

2018
Guide to
General Tutorial English
 $\alpha \cdot \beta$
<Quarter Course>

Global Education Center

<QUARTER COURSE>

UPDATED: SEPTEMBER, 2018

GLOBAL EDUCATION CENTER, WASEDA UNIVERSITY
Waseda University Academic Solutions Corporation (WAS)**E-mail from MyWaseda.**

Important information about “Tutorial English” will be sent to your “~@ xxx.waseda.jp” e-mail.
Please check your Waseda mail occasionally.

Computer system requirements

Information about the course, such as the course orientation, and taking the WeTEC test will be available on the Tutorial English website during the course period.
Please check your PC system requirements for accessing the Tutorial English website.







Note

- The WeTEC test may not function properly if the browser is not supported.
- Even if the browser is supported, the WeTEC test might not function properly due to the combination of the operating system (OS), browser, and antivirus software used.
- If your browser does not meet the system requirements below, use a different browser or use a computer room at Waseda University.



※The system requirements below are as of February 1st, 2018.

※Please check the latest system requirements on the WeTEC site.

| OS | Browser | Tutorial English website | WeTEC test | Review Unit Test |
|--------------------------------|--|--------------------------|------------|------------------|
| Windows | Internet Explorer 11  | ○ | ○ | ○ |
| | Microsoft Edge  | × | ○ | × |
| | Google Chrome  | × | ○ | × |
| | Firefox/Opera  | × | × | × |
| Macintosh: OS X or above | Safari 7.0 ~ 11.0  | × | ○ | × |
| | Google Chrome  | × | ○ | × |

<Maintenance times> Please avoid the maintenance times below:

Tutorial English website: 4:00 ~ 4:30 a.m. / Review Unit Test: 2:00 ~ 6:00 a.m.

Confirm the course schedule

<Schedule>

| Quarter | Date | Event |
|---------------|------------------------|--|
| Spring (α) | Refer to P.19 | The WeTEC test period (Pre-course) |
| | 4/17 late afternoon | Class Announcement |
| | 4/6 - 4/13 | Tuition payment period |
| | 4/23 - 6/2 | Lessons |
| | 5/31 - 6/8 | Review Unit Test Period |
| | | The WeTec test period (Post-course) |
| | 6/8 | Deadline for inquiries about lesson assessment |
| | | Deadline for submitting documents for Special Consideration |

| Quarter | Date | Event |
|---------------|------------------------|--|
| Summer (β) | Refer to P.19 | The WeTEC test period (Pre-course) |
| | 5/25 late afternoon | Class Announcement |
| | 4/6 - 4/13 | Tuition payment period (First registration period) |
| | 4/17 - 4/23 | Tuition payment period (Second, Third registration periods) |
| | 6/11 - 7/14 | Lessons |
| | 7/12 - 7/20 | Review Unit Test Period |
| | | The WeTec test period (Post-course) |
| | 7/20 | Deadline for inquiries about lesson assessment |
| | | Deadline for submitting documents for Special Consideration |

| Quarter | Date | Event |
|-------------|------------------------|--|
| Fall (α) | Refer to P.19 | The WeTEC test period (Pre-course) |
| | 10/8 late afternoon | Class Announcement |
| | 9/27 - 10/4 | Tuition payment period |
| | 10/11 - 11/17 | Lessons |
| | 11/15 - 11/23 | Review Unit Test Period |
| | | The WeTec test period (Post-course) |
| | 11/23 | Deadline for inquiries about lesson assessment |
| | | Deadline for submitting documents for Special Consideration |

| Quarter | Date | Event |
|---------------|------------------------|--|
| Winter (β) | Refer to P.19 | The WeTEC test period (Pre-course) |
| | 11/9 late afternoon | Class Announcement |
| | 9/27 - 10/4 | Tuition payment period (First registration period) |
| | 10/8 - 10/15 | Tuition payment period (Second, Third registration periods) |
| | 11/26 - 1/19 | Lessons |
| | 2019/1/17 - 1/25 | Review Unit Test Period |
| | | The WeTec test period (Post-course) |
| | 2019/1/25 | Deadline for inquiries about lesson assessment |
| | | Deadline for submitting documents for Special Consideration |

Notes for getting credit

The final grade of General Tutorial English is determined by the total number of points that are awarded based on the lesson assessment guidelines. Students cannot get credits only for attending the required number of lessons. They also need to achieve the required number of points.

Please do not forget to do the following tasks and tests:

◎Lesson Review Tasks

◎Review Unit Test

◎WeTEC

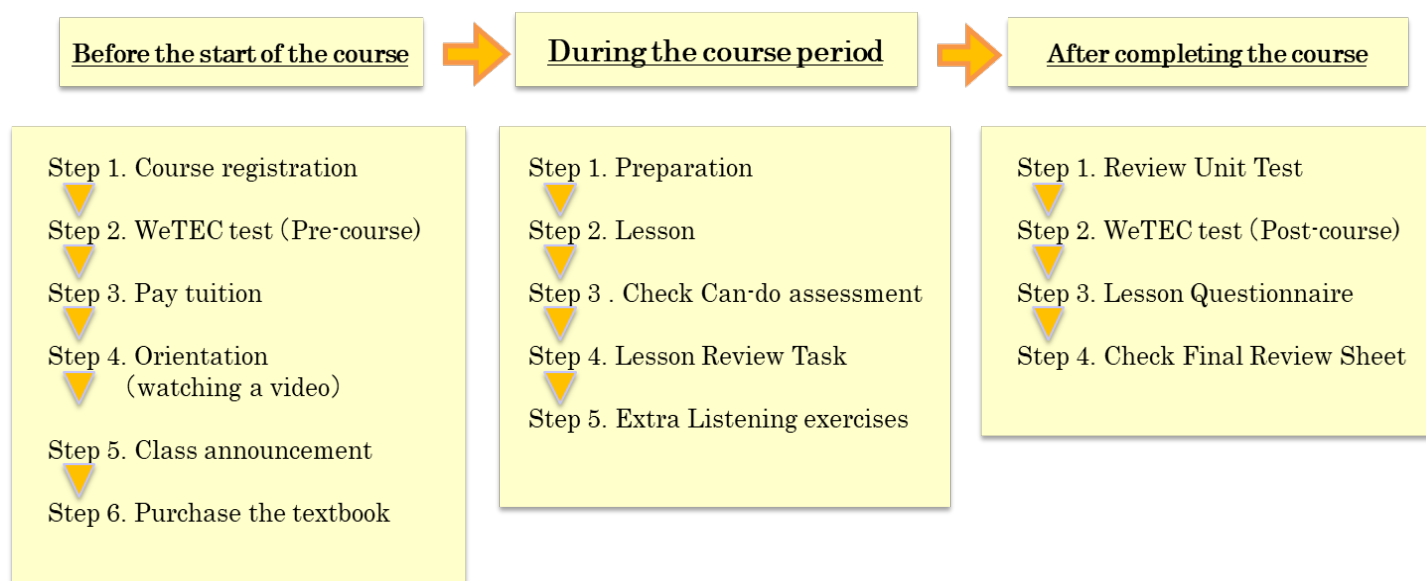
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1. General Tutorial English course profile

- The quarter course has a total of 10 units, consisting of 2 lessons a week. Each class has a maximum of 4 students and one tutor. The course uses textbooks developed by WAS, and lessons are conducted in English only.
- Students are placed into levels based on their performance on the Web-based Test for English Communication (WeTEC).
- After each lesson, the tutor will assess each student based on his/her performance of 2 Can-dos.
- Students are required to reply to the Lesson Review Tasks, which will be posted to the Tutorial English website after each lesson.
- After completing the course, students are required to take the WeTEC test again to measure their progress.

