

【Important】 Teaching in the second semester of the 2020 academic year

Chair of the Academic Affairs Committee

At Tohoku University, the second semester classes will either be held online or in a combination of online and face-to-face classes. Face-to-face classes will be held in a real classroom. The following are guidelines for how to take classes at the Graduate School of International Cultural Studies (GSIC). Please read it carefully and follow the procedures to ensure that you are enrolled correctly.

1. Types of online classes and how to participate in them

Online classes can be conducted in one of the following ways:

(1) The class instructor videotapes his or her lecture and posts it to students on Google Classroom, Google Drive or YouTube for students to view. Students can watch the video outside of class hours.

(2) The class instructor sets up a "meeting" using a web conferencing system (Google Meet, Microsoft Teams, etc.) and students participate in the meeting in real time. Students can also ask questions and make comments. (Real-time classes.)

(3) The class instructor uploads the lecture materials (e.g., documents and slides) to the Google Classroom or sends them to the students' email addresses as attachments. Students will respond in the same way.

The class instructor will determine the type of class, taking into account the Internet environment of the students participating in the class.

For more information on online classes, please refer to the "Information for Students" section in the following link.

<https://sites.google.com/view/teleclass-tohoku/>

2. Where to take online classes

As a general rule, you should take online classes at home.

If it is difficult for you to take classes at home, you may use a classroom or other locations in the Graduate School to take classes. The following rooms are available for use:

- (1) Two classrooms on the second floor of the west wing of the Graduate School (203 and 204, with a capacity of two students each)
- (2) Graduate student rooms for each course
- (3) Part of the classrooms in the university-wide lecture buildings (Buildings A, B and C)

Please adhere to the following rules when using the study rooms:

- Students must follow the instructions of the class instructor.
- When using any of the classrooms, students are not allowed to talk to each other.
- Students must wear a mask when coming to school except in cases where it is unavoidable for your health.
- Ventilate the room at regular intervals.
- Students should refrain from sharing personal belongings with others. If it is absolutely necessary to share items, please disinfect them with alcohol. The Educational Records and Programs Section does not lend out any laptops or other items.
- Students should wash and disinfect their hands before and after class.
- After class, students must not remain or “hang out” in the classroom.

3. Face-to-face classes

Please refer to the syllabus for information on whether or not face-to-face classes will be offered. The instructor in charge of the class will contact you with detailed information about the classrooms and dates.

4. Application for enrollment

The student must send a DC-Mail to the instructor of the class you wish to take (or to the class representative for common subjects) preferably two days but at least one day before the first day of that class. This also applies to the second class if you have decided to start attending from the second class onward.

The list of instructor email addresses will be posted on the Graduate School's website as soon as it is ready, so please check there. (Except for part-time instructors and new instructors, instructor email addresses will also be listed at the end of the 2020 Student Handbook).

5. Course Registration

Course registration cannot be done at the Educational Records and Programs Section (Academic Affairs Office). You must register your course via the Student Affairs Information System and by submitting your course registration form to the Educational Records and Programs Section via email attachment. For more information, please refer to the explanatory note sent with the "Student Handbook". This instruction manual is also available on the Graduate School's website.

6. Requesting Access to the Graduate School Building

If you wish to enter a building of the Graduate School for a face-to-face class, etc., advanced notification is required. Notification should be sent using a Google Form. For details, please refer to the information dated June 19th, 2020 on the following "Information on Prevention of COVID-19 Infection" URL:<http://www.intcul.tohoku.ac.jp/student/covid19.html>

7. Orientation (for students entering in October 2020)

(1) New students are requested to check the "Student Handbook" and other materials sent to them by mail. (2) Some of these materials will also be posted on the Graduate School's website. **The Student Handbook in particular contains important information on your studies, research and student life, so please read it carefully.**

(2) The orientation for the entire Graduate School will be posted on the Graduate School's website at 10:00 a.m. on Monday, September 28th.

(3) For course orientations, please follow the instructions given by your department.

8. Additional Information

New information will be uploaded as the situation changes. **Please be sure to check the Graduate School website at least once a day.**