

Guidelines for writing the course syllabus 2019

* required fields

【授業テーマ／Course Theme】

If you want to indicate a subtitle, please write it within one line.

【授業の概要／Course Summary】 *

Please write a short, clear description that gives the main contents of the course.

【到達目標／Course Objectives】 *

Please write the course aims and what is expected of the students using bullet points. Please refer to 3 points: **knowledge, motivation and ability**; but there is no need to specify further details.

Please note that the Course Objectives are related to the Assessment Policy and Criteria (mentioned later).

[How to browse "Curriculum Map"]

- ① Access our website .(URL: <http://www.dwc.doshisha.ac.jp/>)
- ② Selecting the 【教職員】 "Faculty and Staff" page from DWCLA website (Japanese site), then clicking the 【Web 教務システム成績報告／シラバス】 "Web Kyomu System (Grade Report)" link, and the 【ログイン】 "Login" button.
- ③ Please refer to "Curriculum Map" on "syllabus".

【授業方法／Methods of Instruction】 *

First, please indicate the style of the class, ie. lecture, seminar, practical training, or laboratory training and practice. If the course name already indicates this, there is no need to fill this section in.

Next, indicate how the class is conducted in detail. If the so-called "Active Learning" method is incorporated eliciting student presentations, discussions, group work and fieldwork in each class, please indicate in detail how often and in exactly what way.

It is possible to include this 'Methods of Instruction' content in the Course Contents column instead of stating it here. In that case, please stipulate that the "Method of Instruction is stated in Course Contents" in this 'Methods' section.

If you conduct your class in English, write a syllabus in English too. Please add a note about the language you use in class if needed.

【各回の授業内容／Course Contents】 *

Based on the above 'Course Objectives,' please write a description of the content of each lesson to show how the course will proceed. Each semester consists of 15 weeks of classes and one week for

examinations making a total of 16 weeks. Please write a description for each of the 15 classes, as follows:

- Example ①
1. ○○○○○○○○○○○○○○○○
 2. △△△△△△△△△△△△△△△
 - ...
 15. xxxxxxxxxxxxxxxxxxxxx
- Example ②
1. ○○○○○○○○○○ ①◎◎◎◎◎
 2. ○○○○○○○○○○ ②◇◇◇◇◇
 3. ○○○○○○○○○○ ③□□□□□

- Note 1: It is possible to hold the final examination in the last class (15th week); in this case, please indicate it as the “Conclusion” of the course instead of using the term “final examination.” However, please note that *Heijo-shiken* **cannot be given in the last class** (15th week). If you hold a regular class instead of a final examination in the last class (15th week), use a term other than “Conclusion.”

- Example ③
1. ○○○○○○○○○○○○○○○○
 2. △△△△△△△△△△△△△△△
 - ...
 15. Conclusion*

*** Use this term if you hold the final examination in class time.**

- Note 2: The preliminary and follow-up guidance for subjects which include outside practices should be followed according to the examples mentioned above. It is not necessary to state the frequency of outside practice but please write a concise description of its contents.
- Note 3: Please write a description for each of the 30 classes if the course has 30 90-minute class sessions (*koma*).
- Note 4: In the case of intensive courses, labs, and practicums, please write a description for each koma (90-minute period).

【準備学修等の内容／Outside Class Work】*

Please write what and how much students will be required to do as out-of-class learning and preparation. This should include preparation and/or review for class, such as homework, study for a quiz or test, or group work outside class etc.

【受講者へのメッセージやアドバイス／Message and advice to Students】

If you have any message or advice for students attending the course, please write here.

【フィードバックの方法／Methods of Feedback】*

Please indicate how to feedback about the course, such as by examination, short report or comment paper, etc. Please write in detail for each of them. For example, ‘return to students with comments in class room,’ ‘return after marking via Manavi,’ or ‘explain in classroom.’

【成績評価方法、成績評価基準／Assessment Policy and Criteria】＊

Please describe a detailed description of how grades will be determined, such as: the emphasis given to active participation in the class; reliance on final exams; papers and/or oral reports required; etc., or a combination of any or all of these; further, please indicate the percentage of the final grade that will be based on each. Write a summary in the syllabus and inform the students in detail in class.

Example④ Class attendance and attitude in class: **%
Presentation: ** %
Short reports: **%
Semester examination: **%

- Attendance

1. At DWC, assessment of student attendance is determined for each course so students must be informed of the way of assessment first through this syllabus and later in class.
2. If students' attendances are involved in the final evaluation, please deduct points for every absence.
3. If students' attendances are involved into the final evaluation, please indicate, e.g. "class participation and attitude" not only "attendance".

Example⑤ Class participation and attitude **%

- Common Syllabus

Even if it is difficult to state the standards of the evaluation in the common syllabus for multiple classes, please describe as in the following:

Example ⑥ Basically 20% for class participation and 80% for
final exam (however, some teachers might give other
assignments and combine them into final evaluations)

Example ⑦ 50% for class attendance and 50% for presentation and essay, (depending on
each teacher for the detail)

【教科書／Textbook】

Please indicate the title, author, and publisher of the textbook. Please assign a textbook only if it will be used frequently and is essential for the class. Also, please consider the economic burden on the students when selecting textbooks.

【参考文献等／References】

Please indicate the title, author, and publisher of all reference works. These are books that will be referred to during the course and it would be desirable for the students to read; however, students are not required to buy them. The library will attempt to acquire these books within the limits of the budget.

【獲得が期待される基礎的・汎用的能力 (DWCLA 10)】 *

Primary and Versatile Abilities that students are expected to acquire

DWC is stipulating “10 abilities that students of DWCLA are expected to acquire before graduation, referred to as ‘the DWCLA10’” For each course taught, please indicate which of the DWCLA10 can be obtained or practised by taking the course selecting a minimum of one and maximum of three items, and delete the others. For more detail, please check the Upload to the DWCLA website.

【教員との連絡方法／Contact Information】 *

Please fill in your contact information for when students need to contact you.

- Example⑦ ・ send E-mail (Please fill in only if you wish to publish e-mail address.)
- ・ see office hours (for faculty members)
 - ・ Use Manavi (Our Learning Management System)
 - ・ ask in the class room before and/or during class

◆ Other...

1. Match the actual course contents and syllabus:

Please match the actual course contents (course schedule, class format, grading method) with the syllabus.

2. Write for each subject:

Please write the syllabus for each course. If the courses have a “ I , II ” or “A,B” code, “ I ” and “ II ” (or “A” and “B”) are considered to be different courses (usually spring and fall), therefore, each course must have its own syllabus.

3. Syllabus on the web:

The syllabi are posted on our website (URL: <http://www.dwc.doshisha.ac.jp/>) which will be open to the public from mid-March onwards.

4. To Part-time Instructors

Before writing the syllabi, please discuss their contents with the coordinator of the department concerned.

5. Schedule for creating syllabi (for classes in 2019)

The schedule for creating syllabuses is as below.

(1) Syllabi Writing: **Friday, November 30th, 2018 - Sunday, January 6th, 2019**

Please enter on the Web Kyomu system and select from the “Syllabus Menu.”

Syllabi can be written and changed freely **only** during this period.

(2) **Provisional Check**: **Friday, January 11th - Monday, January 21st**

(3) Amendment: **late-January to early February**

Individual Departments or the Academic Affairs Department may request changes to syllabi content or format if necessary.

(4) **FINAL CHECK**: **Sunday, January 27th - Friday, February 1st**