1.1 Flow chart



1.2 Guide for the Tutorial English website

In General Tutorial English, students are required to use the Tutorial English website. Students should carefully read the following information to understand how and when to use the Tutorial English website.

◆How to Log in

- ① After accessing MyWaseda, click the "Classes" tab and open the "Class Related" menu. If you click on "Tutorial Site", you will automatically log into the site.
- ② Select the course from '受講プログラム' on the 'My Page Top' screen.

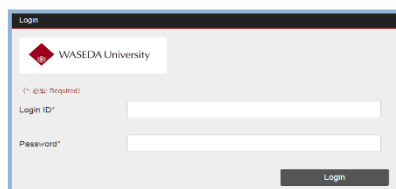


Figure 1. 'MyWaseda' login screen

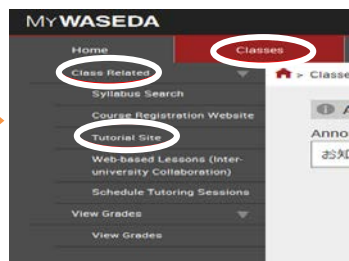


Figure 2. 'MyWaseda' top page

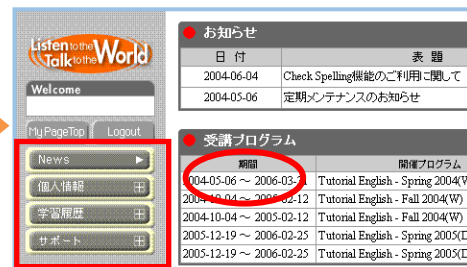


Figure 3. 'My Page Top'

◆Main functions on the Tutorial English website

| Functions | | | Descriptions |
|---------------------------|-------------------------------|-------------------------------|---|
| Menu Bar (on the left) | 'News' | 'お知らせ' (News) | Information related to the course is available. |
| | '個人情報' (Personal Information) | '個人情報の確認' (Information Check) | Student's personal information is available. |
| | '学習履歴' (Study History) | 'レッスン履歴' (Lesson History) | A record of courses, including Can-Do assessment and supplementary listening materials, is available. |
| | | '試験履歴' (Test History) | A record of WeTEC scores is available. |
| | 'サポート' (Support) | 'ご意見ご要望' (Comments) | Inquiries and comments regarding Tutorial English can be posted. |

◆My Page Top Screen



<Pre-course Info>

Information on registration procedures and WeTEC (Pre-course), along with the orientation video is available.

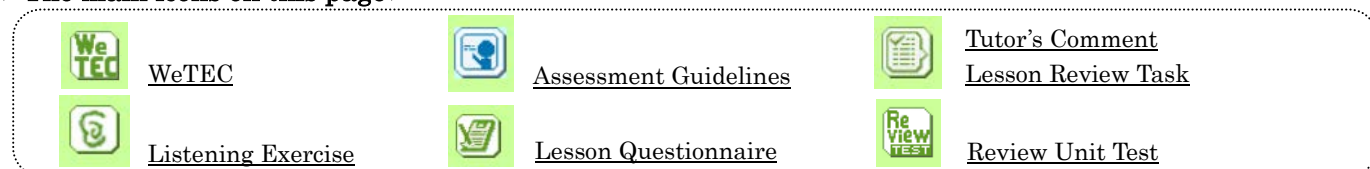
<Lesson>

Can-do assessments and tutors' Comments are available.
Students submit the Lesson Review Task and take the Review Unit Test.

<Review>

Final Review Sheets are available depending on students' attendance.

< The main icons on this page >



2. What to do before the start of the course

Because students need to be divided into their class groups before the actual lessons start, Tutorial English classes start later than other courses offered by the Global Education Center.

Step 1. Course registration



Register for the course during the course registration period of your department. We recommend you take both α and β courses, although you can take either one.

Classes are offered in the following time slots:

| Campus | Date (Period) |
|-------------|--|
| Waseda | Mon · Tue · Wed · Thu · Fri (periods 1 ~ 5), Sat (periods 1 ~ 4) |
| Nishiwaseda | Tue · Wed · Thu · Fri (periods 1 ~ 4) |
| Tokorozawa | Mon · Tue · Wed · Thu · Fri (periods 1 ~ 5) |

Step 2. Taking the WeTEC test (Pre-course) (60 min.)



Students' WeTEC scores will be used for class placement. Students should access the WeTEC site and take the test during the specified period. Students may not be able to study at the appropriate level if they do not take the test.

Compulsory students

Follow the instructions sent by Waseda e-mail.

*Please see the '5.1 Guidelines for WeTEC' for the details.

Elective students

*Elective students are required to take the WeTEC test from the class registration screen during the course registration period.

*Take the WeTEC test during the same class registration period in which you registered. For example, if you register for the course during the 1st registration period, you need to take the test during the 1st registration period.

Step 3. Paying tuition

Elective students need to pay tuition in order to take the course. They should follow the instructions that will be sent to their Waseda e-mail accounts during the payment period.

Step 4. Orientation



◆Tutorial English website: Click the 'Check' icon of 'オリエンテーション' (Orientation) on the 'Pre-course Info' page.

Before the course starts, students should access the website and check the orientation information in 'Pre-course Information'. On the website, students can watch the course guide video. There are also other reference materials and important information for the course, such as 'Guide to the Tutorial English website'. Students should access the website and make sure everything is clear before attending their first lesson.



Step 5. Checking class announcement information

◆Tutorial English website: click the 'Check' icon of 'グループ編成結果' (Class Announcement) on the 'Pre-course Info' page.

Students will be placed into their lesson groups based on their levels. Information such as when and where their lessons will take place, and who their tutors are, will be announced on the Tutorial English website. Students should access the website and confirm the information before their first lesson.

◆Class announcements will be announced on the following dates:

| Quarter | Spring (α) | Summer (β) | Fall (α) | Winter (β) |
|---------|------------------------------|------------------------------|------------------------------|------------------------------|
| Date | 4/17 (Tue) Late afternoon | 5/25 (Fri) Late afternoon | 10/8 (Mon) Late afternoon | 11/9 (Fri) Late afternoon |

Step 6. Purchasing your textbooks

Students will practice communication skills using the Reach Out textbooks. Each level has its own textbook, so students should make sure they buy the textbook for their class level. For information on where to buy the textbooks, students should refer to the information below.

