

# Program Proposal



**Kansai University**  
**Osaka, JAPAN**  
**2016 English Language Program**  
**March 16-End of Fall Semester 2016**

**Arrival date:** Wednesday, March 16, 2016

**Classes begin:** Thursday, March 24, 2016



Applied English  
Center



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## Arrival Weekend Information

Date	Description
<p>Wednesday, March 16 &amp; Thursday, March 17</p>	<p><b>Airport Arrival:</b> Kansai will contract with a travel agency in Japan for transportation from airport to a hotel nearby since the group will be arriving late in the evening.</p> <p><b>Thursday Morning AEC Staff Pick-Up:</b> AEC staff will greet students with a motor coach at their hotel to transport them to campus. The staff will plan to be at the hotel around 10:30 a.m.</p> <p><b>Arrival &amp; Afternoon Shopping in Lawrence:</b> AEC staff will order lunch for students to eat as a group on campus. Students may buy an inexpensive dinner, choosing from several restaurants, during the shopping trip.</p> <p><b>Linen Kit:</b> As a small welcome, the AEC will provide students with a linen kit upon arrival. The linen kit will include a pillow, pillow case, fitted and flat bed sheets and light blanket at <i>no charge</i> to Kansai U or to students.</p>
<p>Friday, March 18– Sunday, March 20</p>	<p><b>Friday:</b> Orientation &amp; KUID card &amp; KU Internet Access. Lunch on own at the Kansas Union “Market.” Students will take the CaMLA Test this afternoon for placement into AEC English language classes.</p> <p><b>Saturday &amp; Sunday:</b> Free days. We will give students suggestions about things to do, including going to our beautiful, historic downtown Lawrence for shopping.</p> <p><b>Arrival Week Out-of-Pocket Expenses: \$65-\$100.00</b> (to cover Friday breakfast and dinner, weekend meals + \$20-\$50/for a pay-as-you-go mobile phone to use in the US.) <i>This amount does not include money for shopping or for items not mentioned.</i></p>
<p>Wednesday, March 23</p>	<p>Students learn their proficiency exam results and spring semester classes.</p> <p>AEC staff will take the group to the <i>KU Bookstore</i> to make book purchases for the spring semester. (\$250-\$300)</p>

## 2016 English Language Program Academic Calendar

### Spring Semester (4 credits)

- 2 (new curriculum) AEC classes from Spring Break through end of the spring 2016
- Introduction to and participation in the GAP Certificate Program
- Monthly journaling project

### Summer Semester (6 or 7 credits)

- A combination of 2 KU and/or AEC courses
- An academic internship (1 credit) that runs from May 16 – July 29, 2016 (or different dates depending on internship)
- Continued participation in the GAP Certificate Program
- Monthly journaling project

### Fall Semester (9- 10 credits)

- 9- 10 credits of instruction (AEC and/or KU academic)
- Continued participation in and completion of the GAP Certificate Program
- Monthly journaling project

