

Freshman & Sophomore English Course Syllabuses

【e-pass】 <https://passport.toyoeiwa.ac.jp>

Information for Completing Syllabuses Online

- ◆ When using “e-pass”, you need to disable the “pop-up blocker” of your Web browser or change the setting on the tool bar in Google or Yahoo to allow pop-ups. If the message 『ポップアップがブロックされました』 (“A pop-up is blocked.”) appears on the log-in page or when trying to open a section on e-pass, click 『常に許可』 (“Always Allow”) in 『このサイトのオプション』 (“Options”) at the top right corner of your screen to disable the “pop-up blocker”. You may have to manually change the setting of your browser, depending on the browser you use to allow pop-ups. Please note that when using some browsers, an error message may not appear. Whenever you try to open a pop-up but nothing happens, please check the pop-up setting of your browser.
- ◆ Do not use the “Back” button of your BROWSER. Only use the 『戻る』 (“Back”) button on the “e-pass” page you are viewing to go back to the previous screen. The 『戻る』 (“Back”) button on the “e-pass” page is maroon in color.
- ◆ The Submitting Syllabuses page in “e-pass” will be displayed only during the submission period.
- ◆ After logging in and leaving the page idle for more than 30 minutes, a “Session time-out” message will appear. In this case, go back to the starting page to log in again.
- ◆ “e-pass” will not be available from 2:00 am to 5:00 am every day due to regularly scheduled maintenance work being carried out.

How to Submit Syllabuses

(1) Click 「シラバス登録」 (“Input Syllabuses”) in the drop down menu in the top main menu 「時間割・シラバス」 (“Class Schedule・Syllabuses”).

The screenshot shows the e-pass interface for Toyo Eiwa University. At the top, there is a navigation bar with the university logo and name, the text 'e-pass', and user information including '仮ミー教員' and '前回ログイン 2015/09/15 14:18'. Below this is a secondary navigation bar with links for 'ホーム | メール設定 | サイトマップ | ログアウト'. The main content area features a top menu with '個人情報・研究業績', '授業・名簿等', '時間割・シラバス', '学生支援', '教室・会議室予約', and 'アンケート安否確認'. Under '時間割・シラバス', there is a dropdown menu with options for 'シラバス照会' and 'シラバス登録'. A green box highlights the 'シラバス登録' option, and a green arrow points to it with a text box that says 'Click 「シラバス登録」 (“Input Syllabuses”)'. On the left side, there is a calendar for January 2016, with the 6th highlighted. Below the calendar, there is a section for 'お知らせ' (Notice) with the text 'お知らせがありません。' and a count of '全0件'.

(2) After reading the messages in the ★IMPORTANT★ section, click the 「次へ」 (“Next”) button.



(3) When a list of your course syllabuses appears, select the specific course for which you want to enter the syllabus.



(4) The Input Syllabuses page of the selected course appears.

- ◆ ① Course Titles (completed by the University)
- ② Click each heading to open an editing screen. The first two sections, 「テーマ・内容」 (Objectives and Content) and 「到達目標」 (Overall Course Goals, are standardized and filled in by the University.



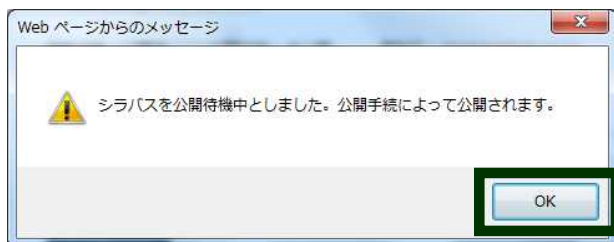
Please do not change or add anything to these two sections. The remaining sections are for you to fill in. The headings appear only in Japanese. Please find the sample form translated in English attached at the end of this document.

- ◆ Unfortunately, after filling in the content for each section of the syllabus in the pop-up editing screen and transferring it to the syllabus form, your text may be cut off even in the middle of words. We are desperately trying to fix this problem. To avoid this happening, we would appreciate if you could for the time being click the return key at the end of the line after entering each line of text in the pop-up window.
- ◆ Fill in all required sections which are explained in the attached sample form and the optional sections if you have any further details. Click 「確定」(“Enter”) each time when you are done with the section.