◆List of textbooks

α (Spring/Fall quarters)

| Course | Textbook | Price |
|---|---|-----------------|
| General Tutorial English Beginners α | Reach Out Beginners α (Second Edition) | 1,000 yen + Tax |
| General Tutorial English Basic α | Reach Out Basic α (Second Edition) | |
| General Tutorial English Pre-Intermediate α | Reach Out Pre-Intermediate α (Second Edition) | |
| General Tutorial English Intermediate α | Reach Out Intermediate α (Second Edition) | |
| General Tutorial English Pre-Advanced α | Reach Out Pre-Advanced α (Second Edition) | |
| General Tutorial English Advanced α | Reach Out Advanced α (Second Edition) | |
| General Tutorial English Advanced Plus α | Reach Out Advanced Plus α (Second Edition) | |

β (Summer/Winter quarters)

| Course | Textbook | Price |
|---|---|-----------------|
| General Tutorial English Beginners β | Reach Out Beginners β (Second Edition) | 1,000 yen + Tax |
| General Tutorial English Basic β | Reach Out Basic β (Second Edition) | |
| General Tutorial English Pre-Intermediate β | Reach Out Pre-Intermediate β (Second Edition) | |
| General Tutorial English Intermediate β | Reach Out Intermediate β (Second Edition) | |
| General Tutorial English Pre-Advanced β | Reach Out Pre-Advanced β (Second Edition) | |
| General Tutorial English Advanced β | Reach Out Advanced β (Second Edition) | |
| General Tutorial English Advanced Plus β | Reach Out Advanced Plus β (Second Edition) | |

◆Where to buy textbooks

| Campus | Waseda | Toyama | Nishiwaseda | Tokorozawa |
|----------|------------------|-----------------|-----------------|------------------|
| Location | Building 17, B1F | Building 31, 1F | Building 57, B1 | Building 100, 4F |

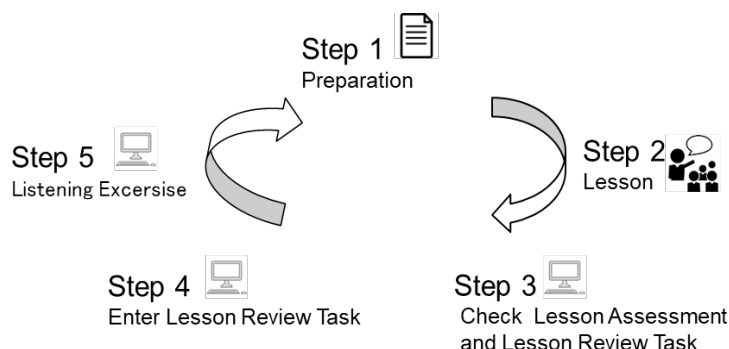
◆In case you forget to bring your textbook

If students forget to bring the textbook, they need to buy a photocopy which will be provided at the office below. Only e-money (e.g. Pasma) is accepted.

| Campus | Office |
|-------------|---|
| Waseda | Student Support Office (Building 29, Room 102) |
| Nishiwaseda | Academic and Students Affairs Section (Building 51, 1F) |
| Tokorozawa | Senior Tutors' Room (Building 101, Room 214) |

3.What to do during the course period

There are 10 lessons and each lesson is 90 minutes long. Students will have two lessons a week which are taught by different tutors.



Step 1. Preparation

It is important for students to do the Preparation before every lesson. To make the most of the lesson and to participate actively in class, students are also encouraged to go through the whole unit and look up any words or grammar that they are not sure about. If students still have questions or problems, they can ask their tutor in the lesson.

Step 2. Lesson

Lessons are conducted in English only. Students will use their textbooks to practice the unit language through activities such as role-plays and discussions done in pairs and groups. Students should follow their tutor's instructions and actively participate in class. After practicing the Unit Language, the tutor will assess how well the students could perform the Can-dos and will give them points accordingly.

The total of these points will form a large part of the students' final grades. The points for each unit can be checked on the Tutorial English website. At the end of the lesson, the tutor will summarize the lesson and point out what the students should do to prepare for the next lesson.

Step 3. Checking assessment points and tutors' Comments

◆Tutorial English website: click the 'Tutor's Comment, Lesson Review Task' icon.

After each lesson, students will need to access the Tutorial English website. Students can check their assessment points and read their tutors' Comments, which are posted on the Tutorial English website no later than 2 days after the lesson. Tutors will write a brief Comment to the class, including a summary of the lesson and advice on how to improve. Please read your tutors' Comments on the 'コメント参照' (Comment Reference) page.

◆The deadlines for inquiries about tutors' assessments are:

| Quarter | Spring (α) | Summer (β) | Fall (α) | Winter (β) |
|---------|----------------|-----------------|------------------|-----------------|
| Date | 2018/6/8 (Fri) | 2018/7/20 (Fri) | 2018/11/23 (Fri) | 2019/1/25 (Fri) |

Step 4. Answering the Lesson Review Task

◆Tutorial English website: click the 'Tutor's Comment, Lesson Review Task' icon.

At the end of the Comment, the tutor will include the Lesson Review Task (LRT) questions. Students should answer them by the deadline through the Tutorial English website.

The timeline below explains the timing for when each task should be done. It is important for students to confirm their lesson days and to complete their tasks before the deadlines.

| Quarter | Spring (α) | Summer (β) | Fall (α) | Winter (β) |
|---------|----------------|-----------------|------------------|-----------------|
| Date | 2018/6/8 (Fri) | 2018/7/20 (Fri) | 2018/11/23 (Fri) | 2019/1/25 (Fri) |

<Example timeline for Monday and Thursday class>

The submission period for each Lesson Review Task is one week is from receipt of the lesson comment until the day before the next lesson with the same tutor.

| Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu |
|--------|---|-----|--------|---|-----|-----|--------|------------------------|-----|--------|
| Lesson | Task submission period of Monday's Unit | | | | | | Lesson | Task submission period | | |
| | | | Lesson | Task submission period of Thursday's Unit | | | | | | Lesson |

◆Answering the Lesson Review Task questions

- ① To answer the Lesson Review Task questions, it is recommended that you write a draft using Microsoft Word and use spell check.
- ② Copy the draft using the shortcut keys (press [Ctrl] and [C] at the same time).
- ③ Click the 'チューターへのコメントを登録' (submit comment to tutor) icon at the end of the 'コメント参照' page, and paste the draft using the shortcut keys (press [Ctrl] and [V] at the same time) onto the 'チューターへのコメント' (comment to tutor) page.
- ④ Click the '登録' (Submit) icon.
Alternatively, students can type directly on the page.
- ⑤ A warning about "cheating" will be displayed. Please read it carefully and click '登録' (Submit).
- ⑥ After submitting, please check if the draft has been submitted properly on the Tutorial English website screen.

※Students should submit the Lesson Review Task answers only once.

They will be marked 0 points for the following

- Students modify their answers or add any information after the first submission
- Students submit the Lesson Review Task answers to the wrong unit

- * The deadline for each Lesson Review Task is the day before the next lesson with that tutor.
- * Students are encouraged to respond to the Lesson Review Task for the unit.
- * There is no Lesson Review Task for Unit 10.
- * The scores will be uploaded 2 days after the deadline.



Step 5. Extra Listening exercises

◆Tutorial English website: click the 'Listening Exercise'  icon (Units 1-9).

Students are encouraged to further improve their listening skills by doing the Extra Listening Exercises which are available on the Tutorial English website after finishing each unit.



4. What to do after completing the course


Step 1. Taking the Review Unit Test (90min.)

◆Tutorial English website: click the 'Review Unit Test'  icon.

Students should take the Review Unit Test after finishing Unit 10.

*Please refer to the Review Unit Test guide

Step 2. Taking the WeTEC test (Post-course) (60 min.)

◆Tutorial English website: click the 'WeTEC'  icon.

After completing the course, students are required to take the WeTEC test once again to check their progress.

Students should take the test during the specified period.

Step 3. Answering the Student Questionnaire

◆Tutorial English website: click the 'Questionnaire'  icon.

