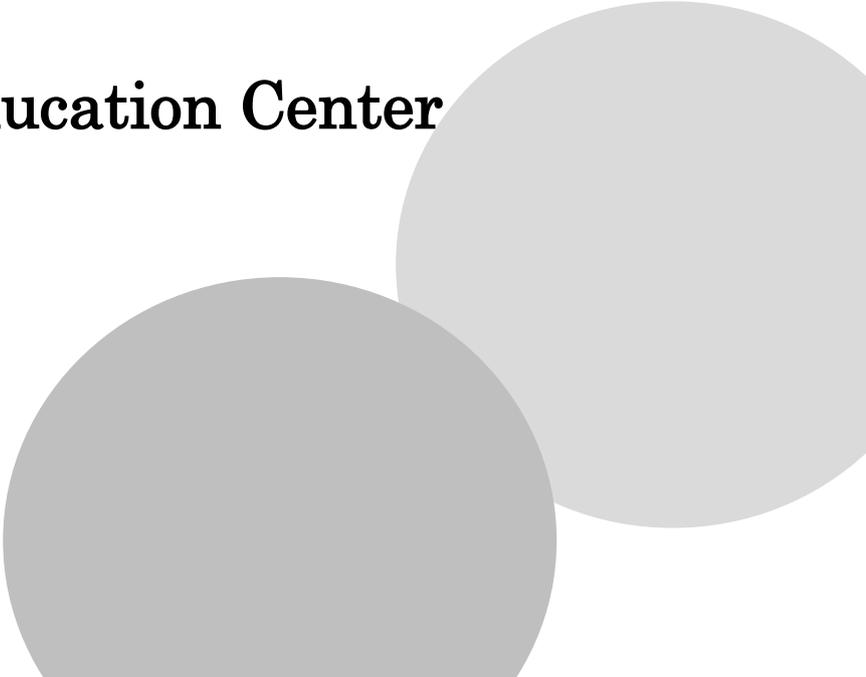


2018
Guide to
General Tutorial English
< Summer • Winter Intensive Course >

Global Education Center



<INTENSIVE COURSE>

UPDATED: MARCH, 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.



Internet Explorer



Microsoft Edge

※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	Safari7.0 ~ 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>

Term	Date	Event
Summer Intensive 01	4/17 – 4/23	Tuition payment period
	7/12 – 7/20	The WeTEC test period (Pre-course)
	7/27 late afternoon	Class Announcement
	8/18 – 8/29	Lessons
	8/22 – 9/4	Review Unit Test 7 Period
	8/25 – 9/4	Review Unit Test 14 Period
	8/29 – 9/4	Review Unit Test 20 Period
		The WeTEC test period (Post-course)
9/4	Deadline for submitting documents for Special Consideration	
	Deadline for inquiries about lesson assessment	

Term	Date	Event
Summer Intensive 02	4/17 – 4/23	Tuition payment period
	7/12 – 7/20	The WeTEC test period (Pre-course)
	7/27 late afternoon	Class Announcement
	8/30 – 9/10	Lessons
	9/3 – 9/10	Review Unit Test 7 Period
	9/6 – 9/10	Review Unit Test 14 Period
	9/10	Review Unit Test 20 Period
		The WeTEC test period (Post-course)
9/11	Deadline for submitting documents for Special Consideration	
9/13	Deadline for inquiries about lesson assessment	

Term	Date	Event
Winter Intensive	10/8 – 10/15	Tuition payment period
	2019/1/17 – 1/25	The WeTEC test period (Pre-course)
	1/30 late afternoon	Class Announcement
	2/5 – 2/16	Lessons
	2/8 – 2/16	Review Unit Test 7 Period
	2/13 – 2/16	Review Unit Test 14 Period
	2/16	Review Unit Test 20 Period
		The WeTEC test period (Post-course)
	2/18	Deadline for submitting documents for Special Consideration
2/20	Deadline for inquiries about lesson assessment	