- ◆ Make sure to click 「確定」(“Enter”) to save the data every time you finish entering the content or when you leave the page in progress.
- ◆ Pay attention to the maximum number of characters or letters in each section which is explained in the attached sample form.
- ◆ When the number of characters or letters exceed the prescribed number, the error message 『バイト数が最大値を超えています。』(“The number of bytes is exceeding the maximum.”) appears. Make necessary corrections as the syllabus will not be accepted if left alone.
- ◆ Verify whether you omitted any required sections and that the syllabus information you entered was all correct. Click 「公開待ち」(“Ready for posting”). When the message 『シラバスを公開待ちにします。よろしいですか?』(“Do you want the syllabus to be ready for posting?”), click “OK”.
- ◆ If you click “「公開待ち」(“Ready for posting”) while leaving any required sections blank, an error message will appear and it will not proceed to the status “Ready for posting”.

- ◆ When the message 『シラバスを公開待機中としました。公開手続きによって公開されます。』(“Your syllabus is now ready for posting. The posting procedure will be proceeded.”) appears, it means the syllabus submission has been successfully completed. The posting procedure will be proceeded by the Student Support Section after the syllabus submission period.

- ◆ The syllabuses can be modified anytime during the Syllabus Submission Period even after having clicked 『公開待ち』 (“Ready for Posting”).



(5) Upload Status

On the list of your course syllabuses page, you can view the status of your syllabuses in the 「状態」 (“Status”) column.

「未編集」(Uncreated): syllabuses which have not been worked on

「編集中」(Editing): syllabuses which are in progress

「公開待」(Standby): syllabuses which are completed and ready for posting)

When you have finished submitting all your syllabuses, verify that the status of all courses is 「公開待」 (“Standby”) without omissions.

学期・科目	科目名	履修区分	履修学期	状態	種別	更新日
月3	1011319 人間科学基礎演習Ⅰ	履修授業	2016前期	公開待	未	2016/01/07(木) 19:31
月4	1018519 心理学演習Ⅰ/人間科学演習Ⅰ	履修授業	2016前期	未編集	未	2016/01/15(金) 12:59
月5	1011700 人間科学研究所論(論議)	履修授業	2016前期	編集中	未	2016/01/07(木) 19:39
月5	1024319 卒業研究Ⅰ	履修授業	2016前期	公開待	未	2016/01/07(木) 19:37
木2	1022000 神話と物語A/神話と物語(論議)	履修授業	2016前期	未編集	未	2016/01/15(金) 12:59
木3	1026100 古典語で学ぶアジア・ヨーロッパA/古典	履修授業	2016前期	未編集	未	2016/01/15(金) 12:59

How to Copy Syllabuses

- (1) If you have several course syllabuses which are the same or similar, you can copy and use the syllabus you have already filled in. Select the copy destination course and open the Syllabus Editing screen. Click 「コピー」 (“Copy”) on the upper right of the page.



(2) Select 「公開シラバス」 (“Posted Syllabuses”) or 「編集シラバス」 (“Edit Syllabuses”)

When the 「シラバスコピー」 (“Syllabus Copy”) page appears, select either 「公開シラバス」 (“Posted Syllabuses”) or 「編集シラバス」 (“Edit Syllabuses”) in the 「コピー元」 (“Copy Source Box”).

◆ 『公開シラバス』 (“Posted Syllabuses”)

→Syllabuses uploaded prior to this academic year can be copied

◆ 『編集シラバス』 (“Edit Syllabuses”)

→Syllabuses you are currently editing can be copied

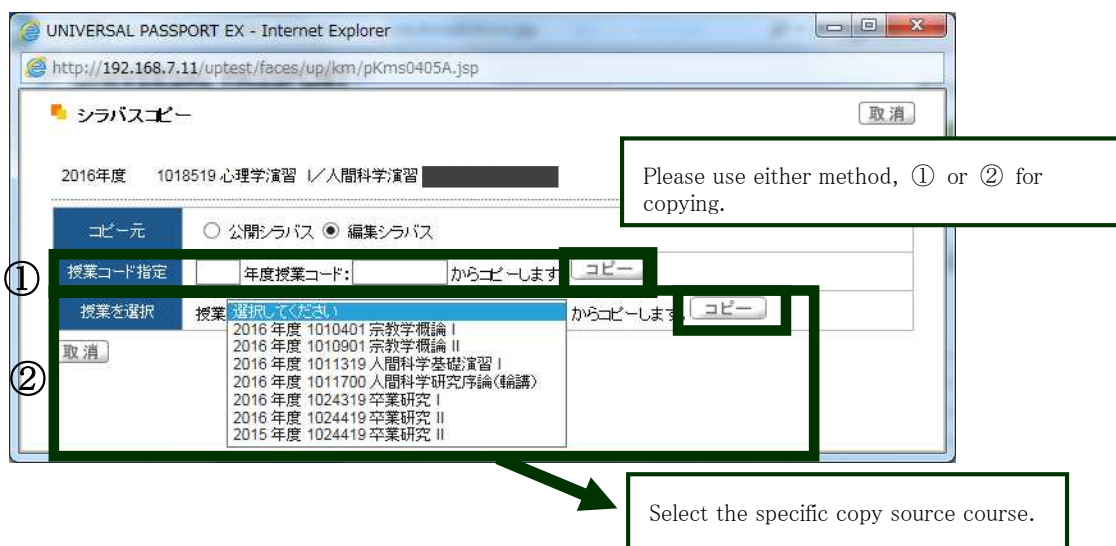


(3) ①Input the class code directly 「授業コード指定」 or ②choose the class from the list 「授業を選択」.