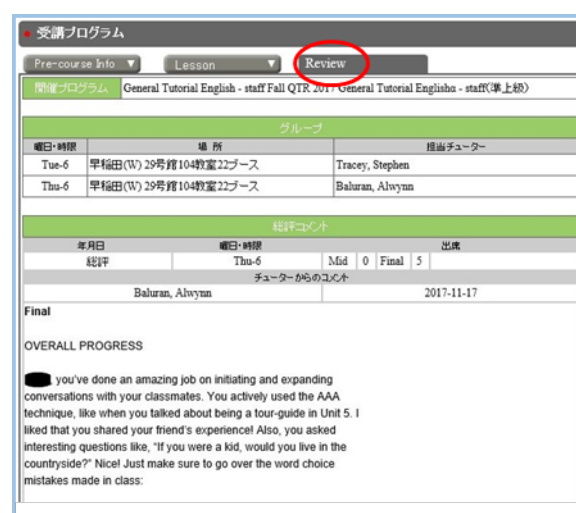
Please answer the Students' Questionnaire. Open the 'Lesson' page, and click the 'Questionnaire' icon found in Unit 9. The 'Students' Questionnaire' page will be displayed, and students can answer the questionnaire by clicking the 'Start' icon

Step 4. Checking Final Review Sheets

◆Tutorial English website: Open the 'Review' page.

During the course period, *depending on a student's attendance, students will receive personalized Final Review Sheets within 1 week after Unit 10.

In the Final Review Sheet, the tutor will comment on the student's progress and strengths, and give advice for future study. This will be useful for students to further improve their English communication skills in the future.



| 曜日・時間 | 場所 | 担当チューター |
|-------|-----------------------|-----------------|
| Tue-6 | 早稲田(W) 29号館104教室22ブース | Tracey, Stephen |
| Thu-6 | 早稲田(W) 29号館104教室22ブース | Baharan, Alwynn |

| 年月日 | 曜日・時間 | Mid | 0 | Final | 5 | 出席 |
|-----|-------|-----|---|-------|---|----|
| | Thu-6 | | | | | |

チューターからのコメント
Baharan, Alwynn 2017-11-17

Final

OVERALL PROGRESS

you've done an amazing job on initiating and expanding conversations with your classmates. You actively used the AAA technique, like when you talked about being a tour-guide in Unit 5. I liked that you shared your friend's experience! Also, you asked interesting questions like, "If you were a kid, would you live in the countryside?" Nice! Just make sure to go over the word choice mistakes made in class.

*Conditions for receiving a Final Review Sheet

To receive a Final Review Sheet from a tutor, the student must attend more than half of the lessons with that tutor.

5. Guidelines for tests

5.1 Guidelines for the WeTEC test



◆Basic Information

| | |
|-------------|--|
| Test period | Refer to 'WeTEC test periods' on P.19 |
| Login ID | Your student ID without the hyphen and final digit, e.g. 1X00A000-3 ⇒ Login ID: 1X00A000 |
| Password | Your birth month and day (MMDD), e.g. June 27th ⇒ Password: 0627 |

What is WeTEC?

WeTEC stands for Web-based Test for English Communication and is a standard test for evaluating English proficiency which is taken online. It applies IRT (Item Response Theory), which adjusts the difficulty of the questions in accordance with the correct or incorrect answers to preceding questions. This can accurately evaluate ability in a short amount of time.

Features

- ① Convenience
It takes about 60 minutes to complete the test. The WeTEC test is available at any time and any place within the set schedule.
- ② Immediate results
The test score is displayed on the screen right after the test is completed.

◆Necessary Equipment


- ① A computer
Users should check the system requirements before taking the test.
- ② Headphones or speakers
The WeTEC test contains listening sections, so the user should check if he/she is able to hear the sound clearly.

| OS | Browser |
|-----------------------------|--|
| Windows: 7/8.1/10 | Internet Explorer 11 (Windows 7/8.1/10), Microsoft Edge (Windows 10) , Google Chrome |
| Macintosh: OS 10.9 or above | Safari 7.0 ~ 11.0, Google Chrome |

※Please check the latest system requirements on the WeTEC site.

1. How to Log in



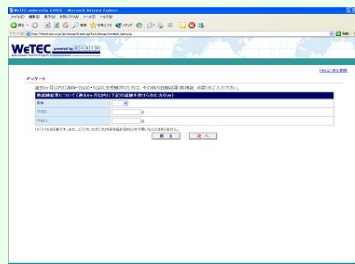
- ① **Accessing the site**
【Taking the WeTEC test (Pre-course)】
 - Compulsory students
 Follow the instructions sent by Waseda e-mail.
 - Elective students
 Follow the instructions on the course registration screen.
【Taking the WeTEC test (Post-course)】
 Click the 'WeTEC'  icon of Unit 10 on the Tutorial English website.
- ② **Checking the system requirements**
 Please confirm your computer meets the system requirements. If your browser does not meet the system requirements above, modify the version of your browser or use a computer room at Waseda University.
- ③ **Trying the 'WeTEC Guide Tour'**
 Please try the 'WeTEC Guide Tour' from the WeTEC site before taking the test.
- ④ **Log in**
 Select the URL which you will use to take the WeTEC test.
 On the log in screen, enter your 'Login ID' and 'Password'.

2. Before taking the WeTEC test



⑤ Sound check

Test the sound level to ensure high sound quality.



⑥ Questionnaire

Enter the TOEIC or TOEFL score(s) that you have received within the last 6 months.

3. Taking the WeTEC test



⑦ Taking the WeTEC test

WeTEC consists of 4 sections. It takes about 60 minutes to complete the test.

Disconnected?

Don't panic! Close the screen and start again from ①. The test will recommence from where you left off.

4. Test score displayed

| スコア イメージ | | | | | | | | | |
|----------|----------------------|----------------------|----------------------|----------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| 項目 | Sec. 1 Score: 250 | Sec. 2 Score: 180 | Sec. 3 Score: 250 | Sec. 4 Score: 180 | Total Score: 860 | TOEIC Score: 860 | TOEFL Score: 180 | TOEFL Score: 180 | TOEFL Score: 180 |
| 総合スコア | 250 | 180 | 250 | 180 | 860 | 860 | 180 | 180 | 180 |

⑧ Test score

The test score is displayed right after the test is completed. There are four sections, each worth a maximum of 250 points. The maximum total score is 1,000 points.

NOTE: Please make sure to log out by clicking 'Logout' in the top right corner of the page to complete the test properly.

● Test Format

| Section 1 | | Knowledge of vocabulary |
|-------------------|-------------------------|---|
| Question style: | Multiple choice | Evaluates knowledge of vocabulary that is frequently used in situations such as daily life, school life and business. |
| Answer type: | 4 choices | |
| No. of questions: | 25 | |
| Full score: | 250 | |
| Time limit: | 60 seconds per question | |

| Section 2 | | Knowledge of phrasal expressions and usage |
|-------------------|-------------------------|---|
| Question style: | Multiple choice | Evaluates knowledge and use of phrasal expressions that are frequently used in situations such as daily life, school life and business. |
| Answer type: | 4 choices | |
| No. of questions: | 25 | |
| Full score: | 250 | |
| Time limit: | 90 seconds per question | |

| Section 3 | | Listening ability – general understanding |
|-------------------|-------------------------|--|
| Question style: | Listening | Evaluates listening ability to understand a main idea by listening to dialogues that are frequently used in situations such as daily life, school life and business. |
| Answer type: | 4 choices | |
| No. of questions: | 25 | |
| Full score: | 250 | |
| Time limit: | 60 seconds per question | |

| Section 4 | | Listening ability – specific understanding |
|-------------------|--------------------------|---|
| Question style: | Listening | Evaluates listening ability to understand specific information by listening to dialogues that are frequently used in situations such as daily life, school life and business. |
| Answer type: | Dictation | |
| No. of questions: | 20 | |
| Full score: | 250 | |
| Time limit: | 120 seconds per question | |

For inquiries about WeTEC

Waseda University Academic Solutions Corporation

Inquiry form: <https://www.w-as.jp/gogaku/contact/>



5.2 Guidelines for the Review Unit Test

What is the Review Unit Test?

