

Frequently Asked Questions...

...about teaching English in the Chuo Law Faculty

Q: When do classes start?

A: This year some classes will begin on Monday April 12, **BUT** most English classes (IAC, BRD, IRD, Business/TOEIC and Study Abroad/TOEFL) will begin on Monday April 19. For more details, see Starting Dates for Classes and the Academic Schedule and Calendar in this pack.

Q: How can I contact Andy and Steve?

A: Our office phone numbers are: Andy 042-674-3141 & Steve 042-674-3267. From the Teachers' Room, or on any internal university phone, just dial the last four digits of either number. See the Contact List in this pack for our home phone numbers and email addresses.

Q: Who can I speak to in English in the Law Faculty Office?

A: Most of the office staff can deal with simple enquiries in English (042-674-3115) but if you need help please get in touch with Andy or Steve.

Q: What should I do if I'm going to be absent from a class?

A: Always contact the Law Faculty Office (042-674-3115). They will put up a notice of your cancellation. It is NOT enough to just tell the students that you will be absent; also Andy and Steve CANNOT cancel classes for you. Please give at least a week's notice of cancellations if possible.

To contact the office before 9.00, please call 042-674-3121.

Q: What should I do if I miss classes?

A: You can arrange make-up classes if you have been absent and you need extra classes to complete the syllabus for your course. It is generally expected that we will make-up classes if we are absent more than twice in a semester. (For details of the make-up periods at the end of each semester, see the Academic Schedule & Calendar.)

Q: When do I have to submit grades for the students?

A: Grades are required **at the end of each semester**. (See the Academic Schedule for grade submission dates, and for more on grading generally, see the Grading Information section.)

Q: How should I assess my students?

A: Your assessment should primarily take into account students' **attendance**, **participation** in class activities, and **preparation** for class, as specified at the end of each course description (see Course Information Sheets). You can also assess your students' development in other ways you feel are appropriate: for example, continuous assessment, presentations or project work, portfolios of their work, self- or peer-assessment, or quizzes.

Q: What is the policy about starting and finishing classes?

A: Please be in the classroom and start classes within five minutes of the bell, and continue classes until the end of the period. It may be useful to allow a little time before the end of the class to answer questions from individual students.

Q: How many English classes do the students take?

A: That depends both on which division the students are in, and whether an individual student decides to take elective English classes or not. Law and Politics students have to take at least two English classes in their first and second years, but can choose from Reading, Listening & Speaking, and Business/TOEIC & Study Abroad/TOEFL classes. International students have to take one Reading, one Listening & Speaking, and one Writing class, in each of their first two years. (For more on this, see the section on Divisions and Students in the pack.)

Q: Are students placed in my classes according to their level?

A: That depends on the type of class. Students in IAC, BRD and IRD classes are placed by their TOEIC scores. A.B classes are organized by English level, but students choose which level they want to take. Writing classes and G classes (for 3rd/4th Years) are not organized by English level. (For more, see Class Placement and Levels.)

Q: What should I do if I have a troublesome student?

A: Fortunately, disruptive or aggressive students seem to be very few and far between in the Law Faculty. However, if you do have a student who is causing trouble, it is important that you do not lose your temper. Warn them, and ask them to explain their view of the situation before taking any disciplinary action. Contact Andy or Steve as soon as possible to explain the situation. You can, after giving a warning, ask a disruptive student to leave the classroom for the rest of that lesson, but you CANNOT throw a student out of a course without consulting with Andy or Steve first. (For more on student management, see the Useful Information section of the pack.)

Q: What should I do if I have a student missing many classes because of job-hunting?

A: Genuine job-hunting is an acceptable reason for absence, so this can't be counted as an absence for purposes of failing a student—even if students miss 10 classes for genuine job-hunting reasons, they should not be failed on that basis alone. (For more on this, see the Attendance: Absences for Job Hunting section of the pack.)

Q: What should I do if I lose my password for C plus?

A: Please contact Minori Muronaga (in English) on 0426-74-3116 or (in Japanese) Hamaya-san or Nakatani-san on 0426-74-3119 in the Law Faculty Office. Please do not ask Andy or Steve as they can't arrange anything to do with passwords.