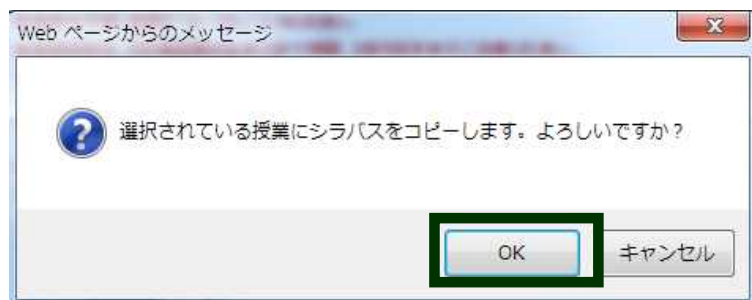
①Input the academic year and the class code you will copy from and click 「コピー」 (“Copy”).

②Select the specific copy source course in the drop down list and click 「コピー」 (“Copy”).

Please note that you will only find the course syllabuses you have edited in the list.



(4) When the message below appears, click the 「OK」 button.




[Syllabuses for Freshman & Sophomore English Courses]

※The sections in grey have been filled-in by the University. HOWEVER, note the request in Objectives and Contents.

授業名	Course Title						
英文授業名	Course Title in English						
授業コード	Course Code	担当教員	Instructor's Name				
開講期間	First/Second	曜日時限	Day/Period	単位数	No. of Credits	配当年次	Freshman/ Sophomore
テーマ・内容 Objectives and Contents	Standardized and filled in by the University ★If you have practical work experience in the field related to the course, please describe that here.						
到達目標 Overall Course Goals	Standardized and filled in by the University						
学習内容 Routine for Learning in class	<p>【Required】 Up to 600 Japanese characters or 1,200 letters</p> <ul style="list-style-type: none"> This is a statement about how students will be learning and working to achieve the goals of your courses. Fill in the contents of the course including your plans for the lecture. Describe concretely the activities and the general routine that you will implement. Specify your lecture styles or methods. (e.g., lectures, seminars, practical training, etc.) For example, if you teach a writing course, depending on the students' abilities, you might write something like the following description: <i>"Each week students will compose a short passage for homework about one topic assigned in the previous class. The short passage can be between 5-10 simple sentences. Classmates will review each other's short compositions at the start of each class. We will rewrite those short passages based on comments from the teacher or classmates. Based on this weekly composition activity, students will compose two short essays per semester. Tasks from the textbook will be used to support students' composition efforts and improve their written expression skills."</i> <p>※ IMPORTANT Your syllabus can be viewed externally by the public.</p> <p>★ PLEASE STATE THAT YOUR CLASS IS IN-PERSON, ON-CAMPUS.</p> <p>★ Although all language courses are in-person, on campus, if you will be using e-pass, Google Classroom, etc., you may state that here. However, <u>DO NOT provide URL links, class codes, passwords, etc. here. You MUST provide these through an e-pass notification.</u></p> <p>★ Explain how students can contact you before and during the course. However, <u>DO NOT provide your full email address here. If you're using email for this purpose, simply state that you will be using @toyoeiwa.ac.jp email (for example) and you will notify students of the full details through e-pass.</u></p>						
授業時間外の学習 (予習復習) Routine for Learning at Home (Preparation for class)	<p>【Required】 Up to 300 Japanese characters or 600 letters</p> <ul style="list-style-type: none"> Describe an effective learning routine at home that helps students to understand the contents of course and achieve the overall course goals. Explain your homework tasks, including what is expected of the students and the routines they will follow throughout the year when they prepare for each class. For example, for a reading course you might write something like this: <i>"Since one of our main course goals for reading is to increase the amount you read, it is essential that students read level-appropriate materials outside of class as homework. As a guideline, you should spend between one and two hours reading these materials as homework sometime during the 7 days between classes. Students will be reading approximately one level-appropriate book per month or the equivalent. The teacher will give you the appropriate materials to read, or in some cases, you may choose those materials which you are interested in from a list. It is important to read in order to enjoy the material, get the main points and then make a very brief summary to be brought to class and reviewed at the start of each class."</i> If you have specific preparation ideas for students for each weekly class, use the class schedule section to fill this in. 						
成績評価の方法・ 基準 Details of your Grading Policy	<p>【Required】 Up to 600 Japanese characters or 1,200 letters</p> <ul style="list-style-type: none"> Fill in the method and standard for assigning grades and write in as much detail as possible including specific rules to indicate that it is clear and fair. Specify how you will evaluate the achievement of overall course goals. (Department of Early Childhood Education and Care Freshman ONLY) Students' speaking activities and reading/writing activities in the Learning Commons Program represent 10% of their final grade for their Speaking/Listening and Reading/Writing courses, respectively. Note that teachers cannot raise or lower students' grades based on attendance alone. All grades need to be based on actual work or performance done in class, assignments and tests. In principle, if students are absent from more than 5 classes in a semester they cannot receive credit for the course. <p>※ IMPORTANT</p> <p>★ Specify the percentage of the evaluation as shown in the example below. ex. final exam 50%, essay 30%, class work and participation 20%</p> <p>There is no Grade Bonus score (成績加点, previously TOEIC) during AY2024. <u>You DO NOT need to account for that score in your assessment.</u></p> <p>★ Please conduct 15 regular classes, and note that it is not permitted to use classes for examinations only. Officially scheduled examinations will take place in Week 16. If you give an examination in Week 16, please add information here or in 「備考」 "Remarks". Please note that it is not permitted to give an examination during Week 15.</p>						