The Review Unit Test is conducted after Unit 10 to test what the students have learned.

| Quarter | Test period |
|------------|--------------------|
| Spring (α) | 2018/5/31 - 6/8 |
| Summer (β) | 2018/7/12 - 7/20 |
| Fall (α) | 2018/11/15 - 11/23 |
| Winter (β) | 2019/1/17 - 1/25 |

■ Inquiry Procedure

Inquiries about any technical problems (e.g. no sound in the Listening sections) can only be dealt with during the test period. Students should note that WAS cannot accept inquiries after the deadline.

Inquiry form: <http://www.w-as.jp/gogaku/contact/>

■ Test Format

| Section | Question format | Number of questions | Answer time |
|---------|--|---------------------|------------------|
| 1 | Vocabulary knowledge (fill in the blanks, multiple choice) | 45 questions | 60 sec/question |
| 2 | Expressions and usage (fill in the blanks, multiple choice) | 27 questions | 60 sec/question |
| 3 | Listening skills: overall meaning (listening, multiple choice) | 27 questions | 120 sec/question |
| 4 | Listening skills: specific details (partial dictation) | 27 questions | 120 sec/question |
| Total | | 126 questions | — |

■ Test Time

Approximately 90 minutes

■ Test Result

The percentage of correct answers per section and the total will appear after completion.

※Students cannot recheck the score after closing the website. Please keep a record of your score by either taking notes or printing out the score screen.

■ Necessary Equipment :

① A computer ② Headphones or speakers

Please check the system requirements. The Review Unit Test contains listening sections, so please check if the sound is clear before the test.

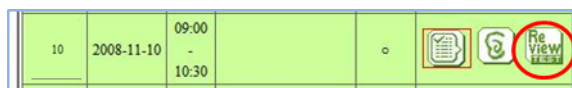
<System Requirements>

***System requirements are different for the WeTEC and Tutorial English website.**

Browser : Windows Internet Explorer 11.00 (as of February 1st 2018)

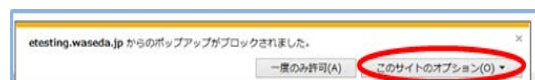
***The Review Unit Test does not support Macintosh systems and other browsers (Firefox, Opera, Google Chrome, etc.)**

■How to take the test



①Click the 'Review Unit Test' icon for Unit 10. After clicking the icon, the screen moves on to the next page. Click 'Review Unit Test (復習テスト)'.

*If this screen appears, click the 'このサイトのオプション' button and select '常に許可'.



②Confirm which test you will take. Click the '選択' button.

| Unit | Contents |
|------|---|
| 10 | Review Unit Test(復習テスト) |

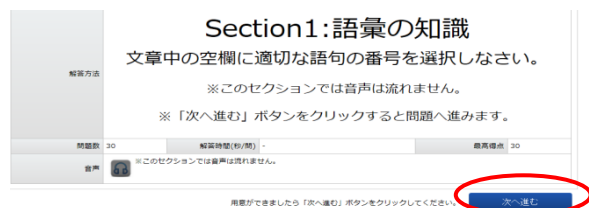
| テスト | テスト実施期間 | テストステータス | 選択 |
|--|-------------------------|----------|--------------------|
| Review Unit Test - Beginners - Unit1-6 | 2014-03-19 ~ 2014-06-14 | 未テスト | 選択 |



③Check the sound by clicking the 'play' icon. After checking the sound and PC requirements, click the '次へ進む' button.

NOTE

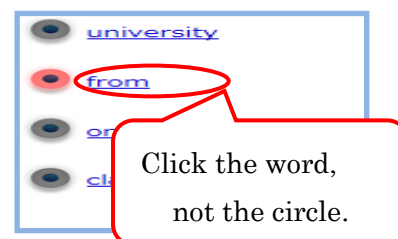
If the screen freezes or the test is interrupted, close the window and restart the Review Unit Test. The test will restart from the point where it was interrupted.



④Before taking the test, please read the instructions for each section and then click the '次へ進む' button.

The test will start on the next page.

* To answer the questions in Sections 1, 2 and 3, please click on the word or phrase. Clicking the buttons beside the words will not work.



*Before starting Section 4 (dictation), please carefully read the following:

- Please answer with half-width characters (standard for roman letters). If you use full-width characters (same size as Japanese script), answers won't be marked correctly.
- This test is case-sensitive. Please capitalize only when necessary.
- Please don't make any unnecessary spaces.
- Please enter contractions as you hear them into a single word box.

6. Overall points and final grade calculation

6.1 Areas for assessment

The final grade is determined by the total number of points that are awarded following assessment guidelines on the criteria listed below.

| | | | | | | | | | | | | | |
|--------------------------------|---|--------------|------------------|--------------|---------------|----------|---------------|------------|------------|------------|------------|------------|------------|
| (1) Can-dos | Each unit has two Can-dos. Tutors assess each student based on their performance of the Can-dos. Students are awarded from 0 to 8 points for each Can-do. There are no Can-dos for Unit 10. | | | | | | | | | | | | |
| (2) Participation | Students will be assessed on whether or not they made an effort to participate actively in class. Factors such as ‘initiating conversations’, ‘being an active participant’ and ‘leading discussions’ are considered, and students are awarded from 0 to 3 points. | | | | | | | | | | | | |
| (3) Preparation | At the start of each lesson, students will usually begin with an activity which is related to the Preparation section of the unit. The tutor will assess whether or not the students have completed the Preparation and understood the contents before coming to class, and will award from 0 to 2 points accordingly. | | | | | | | | | | | | |
| (4) Lesson Review Tasks | <p>After each lesson, the tutor will input a Comment onto the Tutorial English website, which will include two Lesson Review Task questions. Students should answer the questions before the deadline. Tutors will award from 0 to 6 points based on the guidelines relating to whether the expressions learned in the unit are used, and whether the answers are relevant and detailed. There is no Lesson Review Task for Unit 10.</p> <p>When submitting Lesson Review Tasks, or for any work done in class, the following acts are considered acts of misconduct.</p> <p>i) To have copied another person’s answers, or let another person copy your answers.</p> <p>ii) To have worked in cooperation with another person to complete your answers.</p> <p>iii) To have submitted the same answers as another person.</p> <p>iv) To have plagiarized your assignment.</p> <p>v) To have someone answer for you in your place, or to answer for someone in their place.</p> <p>vi) Any other action that is judged to be an act of misconduct.</p> <p>In the event that a student has committed any of the above (i to vi), that student will get 0 points for the unit (including the Can-dos, Preparation etc.), and the incident will be reported to their faculty or graduate school.</p> | | | | | | | | | | | | |
| (5) Review Unit Test (Unit 10) | The Review Unit Test will be conducted after Unit 10, with the purpose of checking students’ progress in English. Students are awarded 12 points if they score 60% or more. | | | | | | | | | | | | |
| (6) WeTEC | <p>It is mandatory for students to take the WeTEC test both before (for grouping purposes) and after (to check progress) the course. Scoring above the target score for a level is another factor towards final assessment.</p> <p>【Number of points awarded】</p> <p>1.Student has taken both (pre/post course) tests...5 additional points</p> <p>2.Student’s post-course test score exceeds the pre-course score and reaches the minimum standard* for the course level... 5 additional points</p> <p>* The minimum standards on the WeTEC test are below.</p> <table><tr><td>Basic</td><td>Pre-Intermediate</td><td>Intermediate</td><td>Pre-Advanced</td><td>Advanced</td><td>Advanced-Plus</td></tr><tr><td>354 points</td><td>524 points</td><td>595 points</td><td>648 points</td><td>755 points</td><td>800 points</td></tr></table> | Basic | Pre-Intermediate | Intermediate | Pre-Advanced | Advanced | Advanced-Plus | 354 points | 524 points | 595 points | 648 points | 755 points | 800 points |
| Basic | Pre-Intermediate | Intermediate | Pre-Advanced | Advanced | Advanced-Plus | | | | | | | | |
| 354 points | 524 points | 595 points | 648 points | 755 points | 800 points | | | | | | | | |

