



global college

LONG ISLAND UNIVERSITY
experience the world

JAPAN CENTER HANDBOOK

KYOTO, JAPAN

2009-2010

Mailing Address:

1-287 Akasaka-cho
Kinugasa, Kita-ku
Kyoto 603-8486
JAPAN

Telephone: 011-81-75-462-7271

Fax: 011-81-75-462-7242

Email: globalcollege.jp@gmail.com

Global College Website: <http://www.brooklyn.liu.edu/globalcollege>

Center Website: <http://www.globalcollegejapan.org>

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GLOBAL COLLEGE MISSION STATEMENT

Global College's mission is the development of well-educated world citizens, men and women from a broad spectrum of nationality and social class, who participate in an undergraduate liberal arts program that enables them:

- To combine first hand experience of diverse cultural realities with the critical study of academic disciplines and human and ecological problems;
- To test intellectual theories and skills against the demands of practice and service;
- To carry out specialized field study under expert guidance that synthesizes cross-cultural observation and analysis while promoting cross cultural understanding; and
- To develop a broad worldview and a level of achievement in a chosen field sufficient to prepare for a life of committed action in the interest of the world community.

INTRODUCTION

Dear Student,

This guidebook has been prepared for students intending to study at Global College of Long Island University's Japan Center in Kyoto. It contains critical dates and deadlines, important instructions for acquiring your student visa, immigration control information, directions to the Kyoto center, arranging housing and other logistical concerns. It also describes the courses we offer, how the portfolio of learning will be evaluated and other important academic matters. It is primarily intended for students coming from the U.S.A., but will be equally useful for students traveling from elsewhere. Please read it carefully and make sure you understand its contents. You are required to carry a printed copy of this guidebook with you en route to the Japan Center for emergency reference.

We invite all students to our center, whether you are matriculated in the Global College of Long Island University at the Brooklyn campus or you are a transfer or visiting student from another campus or university. We offer a safe, open and supportive environment and welcome students of any race, nationality, class, creed, age, gender or sexual orientation. Our goal is to foster an environment conducive to learning and to building a strong sense of community where we can explore this fascinating culture together.

After reading this document, please do not hesitate to contact our center faculty if you have any questions or concerns. We are here to help make your time in Japan as worthwhile and rewarding as possible. Please note that the information in this guidebook is subject to change, so check with the Global College Program Director of Admissions and Director of Student Services at World Headquarters in Brooklyn for current costs, dates and deadlines. You may also find more information on our unofficial center website, listed on the front cover of this document.

We look forward to greeting you in person soon.

Best wishes,

Barbara Stein
Administrative Coordinator

THE ACADEMIC PROGRAM

Start Date Fall 2009: 9/04/09 **End Date Fall 2009:** 12/11/09
Start Date Spring 2010: 1/19/10 **End Date Spring 2009:** 5/07/10

Attendance Policy

Please make certain that you know the dates that the semester begins and ends at the Japan Center (JC) before you book your tickets. It is important to ensure that your tickets allow you to be in attendance for the full semester. Because our program involves immersion in the Japanese culture, the JC requires that students be in attendance from the first day until the final day of the semester in order to receive full credit. Any requests for permission to arrive subsequent to the beginning of the JC semester or to leave prior to the end will be decided on a case-by-case basis and must be made before the start of the semester.

Orientation Program

Our orientation program includes a week of daily meetings with the faculty and staff to introduce the academic program, life in Kyoto, dorm life and center usage. During this week students will be interviewed by teachers of our Japanese language program to determine their Japanese language ability. In addition, students will spend most afternoons of the orientation week finding their way around Kyoto on our “Unguided Tour.” This tour, which is outlined in the JC handbook that students receive upon arrival, is divided into four routes and 42 sites which will bring students to the major sections of the city via Kyoto’s well developed public transportation system. Routes involve stops in economically priced Japanese restaurants, coffeehouses and cafes, temples, a handicraft center, museums, the Imperial Palace, a castle, a martial arts center and other Kyoto hot spots. Each route is selected to help students acclimate to life in Kyoto, the first tour taking students to key spots in the neighborhood.

In addition, we provide our students with a detailed orientation entitled “How to Live Cheaply in Kyoto.” Contrary to the popular belief that it is impossible to live on a modest income in Japan, our students find that the room and board stipend provides more than enough money for them to live if they follow some simple guidelines which they learn during this orientation.

Experiential Learning: How We Plan, Structure, Document and Evaluate

Our approach to experiential learning is given form and content in five major ways:

Through a Learning Plan formulated jointly by the student and his or her faculty advisor;

Through regular advising sessions, in which a student’s ongoing work is reviewed and suggestions are made for proceeding;

Through presentations given before the learning community in which students reflect on, organize and orally present their study as a means of clarifying their learning and giving others the opportunity to benefit from what each student has learned;

Through writing a Portfolio of Learning in which learning is documented, analyzed, presented and reflected upon;

Through faculty evaluation of the Portfolio, the basis upon which students receive feedback on their work and upon which credit is granted.

Learning Plans

At the beginning of each semester, every student prepares a learning plan to outline the course of study he or she intends to pursue. This preliminary planning for the semester is essential to the educational process. As students determine their own courses of study in conjunction with their faculty advisors, it is essential to prepare a plan that outlines not only a course of study but also goals and learning objectives for the semester. Learning plans help students to conceptualize, define, organize, plan, carry out, analyze and document their learning experiences. In addition to helping the student plan the semester, the learning plan also functions as a sort of contract between the student and his or her advisor. The credits and evaluations the student receives at the end of the semester are based upon how well the student has carried out the agreed upon learning activities.

Presentations

As Global College students pursue many of their studies independently, there is obviously a broad range of subjects being studied. Presentations of students' work give the entire learning community the chance to benefit from the learning of all the students as well as the opportunity to learn how to organize material into a cogent, interesting format. Work is usually presented both mid-semester and at semester's end, in an informal "ingathering" whereby students introduce their studies. Presentations can take the form of a short talk, a demonstration, a video that a student has made, a slide show or any other form that the student feels best demonstrates his or her learning. Students are allotted a fixed amount of time for their presentations, plus a question and answer period. Early in the semester, a workshop may be held to give students the necessary background to prepare and make a presentation.

Self-Evaluations

Students are asked to evaluate their learning at both mid-semester and at semester's end. The purpose is to allow students a chance to step back and reflect on their own progress, both academic and personal.

Self-evaluations are divided into two categories; course-based evaluations and a more general and personal evaluation. The sole purpose of both of these evaluations is to give the student the opportunity to reflect upon and trace his or her progress during the semester.

Final Evaluations

Students are expected to submit and revise their work throughout the semester, and discuss each draft with their advisor. At the culmination of each semester, students submit the final draft of their Portfolios of Learning to their academic advisors, who will evaluate the learning documented. **As the process of learning is as essential as the content of the learning, students who submit work to their advisors for the first time in the final Portfolio run a very serious risk of not being awarded full credit for their work.**

Courses

The following courses constitute our core program for students at the Japan Center: Please check our website for more current and detailed information as courses are subject to change.

Basic Survival Japanese (Beginners) or Japanese Language	2 credits
East Asian Studies	2 credits
Writing Workshop	2 credits
Global Issues & the Environment	3 credits
Junior Research Seminar	3 credits
Independent Study and Elective Courses	4-6 credits

CORE COURSE DESCRIPTIONS

GJPN 110 Basic Survival Japanese 2 credits

Overview:

This is a course for both beginners and false beginners. Classes meet two days per week, two hours per class, for a total of 30 hours. These classes will introduce the student to the basic vocabulary and structures that will allow immediate dialogue in daily conversational situations such as shopping, introducing oneself and others, counting, telling time, asking for, giving and getting directions and the like. In addition, it will provide students with the fundamental linguistic patterns needed to continue the study of Japanese in the future.