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

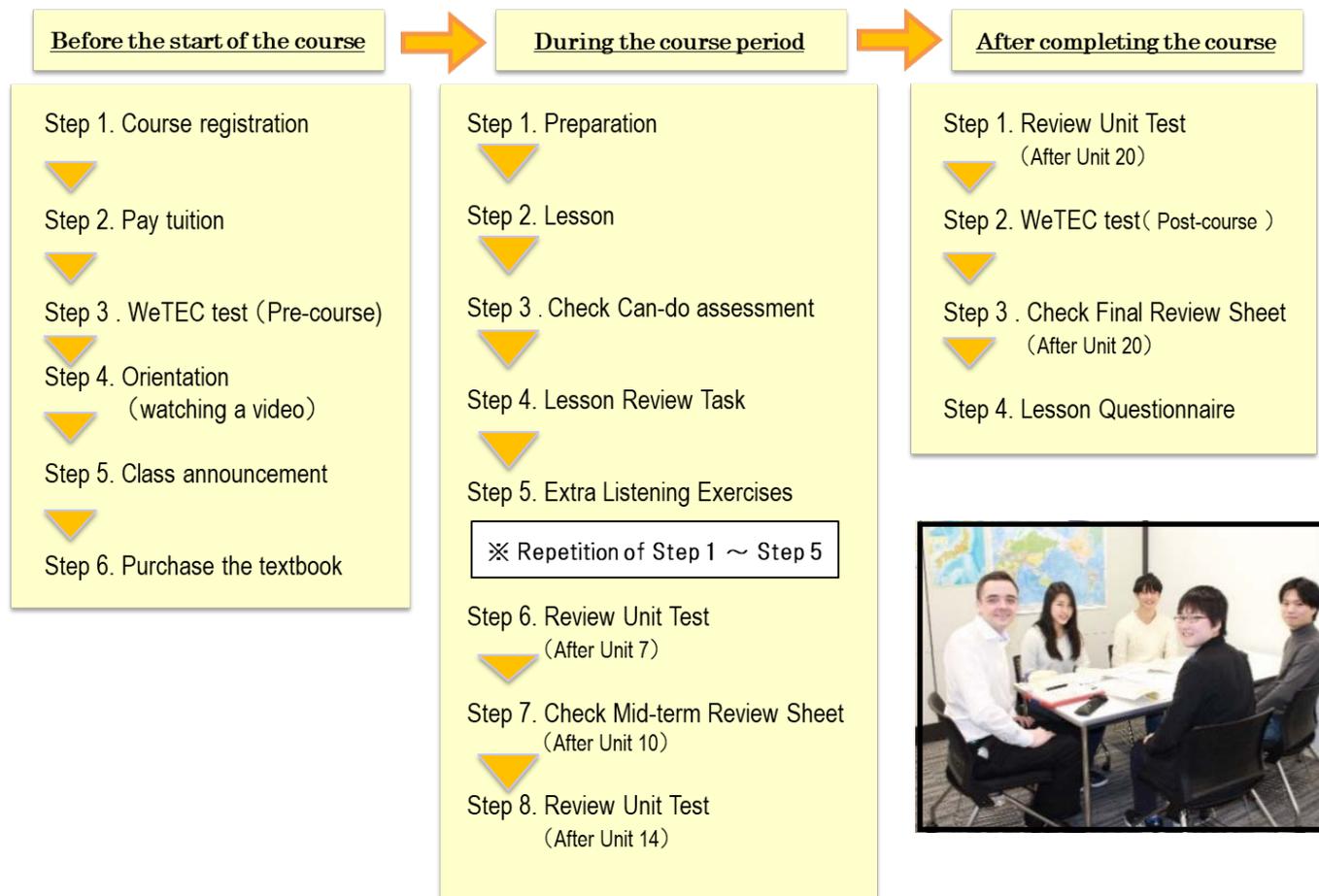
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1. General Tutorial English course profile

- The intensive course has a total of 20 units, consisting of 2 lessons a day. 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

- ①After 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.
- ②Select the course from '受講プログラム' on the 'My Page Top' screen.