Below are the requirements and corresponding grade:

| Grade | Requirements |
|-------|---|
| A+ | attendance of 9 lessons or more, and 240 points or more |
| A | attendance of 8 lessons or more, and 215 points or more |
| B | attendance of 8 lessons or more, and 185 points or more |
| C | attendance of 7 lessons or more, and 129 points or more |

* If the attendance is under 7 lessons or the overall points are less than 129 points, the grade will automatically be 'F' (fail).

The dates for issuing grades for Global Education Center courses, including Tutorial English, are set by each department according to the period of the courses. Students can confirm with their department office about when and how they can receive their grades.

6.2 Lateness and absence

- ① If students come to class more than 45 minutes late, or leave class early with more than 45 minutes remaining, they will be regarded as absent, whatever the circumstances. There will be no exceptions for absence or lateness even if the reason is due to transportation delays or other classes finishing late.
- ② Students are still able to receive points for Preparation, the Can-dos, Participation, and the Lesson Review Task, even if they are marked over 45 minutes late (absent).
- ③ Lateness up to 45 minutes will be considered as attending the lesson. However, you may not receive full marks if you miss some of the time to learn how to use the Unit Language.
- ④ Students will not receive credit for the course if they are absent 4 or more times. (Students can check their attendances on the Tutorial English website).
- ⑤ Students are encouraged to respond to the Lesson Review Task for the unit they have missed. Students should refer to the unit missed to answer both questions.

6.3 Special consideration for absences and grades

When university classes are canceled because of natural disasters or infectious diseases, there will be special consideration for absences and grades. Also, when students miss class due to the circumstances below, and submit the required documents from their department, it will not be counted as a regular absence.

| Reason | Required documents | How to apply | Application destinations |
|----------------------------------|---|---|--|
| Compassionate leave | 「忌引きによる授業欠席等に関する取扱いのお願い」(stamped with your department's seal) | Acquire the required document from your department and submit it to one of the application destinations | ★Waseda Campus Submit to Waseda University Academic Solutions (Building 29, Room 601) ★Tokorozawa Campus Submit to the Senior Tutors' room (Building 101, Room 214) ★E-mail Send PDFs to te-help@list.waseda.jp ※Don't forget to include your ID and name in your e-mail |
| Infectious disease | 学校感染症に関する「授業欠席(配慮)届け」(stamped with your department's seal) | ・Acquire「学校感染症治癒証明書」from your doctor and submit it to your department ・Acquire the required document from your department and submit it to one of the application destinations | |
| Teaching practice, Care practice | 「講義欠席特別扱願」(「実施証明書」) | Acquire the required document from the Department of Education (Building 16, 2F) and submit it to one of the application destinations | |
| Jury duty | 「裁判員制度に関わる欠席届」(stamped with your department's seal) | Acquire the required document from your department and submit it to one of the application destinations | |

- ※ The maximum number of lessons that are under special consideration is 3. Applications for special consideration exceeding this upper limit are treated as regular absences. If the number of regular absences is more than 3, you are not able to get credit for this course.
- ※ For hospitalization, only when your attendance has been less than 7 lessons because of being hospitalized due to illness or injury (in some cases), will it be under special consideration. Please submit a doctor's certificate to one of the application destinations above.

Please contact the WAS office (Building 29, Room 601, Waseda Campus) for details as soon as you miss a class due to one of these reasons. The deadlines for applications for special consideration are below.

| Quarter | Spring | Summer | Fall | Winter |
|---------|----------------|-----------------|------------------|-----------------|
| Period | 2018/6/8 (Fri) | 2018/7/20 (Fri) | 2018/11/23 (Fri) | 2019/1/25 (Fri) |

6.4 Cancellation of lessons and make-up lessons

WAS will not provide make-up lessons unless lessons are cancelled by the Global Education Center, or due to weather warnings issued by the Meteorological Agency. In the event of make-up lessons being held, there may be an on-demand lesson in place of a regular lesson. Information about make-up lessons will be sent via MyWaseda, and posted on the Tutorial English website.

LESSON ASSESSMENT GUIDELINES

(レッスン評価ガイドライン)

1. PREPARATION

To receive points, the student should complete the unit Preparation before each lesson. The majority of Preparation activities in the textbook involve some form of writing, most commonly answering unit-related questions, listing ideas or activities, and writing down definitions of unfamiliar vocabulary. This written element allows tutors to confirm the extent to which the student has completed the Preparation.

Preparation is scored as 0, 1 or 2 points.

| | |
|----------|---|
| 2 | The student completed the unit Preparation |
| 1 | The student partially completed the unit Preparation |
| 0 | The student did not complete any part of the unit Preparation |

2. PARTICIPATION

Assessment is based on the student's initiative and participation in all lesson activities. It is not determined by the students' use of the Unit Language or proficiency with the Can-dos, but on their willingness to participate in all aspects of the lesson - for instance, through use of AAA or the Communication Guide.

Participation is scored as 0, 1, 2 or 3 points.

During the lesson, the student...

| | |
|----------|---|
| 3 | <ul style="list-style-type: none"> participated actively initiated and led conversations and discussions often applied communication skills such as listening actively, AAA or asking for clarification |
| 2 | <ul style="list-style-type: none"> participated actively, but sometimes needed cues from others sometimes initiated and led conversations and discussions sometimes applied communication skills such as listening actively, AAA or asking for clarification |
| 1 | <ul style="list-style-type: none"> was more passive than active, often needing cues from others rarely initiated or led conversations or discussions did not apply communication skills such as listening actively, AAA or asking for clarification |
| 0 | <ul style="list-style-type: none"> was mostly passive made no effort to participate in English |

3. THE CAN-DOS

Each unit has two Can-dos, with the exception of review units. Can-do assessment makes up the majority of points for the lesson, and it carries the most weight in determining the student's final grade. Evaluation is based on how successfully the student uses the Unit Language to perform the Can-dos.

Can-dos are scored as 0, 2, 4, 6 or 8 points.