This course will be taught using a variety of teaching techniques to keep motivation at a peak. Students will be expected to have learned the phonetic alphabets before arrival in Japan so that they can read signs and menus. Quizzes and homework will be given regularly so that students can acquire conversational skills rapidly.

Objectives:

This course is designed to give students the basic communicative skills to function in everyday situations in Japan. Students will also learn fundamental linguistic patterns of the Japanese language which will be the basis for developing their language learning.

Methodology:

This course will be taught using a variety of teaching techniques to keep motivation at a peak. Quizzes and homework will be given regularly so that students can acquire conversational skills rapidly. **Students are required to learn both the hiragana and katakana syllabaries (Japanese phonetic alphabets) prior to the commencement of this course.**

GJPN 121/122 Japanese Language Beginner I/II 2 credits

Overview:

This is a beginner level Japanese course which will focus on the four main areas of language learning: speaking, hearing, reading and writing. Classes meet 2 times per week, two hours per class, for a total of thirty hours. Beginning classes introduce some kanji (ideograms) in addition to the structures and forms of basic Japanese conversation. These areas are strengthened in the more advanced classes. Classes are taught by native Japanese language teachers. The textbook for this course is Genki: An Integrated Course In

Elementary Japanese, Volume 1, published by The Japan Times. Evaluation will be made by the Japanese teachers based on attendance, participation, homework and test scores.

Objectives:

This course is designed to give students the basic communicative skills to function in everyday situations in Japan. Students will also learn fundamental linguistic patterns of the Japanese language.

Methodology:

Students will work in groups and in pairs to develop conversational skills

GJPN 221/222/321/322/323 Japanese Language Intermediate/Advanced 2 credits

The Japanese program encompasses the four main areas of language learning: speaking, hearing, reading and writing. Classes meet 2 times per week, two hours per class, for a total of thirty hours. The Intermediate classes will continue the introduction of kanji (ideograms) in addition to introducing intermediate level structures and forms of Japanese conversation. These areas are strengthened in the more advanced classes. Classes are taught by native Japanese language teachers. Students will be placed in small classes at their appropriate levels according to language ability. The textbook for this course is Genki: An Integrated Course In Elementary Japanese, Volume 2, published by The Japan Times. More advanced classes will include newspaper articles and other realia as materials. Evaluation will be made by the Japanese teachers based on attendance, participation, homework and test scores.

****Before You Arrive****

In an effort to speed up the learning process, we require all students to learn the Japanese Kana (Hiragana and Katakana) syllabaries (at the end of this booklet), before arriving in Japan. This will give students a flying start in the learning of a language which, by its very nature, is study-intensive.

The syllabaries at first glance seem a little intimidating perhaps, as they are so different from the Western alphabet. However, with a little application they can be memorized in a matter of days. We ask that you obtain a hiragana and katakana text such as *Kana Can Be Easy*, Kunihiko Ogawa, The Japan Times, 1997 or *Remembering the Hiragana*, James W. Heisig, Japan Publications Trading Co., Ltd, 1987. If you cannot find either of these books we have included copies of both the hiragana and katakana syllabaries in the back of this handbook and links to internet based study on our website. Knowledge of Katakana, which is a syllabary used to transliterate English and other foreign words, will be especially useful during your early days here, as most menus and any language lifted directly from English are written in Katakana script. Once you start learning Japanese, Hiragana will also be very important. The text we use for all Japanese classes, except the Basic Survival Japanese class, is written in the Japanese alphabet, which necessitates that all students can read Japanese before arrival in Japan.

We consider the early mastery of Hiragana and Katakana so important that there will be a test at the end of the first week of the semester and your continuation on to the rest of the language course will depend upon successful performance in that test. (For those Global College students not accustomed to, nor inclined towards taking tests, though we also in principal dislike them, we have found that in a language acquisition context they have proven indispensable).

In addition, we request that you let us know whether or not you have studied Japanese, and if you have, what books you have used and what level you have attained. Please e-mail that information to us as soon as possible in order for us to begin making arrangements for Japanese classes.

GJPN 310 East Asian Studies I

2 credits

This required area studies course is a general introduction to some of the many aspects of Japanese culture. In addition to the cultural component, students are also introduced to Japanese society, history and politics. Students participate in an extensive array of seminars, lectures, workshops and demonstrations within and outside the Japan Center, in addition to fieldtrips to historic sights and artisan's workshops, which are supplemented by readings to orient them to the region. Students are expected to research the course topics further in order to obtain a clear understanding of the subjects of the seminars. As the term progresses, seminars are designed to focus on the particular interests of the students. Prior East Asian Studies programs have included the following seminars, workshops and demonstrations:

Buddhism in Japan	Tea Ceremony
Zen meditation	Japanese Literature
Martial Arts	Haiku and Other Poetry Forms
Sumo	Noh Theater,
Key Concepts in Japanese Society	Bunraku (puppet theater)
Key Currents in Japanese Political History	Kabuki Theater
Minority Group Issues (Koreans, Buraku)	Japanese Gardens
Environmental Issues in Japan	Paper Making
Japanese Anime and Manga	Sumie (ink painting)
Women's Issues	Shodo (calligraphy)
Japanese History	Ikebana (flower arrangement)
Tai Chi and QiGong	Japanese Dance
Organized Crime	Introduction to Traditional Healing
Woodblock printing	Shiatsu
Traditional Japanese Music (Shakuhachi, Taiko, etc.)	Pottery

GJPN 311 East Asian Studies II

2 credits

This course, an extension of East Asian Studies I, promotes understanding of a wide cross section of Japanese culture, including history, arts, politics and intercultural communication. Emphasizing experiential learning, this course will build upon required readings through extensive field trips and hands on workshops that take advantage of the rich cultural resources of Kyoto. Seeking an integrated perspective of Japanese culture, students will be guided in identifying and analyzing relevant cultural themes which run through the various course components during classroom discussions and will be required to hone their critical faculties in weekly papers. The text used for this course is "Kyoto" by John Dougill.

GJPN 371/372 Linked Writing Workshop I/II

2 credits

These writing workshops focus on academic and semi- academic writing and require that students learn, over the course of the semester, how to organize and present their learning in a succinct, coherent manner. They are linked with the East Asian Studies program in that the material for the courses will consist of academic papers that students will write for all East Asian Studies seminars. These reports will provide the raw material for individualized study and criticism. Students will work closely with their advisors and peers to write, edit and revise papers that reflect their learning in the East Asian Studies course. Because this course is interactive and emphasis is placed on the process of

writing and revising, it is essential that all papers are submitted on the appointed day and that subsequent revision and rewrites be submitted in a timely fashion. Elements of Style by Strunk and White, the MLA Manual, and On Writing by William Zinsser will be used as auxiliary resources. Papers submitted for this course will be expected to demonstrate the students' progress in developing and refining their critical thinking skills and will serve as complete documentation for both the writing workshop and for the East Asian Studies course.

