

Year	2017
Subject Code	020299KK
Semester	Fall Semester
Subject / Class	Special Lecture (Common Liberal Arts Subject) KK
Instructor	MAEDA Yuji
Misc. Notes	<p>Attention: Recruitment was conducted in June, 2017 for this lecture and students have already been chosen.</p> <p>Please be aware that it cannot be registered during the course registration period.</p>

Subject Field	<p>Education field</p> <p>(1) Second-year student (third semester) or higher (later) as of the AY2017 Fall Semester. *Students on their eighth or later semester may not take this course.</p> <p>(2) Japanese-basis students, or English-basis students who satisfy the below conditions. *English-basis students must be scheduled to complete one of the subjects from below A) or B) as of the completion of their AY2017 Spring Semester, or must plan to take one of the subjects from B) during the AY2017 Fall Semester.</p>
Recommended Qualifications / Knowledge	<div style="border: 1px solid black; padding: 5px;"> <p>A) Career Japanese I, Career Japanese II, Career Japanese III, Japanese Language and Culture I, Japanese Language and Culture II, Japanese Project E/F, Japanese for Lectures B) Career Japanese, Business Communication in Japanese A/B, Language and Culture in Japan, Language and Social Topics in Japan, Japanese Project D/E/F, Japanese for Lectures, Japanese Linguistics for Japanese Language Education, Japanese Language</p> </div> <p><b>* English-basis students who cannot satisfy the requirements above should consult at the Academic Office.</b></p> <p>(3) <b>Students who have an interest in peer education and education-related internships.</b> *Students who have already taken this subject may not retake it.</p>
Course Objectives	<p>The objective of this course is to realize the below in conjunction with the administration of FIX (Foundation Intensive eXercise) Course.</p>

- (1) To support learners who seek to enhance their academic ability in mathematics, English and Japanese through FIX Course as a forum for peer support, and reaffirm one's own growth and potential by committing to the growth of those learners.
- (2) To outfit oneself with the skills, mind and teamwork ability required as a future working member of society over the course of implementing the instruction and administration of the KUMON Method of Learning introduced in the FIX Course, and put them to use in one's job search and subsequent activities as a member of an organization.
- (3) To learn about implementation theory in corporate activities by inviting employees and officers who are active on the frontlines of various departments at the KUMON Institute of Education as preliminary training and corporate-sponsored lecture instructors for this course.

#### Standards for Course Completion

- (1) Through peer support, course enrollees will have outfitted themselves with communication capability and other forms of human interaction capability required in order to have involvement in the growth of people.
- (2) In the course of being active as an FIX course peer supporter, course enrollees will have outfitted themselves with methods for reporting, liaising and consulting, which form one's basic posture as a member of an organization; methods for implementing PDCA cycles; management capability as a leader and followership capability as an organization member.
- (3) Course enrollees will have outfitted themselves with presentation capability to enable themselves to fully communicate their activities and results to employees and officers of the KUMON Institute of Education at a final presentation to be held at KUMON's Tokyo Headquarters.

Including the main lectures, teaching methods are made up of the below four elements.

#### Teaching Methods

- (1) Preliminary training ▪ ▪ ▪ Training for acquiring the minimum required knowledge for administrating FIX course (conducted three straight days during September) + promotion activities for acquiring FIX Course participants
- (2) FIX course ▪ ▪ ▪ Learning support for mathematics, English, Japanese and *Nihongo* (Japanese for speakers of other languages) based on the KUMON Method of Learning administered four times a week (Mondays, Tuesdays, Thursdays and Fridays) as a forum for implementing peer education (Each course enrollee will take part in administering classrooms between 18:00 and 20:00 twice or more a week.).

(3) Main lectures · · · · Lectures to be held by employees and officers of the KUMON Institute of Education every Wednesday during third period (ability needed as a working member of society, key points in boosting team capability, responsibility and motivation pertaining to human growth, etc.) and lectures and group discussions for further enhancing the level of FIX course.

(4) Final presentation · · Final presentation held on Friday, February 16.  
Presentation of results of FIX course and nature of activities at Tokyo Headquarters.