NOTE:

If the student, by leaving early, is unable to participate in the assessment activities, the student will receive zeros for the Can-dos.

| | |
|----------|--|
| 8 | The student highly successfully performed the Can-do During assessment activities, the student... <ul style="list-style-type: none"> used a broad range of the Unit Language used the Unit Language effectively and appropriately never relied on the textbook to produce the Unit Language never needed prompting to produce the Unit Language |
| 6 | The student successfully performed the Can-do During assessment activities, the student... <ul style="list-style-type: none"> used an adequate range of the Unit Language mostly used the Unit Language effectively and appropriately occasionally relied on the textbook to produce the Unit Language occasionally needed prompting to produce the Unit Language |
| 4 | The student fairly successfully performed the Can-do During assessment activities, the student... <ul style="list-style-type: none"> used a limited range of the Unit Language sometimes used the Unit Language effectively and appropriately often relied on the textbook to produce the Unit Language often needed prompting to produce the Unit Language |
| 2 | The student had difficulty performing the Can-do During assessment activities, the student... <ul style="list-style-type: none"> used an extremely limited range of the Unit Language used the Unit Language ineffectively and inappropriately relied heavily on the textbook to produce the Unit Language needed continual prompting to produce the Unit Language |
| 0 | The student was unable to perform the Can-do During the assessment activity, the student... <ul style="list-style-type: none"> did not use any of the Unit Language |

4. LESSON REVIEW TASK

Basic through Advanced Plus (初級～上級プラス共通)

The Lesson Review Task (LRT) is a set of two review questions and is automatically added to the lesson Comment. Students submit their answers to the questions via the Tutorial English website. The LRT relates specifically to the unit Can-dos. For example:

1) *Talk about your strengths and weaknesses. Use the Language from Unit 9 in your answer.*

2) *Use the Language from Unit 9 to complete the conversation below:*

Student A: We have to plan Jenny's birthday party. Could you bake a cake?

Student B: Umm...I'd love to, but I'm not so good at baking. Do you think you could bake the cake?

Student A: {Respond and talk about strengths and weaknesses}

Student B: {Make a request}

Student A: {Respond and talk about strengths and weaknesses}

LRT Assessment

Each unit's Lesson Review Task is scored as 0, 2, 4 or 6 points, according to the criteria in the chart. →

Disqualifying Factors

Students must submit answers to both questions by the deadline to receive points for the LRT. Use of an automatic translator or translation software disqualifies the student's answer, since this defeats the purpose of the review exercise.

If it is determined that the student's LRT answers have been plagiarized, the student will receive a score of 0 for the LRT, as well as for Preparation, Participation and Can-do assessment. The issue may also be brought to the attention of their university department.

IMPORTANT:

If a student is absent, he or she can still receive points for the LRT. The student should refer to the unit missed to answer both questions.

The student must check his or her answers carefully before submitting them and not make any changes. Once the student presses the submit button, the system automatically sends a message to the student's tutor indicating that the answers are ready to be assessed. Therefore, only the first submission will be evaluated. Multiple submissions are not allowed.

The student should submit his or her answers for the LRT well in advance of the deadline. This is to avoid possible technical problems and to ensure that the answers can be assessed by the tutor.

6

- The answers are submitted before the deadline
- Both answers are comprehensible on the first reading
- Both answers fully address all parts of the questions
- Both answers include correct use of the Unit Language
- Both answers provide reasons or detail where applicable
- Neither answer contains spelling errors

4

- The answers meet the requirements for 6 points, but do not fully address all parts of the questions
- The answers meet the requirements for 6 points, but include some incorrect and/or partial use of the Unit Language
- The answers meet the requirements for 6 points, but do not provide reasons or detail where applicable
- The answers meet the requirements for 6 points, but contain spelling errors

2

- The answers are submitted before the deadline
- One answer is incomprehensible on the first reading
- One answer does not address any part of the question, and is therefore irrelevant
- One or both answers do not include any correct use of the Unit Language

0

- The answers are not submitted before the deadline
- Only one answer is submitted
- Neither answer is comprehensible
- The answers do not show any understanding of the questions, and are therefore irrelevant
- The answers have been produced using an automatic translator

Beginners

The Lesson Review Task (LRT) is a set of two review questions and is automatically added to the lesson Comment. Students submit their answers to the questions via the Tutorial English website. The LRT for Beginners also consists of two Can-do related questions. For example:

Use the Language from Unit 6. Write more than one sentence for each question.

1) *What is your hometown like? Write one feature of your hometown.*

2) *Write about your favorite place.*

Beginners LRT Assessment

Each unit's Lesson Review Task is scored as 0, 2, 4 or 6 points. The criteria for marking Beginner level LRTs differ slightly from the criteria for the Basic through Advanced Plus levels. These criteria are listed in the chart. →

Disqualifying Factors

Students must submit answers to both questions by the deadline in order to receive points for the LRT. Use of an automatic translator or translation software disqualifies the student's answer, since this defeats the purpose of the review exercise.

If it is determined that the student's LRT answers have been plagiarized, the student will receive a score of 0 for the LRT, as well as for Preparation, Participation and Can-do assessment. The issue may also be brought to the attention of their university department.

IMPORTANT:

If a student is absent, he or she can still receive points for the LRT. The student should refer to the unit missed to answer both questions.

6

- The answers are submitted before the deadline
- Both answers are comprehensible on the first reading
- Both answers show full understanding of the questions
- Both answers include more than one sentence
- Both answers include correct use of the Unit Language
- Neither answer contains spelling errors

4

- The answers meet the requirements for 6 points, but contain spelling errors
- The answers meet the requirements for 6 points, but one or both include only one sentence

2

- The answers are submitted before the deadline
- One of the answers consists of an incomplete sentence / incomplete sentences
- One answer does not show full understanding of the question
- One answer is incomprehensible
- One or both answers do not include any correct use of the Unit Language

0

- The answers are not submitted before the deadline
- Only one answer is submitted
- Neither answer is comprehensible
- Neither answer shows full understanding of the questions
- The answers have been produced using an automatic translator