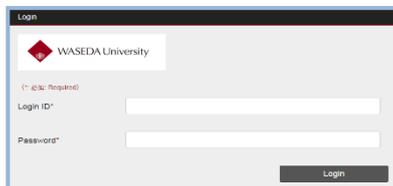


Figure 1. 'MyWaseda' login screen



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

Group		
A day of the week and the time limit	Place	Tutor
Tue-4	早稲田(W) 29号館101教室05ブース	Palmer, Lisa
Fri-1	早稲田(W) 29号館203教室12ブース	Maldonado, Edgar

Program				Course level	
General Tutorial English - Winter Quarter 2017(W)				General Tutorial English (準上級) β N5(早稲田)	
Unit No	Date	Time	Tutor name	Attendance	
1	2017-11-28	14:45 - 16:15	Palmer, Lisa	○	[Icons: WeTEC, Assessment Guidelines, Tutor's Comment, Lesson Review Task]
2	2017-12-01	09:00 - 10:30	Maldonado, Edgar	○	[Icons: WeTEC, Assessment Guidelines, Lesson Questionnaire]
3	2017-12-05	14:45 - 16:15	Palmer, Lisa	○	[Icons: WeTEC, Assessment Guidelines, Tutor's Comment, Lesson Review Task]
4	2017-12-08	09:00 - 10:30	Maldonado, Edgar	○	[Icons: WeTEC, Assessment Guidelines, Lesson Questionnaire]

<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 >



WeTEC



Assessment Guidelines



Tutor's Comment
Lesson Review Task



Listening Exercise



Lesson Questionnaire



Review Unit Test

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.

Classes are offered at Waseda Campus only.

Step 2. 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 3. Taking the WeTEC test (Pre-course) (60 min.)

Please refer to page 13 for details.

Students' WeTEC scores will be used for class placement. Students should access the WeTEC site and take the test during the specified period. Students will take the level that they registered for, but they may not be able to study in the appropriate lesson group if they do not take the test.

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 will be announced on the following dates:

Term	Summer Intensive 01 & 02	Winter Intensive
Date	7/27(Fri) Late afternoon	2019/1/30(Wed) 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. Please be sure to purchase a new textbook. For information on where to buy the textbooks, students should refer to the information below.

※Please note that the textbook for the intensive course is different from that of the quarter courses.

◆List of textbooks

Course	Textbook	Price
General Tutorial English(Basic)	Reach Out Basic (Fourth Edition)	2,000 yen + Tax
General Tutorial English (Pre-Intermediate)	Reach Out Pre-Intermediate (Third Edition)	
General Tutorial English (Intermediate)	Reach Out Intermediate (Fourth Edition)	
General Tutorial English (Pre-Advanced)	Reach Out Pre-Advanced (Third Edition)	
General Tutorial English (Advanced)	Reach Out Advanced (Fourth Edition)	
General Tutorial English (Advanced Plus)	Reach Out Advanced Plus	

◆Where to buy textbooks

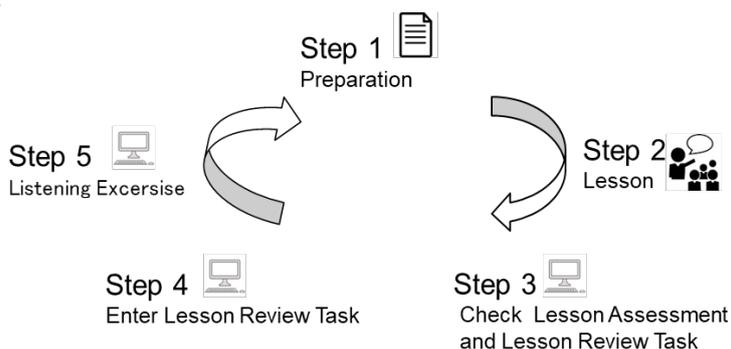
Place	Coop Book Center, Waseda Campus
Location	Building 17, B1F

◆In case you forget to bring your textbook

If students forget to bring the textbook, they need to buy a photocopy at the Student Support Office (Building 29, Room 102). Only e-money (e.g. Pasmo) is accepted.