GJPN 333 Global Issues and the Environment

3 credits

This course will seek to identify and explore the direct and indirect links between the global issues emerging in the 21st Century and the growing environmental problems occurring at both local and global levels. Students will be expected to discuss their overseas experiences as well as their observations of Japan to help us consider how such global issues as conflict, poverty, immigration, urbanization, disease and refugees are both caused and affected by key environmental problems such as climate change, pollution, loss of biodiversity and the increasing demands for food, energy and natural resources. We will use film, video clips, and articles from both the mainstream and alternative press to analyze the various economic and environmental remedies that are being proposed by global institutions such as the G8, World Bank and the UN as well as the lesser known 'voices' such as the Worldwatch Institute and Redefining Progress. It is hoped that this course will reveal some of the connections that exist between our daily lives and these global and environmental issues and that in the process students will develop a set of personal actions that will contribute to positive change.

GJPN 340 Junior Research Seminar: Behind the Mask

3 credits

This course will provide students with the skills and knowledge necessary to research, organize and write a thesis proposal as well as a fully developed research paper that incorporates multiple primary and secondary resources, which students will evaluate according to the pyramid of sources and through critical readings. Students will also learn to narrow down a general topic into a manageable project, organize it through scheduling, notes and interviews and become familiar with the various ways of citing sources and avoiding plagiarism. The context for this course will examine past and present aspects of Japanese demographics that, because of "unofficial status," often go unreported, in particular, the indigenous Ainu, Okinawa/Ryukyu culture, Burakumin, South Americans of Japanese heritage (nikkeijin), as well as the resident Chinese and Korean population (zainichi). Students will choose particular aspects of modern Japanese culture to explore more deeply for their research projects. The text for this course will be Writing Research Papers by Lester and Lester. This course will be held in alternating semesters with JGPN341.

GJPN 341 Junior Research Seminar: Competing Forces: Okinawa

3 credits

This course will provide students with the skills and knowledge necessary to research, organize and write a thesis proposal as well as a fully developed research paper that incorporates multiple primary and secondary resources, which students will evaluate according to the pyramid of sources and through critical readings. Students will also learn to narrow down a general topic into a manageable project, organize it through scheduling, notes and interviews and become familiar with the various ways of citing sources and avoiding plagiarism. The context for this course will examine the different faces of Okinawa including its history as a World War II battleground, and the current issues surrounding the numerous U.S. military bases there. We will also focus on the underlying

feelings against the native Okinawans by the colonial forces of mainland Japan during the war, as well as the situation of these people who were once subjects of the Ryukyu kingdom, but are now being assimilated into the supposedly homogeneous group known as the Japanese. Students will choose particular aspects of Okinawan history and culture to explore more deeply for their research projects. The text for this course will be *Writing Research Papers* by Lester and Lester. This course will be held in alternating semesters with JGPN340.

Independent and Guided Independent Studies

1-5 credits

Independent projects are an excellent way of exploring a field of study. First semester students will have time to pursue 4 credits of independent study, while students returning to Japan for an independent study semester will pursue more than one. This study can be a class taken outside the Center, independent research combined with a class taken at the Center or a project that the student structures and develops independently. Only the student's imagination and energy limit the possibilities for independent projects. In addition to independent projects, the Japan Center offers syllabi for pre-designed independent studies as well as introductions to external classes, depending on student interest, each semester. The following classes and independent studies have been offered in the recent past:

SOCIAL STUDIES: Korean Nationals in Japan; Discrimination Issues; Culture and Cuisine in Japan; Pop Culture; Vending Machine Culture; Women's Issues; Environmentally Conscious Waste Disposal Methods in Japan; Japanese Traditional Tattoos, Geisha, Youth Culture

ARTS AND LITERATURE: Japanese Anime and Comics, Butoh dance; Apprenticeship in Japanese Indigo Dyeing; Woodblock Printing; Japanese Architecture; Study of Kaiseki Cuisine; Studies in Japanese Literature; Journalism; Haiku Workshop; Traditional Japanese Dance; Noh Drama; Kabuki Drama; History of Japanese Cinema; Tea Ceremony; Flower Arrangement; Traditional Japanese Music; Shakuhachi; Koto; Shamisen; Japanese Pop Music; Taiko Drumming

PHILOSOPHY AND RELIGION: Introduction to Eastern Religions; Study and Practice of Zen Buddhism; Intensive Vipassana Meditation; Shinto Religion

MARTIAL ARTS: Aikido; Karate; Okinawan Karate; Shorinji Kempo; Naginata for Women; Kyudo (Japanese Archery); Kendo, Iaido

HEALTH AND HEALING: Tai Chi, Chi Gong, Shiatsu, Reiki, Macrobiotics, Women's Health Practices

EDUCATION: International School Internship

Elective Courses Offered at the Japan Center

The following classes are optional courses which have been given at the Japan Center and may be offered depending upon student interest.

GJPN 373 Japanese Literature

3 credits

This is a guided, but independent course in contemporary Japanese literature from the Meiji period forward. Short stories will be selected from the anthologies Modern Japanese Literature, edited by Donald Keene, Contemporary Japanese Literature, edited by Howard Hibbet and Modern Japanese Stories, edited by Ivan Morris. Novels to be read will be selected by the student from a list including novels by Yasunari Kawabata, and Kenzaburo Oe, two Nobel Prize winners for literature, as well as Kobo Abe, Yukio Mishima, and Haruki Murakami among others.

GJPN 374 Classical Japanese Cinema

3 credits

This course will serve as a general introduction to classic Japanese cinema during its peak years and will begin with Yasujiro Ozu's 1934 silent feature *Floating Weeds* and conclude with Kon Ichikawa's 1964 *Tokyo Olympiad*. In between, film classics such as *Rashomon* by Akira Kurosawa and *Ugetsu* by Kenji Mizoguchi will be viewed amongst other complete films and selected excerpts. In the process students should expect to grasp the essentials of Japanese aesthetics through the medium of artistic cinematic narrative (in contrast to the dominant Hollywood model) as a way of deepening their understanding of current cinema trends and styles. Film showings will be supplemented with selected readings including source texts for many of the films (possibly a required text). Students will be evaluated on a combination of writing assignments (position papers, preces, film reviews of movies not shown as part of the course, short explication of a favorite movie) and class participation. Students are encouraged to make connections with current movies and world cinema in general. Suggested pre-course readings: *Woman in the Dunes* by Kobo Abe and *Red Harvest* by Dashell Hammett.

GJPN 376 Japanese Culture and Cuisine

2 credits

This independent experiential study will provide instruction in the preparation and presentation of traditional and everyday Japanese cuisine. Classes meet each week for two to three hours per class at the home of a native Japanese cooking teacher where the students learn the significance of the ingredients, menus, preparation techniques and serving styles of a variety of Japanese dishes. Classes will include hands on practical presentation of the food, and the social, cultural and historical contexts surrounding the meals or foods. Evaluation of the written component will be by the student's advisor and documentation will consist of essays on the cultural aspects of Japanese cuisine.

Internships

Internships, in the way we think of them in America, are not easily available in Japan although in the past we have been very fortunate in being able to place some students on farms and cooperatives, in international schools, at the Kyoto Manga Museum, in newspaper offices, with cameramen, and in certain companies. In general, the concept of internships is not part of Japanese culture. In fact, without a command of the Japanese language, it is unlikely that an internship, as we view it, would be of much help to either the intern or the one with whom he or she seeks to serve. Instead of internships, we try to help students arrange to work with a mentor who is a specialist in a field, or to work on projects which are connected with classes given at the Center. Projects can be fairly easily arranged in most of the arts in Kyoto such as tea ceremony, flower arrangement, pottery, calligraphy, dance, music, gardening, and many others. In the past, students have had the opportunity to participate in projects in costume design for theater productions,

indigo dyeing of hand woven textiles, landscape gardening, papermaking and many other arts. It should be noted however, that business projects are much more difficult to arrange, especially if the student's Japanese proficiency is limited and he or she only plans to spend a short time in Japan. While such projects are difficult to secure, they are not impossible. The JC should be contacted as soon as possible so that all avenues can be explored in setting up a contact with a Japanese company.