Semester/Dates	Description	Credits	Weeks
November 1, 2015	<b>DS-2019 application materials due</b>		
March 17-March 23, 2016	<p><b><u>Program Orientation</u></b></p> <ul style="list-style-type: none"> <li>• Campus arrival &amp; residence hall move in</li> <li>• Welcome &amp; program orientation</li> <li>• KUIDS, Internet Access</li> <li>• Bank Accounts</li> <li>• Housing Tours (for fall housing selection)</li> <li>• Staying Legal Presentation</li> <li>• ISSS and Medical Check-Ins</li> <li>• Housing Contracts for summer and fall semesters</li> <li>• Campus &amp; Lawrence Tours</li> <li>• Shopping in Lawrence</li> <li>• Half-day AEC Proficiency Test</li> <li>• Japanese language class visit</li> <li>• AEC orientation &amp; information about placement in AEC classes, including textbook purchases</li> <li>• GAP Certificate Program Orientation</li> </ul>	0	1 week
March March 24–April 30	<p><b><u>Spring Semester</u></b></p> <p>Students will enroll full time at the AEC</p>	4	5 weeks
May 1 – May 15	<b><u>Vacation</u></b>	Not applicable	2 weeks
May 16 – July 29	<b>Academic Internship:</b> ~42 hours total. Equivalent to contact hours of 1 summer session IEP course	0 credits	11 weeks
Monday, May 16	<b>Mandatory! Pick up test results and attend summer enrollment meeting.</b>	Not applicable	
June 7 through July 29 (for AEC and KU academic)	<p><b><u>Summer Session</u></b></p> <p>Students enroll in 6 or 7 credits for the summer session. Depending on students' English language proficiency test results, enrollment will be as follows:</p> <ul style="list-style-type: none"> <li>• <b><u>6 credits:</u></b> Students who complete all AEC requirements by the end of the spring semester or only have one Level 5 AEC course requirement at the end of the spring semester will either take 2 KU course in the summer or will take 1 AEC Level 5 course and 1 KU course during the summer</li> </ul> <p style="text-align: center;"><b>-OR-</b></p> <ul style="list-style-type: none"> <li>• <b><u>5 credits:</u></b> Students who who have two AEC requirements or 1 AEC requirement (Level 4 or lower) will take 2 AEC classes during the summer..</li> </ul> <p style="text-align: center;"><b>-AND-</b></p> <ul style="list-style-type: none"> <li>• <b><u>1 credit Academic Internship Course</u></b></li> <li>• <b><u>GAP participation continues</u></b></li> <li>• <b><u>AEC summer conversation groups (no cost)</u></b></li> </ul>	6 or 7 credits	8 weeks
August 4 at 1:30 p.m.	<b>Mandatory! Pick up test results and attend fall enrollment meeting.</b>	Not applicable	

August 5-17	<b>Vacation time</b> <b>** Depending on internship choice you may be required to be on campus during this time to complete internship</b>	Not applicable	1.5 weeks
August 20-21	<b>"Hawk Week" activities and final weekend before fall semester starts</b>	Not applicable	
August 22 through <u>End date if AEC classes only: December 3, 2016.</u>  <u>End date if taking at least 1 KU course: December 8, 2016, but final exams could be as late as Friday, December 16, 2016.</u>	<b>Fall Semester</b> Students will enroll in 9- 10 credits for the fall session. Depending on students' level of proficiency, they could take <ul style="list-style-type: none"> <li>• FT KU = 3 KU for 9 credits*</li> <li>• A mixture of AEC + KU academic for 9-10 credits</li> </ul> <i>*Students in full-time KU academic courses can opt to take 3 credits of AEC elective courses in place of one KU course, if they choose to do that. The AEC is currently developing a group of mostly content-based or communicative based one and two-credit elective courses for students to take.</i> Dining Halls close for Thanksgiving Break: Students can stay on campus during the break, but dining hall meal service is closed. Retail shops like "Hashinger Studio" will be open but students will need to purchase food with their own money.	9- 10 credits	16 weeks
Late November	<b>End-of-Program Information</b> The Applied English Center will arrange an early evening meeting to discuss information related to the end of program: airport transportation, dorm check-out steps, a chance to say farewell.	Not applicable	

## Mandatory Kansai Program Co-Curricular Activities

All Kansai students will be required to participate in three (3) substantive co-curricular activities during their year-long program at the University of Kansas: Applied English Center, which are described below.