7. Campus maps

<Waseda Campus>

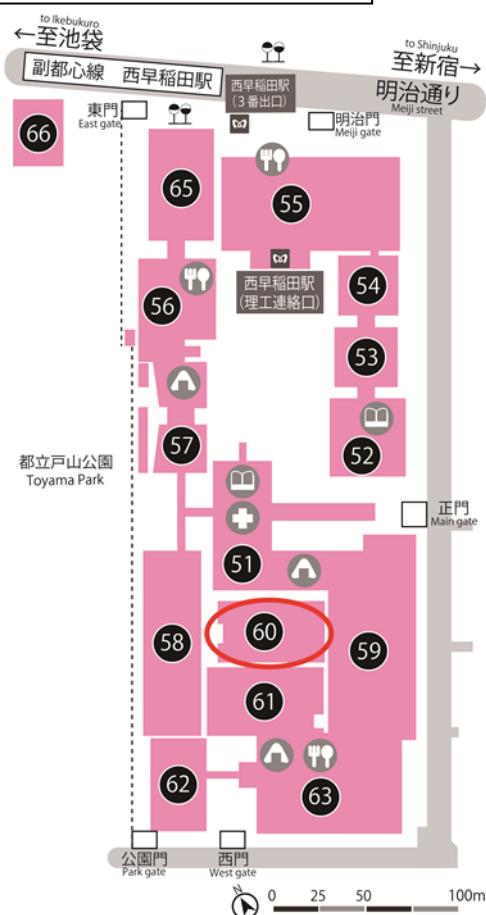
Building 29

1-2-4, Nishiwaseda,
Shinjuku-ku, Tokyo,
169-0051, Japan



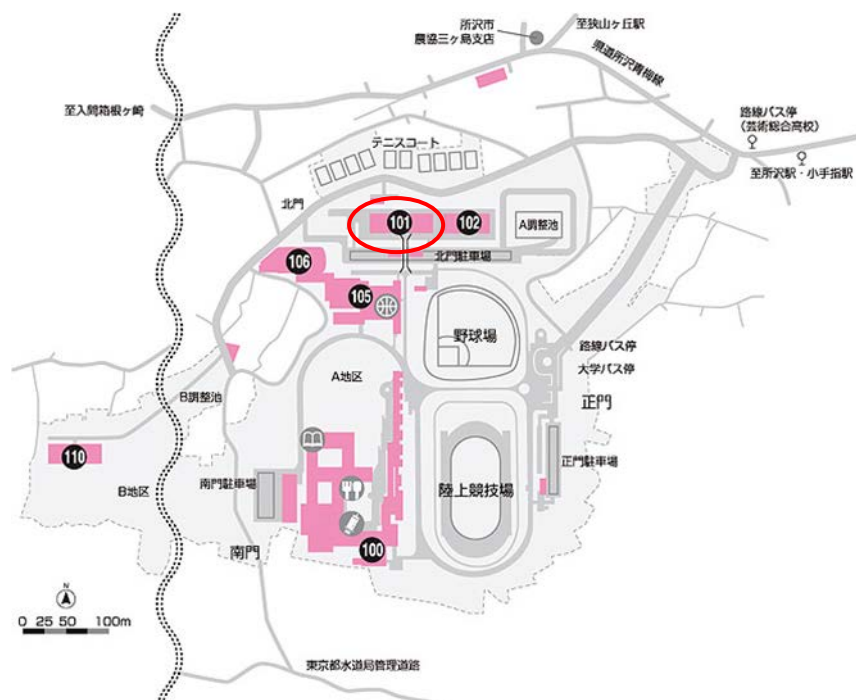
<Nishiwaseda Campus>

Building 60, Rooms 310・312



<Tokorozawa Campus>

Building 101, Rooms 203・217



8. Inquiry about lesson assessment

Only inquiries about lesson assessment including attendance, Participation, Preparation, Lesson Review Tasks and Comments can be addressed.

Please note that WAS cannot accept inquiries after the deadline.

- ◆ For deadlines, please see the chart titled ‘Timing for Checking Can-do Assessment/Tutor’s Comment and Lesson Review Task Assessment’.
- ◆ Students will be notified of any changes in the schedule through the Information Box on the Tutorial English website.

8.1 Inquiries

Please check "Frequently Asked Questions" (<https://www.w-as.jp/gogaku/en/gte-qa.html>) before making any inquiries.

◆Course Registration/Grades (Global Education Center)

Inquiry Form: <https://www.waseda.jp/inst/gec/en/contact/>



(Global Education Center)

◆Can-do/Lesson Review Task Assessment, Tutorial English website and other lesson-related inquiries

Inquiry Form: <https://www.w-as.jp/gogaku/contact/>

TEL: 03-5286-8030 / Mon-Sat 9:00-17:30*



(WAS)

*When there are no classes, the office hours are as follows: Mon-Fri 9:00-17:30

*Closed on Sundays and holidays

*If there seems to be a system error, please confirm “system maintenance information” of “Information Technology Service Navigation” before you send an inquiry.

Information Technology Service Navigation

www.waseda.jp/navi/e/index.html



(Information Technology Service Navigation)

※Inquiries sent outside of working hours will be responded to on the next working day.

<https://www.w-as.jp/gogaku/en/gte-qa.html>



(Frequently Asked Questions)

8.2 Lost Property

When lost property is found, the item will be kept at the WAS office (Building No.29, Room601, Waseda Campus) for a specified period. After this period, the item will be sent to the Student Union Building. If students find an item in a building, they are kindly asked to report it to the Administration Office of that building.

9. WeTEC test periods

WeTEC (Pre-course)

| Quarter | Course Type | Period |
|---|-------------------|--|
| Spring (α) Summer (β) | Compulsory Course | 2018/3/30(Fri) – 4/2(Mon) |
| | Elective Course | During the course registration period |
| Summer Intensive | All Students | 2018/7/12(Thu) – 7/20(Fri) |
| Fall (α) Winter (β) | Compulsory Course | Informed at the beginning of September |
| | Elective Course | During the course registration period |
| Winter Intensive | All Students | 2019/1/17(Thu) – 1/25(Fri) |

WeTEC (Post-course)

| Quarter | Course Type | Period |
|---|-----------------|------------------------------|
| Spring (α) | Elective Course | 2018/5/31(Thu) – 6/8(Fri) |
| Summer (β) | All Students | 2018/7/12(Thu) – 7/20(Fri) |
| Summer Intensive (8/18–8/29) | All Students | 2018/8/29(Wed) – 9/4(Tue) |
| Summer Intensive (8/30–9/10) | All Students | 2018/9/10(Mon) |
| Fall (α) Winter (β) | Elective Course | 2018/11/15(Thu) – 11/23(Fri) |
| | All Students | 2019/1/17(Thu) – 1/25(Fri) |
| Winter Intensive(2019/2/5–2/16) | All Students | 2019/2/16(Sat) |

<FAQ>

Q. How do I take the WeTEC test?

A. Please refer to the "Guidelines for WeTEC (受験ガイド)" in the "Course Registration Guide (科目登録ガイド)".

※If you take the test as a freshmen Placement Test, please refer to the "Guidelines for WeTEC (受験ガイド)".

Q. When is the WeTEC test period?

A. The test period is different for compulsory students and elective students.

<Compulsory students>

Please refer to the back cover of the "Course Registration Guide".

※ If you take the exam as a freshmen Placement Test, please refer to the "Guidelines for WeTEC (受験ガイド)".

<Elective students>

If you register for the course during the 1st registration period, you need to take the test during the 1st registration period. If you register during the 2nd or 3rd registration period, take the WeTEC test during the same registration period.

General Tutorial English Lesson Calendar 2018

★Class announcement

Unit 1 [α] Spring/Fall Quarters

Unit 1 [β] Summer/Winter Quarters

1,2 Summer/Winter Intensives

April

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

May

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | 6/1 | 6/2 |

June

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|------|-----|-----|
| | | | | 5/31 | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

July

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

August

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | 9/1 |

September

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|------|------|-----|
| | | | | 8/30 | 8/31 | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |

October

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

November

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-------|-------|-------|-----|-----|------|
| | 10/29 | 10/30 | 10/31 | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 12/1 |

December

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-------|-------|-----|
| | | | | 11/29 | 11/30 | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |

2019 January

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

February

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | | |

Saturday Intensives

| Unit | 1 - 2 | 3 - 4 | 5 - 6 | 7 - 8 | 9 - 10 |
|----------------|-------|-------|-------|-------|--------|
| Spring Quarter | 4/28 | 5/12 | 5/19 | 5/26 | 6/2 |
| Summer Quarter | 6/16 | 6/23 | 6/30 | 7/7 | 7/14 |

| Unit | 1 - 2 | 3 - 4 | 5 - 6 | 7 - 8 | 9 - 10 |
|----------------|-------|-------|-------|-------|--------|
| Fall Quarter | 10/13 | 10/20 | 10/27 | 11/10 | 11/17 |
| Winter Quarter | 12/1 | 12/8 | 12/15 | 1/12 | 1/19 |

*Saturday Intensive courses are offered during periods 1 & 2, and periods 3 & 4.

Good Luck with your studies!