Advising

Advising is a running dialogue between a student and his/her advisor, which is the primary form of instruction at Global College. Students and their advisors should meet at least once every two weeks to progressively work on the five phases of each semester:

1. Formulation of the learning plan
2. Entering the field
3. Ongoing advising and instruction as learning activities are being carried out
4. Organization and writing of the portfolio, and
5. Evaluation

Throughout the semester and each of these phases, the advising relationship is where students work with their advisors to discuss key issues of academic work, work through problems which students may be having, form contacts, find resources and make sense of learning experiences through constructive conversation.

The advising relationship is an essential part of a Global College education and for students new to the JC, it is important to begin the advising process as early as possible. Each advising relationship is unique, being a one to one discussion between a student and the advisor, and there is no "correct" advising relationship. Due to personalities and circumstances, advising may be friendly or it may be businesslike. In either case, however, it is possible to have a productive advising relationship. Fulfillment of certain responsibilities on the students' part insures that they get the most out of advising.

Students are required to periodically submit written documentation of their studies for each course to their advisor. These papers will keep advisors apprised of the students' learning, provide the basis for discussion, and will form part of the academic portfolio of the student. In addition, by midterm all students must submit at least one-third of their work to their advisor. All documentation must be submitted in a timely manner in order to obtain full credit for a course.

Regular advising is an integral part of the studies at Global College. Students are required to meet with their advisor at least once in two weeks and students in the field are required to fulfill the advising requirements agreed upon by them and their advisors. Students may receive only partial credit or no credit if the advising requirements are not met.

Portfolio of Learning

Global College requires that each student produce a Portfolio of Learning in order to receive credit for the term's work. The Portfolio is the concrete manifestation of the student's work, which serves to document a student's learning during the course of a semester. While largely a written document, the portfolio may include slides, photos, paintings, sketches, tapes, videos and any other items that may demonstrate learning

acquisition and experience. Interviews, poetry, accounts of failures as well as successes, fiction and other imaginative and creative elements are encouraged.

The Portfolio should contain various sections that reflect diverse areas of exploration pursued during the period of study. The advisor in charge of a particular student's portfolio will evaluate the document according to the following elements, which are expected to be included:

- * *A reasonable and logical structure*
- * *Documentation of all seminars, lectures, demonstrations, field trips, and other activities from the East Asian Studies program*
- * *Observation of the process of learning that transpired*
- * *Demonstration of understanding. This should include documentation of the student's knowledge of the discipline undertaken, written in a descriptive style and illustrating a theoretical or analytical level of intellectual understanding*
- * *Evidence of critical thinking*
- * *Evaluations from all field advisors or project contacts*
- * *A signed statement of hours worked on projects or internships*
- * *A copy of the student's final learning plan*
- * *A table of contents*
- * *A bibliography*
- * *Self-evaluations*
- * *Properly cited references*

All hard copy Portfolios must be typewritten on standard A4 paper and double-spaced. The Portfolio submitted to the Japan Center should be bound and we suggest that another is made for the student to keep. Digital portfolios must be in PDF format and accompanied by a copy on disk. Also included in the Portfolio must be a self-evaluation of the student's work in each course and a general self-evaluation of a more personal nature.

Criteria for Assessment

Faculty evaluation of each student's learning over the course of the semester is the final step in awarding credit. But, more importantly, it is an opportunity for students to assess more fully their strengths and weaknesses, how well they have completed their learning objectives, where they stand in the ongoing learning process and what avenues of learning need to be concentrated on in future semesters.

Each semester, with the completion of the Portfolio, students will be evaluated in three areas:

1. **Academics:** Students are evaluated on their general academic strengths and weaknesses as demonstrated in their Portfolios and during the course of advising. If regular advising is maintained throughout the semester, the academic content of the portfolio should not be a problem. Work submitted in a portfolio that has not been discussed during advising sessions runs the risk of not being credit worthy. Credit will also not be awarded for work done which significantly diverges from the learning plan.
2. **Personal Growth and Development:** In keeping with the Global College philosophy, education is considered to be about the whole person. Care is taken to

evaluate the personal and intellectual development of each student and should be reflected in the students' self-evaluations.

3. Social Commitment/World Citizenship/Community: The Mission Statement of Global College expresses the intent that each student learn in order to understand and develop his or her role as a World Citizen and as a Global College Community member. Each student's growing ability to act as a responsible member of the larger communities of which they are a part is noted in evaluations.

Academic Dishonesty and Plagiarism

Academic dishonesty includes cheating and plagiarism. These are the two most serious academic offenses and should be scrupulously avoided, as the penalties are severe.

Plagiarism is the use of another person's words or ideas which are misrepresented as one's own original work. Downloading papers from the internet, or using direct quotes from the work of another, constitutes plagiarism unless these sources are clearly accompanied by appropriate references and citations. Usually this takes the form of footnotes and a complete bibliography. Cheating is the use or attempted use on a quiz, test, or other formal examination of sources of information not specifically permitted by the instructor, or the assistance of another student in such unauthorized use of information. The student should assume that the only source of information he or she may make use of in any examination is his or her own mind, unless the instructor specifically allows the use of notes, books, calculators, etc. While Global College students do not usually take tests to receive their credits, except perhaps in the case of language classes, they may at times face challenge exams (CLEP) or there may be an examination if a student takes an outside class during the course of Global College enrollment. Relying on the work of others in the preparation of the Portfolio of Learning would fall under the category of cheating and/or plagiarism.

In accordance with University policy, the advisor/instructor has the responsibility of determining the student's final credits for a course. The advisor has the right to fail an assignment in which plagiarism or cheating has occurred and, if he/she should consider that the case warrants it, to award no credits in the course as a result of the student's dishonesty. With the concurrence of the Center's Academic Coordinator, the instructor should notify the student in writing of the reason for not receiving credit in the course, and inform the student of his/her right to appeal the charge of dishonesty. A copy of this letter should be forwarded to the Center Director and the Dean of Global College to be placed on file under the student's name. In cases of cheating or plagiarism, a member of the faculty may also request the Dean to institute proceedings to have the student suspended or expelled.

A student has the right to appeal a charge of dishonesty within three weeks of receiving notice of the charge from the instructor. He/she may request a hearing from World Council.

World Council will meet to determine whether or not academic dishonesty has occurred. If the panel finds that dishonesty has not occurred, the faculty member must adjust the student's records accordingly. If the panel finds that dishonesty has occurred, they may recommend a course of action to the instructor in question, but the student's record remains under jurisdiction of the instructor. The committee may also request that the Dean institute proceedings to have the student suspended or expelled.

INTRODUCTION TO JAPAN

Japan: Cultural Background

Japan is an island country, consisting of the four main islands of Honshu, the home of eighty percent of the population, Hokkaido, Shikoku and Kyushu. Okinawa, another large island in the archipelago, is south of the other islands and officially became a prefecture of Japan in 1879. Because Japan is detached from the Asian mainland, it has been physically isolated through history yet has nevertheless been strongly influenced by the rest of Asia. It is often speculated that as a result of this geographical separation, the Japanese have a strong sense of cohesion and nationalism which prompts them to offer their loyalty to the country or their group rather than to the needs of the individual. In recent years, most influences have come from the West, yet despite outward similarities to Western countries, Japan is still basically very Japanese.