3. What to do during the course period

There are 20 lessons and each lesson is 90 minutes long. Students will have two lessons per day 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 23:59:59 on the day of 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:

Term	Lesson period	Deadlines for Inquiries
Summer Intensive 01	2018/8/18 (Sat) ~ 8/29 (Wed)	2018/9/4 (Tue)
Summer Intensive 02	2018/8/30 (Thu) ~ 9/10 (Mon)	2018/9/13 (Thu)
Winter Intensive	2019/2/5 (Tue) ~ 2/16 (Sat)	2019/2/20 (Wed)

Step 4. Answering the Lesson Review Task

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



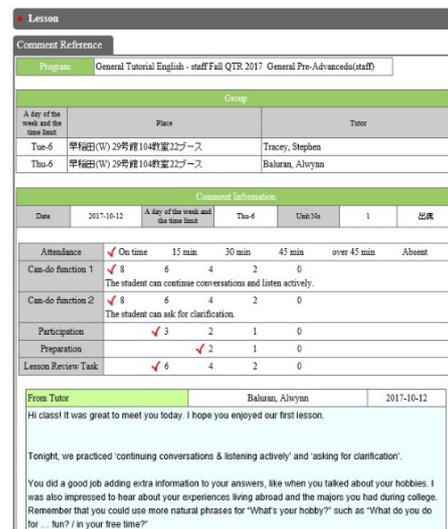
At the end of the Comment, the tutor will include the Lesson Review Task (LRT) questions. Students should answer them by the deadline through the Tutorial English website.

It is important for students to confirm their lesson days and to complete their tasks before the deadlines.



◆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 for the wrong unit.

- * The deadline for each Lesson Review Task is the day after each lesson. (If the lesson is Saturday, the deadline will be the following Monday.)
- * Students are encouraged to respond to the Lesson Review Task for the unit regardless of their attendance.
- * There is no Lesson Review Task for Unit 20.
- * The scores will be uploaded 2 days after the deadline.



■ The deadlines for Lesson Review Tasks

Summer Intensive 01 (8/18~8/29)

Unit	Lesson	The deadlines for Answering Lesson Review Task	Confirmation start date of Lesson Review Task evaluation	The deadlines for inquiries about tutors' assessments or lesson
1, 2	8/18 (Sat)	8/20 (Mon)	8/22 (Wed)	2018/9/4(Tue)
3, 4	8/20 (Mon)	8/21 (Tue)	8/23 (Thu)	
5, 6	8/21 (Tue)	8/22 (Wed)	8/24 (Fri)	
7, 8	8/22 (Wed)	8/23 (Thu)	8/25 (Sat)	
9, 10	8/23 (Thu)	8/24 (Fri)	8/26 (Sun)	
11, 12	8/24 (Fri)	8/25 (Sat)	8/28 (Tue)	
13, 14	8/25 (Sat)	8/27 (Mon)	8/29 (Wed)	
15, 16	8/27 (Mon)	8/28 (Tue)	8/30 (Thu)	
17, 18	8/28 (Tue)	8/29 (Wed)	8/31 (Fri)	
19, 20	8/29 (Wed)	8/30 (Thu)	9/1 (Sat)	

Summer Intensive 02 (8/30~9/10)

Unit	Lesson	The deadlines for Answering Lesson Review Task	Confirmation start date of Lesson Review Task evaluation	The deadlines for inquiries about tutors' assessments or lesson
1, 2	8/30 (Thu)	8/31 (Fri)	9/2 (Sun)	2018/9/13(Thu)
3, 4	8/31 (Fri)	9/1 (Sat)	9/4 (Tue)	
5, 6	9/1 (Sat)	9/3 (Mon)	9/5 (Wed)	
7, 8	9/3 (Mon)	9/4 (Tue)	9/6 (Thu)	
9, 10	9/4 (Tue)	9/5 (Wed)	9/7 (Fri)	
11, 12	9/5 (Wed)	9/6 (Thu)	9/8 (Sat)	
13, 14	9/6 (Thu)	9/7 (Fri)	9/9 (Sun)	
15, 16	9/7 (Fri)	9/8 (Sat)	9/11 (Tue)	
17, 18	9/8 (Sat)	9/10 (Mon)	9/12 (Wed)	
19, 20	9/10 (Mon)	9/11 (Tue)	9/13 (Thu)	

Winter Intensive (2019/2/5~2/16)