Continued on the back

[Syllabuses for Freshman & Sophomore English Courses]

履修者への要望 Special Requests	<p>【Optional】 Up to 300 Japanese characters or 600 letters ・ Fill in any requests for students to register.</p>
履修条件 (人数制限・抽選等)	<p>Special Requirement and Conditions for registration (a limited number of students / holding a draw etc.) Freshman and Sophomore English courses are all required courses. Registration for these classes is decided by the university. No Special Requirements or conditions for registration.</p>
教科書 Textbook (s)	<p>【Optional】 Up to 300 Japanese characters or 600 letters</p> <ul style="list-style-type: none"> Enter Author, Publisher, Year of Publication and ISBN of the selected textbook(s). Make sure that the selected textbooks are not out of publication. You may input "The textbooks will be announced in class." <p>(Note : Please hand in the textbook order form to the staff for ordering student textbooks.)</p>
参考書 Optional Reference Materials	<p>Here you will find the link for Toyo Eiwa University Library's Book Retrieval System, OPAC. Please do not change or add anything.</p>
参考 URL Relevant Web Page Links	<p>【Optional】 Up to 300 Japanese characters or 600 letters</p> <ul style="list-style-type: none"> Enter the relevant URL related to the course. Indicate the particular part of the course the reference URL is useful for.
(K)授業計画 Class Schedule	
第 1 回 授業内容 Class Plans Week 1	<p>【Required】 Up to 300 Japanese characters or 600 letters</p> <ul style="list-style-type: none"> You are officially required to fill in the planned theme for each weekly class as specifically as possible. When the same theme covers for several weekly classes, use different keywords for each weekly class to be distinguished. The following could be included in this section: <ul style="list-style-type: none"> Specific preparation ideas for each weekly class Plans for important assignments including due dates and any requirements Plans for important class tests/quizzes including dates Plans to replace the specific weekly classes with off-campus lectures including the contents and schedule
第 2 回 授業内容 Class Plans Week 2	<p>【Required】 Up to 300 Japanese characters or 600 letters</p>
	
第 15 回 授業内容 Class Plans Week 15	<p>【Required】 Up to 300 Japanese characters or 600 letters</p> <p>★Please conduct 15 regular classes, and note that it is not permitted to use classes for examinations only. Officially scheduled examinations will take place in Week 16. Please note that it is not permitted to give an examination during Week 15. If you give an examination in Week 16, please add information in 「成績評価の方法・基準」 "Details of your Grading Policy" or 「備考」 "Remarks".</p>
備考 Remarks	<p>【Optional】 Up to 500 Japanese characters or 1,000 letters</p> <p>★If you give an examination in Week 16, please add information here or in 「成績評価の方法・基準」 "Details of your Grading Policy". Please note that it is not permitted to give an examination during Week 15.</p> <ul style="list-style-type: none"> If you have any plans for off-campus lectures for which the schedule is not yet fixed, indicate the contents and plans here. Fill in any other information you want students to know here.