In addition to physical isolation, the move by the Tokugawa Shogun in 1639 to cut off Japan from the rest of the world resulted in the intended effect - it maintained a stable society, which remained largely oblivious to heated transitions occurring in other parts of the world. Only when Commodore Matthew Perry sailed to Japan in 1853 and coerced the Shogunate to implement the creation of an American consulate did Japan agree to open the country to international trade and foreign influences.

Other countries eventually secured footholds in Japan from that time and since the conclusion of the Second World War, Japan has undergone prodigious economic, social and societal transition. A rather large percentage of Japanese students, as compared with their counterparts in the U.S. and Europe, go on to institutions of higher learning. Japanese are the world's most frequent travelers; they are on a par with Scandinavians as the world's longest living people; they have the most efficient and rapid train system, the largest steel production corporation and their electronics and automobile sectors remain a dominant force on the international commercial scene.

Japan, however, holds on to its unique cultural heritage perhaps more than most other countries. People still relish even the small area a modest garden allows and, despite a critical scarcity of space, use the garden for viewing rather than for more practical purposes such as raising vegetables or for family recreation. Many young Japanese women, no matter how modern, study flower arrangement or tea ceremony, which are traditionally related to the etiquette required for women being groomed for marriage. Even now many marriages continue to be forged by so-called "omiai," or arranged marriage procedures.

Japan is a land of opposites. The frenetic daily world is delicately balanced against the timeless cadence of the tea ceremony. Cartels are an established form of business enterprise yet companies race against each other to develop new and innovative products to market. A stone's throw away from streets crowded with automobiles and pedestrians, one can be virtually isolated in the contemplation of a Zen garden.

Japan cannot be experienced from a distance or from beyond its waters; as Japan ineluctably maintains its role as a key player in the global arena, it must be understood, preferably through hands-on experience, by anyone who has any inkling to work from a global perspective.

Kyoto

Most people who have spent any time in Kyoto, be it as a traveler, tourist or resident, agree that it is a very special city. In a former incarnation it was the ancient capital of the country and remains the cultural center of Japan with its magical maze of approximately 1,500 Buddhist temples, 200 Shinto shrines, and myriad esoteric gardens. Riding a bicycle (Kyoto is a wonderland to traverse by bike) from one point to another will usually involve passing through or by any number of these sites. Anyone interested in studying flower arrangement, tea ceremony, traditional Japanese dance or pottery will be delighted to know that Kyoto is home to a large number of the most traditional as well as the most modern schools of these and many other arts. A constant stream of foreigners seeking Zen wisdom are not disappointed with the opportunities available to practice at a plethora of both Rinzai and Soto Zen temples. Kyoto is also a haven for those enamored of Japanese poetry; haiku poets are active here and American poets such as Gary Snyder and writers such as Pico Iyer have taken refuge in the city's historic tranquility.

Kyoto is surrounded by mountains on three sides and is a paradise for hikers and bikers; in a few minutes one can be traversing a mountain trail or pedaling along a scenic road out in the country. The suburbs of Arashiyama in the West and Ohara in the East are spectacular in terms of seasonal beauty and cultural points of interest. In autumn the flaming maple leaves charge the city, while in spring the cherry blossoms envelop the town in their fleeting splendor. Holy Mount Hiei looms in the East as the ageless Kamo River flows beneath a network of seasoned bridges through the center of Kyoto. On August 16 each year, the Chinese characters inscribed into the hills are set ablaze to guide the souls of the departed back to the other shore after a temporary visit for the Buddhist Obon holiday.

In addition to its scenic beauty and cultural treasures, Kyoto is a university town. The National Kyoto University, second in prestige only to Tokyo University and which contains the world's most important collection of Sinology materials, is located here as well as such well-known private universities as Doshisha, Ritsumeikan, Sangyo and Kyoto University of Foreign Studies, to name just a few. There are also two University hospitals. It is not unusual for visiting students from abroad to forge academic and social links with their counterparts in Kyoto.

Kyoto also has an active nightlife. In the downtown area, drinking establishments abound which cater to everyone from the Japanese businessman seeking to be entertained in the traditional style by geisha or maiko to American style bars and Irish pubs in which expatriates, foreign students and their Japanese counterparts gather to dance, drink and party.

From every perspective, Kyoto is one of Japan's prime cultural treasures. A visiting student must be careful not to be drawn to too many of Kyoto's offerings lest he or she finds that one semester or even a year is hardly enough to taste its seemingly endless possibilities. Since most of the arts available for study in Kyoto take time and patience to understand, let alone to master, it is recommended that the student attempt to choose carefully and focus clearly on whatever cultural or academic offering he or she would like to pursue.

Kyoto City, the capital of Japan from 794 to 1600, and still the capital of Japanese traditional arts and home to many universities, is a wonderful base from which to study Japan and its culture. The significant population of foreign residents also provides a resource network which offers students many opportunities to find and pursue a wide range of projects and interests.

Helpful Hints on Japanese Culture

The newcomer to Japan soon realizes that he or she is immersed in a land of considerable cultural variance from his or her native culture. Being forearmed with some basic understanding of Japanese customs, sensibilities and sensitivities, however, will go a long way in helping foreign students avoid most culture shock and initial confusion stemming from a culture that is so completely different from any other in the world.

Most foreign students arriving in Japan already know the obvious, outward differences inherent in Japanese society, but for the sake of those who might not be familiar with them, the following will serve as a quick review. In addition, a number of topics will be listed which will serve to make things go more smoothly.

Traditional Japanese homes, temples, tea ceremony rooms and martial arts gymnasiums, among other places, usually have tatami, straw mats, on the floors. Therefore, before entering, one must take off one's shoes so as not to soil the matted flooring. In fact, in most cases, shoes are removed upon entering the building, where slippers are provided. If the slippers are to be removed upon entering another area, a line of neatly arranged slippers can usually be spotted to which yours should be added. In addition, there are always special slippers to be worn when one uses the toilet. A common faux pas often committed by newly arrived foreigners (gaijin) is forgetting to take off these toilet slippers and parading around in them outside of the toilet area. This will inevitably produce a degree of mirthful disgust on the part of the Japanese person who witnesses this spectacle.

Behavior in the Japanese sento (public bath) is another area where the newcomer should be especially careful in following correct procedures. Although there is a shower provided at the dormitory facilities, many students enjoy occasional communal baths at the sento. In general, the basic rule of thumb is never to wash in the bathtub, as this is primarily a communal place to relax and should not be made dirty or soapy. Washing is done outside the tub at a spigot with one's plastic basin and an individual washcloth that is liberally soaped up. Hot water may be taken from the tub as long as no soap gets into the communal bath area. If these rules are adhered to, the Japanese bath proves to be a wonderful place to relax and meet local people when they are in a mellow frame of mind. It is not uncommon for foreign students to strike up friendships in the public bath.

Gift giving has a special place in Japanese culture that the foreign student should understand. Gifts are given often in Japan and on many occasions that Westerners would not think of giving them. For example, the guest at a wedding and the mourner at a funeral receive gifts. In addition, there is a special time in the winter and summer when gifts are given to maintain good relations with one's superiors, former teachers and certain friends. A Japanese person will almost never receive a gift without quickly securing one to give in return. It very much resembles an obligation and often makes foreigners uncomfortable. It is a good practice while in Japan to give gifts to show one's

appreciation for help or favors received. Generally, small, nicely wrapped, inexpensive but thoughtful presents are fine. Homemade foods are always appreciated.

