

Year	2019
Subject Code	021195KK
Semester	Spring semester
Subject / Class	Internship (KUMON in the Campus Version)
Instructor	HIRAI TATSUYA
Misc. Notes	Attention: Recruitment was conducted between December 2018 and January 2019 for this lecture and students have already been chosen. Please be aware that it cannot be registered during the course registration period

Subject Field	Education Field
Recommended Qualifications / Knowledge	<p>(1) Students between in their 3rd semester and 7th semester as of the AY 2019 Spring Semester.</p> <p>(2) Japanese-basis students OR English-basis students who have completed or who are exempted from Advanced Japanese.</p> <p>(3) Students interested in a Peer Education ▪ Education-related Internship.</p> <p>※Students interested in Math, English, or Japanese language Education are also welcome</p> <p>*If you have already taken this course, you may not re-register.</p>
Course Overview	<p>This course is an internship with Kumon Educational Japan Co. Ltd focused on management and operation of the FIX (Foundation Intensive eXercise) course, with the following aims:</p> <p>(1) Learn how to support FIX participants as supporters in order to improve their Math, English, Kokugo, or Japanese skills, and also gain the ability to study independently. It will lead to supporters' self-growth.</p> <p>(2) Acquire the skills and teamwork that will be necessary as future member of society while practicing the Kumon style teaching method introduced in the FIX Course, which can be subsequently used for job hunting and employment.</p> <p>(3) Leading employees of Kumon Educational Japan Co. Ltd will be invited to give lectures at the pre-course training sessions, giving students the chance to learn practical employment theories.</p>
Course Objectives	<p>(1) Set goals and promote independent achievement using APU's rubric.</p> <p>(2) Gain the interpersonal skills necessary to contribute to personal growth, including communication skills, through peer support.</p> <p>(3) By working as a FIX course Peer Supporter, you will gain the basic skills necessary for employment such as how to report, contact, and consult, the PCDA cycle, leadership and management skills, and how to follow direction.</p> <p>(4) Though the report given at the meeting at Kumon Educational Japan Co. Ltd's Osaka headquarters you will gain the skills necessary to give a clear presentation about your own activities and results.</p>

Teaching Methods

Including lectures, the course consists of the following four elements:

1. **Pre-Internship Classes** · · · Learn content of the course, how to use the rubric to set goals
2. **Internship Training**
 - (1) **Pre-course Training** · · · Training based mainly on roleplaying to help students gain the minimum necessary knowledge for FIX courses (three consecutive days in September) + Promotional Activities to attract course participants
 - (2) **FIX Course** · · · To practice peer education, support Kumon Math, English, Kokugo, and Japanese learners 4 times a week (Mon, Tue, Thur, Fri). (Each student must participate in classroom management at least twice a week, 18:00 – 20:00)
 - (3) **Follow-up Training** · · · Group discussions held weekly on Wednesdays, 3rd period.
 - A. Learn the responsibilities and skills related to human growth**
Improve the knowledge and skills you need to help students improve. Skills include how to improve motivation, and how to improve your teaching skills and perspective when acting as an instructor for students.
 - B. How to think like an adult, take action, and build teamwork**
While putting into practice the skills learned in A above, learn the skills you need to be a member of society. Especially, we will focus on skills like presentation skills, PDCA and theories, practice, and the verification cycle. For teamwork, we will focus on how to improve your mind, body, and heart through leadership and followership.
 - (4) **Final Presentation** · · · Held Wednesday, January 30 on-campus. Report the results of the FIX course and course activities to FIX participants and next-semester’s supporters, as well as staff in the Tokyo and Osaka offices over the internet.
3. **Mid-Internship Class** · · · Confirm progress in achieving goals
4. **Post-Internship Class** · · · Confirm and reflect on achievement of goals

Overview of Each Class

March 27(Wed) Pre-course Training

To understand the role of Supporters and their activities
Introduce the Kumon Teaching Method and APU Activities
Self-Introduction
What should learners and supporters aim for? (Proactive learning)

March 28(Thurs) Understand how to study in the FIX course and the Supporter job
※ Learn through Roleplaying Exercises

March 29 (Fri) AM Management of FIX courses at APU and Intro to Promotion
The benefits of Kumon materials and meeting student needs
Study the PCDA cycle through Promotion Planning (1)

PM 4th – 5th period – Pre-Internship Class

《Before the FIX Course Starts》

Mtg.1:Apr 3 Promotion Decision, Skill Assessment Test and FB Method

- (1) Study the PDCA Cycle (2) Confirm the Promotion Execution Schedule
- (2) Assessment Test FB and How to Decide Starting Point

Mtg.2:Apr 10 Learn the PDCA Cycle (3) from Promotion Activities

- (1) Was the execution plan able to be carried out as planned?
- (2) Assessment Test's FB Review and how to better carry out FB

Mtg.4:Apr 17 Learn the PDCA Cycle (4) from Promotion Activities

- (1) Summary of Promotion Activities and Choosing the person in charge
- (2) Contents of First interviews, Notes
- (3) Confirming basic knowledge for Fix course management

Mtg.4:Apr 24 How to Set Individual Goals (Importance of Sharing) and FIX Course Management Methods

- (1) Prepare for Classroom management, for the start of the FIX Courses
- (2) Decide who will be in charge of which FIX participants⇒ First Interviews
- (3) Set up Individual Folders