- The Global Awareness Certificate Program (*Certificate upon successful completion*)
- The Monthly Journaling Project (*Successful completion noted on AEC Final Student Report*)
- An Academic Internship: Experiential Learning (*Certificate and inclusion on KU official transcript upon successful completion*)

## GAP: Global Awareness Certificate Program

Co-Curricular Participation Activities	
Semester/Dates	Description
Arrival through end of the fall 2016 semester	<p>The Global Awareness Program (GAP) facilitates global engagement for KU undergraduate students. The Kansai students will participate in this program during their year at KU.</p> <p>GAP is the first experiential learning certificate program offered at KU, and is proud to reward and recognize students for their participation in experiential learning for global competence.</p> <p><b><i>Kansai students will have the opportunity to earn a certificate of experiential learning.</i></b> To earn a certificate students officially enroll in the GAP program and participate in GAP activities, choosing from a wide array of choices for co-curricular involvement. Cody Case, GAP Coordinator, will conduct an orientation to GAP during their orientation week. AEC short programs staff will help students get registered and started on activities.</p> <p><b><i>Successful completion of the GAP Program will appear on the Kansai students' official KU transcripts.</i></b> For more information, visit <a href="https://rockchalkcentral.ku.edu/organization/gapku">https://rockchalkcentral.ku.edu/organization/gapku</a></p>

## Monthly Journaling Project

Co-Curricular Participation Activities	
Semester/Dates	Description
April 1 through November 1, 2016	<p>Students will write a monthly journal entry to reflect on their academic program, housing/living situation, social life, and one other topic of students' choice.</p> <p>Each Kansai program staff member will be "journaling buddies" with a certain number of Kansai students. Staff members will read and reply to monthly journals. They will also use the journal entries as an opportunity to meet with students to address any concerns that might arise in their academic, social, or daily life.</p> <p>Participation in the journal entry project will be noted on each student's final program report created in December 2016.</p>

## Academic Internship: A Certificate Experiential Learning Activity

The Applied English Center is pleased to launch a new program feature – the academic internship.

Co-Curricular Participation Activities	
Semester/Dates	Description
Gap weeks between spring and summer semesters through July 29, 2016	<p>Students will participate in a 12-week academic internship as a part of their participation in the 2016 Kansai English Language Program. The AEC Short Programs Director, Margaret Coffey, will oversee the academic component of the internship program and Aaron Huerter, AEC Program Manager will oversee the logistically component..</p> <p>The purpose of the internship is to help students develop strong oral/written and active/passive English language communication skills along with cross-cultural facility in a U.S. professional setting.</p> <ul style="list-style-type: none"> <li>○ AEC will establish internships for students.</li> <li>○ Students will have an opportunity to select their internships, depending upon availability</li> <li>○ An employee of the internship organization will be assigned to manage and mentor the student on site.</li> <li>○ An AEC faculty member will be provide a 1 credit academic course with learning objectives for the internship.</li> <li>○ Students do not get paid for work in the internship</li> <li>○ Students will earn a "Certificate of Successful Completion" signed by the internship organization and the Applied English Center</li> </ul> <p>Basic internship guidelines include</p> <ul style="list-style-type: none"> <li>○ Initial 1-week orientatation that includes               <ul style="list-style-type: none"> <li>● Overview of the purpose, goals and process of the academic internship</li> <li>● Visit to the internship site to meet the mentor and the organization</li> <li>● Overview of the academic component by AEC faculty mentors</li> </ul> </li> <li>○ 10 weeks of guided participation in the internship. (3 contact hours/week minimum)</li> <li>○ 3 meetings with AEC mentors to discuss academic assignments for the internship</li> <li>○ Final week whole group session(s) for each student to share his/her required final portfolio of their internship experience</li> <li>○ Certificate will be awarded upon successful completion of requirements as set out at the beginning of the internship.</li> </ul>
Internship Example	<p>1-2 Kansai students would work in the university's Office of International Student Services. They would be assigned to a "manager" in ISS, who would oversee their work on a clearly defined project to help ISS prepare for the fall 2016 New International Student Orientation called "You at KU." The internship would culminate in the Kansai students working as</p>

	orientation volunteers to welcome new international students to the University of Kansas.
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## Required Immunization Information