Compared to North Americans and Europeans, Japanese people usually do not overtly express their feelings, either verbally or through gestures. This is not to be mistaken for rejection or anger. For many foreign students, this cultural trait is difficult to understand and deal with. In general, making friends in Japan is not an easy matter, yet when a friendship is forged it tends to last a lifetime, so keep in mind that Japanese people are not effusive in expressing feelings. In certain cases, silence indicates approval or lack of objection. In a similar fashion, it is not uncommon for people in Japan to go for stretches of time in a coffee shop or on a train, for example, not saying anything without any problem or tension while foreigners tend to feel uncomfortable in such a situation. Such a cultural attribute on the part of Japanese people sometimes makes Westerners feel as if they themselves are overly gushing with emotion. It should be kept in mind, however, that below the often-deadpan exterior, Japanese can be highly emotional which can be seen in the country's films and other arts.

Japanese people are extremely polite and gracious in most cases. It is a culture that eschews confrontation and crude behavior. It is not uncommon for a sales clerk, when asked about a product that is not available in that particular shop, to avoid stating directly that the item is never available at that shop. The answer given instead might be a vague reply to avoid the basic truth that you must go elsewhere to buy that product. Whereas directness is, for the most part, cherished in the West, Japanese culture prefers an indirect approach. This can be extremely frustrating for foreign students in Japan. By the same token, very little can be achieved by displays of anger in Japan; in fact it usually has the opposite effect of turning Japanese people off to whatever it is you are troubled about. It is always best to explain the issue involved in a clear and calm manner (although this is often easier said than done).

Many things that may be relatively cheap in the West may appear to be excruciatingly expensive in Japan because the cultural context is misunderstood. For example, it is not rare for a cup of coffee to cost as much as four or five dollars. Part of the cultural reason behind this is that Japanese people tend to live in small houses and do not entertain there. Coffee shops often serve as a place to study, meet friends or just relax. Therefore one is not merely paying for the beverage but for the privilege of spending a leisurely stretch of time in a comfortable and aesthetically pleasing environment. Students have been known to spend entire days in coffee shops, working on their laptops or reading- and not having to pay for heating, air conditioning or electricity in their rooms during that time. One way to get around the prohibitive cost of coffee in most Japanese coffee shops, is to frequent such American chain franchises as Starbucks, Mister Donut or McDonalds where the coffee is considerably cheaper.

There are many national holidays in Japan, which are not celebrated in other countries. Such holidays include Culture Day, Sports Day, Children's Day, Coming of Age Day, Respect for the Aged Day, Green Day, Labor Thanksgiving Day, Constitution Day and National Foundation Day. April 29 through May 5 is Golden Week, which is a string of holidays and, for the most part, is a week off for Japanese workers. New Year's in Japan is not only January 1, but is celebrated for the first three days of the month. In the middle of August is O-Bon, which is a Buddhist holiday on which it is believed that departed spirits return briefly, guided by a series of bonfires usually set in mountains.

Inherent in Japanese culture is a vehement appreciation of nature; the blooming of the cherry blossoms in April and the changing autumn colors are a time of special joy. There are special frosted windows in homes and inns with one section clear for watching the falling snow as hot sake is being imbibed. A common scene in April is sake-drinking parties under the full blooming cherry trees. The foreign student will undoubtedly be invited to partake in some nature outing; he or she might be surprised at the small, seemingly insignificant aspects of nature that Japanese people dwell on: a tiny flower, a bug, a patch of moss, or perhaps a common-looking fern. The children in Japan delight in playing with insects that might terrify their counterparts in the West.

Foreign students are often taken aback by Japanese cultural patterns pertaining to the use and abuse of alcohol. The image of the Japanese people as elegant, subtle, inscrutable and gentle is belied by the scene every night, in any Japanese city, where hordes of Japanese company workers are puking violently in the streets from overdrinking. In addition, the same people who are tight-lipped about their emotions and private lives take to gushing up their most personal secrets under the influence of alcohol. The foreign student should be aware of this potential metamorphosis and not be too shocked when it does occur. When invited to a Japanese family's house for dinner, alcohol will almost always be served. It can be rather a touchy proposition to refuse such an offering; the host might feel rejected or think that the guest is being unfriendly. If you cannot drink alcohol for health or religious reasons, or if you just don't like it, be prepared to stand your ground in a polite but firm manner. Perhaps, it would be best to accept a token glass of beer, or cup of sake. Be aware, however, that Japanese drinking customs make it necessary for the host to keep refilling your glass as soon as its level dips below completely full. Alcohol is one of the few outlets that Japanese have to relax from their stressful and hectic lives. It is not uncommon for a Japanese, under the influence, to especially open up to a foreigner and reveal things that he would never do with fellow Japanese.

The psychological sets of Japanese students are markedly different than those of American or European students. Whereas an American student must study relatively hard to maintain his or her grades, a Japanese student, once accepted to a university, is virtually assured of graduating with a minimum of effort. Thus it would be reasonable to say that the process of applying to enter a Japanese university and many junior high schools and high schools, is a painstaking one involving an examination hell. Once accepted, however, the student will enjoy one of the few easygoing periods of his or her life before being thrust into the rigors of lifetime employment with one company.

While people in the United States often change jobs or return to school at almost any age, it is extremely rare for Japanese people to do this. Until very recently and still to a great extent, lifetime employment has been the norm with a slow and steady ascent up the corporate ladder. Therefore, many Japanese people will exhibit shock at what seems like the life-long adventures of many Americans. Even university professors, who are especially known in the West for changing schools, tend to remain at one institution of higher learning for most of their whole careers.

Foreign students are often unsettled at the importance of the group in Japanese society. Compared to the relative importance of the individual in Western society, Japanese place strong emphasis on group consensus, which often entails what seems to be countless and

interminable meetings. The newcomer to Japan should never express impatience or anger at such meetings; it is a deeply ingrained aspect of the Japanese mentality. In fact, anyone hoping to succeed in Japan should accept a role as a team player.

In Japanese society there is a strict delineation of inferior and superior status. One reason that business cards are so prevalent is that they allow an instant recognition of one's position and social status. A prestigious company or school is very important in one's success in life; almost no one is elected to a government post that does not graduate from Tokyo University, for example. In addition, one is identified by his or her affiliation to a company or university rather than by personal merits. In a similar fashion, the seniority system still prevails in business circles in Japan; one's age, not one's talent, usually decides promotions. Foreign students often note a deep-seated sense of snobbery on the part of Japanese people. One manifestation of this would be the lowly status conferred upon Korean residents of Japan, or the prejudice against the burakumin, a caste of Japanese that have been the target of discrimination for centuries.

It is often impossible to succeed in Japan without a personal introduction. If a foreign student attempts to approach someone cold for a job or an internship, for example, he will almost certainly meet with rejection and frustration. On the other hand, doors will magically open if the right person stakes his reputation and gives an introduction to the proper person. The axiom, "It's not what you know, but who you know," is the rule in Japan. So, for the best results, a foreign student should carefully plan whom to approach for any key introduction.

