Coding

CO	Communication	GE	General Education	MI	Matter and Information
CM	Community	GO	Governance	MB	Mind and Body
CU	Culture	HI	History	PH	Peace and Human Rights
EB	Economy and Business	IR	International Relations	PR	Philosophy and Religion
EX	Expression	LE	Life and Environment		

Foreign Languages

Students can take language courses in Chinese, French, German, Korean, Russian and Spanish from beginning to advanced levels. Note that exchange students can register for foreign language courses only after regular degree-seeking students have done their registration and if seats are still available. Also students who attained Level 3 in the Japanese Language Placement test or above are allowed to register for foreign language courses.)

B) SPSE

SPSE started in 1882, as a pioneering department of the Tokyo Senmon Gakko, the school that went on to become Waseda University, founded by Shigenobu Okuma.

SPSE launched an English-based Degree Program called “EDESSA (English-based Degree Studies September Admission Program)” in September 2010, welcoming students from around the world. The program offers students the opportunity to take global-standard courses of the highest quality, all conducted in English, and earn credit regardless of their level of Japanese-language proficiency.

CSU IP participants under SPSE take courses from the “EDESSA” and select their concentration from these three departments, 1) Department of Political Science, 2) Department of Economics, and 3) Department of Global Political Economy. SPSE students can also take Japanese language courses offered by the Center of Japanese Language.

General Information: <https://www.waseda.jp/fpse/pse/en/>

Academic Information: <https://www.waseda.jp/fpse/pse/en/students/enrollment/>

Required number of units per semester: 15 units.

Type of courses available for SPSE students includes the following:

1. English conducted Lecture Courses by SPSE:
<http://www.waseda.jp/fpse/pse/assets/uploads/2015/06/AY2016EDESSACourseList.pdf>.
2. Japanese language courses by Center for Japanese Language (CJL):
https://www.waseda.jp/inst/cjl/assets/uploads/2016/04/keyword_list.pdf.
3. University-wide open courses offered by other schools:
<https://www.waseda.jp/fsci/assets/uploads/2016/02/170303-Registration-of-GEC-Courses-for-2017.pdf>. To search for University-wide Open courses, go to the online syllabus:
<<https://www.wsl.waseda.jp/syllabus/JAA101.php?plNg=en>>; then check "Open Courses" and click on "Search".

To view course syllabi for courses offered, go to <https://www.wsl.waseda.jp/syllabus/JAA101.php?plNg=en>.

C) CJL

The Center for Japanese Language (CJL) is an internal organization that has central responsibility for all Japanese language education at Waseda University where courses at a wide range of levels from beginner to superior are offered. Japanese language studies offered by the CJL consist of mainly Comprehensive Courses and Japanese Theme Subjects.

Comprehensive Courses are for students from beginner to pre-advanced (levels 1-6) who comprehensively study the four key skills according to a standardized syllabus and set of materials. There are 15-week Japanese for 'Zero' Beginners, Comprehensive Japanese, Intensive Japanese 1 and 2, and On-line Japanese courses and three-week or six-week Comprehensive Japanese (Short-term) courses. A Kanji course is also offered to complement the four key skills.

In Japanese Theme Subjects, teachers draw up materials and syllabuses utilizing their respective expertise to provide students from beginner to superior (levels 1-8) with unique, progressive lessons. Rather than focus on the language skills of reading, writing, listening and speaking, these subjects cover a wide range of topics to meet the diverse interests and needs of foreign students, from creative subjects such as haiku poetry and theater to specialized Japanese language useful in job-hunting, further education, and so on.

CSU IP participants under CJL join the Japanese Language Program (JLP) which is a one-year program to study Japanese language intensively. Through various courses provided in different levels, skills and themes, JLP students can study Japanese language according to their own abilities and goals. JLP students can take lecture courses offered by other Schools at Waseda at the introductory level only (which is regarded as lower division at the CSU). JLP students should not expect to take intermediate or advanced courses from SILS and SPSE.

General Information: <https://www.waseda.jp/inst/cjl/en/>

Academic Information: <https://www.waseda.jp/inst/cjl/en/students/registration/download/>

Required number of units per semester: CJL students can do either 1) or 2) below.

- 1) 11 units of Japanese language courses + 4 units of lecture courses = 15 units, or
- 2) 13 units of Japanese language courses + 2 units of lecture courses = 15 units.

Due to the work load associated with Japanese language courses, Option 1 is recommended.

Type of courses available for JLP students includes the following:

1. Japanese language courses by Center for Japanese Language (CJL):
https://www.waseda.jp/inst/cjl/assets/uploads/2016/04/keyword_list.pdf
2. University-wide Open Courses by other schools (JLP students can take introductory level courses only). <https://www.waseda.jp/fsci/assets/uploads/2016/02/170303-Registration-of-GEC-Courses-for-2017.pdf>. To search for University-Wide Open courses go to the online syllabus:
<<https://www.wsl.waseda.jp/syllabus/JAA101.php?plNg=en>>; then check "Open Courses" and click on "Search".

For important notes for JLP students regarding taking courses offered by other Schools, go to https://www.waseda.jp/inst/cjl/assets/uploads/2017/02/tagakubu_en.pdf.
<https://www.waseda.jp/fsci/assets/uploads/2016/02/170303-Registration-of-GEC-Courses-for-2017.pdf>

To view course syllabi for courses offered, go to <https://www.wsl.waseda.jp/syllabus/JAA101.php?plNg=en>.