●Preliminary training (Venue: TBD)

The purpose of this training will be to understand the nature of supporter activities.

Mon Sep 25: Introduction to KUMON Method of Learning and its implementation at APU

**Lecture instructor: SUEMUNE Ryoichi (instructor in previous joint lecture)**

Theme: “Examining the KUMON Method of Learning from a global perspective”

Tue Sep 26: Tour of KUMON classrooms in the afternoon to gauge image of supporter growth (in Beppu or Hiji)

**Lecture instructor: SENKO Hiroshi, General Manager, Human Resources Support Dept., KUMON Institute of Education**

Theme: “Ideal human resources sought by businesses”

Wed Sep 27: Administrating FIX course at APU and devising promotions

●Joint lectures (Third period on Wednesdays)

<<Prior to start of FIX Course>>

1st class (Oct 4): Deciding on promotions/Scholastic aptitude tests and how to provide feedback

**Finishing up promotion briefs and action plans**

(1) Verifying promotion implementation schedule

(2) Feedback on aptitude tests and how to decide on starting point

2nd class (Oct 11): Administering scholastic aptitude tests and saving feedback/data

(1) Recap of feedback on scholastic aptitude tests and starting point

(2) Methods of data entry and analysis (**Nakahara (Leader) visits from Osaka**)

What kind of things can be understood from entered data?

3rd class (Oct 18): Methods for setting individual goals (importance of sharing information) and methods for administering FIX Course

(1) Making preparations to administer classrooms in order to commence FIX Course

(2) Deciding on course participants to be in charge⇒1st interview

Overview of Each Class

(3) Configuring individual files

**4th class (Oct 25): Preparing to commence FIX Course**

- (1) Verifying information on course participants in charge
- (2) Verifying files of course participants in charge
- (3) Reviewing procedures for administering FIX Course
- (4) **Conducting simulation from commencement of FIX Course to recap session**

<<Following start of FIX Course >>

**5th class (Nov 1): Implementing four FIX Course sessions and resolving unclarified issues**

- (1) Holding forum with SS
- (2) Reviewing starting point

**(3) Lecture instructor: KOBAYASHI Yoichiro, Recruitment Team, HR Dept.,  
KUMON Institute of Education**

**6th class (Nov 8): Taking adept action alongside course participants (engaging in discourse as peer leaders)**

- (1) Case study: Pondering methods of coping with predicted troubles of course participants

**(2) Lecture instructor: NASU Manabu, Senior General Manager, Business Development Div., KUMON Institute of Education (60 min.)**

**Theme: Learning and anthropology**

- (3) Pondering why FIX Course is necessary

**7th class (Nov 15): Quarter Break measures (methods for handing out homework)/informal discussion schedule following Quarter Break**

- (1) Purpose of informal discussion
- (2) Bilateral scheduling

**(3) Lecture instructor: HASHIGUCHI Takeshi, General Manager, School and Corporate Business Dept., KUMON Institute of Education (60 min.)**

**Theme: Power for living**

**8th class (Nov 29): Wrap-up of 1st Quarter/discussion**

- (1) Holding discussion with more experienced supporters
- (2) Pondering roles of supporters

**9th class (Dec 6): Report from informal discussion with course participants**

- (1) Boosting effects of peer support

**(2) Lecture instructor: NAKAI Kiyofumi, Senior Support Leader, HR Dept.,  
KUMON Institute of Education (60 min.)**

**Theme: Teamwork**

**10th class (Dec 13): Interim presentation on FIX Course**

- (1) Recapping First Half

**(2) Lecture instructor: SADAMOTO Machiko, Instructor, KUMON Beppu Midorigaoka School (40 min.)**

**Themes: Pursuing possibilities**

**What are the possibilities offered by the KUMON Method of Learning? What have we pursued over the sixty-year history of the KUMON Method of**