THE JAPAN CENTER (JC)

Location

The Japan Center is located in the northwest of Kyoto just behind the famed Kinkakuji Temple (The Golden Pavilion) - see map. The Center can be reached by bus from Kyoto Station (bus #205), as well as from Kitaoji subway station, and other transport centers. The nearest bus stop is called "Kinkakuji Mae." Although the Center is quite easy to get to by public transportation once you know your way around Kyoto, we highly recommend that you come to the Center by the airport shuttle bus when you first arrive to save you the trouble of navigating your way here after your long flight.

How to Reach the Japan Center

Students are welcome to arrive in Kyoto and move into their accommodations several weeks before the beginning of the semester, but we ask that all students arrive in Japan at least several days before the semester begins, three to five days is preferable. This will allow you to recover from the long flight, acclimate yourself to the time change, get your room set up and familiarize yourself with your new environment before classes begin. Arrive on a weekday so the faculty and staff will be available to set you up in your accommodations. Make your flight arrangements so that you fly into Osaka, not into Tokyo. Whatever money you save in flying to Tokyo, you will spend in time, effort and transportation costs to get down to Kyoto. The train from Tokyo to Kyoto costs about \$140 each way. The cheapest, most convenient and by far, the simplest way for you to get to the Center and your accommodations from either of the two Osaka airports, is to go by the airport shuttle bus service which we must reserve for you several days before your arrival. When you exit the customs area, there should be a driver from either MK Shuttle or Yasaka Shuttle waiting for you, holding a sign with your name on it. Follow him to the Yasaka or MK Shuttle counter and someone will put you on the bus. If there is no sign with your name on it, don't panic. At Kansai International Airport, just walk to the left for about one minute and you will see kiosks for both Yasaka and MK Shuttle Buses on the opposite wall near exit E. Tell them your name and they will take care of you. At Itami airport, ask at the information counter for MK Skygate Shuttle Bus. If you have any trouble locating the shuttle desks, the staff at the information booths usually speak English.

The fare for the shuttle from Kansai International Airport is 3500 yen and from Itami it is 2,500 yen. The fare must be paid in yen, and allows you one piece of luggage free of charge. They will often allow you more than one piece of luggage without extra charge, but they also might charge you 1000 yen extra per large piece (excluding carry-ons), which is still much cheaper than the other alternative of having your bags sent by delivery service from the airport.

You must inform us of the particulars of your arrival, i.e. airline, flight number, arrival date and time at least three days in advance of your arrival so that we can make your reservation.

NOTE: Because of the time difference, you will arrive in Japan on the day following your departure from the U.S. Please make sure you make note of this when you give us your arrival particulars.

Occasionally, students come to the JC from another part of Japan, having spent some time traveling or visiting other areas of the country, and will not be coming to us from an

airport. In this case, the student will need to contact us to make individual arrangements. Please note, however, that if you arrive after 8 p.m., or on a weekend and are not being picked up by the private shuttle bus service, you will have to make arrangements to stay in a hotel, of which there are several in close proximity to Kyoto Station. You will need to call us from there and we will help you arrange transportation to the JC. The following are two relatively cheap places to stay very close to Kyoto station. Advance reservations are highly recommended but not necessary if there are vacant rooms:

Kyoto Daini Tower Hotel

Tel: 361-3261

Between \$65 and \$110 per person

Located a 5 min. walk from Kyoto Station; to the right as you exit from the central exit

Kyoto Tower Hotel Annex

Tel: 343-3111

About \$65 per person

Located one block north of the central exit on Shichijo street and a few small blocks to the left.

Alternative Transportation to Kyoto

Although it is possible to get to Kyoto from either of the two Osaka airports by other modes of transportation, we discourage students from doing so. Most flights arrive in late afternoon, and as it takes approximately three hours from landing to get through customs, onto a mode of transportation and to Kyoto, it will be dark by the time you arrive in town. You will then have to make your way to the Center by taxi and as most streets do not have names and since the house numbers are not displayed nor do they follow a sequential pattern, it will be extremely difficult for you or your driver to find the Center and next to impossible to locate the dorms. However, we include below several methods to reach Kyoto by public transportation for use in emergency situations.

From Kansai International Airport

By Bus:

If you are flying into Osaka, you will probably be landing at Kansai International Airport (KIX). From there you can take the airport bus to Kyoto. After you clear customs, leave the customs area and walk out the doors of the main lobby. There are bus stops for buses bound for many destinations in the Kansai area. Find the bus stop for Kyoto, which is either to your left or directly in front of you as you walk outside, depending on which doors you exit from. There should be a bus company employee there. Just say "Kyoto" to that employee, who will help you buy a ticket (2,500 yen) and locate the correct bus. Your luggage will be loaded on the bus for you. There is no charge for luggage, regardless of the number of pieces. Buses leave once or twice an hour from this spot and take about 90 minutes to reach Kyoto Station. If you find yourself in a situation requiring you to take this bus, please make sure to call one of the faculty or staff from the Center who will tell you how to proceed once you arrive at Kyoto Station.

By Train:

Kansai Airport has its own train station, where you can catch the Haruka express train to Kyoto. You will need to buy a ticket at the automatic machines at the station, but there is usually an English-speaking station employee around to help. A non-reserved seat

costs 3,290 yen and it will take about 90 minutes to reach Kyoto. The train is faster and more comfortable than the bus but it requires that you carry your baggage quite a way from the customs area to the station and again from Kyoto Station to the taxi or bus stand. The train is not recommended if you have a lot of baggage to deal with. The bus is a much better choice. If you find yourself in a situation requiring you to take this train, please make sure to call one of the faculty or staff from the Center who will tell you how to proceed once you arrive at Kyoto Station.

If you have a lot of luggage, your trip to Kyoto will be much easier if you make arrangements at the airport to have your bags delivered to you in Kyoto. It will cost you between 1,160 and 2,210 yen per bag depending on the size and your bags will be delivered within two days. Follow the signs at the airport that say "Baggage delivery service" and have them deliver the bags to you at the JC.

Accommodation

Buses, trains and the airport shuttle to Kyoto stop after around 11 pm, so if your plane is delayed and you cannot get to Kyoto after arriving at KIX, the Hotel Sunroute Kanku is situated 20 minutes by shuttle bus from the airport and has English-speaking staff. You will need to call the hotel at 0725-20-1111 to check on room availability. Rooms are priced at between 5,500-9,450 yen depending on the room type. Shuttle buses depart from the 1st Floor, Exit S-11 at 19.45, 20.45 and 21.45. Major credit cards are accepted.

From Osaka Airport (ITAMI)

If you have flown into Tokyo and have come to Osaka by domestic flight or have flown to Japan on one of the few carriers that do not land at KIX, you will find yourself at Osaka Airport in Itami. After you have collected your baggage, follow the signs indicating bus transportation. You will come to an area where there are a series of bus stops. The bus to Kyoto is at one of the last bus stops and is clearly marked.

The bus costs about 1,280 yen and takes just under an hour in good traffic to make the trip. The last bus leaves the airport at 9:10 p.m. from the South Terminal and 9.15 p.m. from the North Terminal. You will arrive in Kyoto at the Hachijoguchi exit of Kyoto Station, in front of the Avanti Building and Keihan Hotel. If you find yourself in a situation requiring you to take this bus, please make sure to call one of the faculty or staff from the Center who will tell you how to proceed once you arrive at Kyoto Station.

Even if you have a lot of luggage it will not be a major problem if you fly into Itami. The Itami Airport provides free luggage carts, which may be taken as far as the bus bound for Kyoto where bus personnel will load your bags on to the bus.