Mtg.5:May 1 Evaluation of Promotion Activities and First Interview Progress Sharing

- (1) Promotion Evaluation 1
- (2) Confirmation of Participant Information
- (3) Check the Files for Participants
- (4) Review FIX Course Procedures (Study + Management Procedures)
- (5) Points from the first interview from the previous semester

《FIX Course Starts》

Mtg.6:May 8 Review Progress of Communication from First Interviews

- (1) Promotion Evaluation 2
- (2) Hints for helping with Japanese
- (3) Share Results of First Interviews
- (4) How can you make people more active, considering motivation

Mtg.7:May 15 Develop a Plan for Learner Growth

- (1) Introduction of previous example from last semester's supporters
- (2) Sharing goals and making a plan for the learning process.
- (3) Aim for proactive leaning

Mtg.8:May 22 QB Measures (How to Assign Homework) Post-QB Discussion Schedule

- (1) Practice how to share a plan for proactive learning (1)
- (2) The "Learning from good examples" learning method
- (3) Make a new plan
- (4) Making Individual Interview Schedule

●Mid-Internship Class: June 5 (Wed) 3rd – 4th Period

Mtg.9:Jun 12 What did we learn from the FIX Course? Notes for the future?

- (1) Share the progress of each learner
- (2) Process for Individual Meetings with Maeda-san
- (3) Process for preparing for the Final Report Meeting, submitting reports
- (4) Reflect on impressions of activities so far
- (5) What can be quantified? What cannot be quantified?
- (6) Think about setting a theme

Mtg.10:Jun 19 For the Final Report Meeting①

“Thinking about ‘the essence of human learning’ based on the Kumon Education system which has spread to more than 50 countries” (Lecturer: Kumon Educational Japan Co. Business Development Division, Corporate Support Division, Manager YAMASHITA Hiroshi)

Mtg.11:Jun 26 Learners’ Growth

- (1) Reflect on learners’ growth, and the factors in that
- (2) Why do people become proactive?
- (3) Schedule going forward, roles
- (4) Feedback on progress of individual interviews
- (5) Who should we invite to the Final Report Meeting? (Students)

Mtg.12:July 3 For the Final Report Meeting②

- (1) Items to Prepare for the Final Report Meeting
- (2) Notes for making the documents
- (3) Sharing outline of the presentation
- (4) Basic attitudes for the presentation

Mtg.13:July 10 Preparing for the Final Presentation (3)

- (1) Pre-report Meeting
- (2) What do you want next semester’s Supporters to know?

●Final Presentation July 17 (Wed) 3rd Period, APU

Students and learners invited by Participant Supporters, next year’s Supporters, employees from the Tokyo and Osaka offices

●Post-Internship Class July 24 (Wed) 3rd – 4th Period

Pre-class Study Load
[preparation & review]

- Management of FIX Courses (twice a week, 2 hours each time). Afterwards, look back on the management and put together minutes to record content (approx. once every two weeks).
- Read the minutes of other joint lecture enrollees to understand the status of FIX Course management and course participants’ studies.

Method of Grade
Evaluation

Attendance (Including Final Presentation)	20%
FIX Course – Practical Evaluation	20%
Assignments (Mid-term Report, Final Report, etc.)	25%
Final Presentation	35%

The Course will be graded P/F

Method of Implementing
Multicultural Cooperative
Learning

- In each class, students will split into small groups and discuss topics including the lectures from guest speakers or ways to improve the FIX Course.
- Joint Lecture students will work together to manage the FIX Course and support FIX Course participants from various countries/areas (twice a week, 2 hours each time).

Requirements for Students	<p>(1) Students should be able to think for themselves and who can work hard while communicating with other students about the educational process to recognize the relationship between personal and human growth, and thinking about society through the process of doing an internship and closely collaborating with education-related companies.</p> <p>(2) The final presentation will take place Wednesday, July 17. Preparation for this presentation is carried out little by little starting at the beginning of January, especially after the end of the FIX Course.</p> <p>(3) Attend the Pre-Internship Class, Pre-Internship training, and Post-Internship class (4 days) Pre-Internship Class / Training: March 27 – 29, 2019 (Wed, Thurs, Fri) 10:00 – 18:00 Post-Internship Class: July 24, 2019 (Wed) 3rd – 4th Period</p> <p>(4) Participate in the Spring Semester Final Report Meeting – July 17, 2019 (Wed) 3rd Period</p> <p>Details will be provided at the interview shown below.</p> <p>Before the pre-internship classes, participants should attend a 30 minute meeting on January 28(Mon) or January 29 (Tue). After the meeting participants will be provided with the three books shown below and the materials from Kumon Educational Japan.</p>
Textbooks (Books that Need to Be Purchased to Take This Course)	<p>Materials from the lecturers will be printed out and distributed each meeting. The following will be handed out at the above-mentioned interview (Free)</p> <p>(1) Edu: Understanding the Secret of KUMON (2) Information on Joining KUMON (3) Comprehensive Guide to KUMON Institute of Education</p>
References	<p>New Approaches to Motivation (Enomoto Hiroaki)</p> <p>Hito o nobasu chikara (Edward L. Deci; Richard. Flaste; Shigeo Sakurai)</p>
Other Than the Above	
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