Pre-Departure: Sending Proof of Immunization	
Semester/Dates	Description & Associated Costs
No later than March 9, 2016 (~one week before the program starts)	<b>MMR:</b> KU students must show proof of 2 MMR (Measles, Mumps, Rubella) vaccinations before enrollment. Kansai will send AEC the documentation of students' MMR vaccinations no later than 1 week before the program starts to facilitate medical check in. <i>Students should also bring a copy of their MMR vaccination documents to Kansas as back-up information.</i>
	<b>Meningitis:</b> KU strongly urges students living on campus to get a vaccination against meningitis pre-departure or upon arrival on campus. While extremely rare, meningitis, if contracted, is extremely serious. Before students opt out of a meningitis vaccination, they will meet with a KU medical doctor for discussion.
	<b>Health History Form:</b> Students must complete a health history form. Please do this before leaving Japan. <i>A copy of the health form is included with this proposal.</i>

After Arrival: Verifying Proof of Immunization
<b>Required Immunizations</b> <i>The cost of immunizations, if needed, is covered by KU's international student medical insurance.</i>
<b>Proof of 2 MMR Vaccinations</b>
<b>Proof of Meningitis Vaccination (optional, but strongly recommended)</b>
<b>TB Screening</b> All newly enrolled international students at the University of Kansas must complete tuberculosis screening <u>on the KU campus</u> . It is not possible to submit documentation, such as chest x-rays, from home countries. This is becoming standard procedure in most American universities because of the dramatic rise in TB around the world.

## ORDERING A UNIVERSITY OF KANSAS TRANSCRIPT

The easiest way to order a transcript is on the KU website.

- Go to <http://www.transcripts.ku.edu/>
- Read the information on the first page. It explains the transcript process. You can also click on [Transcript Charges](#) to see the costs. (\$10 is the regular fee.)
- Go to [How to order your transcript](#) to get details on how to order your transcript on line.

To order online, you will need to have a credit card to pay for ordering and sending the transcript. To get started:

- click on the link "[How to order your transcript](#)"
- Then click on "[Order a Transcript – Students with a KU Online ID](#)".
- Then click on "[Order a Transcript](#)". From there you should be able to follow the steps to complete the process.

Also, in your residence hall, there should be lots of students who have ordered transcripts on line. So, you might want to ask your roommate or a floor-mate for help if you have questions!

## Housing & Meal Plan Information for 2016 Spring, Summer & Fall

What follows is general information about the housing facilities and meal plans for each semester you are on campus. Specific details regarding choices and costs are in the “Program Costs” document.

***All students must live in campus housing during the spring, summer and fall semesters. No exceptions.***

### Spring 2016 Housing Choices\*

Residence Hall Type	Ellsworth	Hashinger	Lewis	Oliver
Traditional double room				✓
Renovated double room	✓	✓		
Triple room				
Large double room w/ sink		✓		
2-person room with bath	✓		✓	
4-person suite				
4-person suite with bath	✓		✓	
Traditional single room				✓
Studio	✓			
2-person suite with bath			✓	
Renovated single room	✓	✓		

***\*Wireless service is available in students’ rooms at no additional charge. For more information about these residence halls’ amenities, click on this link <http://housing.ku.edu/residence-halls>***

### Spring Meal Plan

Student Housing has created a special meal plan for Kansai students since they arrive in the middle of the spring semester. Students can select among 3 options: 7 meals per week; 13 meals per week; 19 meals per week. The 1<sup>st</sup> meal in dining center will be breakfast on Monday, March 23; there are approximately 7 weeks of meal service left for the spring 2016 semester.

Meals on the plan are eaten in the Ekdahl Dining Commons, informally called “Mrs. E’s.” This dining hall is located within easy walking distance of the residence halls. It features “food court-style” service, where different stations offer specialized items such as pasta, salads, sandwiches, a pizzeria, and a grill. Diners can choose from 8-10 different entrees at each meal. The dining commons provide wrap-around windows and a spectacular view of campus. Friends and roommates frequently gather there to eat and catch up at the end of the day. Oliver Hall, which is not located with the other residence halls, has its own dining hall.