Course Listing for Japanese Language Courses

All international students at Waseda including CSU IP participants are required to take Japanese language courses offered by CJL. The following is the list of Japanese courses that were offered in recent years as an example of what may be offered next year. To view the most recent listing of Japanese language courses offered, refer to the links below. Courses are subject to change without notice.

Course Information

<https://www.waseda.jp/inst/cjl/en/students/registration/download/>

How to Search Japanese Language Courses

http://www.waseda.jp/fire/sils/assets/uploads/2016/05/Japanese_Language_Courses.pdf

Course List Classified by Keywords

https://www.waseda.jp/inst/cjl/assets/uploads/2017/02/keyword_list.pdf

Course List Classified by Levels

https://www.waseda.jp/inst/cjl/assets/uploads/2017/02/level_list.pdf

Language Instruction

The Japanese Language Program is designed to assure that international students at Waseda can live comfortably in Japan without experiencing problems with the language. Instruction is provided at eight levels to accommodate whatever degree of Japanese proficiency an entering student brings to the program, with individuals assigned to the appropriate level based on the result of the placement test administered prior to the beginning of the semester.

CSU IP participants take a web-based Japanese Placement Test called J-CAT before their arrival in Japan and will be ranked into 8 different levels of proficiency. The results of the test do not always exactly correspond to the number of years students had studied Japanese at CSU or elsewhere prior to coming to Japan. Placements vary for each individual depending on the intensity of their studies or other factors.

# of years students had studied Japanese at CSU	Placement level at Waseda	Level designation and description at Waseda University	CSU conversion
0.5 to 1 year	1	Beginning I	Lower Division
1 to 2 years	2	Beginning II	Lower Division
1 to 2 years	3	Intermediate I - Will learn 500 kanji	Upper Division
2.5 years or above	4	Intermediate II	Upper Division
	5	Advanced I	Upper Division
	6	Advanced II - Students may enroll in normal college courses conducted in the Japanese language. They may also aim for the highest level of certification (Level 1) on the Japanese Language Proficiency Test.	Upper Division
	7	Can handle university-level discourse	Upper Division
	8		Upper Division

Levels 1 and 2 are geared to students with little or no experience studying Japanese, and focus on the fundamentals of the language, using actual communication situations to develop the student's capability for simple conversation. Level 3 seeks to develop reading and writing skills - students learn 500 kanji characters - while raising the level of spoken language mastery to enable communication in the everyday conversations a student may encounter. At Levels 4 and 5, students develop sufficient Japanese language proficiency to talk about and comprehend subjects beyond their immediate circumstances, engaging in relatively sophisticated communication across a wide range of topics. By Level 6, the student's Japanese capabilities have risen sufficiently to enable enrollment in normal college courses conducted in the Japanese language. In the upper-level classes - Levels 7 and 8 - students overcome whatever weak points remain in their Japanese so that they can handle university-level discourse.

Students are required to take at least six units of Japanese language courses each semester. Students select courses at their own level from over 300 courses offered in categories of Intensive Japanese, Theme-based subjects, and skill-based subjects such as reading, writing, listening, and speaking. During the first week of the semester, students can attend the orientation for Intensive Japanese class to make sure that they are taking the appropriate level of courses.

More than 500 Japanese language volunteers are available to help students increase their proficiency. In general, if students pass the courses in the first semester, they move onto classes one level higher in the second semester. The program aims to promote the average student two levels within one year.

Japanese Course Categories and Unit Values

Category	Level	Outline	Credit(s)
Comprehensive Japanese	1-6	Based on textbooks. The subject to study overall Japanese intensively.	3 or 5
Japanese Theme Subject	1-8	Subjects to study Japanese language, culture and society.	1 or 5

Unit Conversion Guidelines

Below are the guidelines which are used to convert Waseda credits to CSU semester units.

Waseda Credit	CSU Semester Unit	CSU Quarter Unit
1 credit	1 unit	1.5 units

Academic Culture

Class size at Waseda University varies, with the largest ones having nearly one hundred students, and small ones around 10 in Japanese language classes. There are also many seminars, and various language classes, with usually fewer than 20 students.

Traditionally, there is not much interaction between professors and undergraduate students at Japanese universities, either inside or outside the classroom, until their senior year, at which point they start taking senior thesis seminar with their thesis advisor. At SILS, however, since most faculty members and students have had study abroad experience, classroom interactions between professors and students in the form of presentations, questions and answers, and discussions are frequent. It is also not uncommon for professors to have coffee with their seminar students after class.

Assessment and Grading

Grades for individual subjects are determined on the basis of the results of classroom examinations, reports and her/his performance in class. A grade of 60 or over is a pass. A student who, without due cause, fails to take an examination as instructed, or who fails to submit an examination report will, in principle, receive a Fail grade for that subject. Moreover, class attendance is mandatory, and a student who attends less than two-thirds of the total class hours in a subject will receive a Fail grade, regardless of her/his examination results. Note that all courses attempted by the student will be reported to the student's home campus including failed courses.

Raw Score in the Course	Waseda Grade Issued	CSU Grade Equivalent
90-100%	A+	A
80-89%	A	A
70-79%	B	B
60-69%	C	C
59% and below	G (No credits granted)	F or WU

Note that the highest grade that is reported to a CSU campus is an A.

For more grading information for each school, please refer to the links below.

- SILS: <https://www.waseda.jp/fire/sils/en/oneyear/grades/>
- PSE: https://www.waseda.jp/fpse/pse/assets/uploads/2014/05/20060830_hyouki.pdf
- CJL: <https://www.waseda.jp/inst/cjl/en/students/grade/>

For questions about the university, courses and registration, contact Ms. Hiroko Tanaka at h.tanaka6@kurenai.waseda.jp.