Unit	Lesson	The deadlines for Answering Lesson Review Task	Confirmation start date of Lesson Review Task evaluation	The deadlines for inquiries about tutors' assessments or lesson
1, 2	2/5 (Tue)	2/6 (Wed)	2/8 (Fri)	2019/2/20(Wed)
3, 4	2/6 (Wed)	2/7 (Thu)	2/9 (Sat)	
5, 6	2/7 (Thu)	2/8 (Fri)	2/10 (Sun)	
7, 8	2/8 (Fri)	2/9 (Sat)	2/13 (Wed)	
9, 10	2/9 (Sat)	2/12 (Tue)	2/14 (Thu)	
11, 12	2/12 (Tue)	2/13 (Wed)	2/15 (Fri)	
13, 14	2/13 (Wed)	2/14 (Thu)	2/16 (Sat)	
15, 16	2/14 (Thu)	2/15 (Fri)	2/17 (Sun)	
17, 18	2/15 (Fri)	2/16 (Sat)	2/19 (Tue)	
19, 20	2/16 (Sat)	2/18 (Mon)	2/20 (Wed)	

Step 5. Extra Listening exercises

◆ Tutorial English website: click the 'Listening Exercise'  icon.

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.

Step 6. Taking the Review Unit Test (Unit 7 ・ 60min.)

◆ Tutorial English website: click the 'Review Unit Test'  icon in Unit 7 .



The test covers Unit 1~6.

*Please refer to the Review Unit Test guide.

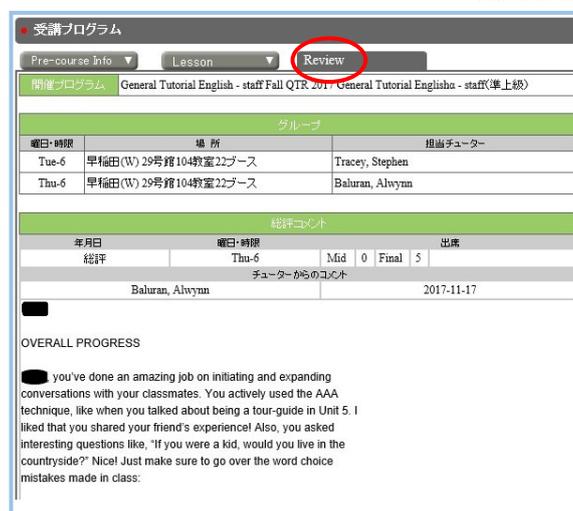
※Students are awarded points if they score 60% or more.

Step 7. Checking Mid-term Review Sheets

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

During the course period, *depending on a student's attendance, students will receive personalized Mid-term Review Sheets after Unit 10.

In the Mid-term 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.



受講プログラム

Pre-course Info Lesson **Review**

開催プログラム General Tutorial English - staff Fall QTR 2017 General Tutorial English - staff(準上級)

グループ		
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

総評コメント

年月日	曜日・時間	出席
総評	Thu-6	Mid 0 Final 5
チューターからのコメント		
Baharan, Alwynn		2017-11-17

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 Mid-term Review Sheet

To receive a Mid-term Review Sheet, the student must attend more than half of each tutor's Unit 1 ~ Unit 8 lessons.

Step 8. Taking the Review Unit Test (Unit 14 ・ 60min.)

◆ Tutorial English website: click the 'Review Unit Test'  icon in Unit 14 .



The test covers Units 8~13.

*Please refer to the Review Unit Test guide.

※Students are awarded points if they score 60% or more.

4. What to do after completing the course

Step 1. Taking the Review Unit Test (Unit 20 • 60min.)

◆Tutorial English website: click the 'Review Unit Test'  icon in Unit 20.

Students should take the Review Unit Test after finishing Unit 20.

The test covers Units 15~19.

*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 Lesson Questionnaire

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

Please answer the Lesson Questionnaire. Open the 'Lesson' page, and click the 'Questionnaire' icon found in Unit 18. The 'Lesson 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 after the lesson period.

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	Final	出席
総評	Thu-6	0	5	

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, the student must attend more than half of each tutor's Unit 9 ~ Unit 18 lessons.

5. Guidelines for tests



5.1 Guidelines for the WeTEC test

◆Basic Information

Test period	Refer to 'WeTEC test periods' on P.24
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)】

Follow the instructions sent by Waseda e-mail.