### Summer Housing

For the past several summers, on-campus housing has been in Hashinger Hall. This is likely to be the hall for summer 2016, but the decision on which hall will be open for summer will be made in late fall 2015.

It is possible to contract to live in university housing only from the end of spring semester through the end of summer school. Students who choose this option must move out for the bridge period between

summer and fall and then move back into university housing for the start of the fall semester. Students who decide not to live in campus housing during the summer/fall bridge period must move ALL belongings from university housing.



Hashinger Hall – Newly renovated in summer 2015

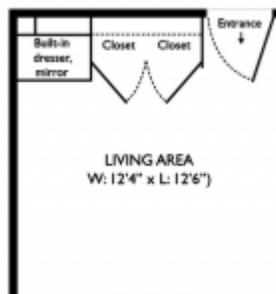
#### Hashinger

- Located on Daisy Hill
- Two-person rooms with sink ([view hall layout](#))
- 370 coed residents
- Living rooms on each floor
- KU Card-operated laundry areas
- Opened in 1962; Renovated 2013 and again in 2015
- Resident assistants called “RAs” live on each floor. They do everything from helping students meet new people to interpreting their class schedule for them, to helping students find fun activities on and off campus.

#### Rooms

- Lofted bed
- Extra-long twin mattress
- Desk
- Desk chair
- Dresser
- Closet
- Sink with mirror
- Trash can
- Venetian blinds

Traditional Double Room | McCollum, Oliver



## Summer Meal Plan

There is a single meal plan available during the summer starting in Summer 2015. \$75 KU Cuisine cash + a daily charge for the number of days in the residence hall for unlimited meals. “Cuisine Cash” can be used to make food purchases at eateries across campus.

## Fall Housing Choices\*

Residence Hall Type	Ellsworth	Hashinger	Lewis	Oliver
Traditional double room				✓
Renovated double room	✓	✓		
Triple room				
Large double room w/ sink		✓		
2-person room with bath	✓		✓	
4-person suite				
4-person suite with bath	✓		✓	
Traditional single room				✓
Studio	✓			
2-person suite with bath			✓	
Renovated single room	✓	✓		

\*Wireless service is available in students' rooms at no additional charge. For more information about these residence halls' amenities, click on this link <http://housing.ku.edu/residence-halls>

## Fall Meal Plans

The meal plan options are listed below. The Applied English Center believes that the "Crimson Flex" Plan or the "Blue Basic" Plan would work best for students. However, each student can choose any meal plan.

Dining Plan for Fall 2014 – Rates for the fall 2015 dining plan have not yet been announced.	
The Plan	Included Features
<b>Jayhawk Unlimited \$250 Plus</b>	<ul style="list-style-type: none"> <li>• <u>Unlimited Residential Dining Hall access</u></li> <li>• \$250 <u>KU Cuisine Cash</u></li> </ul>
<b>Rock Chalk Unlimited \$150</b>	<ul style="list-style-type: none"> <li>• <u>Unlimited Residential Dining Hall access</u></li> <li>• \$150 <u>KU Cuisine Cash</u></li> </ul>
<b>Crimson Flex \$200</b>	<ul style="list-style-type: none"> <li>• <u>200 Residential Dining Hall meals over the semester</u></li> <li>• \$100 <u>KU Cuisine Cash</u></li> </ul>
<b>Blue Basic Plan</b>	<ul style="list-style-type: none"> <li>• <u>10 Residential Dining Hall Meals per week. (Resets every Monday morning.)</u></li> <li>• \$50 <u>KU Cuisine Cash</u></li> </ul>

## Additional On-Campus Eateries

In addition to dining hall meals, each plan comes with "KU Cuisine Cash," a certain amount of money on students' KUID, depending on the plan. This money can be spent at any restaurant, coffee shop, or eatery on campus, using a KUID. There are 22 locations on the Lawrence campus! The purchase will be deducted from the amount of "KU Cuisine Cash" on the KUID. It is possible to add more "KU Cuisine Cash" to a KUID during a semester.