## Learning?

**11th class (Dec 20): Preparing for final presentation**

**(1) What kind of preparations are necessary for the purpose of the final presentation?**

**(2) Lecture instructor: WATANABE Kozo, Principal of Education, KUMON Institute of Education (85 min.)**

**Theme: What we can do right now precisely because we are students?**

**Questionnaire issued in advance**

**12th class (Jan 10): Exploring the value of FIX Course**

**(1) What kind of FIX Course do course participants find satisfactory?**

**(2) Items to prepare for final presentation**

**13th class (Jan 17): Preparing presentation narrative for final presentation**

**(1) Devising overall image of presentation**

**(2) Lecture instructor: SUZUKI Ryoji, Director, Oita Administrative Bureau, KUMON Institute of Education (60 min.)**

**Theme: What are goals in the mind of businesses? (60 min.)**

**Interviewer: HARA Emiko, School and Corporate Osaka Team, KUMON Institute of Education**

**Supporter interview report (interview on prior day)**

**14th class (Jan 24): Learning ways and methods of giving reports that are required in society (Learning from SS)**

**(1) Lecturer instructor: Member from School and Corporate Osaka Team, KUMON Institute of Education (tent.)**

**Theme: What kind of presentation we expect/Report on presentation overview**

**15th class (Jan 31): Preparing for final presentation**

**16th class (Fri Feb 16): Last class/Final presentation at Tokyo Headquarters**

- **Wed Feb 14: Transit (Oita→Tokyo)**
- **Thu Feb 15: Rehearsal and preparations**
- **Fri Feb 16 AM: Final rehearsal/PM: Final presentation and recap**

Method of Grade Evaluation

Evaluation of lecture attendance	30%	}	Grades are evaluated on a Pass/Fail basis
Evaluation of performance in implementation of FIX Course	30%		
Evaluation of performance in final presentation	40%		

Requirements for Students

(1) In this program, by communicating through the process of engaging in “education” alongside other students, course enrollees will reaffirm the connection between the growth of others and their own growth, and will also ponder their relationship with “society” through taking part in an internship in close cooperation with an education-related enterprise. As such, the

participation of students who are capable of thinking and acting of their own accord is desired.

(2) The final presentation will be conducted at Tokyo Headquarters on Friday, February 16, 2018. Preparations for that presentation will start being conducted little by little in early December, and will be conducted intensively after the FIX Course have concluded. Accordingly, **course enrollees will be asked to be mindful to take courses in a manner that does not impede their ability to attend meetings** for the purpose of those preparations.

(3) Course enrollees must be able to take part in the preliminary training and in activities for soliciting learners for the FIX Course.

Preliminary training:

Monday, September 25 - 27, 2017, 10:00 – 18:00 (tent.)

\*Classroom tour included.

Details will be handed out at the time of the interview stated below.

(4) Prior to their preliminary training, course enrollees will be interviewed for approx. 30 min. on one of the following days: Tuesday, July 11, Thursday, July 13 or Friday, July 14.

After the interviews have concluded, the five books indicated in the Textbooks blank and a comprehensive guide to the KUMON Institute of Education will be handed out to course enrollees.

Printouts will be handed out by the instructor on a case-by-case basis.

The following books will be handed out as materials that must be read (These books are free of charge.).

(1) Edu: Understanding the Secret of KUMON

(2) Properly Understanding the KUMON Method of Learning

(3) Power for Living

(4) Information on Joining KUMON

(5) Comprehensive Guide to KUMON Institute of Education

[“Rules for ‘Easy-to-Understand Explanations’ That They Don’t Teach in School” \(published by Kobunsha Co., Ltd.\)](#)

[“How to Cultivate Writing Ability that Ensures Communication with Anyone” \(published by Asa Publishing Co., Ltd.\)](#)

[“How Long Will We Continue to Work Like This?” \(published by Star Seas Company\)](#)

[“The Theory of Moral Sentiments: An Inquiry into the Nature and Causes of the Wealth of Nations” \(published by Matoma Shuppan\)](#)

Textbooks

(Books that Need to Be Purchased to Take This Course)

Reference Literature

(Materials in APU Library Collection)

[“The Bad Habit of Doing Things on Your Own Because It’s Faster” \(published by Star Seas Company\)](#)

Other Than the Above

Misc. Notes

Office Phone No.

E-mail Address

[maeda.yu@kumon.co.jp](mailto:maeda.yu@kumon.co.jp)