【Taking the WeTEC test (Post-course)】

Click the 'WeTEC'  icon of Unit 20 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

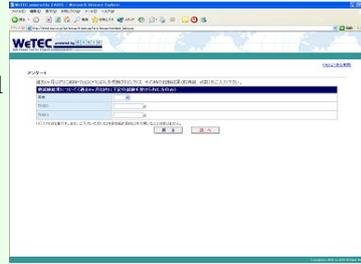
Select the URL which you will use to take the WeTEC test.
On the log in screen, enter your 'Login ID' and 'Password'.

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 スコア	Sec. 2 スコア	Sec. 3 スコア	Sec. 4 スコア	Total スコア	TOEIC iBT スコア	TOEFL iBT スコア
スコア	250	185	225	190	850	880	54

797424

※スコアは、試験当日の午後5時30分頃にWeb上で発表されます。発表時刻は、試験当日の午後5時30分です。お申し込みの履歴を照会し、結果が発表された後、1ヶ月以内の期間に限り、同じスコアを複数回表示することがあります。これは、システム上のエラーによるものです。お問い合わせは、お問い合わせ先までお願いいたします。

※スコアは、試験当日の午後5時30分頃にWeb上で発表されます。発表時刻は、試験当日の午後5時30分です。お申し込みの履歴を照会し、結果が発表された後、1ヶ月以内の期間に限り、同じスコアを複数回表示することがあります。これは、システム上のエラーによるものです。お問い合わせは、お問い合わせ先までお願いいたします。

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 7, 14, 20 to test what the students have learned.

Term	Deadline
Summer Intensive 01	2018/9/4 (Tue)
Summer Intensive 02	2018/9/10 (Mon) ※For Unit 20, please take the exam at the specified date, time & place.
Winter Intensive	2019/2/16 (Sat) ※For Unit 20, please take the exam at the specified date, time & place.

■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
		Unit7, 14	Unit20	
1	Vocabulary knowledge (fill in the blanks, multiple choice)	30 questions	25 questions	60 sec/question
2	Expressions and usage (fill in the blanks, multiple choice)	18 questions	15 questions	60 sec/question
3	Listening skills: overall meaning (listening, multiple choice)	18 questions	15 questions	120 sec/question
4	Listening skills: specific details (partial dictation)	18 questions	15 questions	120 sec/question
Total		84 questions	70 questions	—

■Test Time

Approximately 60 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 :

①A 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.**

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.)

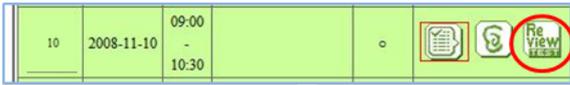


Internet Explorer



Microsoft Edge

■How to take the test



①Click the 'Review Unit Test'  icon for Unit 7, 14, 20. 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	<input type="button" value="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.

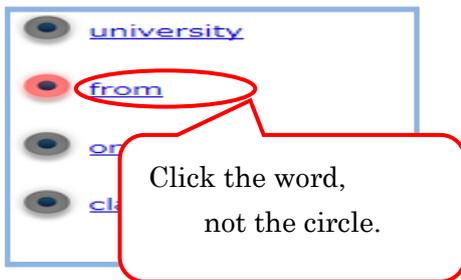
NOTE
[System Requirements]
Browser: Internet Explorer 11 only
*The Review Unit Test is not supported by Macintosh systems.
If you take it on a PC that does not meet the computer system requirements, it may not work properly for the listening part of Section 3.



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.

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 7, 14, 20.												
(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 20.</p> <p>When submitting Lesson Review Tasks, or for any work done in class, the following acts are considered acts of misconduct.</p> <ul style="list-style-type: none"> i) To have copied another person's answers, or let another person copy your answers. ii) To have worked in cooperation with another person to complete your answers. iii) To have submitted the same answers as another person. iv) To have plagiarized your assignment. v) To have someone answer for you in your place, or to answer for someone in their place. vi) Any other action that is judged to be an act of misconduct. <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 7, 14, 20, with the purpose of checking students' progress in English. Students are awarded 8 points if they score 60% or more for each test (Total 24 points for three tests).												
(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> <ul style="list-style-type: none"> 1. Student has taken both (pre/post course) tests...10 additional points 2. Student's post-course test score exceeds the pre-course score and reaches the minimum standard* for the course level... 10 additional points <p>* The minimum standards on the WeTEC test are below.</p> <table border="1" data-bbox="459 1877 1461 2056"> <thead> <tr> <th>Basic</th> <th>Pre-Intermediate</th> <th>Intermediate</th> <th>Pre-Advanced</th> <th>Advanced</th> <th>Advanced-Plus</th> </tr> </thead> <tbody> <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> </tbody> </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 18 lessons or more, and 471 points or more
A	attendance of 17 lessons or more, and 424 points or more
B	attendance of 16 lessons or more, and 358 points or more
C	attendance of 14 lessons or more, and 253 points or more

* If a student attends fewer than 14 lessons or receives fewer than 253 points for the assessed aspects of the course, their grade will 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 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 7 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) ★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	

※ A student will only be considered eligible for special consideration if they have attended fewer than 14 lessons because of hospitalization due to illness or injury. In the cases, the student should submit a doctor's certificate to one of the application destinations listed above.

■Deadline for documents submission

Term	Deadline
Summer Intensive 01	2018/9/4 (Tue)
Summer Intensive 02	2018/9/11 (Tue)
Winter Intensive	2019/2/18 (Mon)

※Documents will not be accepted after the deadline.

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	<p>The student highly successfully performed the Can-do</p> <p>During assessment activities, the student...</p> <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	<p>The student successfully performed the Can-do</p> <p>During assessment activities, the student...</p> <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	<p>The student fairly successfully performed the Can-do</p> <p>During assessment activities, the student...</p> <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	<p>The student had difficulty performing the Can-do</p> <p>During assessment activities, the student...</p> <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	<p>The student was unable to perform the Can-do</p> <p>During the assessment activity, the student...</p> <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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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



8. Inquiries

8.1 Inquiries about lesson

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 Inquiries about 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)

Period of Course	Test Periods
Summer Intensive	2018/7/12 (Thu) ~7/20 (Fri)
Winter Intensive	2019/1/17 (Thu) ~1/25 (Fri)

WeTEC(Post-course)

Semester	Test Periods
Summer Intensive 01 (8/18~8/29)	2018/8/29 (Wed) ~9/4 (Tue)
Summer Intensive 02 (8/30~9/10)	2018/9/10 (Mon)
Winter Intensive (2019/2/5~2/16)	2019/2/16 (Sat)

Students not required to take the WeTEC

Period of Course	Timing	Students who don't have to take the exam
Summer Intensive	Pre-course	Those who took GTE in the preceding Summer Quarter (β).
	Post-course	None (All students are required to take it).
Winter Intensive	Pre-course	Those who took GTE in the preceding Winter Quarter (β).
	Post-course	None (All students are required to take it).

<FAQ>

Q. I can't log in to WeTEC.

A.

→ **Pre-course**

Students who take General Tutorial English in both the β and the intensive course must log in from the β link. If you take the WeTEC test after the WeTEC (Post-course) of β , the score will be used for both the WeTEC (Post-course) of β and WeTEC (Pre-course) of Intensive course. If the student takes multiple Tutorial English subjects during the summer intensive period, they only need to take the WeTEC (Pre-course) once.

→ **Post-course**

All students who take the Intensive course need to take the WeTEC (Post-course). Please double check whether your ID and password are correct. Your login ID is your student number without the hyphen and final digit. Your password is the first four digits of your birthday.

Q. I can't hear anything in the listening section of Review Unit Test (RUT).

A. Please check that you are using Windows Internet Explorer 11. The Review Unit Test is not supported by Macintosh systems and other browsers (Firefox, Opera, Google Chrome, etc.) Even if you are using Windows Internet Explorer 11, problems may occur depending on your individual user settings. Please use a computer room at the university if you have trouble using your own PC.

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
		Unit 1 [α]		Unit 2 [α]		
29	30					

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

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

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

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

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

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

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

2019 January						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
	Unit 8 [β]		Unit 9 [β]			
13	14	15	16	17	18	19
				Unit 10 [β]		
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
		1,2	3,4	5,6	7,8	9,10
10	11	12	13	14	15	16
		11,12	13,14	15,16	17,18	19,20
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!



Tutori Sempai