The last plane to Itami arrives around 8:35 p.m. so there should be no problem in catching the last bus to Kyoto. If, however, you feel you might miss the last bus, the JC will help you make hotel arrangements if you alert us in advance.

Accommodation

If due to a late arrival you cannot proceed to Kyoto after arriving at Itami, Hotel AP is located 5 minutes by limousine bus from the airport and has English-speaking staff. You will need to call the hotel at 06-6843-2561 to check on room availability and to arrange an airport pick up point. Rooms are priced at between 5,900-7,500 yen depending on the room type. Major credit cards are accepted. If you know your flight will be delayed from

your previous transit point, it is advisable to phone from there as this hotel is often fully booked.

From Tokyo Narita Airport

If you have landed in Tokyo, there are three basic ways to get to Osaka or Kyoto: by plane, train or bus. If you have a lot of luggage, your trip to Kyoto will be much easier if you make arrangements at the airport to have your bags delivered to you in Kyoto. It will cost you between 1,160 and 2,210 yen per bag depending on the size and your bags will be delivered within two days. Follow the signs at the airport that say "Baggage delivery service" and have them deliver the bags to you at the JC.

By Plane:

There are 2 airports in Tokyo from which you can fly to Osaka: Narita airport and Haneda airport. Since you have probably landed at the international Narita airport, you should try your best to get a connecting flight to Osaka from there, from where you can have reservations made by us for the shuttle bus. If a connecting flight to Osaka from Narita proves impossible, you can try to book a flight from Haneda airport (another airport in Tokyo) to KIX or Itami. Ask the ground staff at Narita airport how to get to the shuttle bus to Haneda after you have made reservations from Haneda to Osaka.

By Train:

From the airport you can take the JR Narita Express train to Tokyo Station. There are usually at least three trains per hour, all requiring reserved seats, tickets for which can usually be purchased on the spot for the next or following train. The ride takes 53 minutes to Tokyo station and costs 2890 yen. At Tokyo Station you can board the Shinkansen (Bullet Train) to Kyoto. The Shinkansen from Tokyo to Kyoto Station takes just under three hours and costs between 12000 yen and 13000 yen depending on whether you purchase a reserved seat ticket or not.

By Bus:

There is a direct night bus from Narita to Kyoto. It costs 8500 yen one way and departs at 9:35 p.m. from Terminal 2 before going on to Terminal 1 where departure time is at 9:40 p.m. The bus arrives at 6:25 the next morning at Kyoto station.

Overnight Stays in Tokyo and Narita

If it is necessary to spend the night in Narita before coming to Kyoto, we recommend that you try to have your airline make arrangements and pay for your accommodations. This is often possible if the flight arrives at a time when a flight is delayed and it becomes impossible for you to complete your journey without an overnight stay in a hotel. If it is not possible to have the airline pay for your accommodations, we recommend that you arrange for a hotel before you leave the States, if you know your flight will be delayed. If you don't know until too late, when you arrive in Narita first try the TIC (Tourist Information Center) Office at the airport at the north end of the central building, (open 9:00 a.m. - 8:00 p.m. on weekdays, and until noon on Saturdays.) You can also go to the airline desk or any information desk to ask for help in English.

To obtain up to date information on reasonably priced guesthouses in Tokyo or Narita you can also contact the Japan Tourist Information Center at Narita Airport by phone

(0476) 30-3383 in Terminal 1 and (0476) 34-5877 in Terminal 2 or the Japan Travel Bureau in the United States.

Write To Us in Advance

Please contact us when you have made your decision to come to Japan, and let us know what you would like to study and any special requirements that you may have. Also tell us your flight information so that we can make arrangements to have you picked up and taken to your accommodations.

Please make certain that you know the dates that the semester begins and ends at the JC before you book your tickets. As different Centers may begin and end on different dates, it is important to ensure that your tickets allow you to be in attendance for the full semester. Because our program involves immersion in the Japanese culture, the JC requires that students be in attendance from the first day until the final day of the semester in order to receive full credit. Any requests for permission to arrive subsequent to the beginning of the JC semester or to leave prior to the end will be decided on a case-by-case basis and must be made before the start of the semester.

Facilities

The Japan Center has been in Japan since 1968, first in Hiroshima and then in Kyoto. The Center is housed in a two story, six room Japanese style house which provides space for study and seminars, a computer room, an office, a community room and a library which houses one of Kyoto's most comprehensive collections of English books on Japan.

The computer room offers computer facilities for student use. High-speed broadband access (ADSL) is available with both wireless and LAN connections. In addition there is a desktop PC, a Macintosh, and two laser printers with connections for both Windows and Mac laptops. There are also connections to the Internet available in the community room as well as wi-fi throughout the building and dorms, and several Macintosh and PC computers in the office. We recommend that students have their laptop computers outfitted with a wireless card to take advantage of the wireless connections at the Center, in the dorms, and around town.

Organization

The JC faculty consists of the Administrative Coordinator, Advisors, an Administrative Assistant and adjunct faculty. Decisions that affect the community are made at Community Meetings and are most important to the direction of the JC. The Community consists of current students, faculty, field advisors, former students and friends of Global College. Advising sessions take place at a minimum of once every two weeks and community meetings are held at least monthly or as needed on timely topics. At the beginning of each semester a student coordinator is chosen to ensure contact among students and faculty.

Hours of Operation

The JC office is normally open from 10:00 A.M. to 5:00 P.M. from Monday to Friday.

PRACTICAL MATTERS

What to Bring to Japan

A Valid Passport. If your passport is nearing expiration be sure to renew it before you come. You will not be permitted to enter Japan or other Asian countries unless there is a minimum of six months left until the expiration of your passport. The Japanese Immigration authorities request two-year validity for long-term stays.

Several (4-6) Passport Size Photographs which will be needed for visas and alien registration procedures.

A Valid Health Insurance Policy. Please be reminded that it is mandatory for all Global College students to be covered by a health insurance policy. Also keep in mind, many medications available in the U.S, and other countries are not available in Japan.

Medications. Bring any prescription or non-prescription medicines that you are required to take with you. Most American brands of over the counter medicines are not available in Japan nor are most vitamins and supplements that are readily available in the States. According to a new law, prescription medicines cannot be sent by mail into Japan and will be confiscated by customs, but can easily be brought in with you.

Clothing for Four Seasons. Although the winters are fairly mild, students should either bring warm clothing or have it sent here, as warmth is provided by space heaters rather than central heating. Although it may not be particularly cold outside, it gets fairly chilly indoors where you are not physically active. The summers tend to be hot and humid. Students should bring at least one set of good clothing for the few occasions that might require them.

Toiletries. The Japanese have their own brands of toiletries and it is difficult, if not impossible, to get American brands. If you have personal favorites that you cannot do without, bring them with you. As visitors to Japan often complain about the price and quality of deodorants sold in Japan we recommend that you bring enough to see you through your stay here.

Computers. Students must bring their own laptop computers. Computers can be purchased here at reasonable prices but, with the exception of Macintosh computers, which all have multilingual capability, computers purchased in Japan will come with directions and manuals in Japanese without English translations. We highly recommend that you have your laptops equipped with a wireless card so that you can take advantage of wireless connections at the Center and at the dorms.

Money. We recommend that you bring at least \$300 of Japanese currency if you are flying into Osaka and at least \$400 worth if you are landing in Tokyo. Currency exchange facilities are usually open from 6 a.m. until 11 p.m. at most airports in Japan, but having enough yen to see you through to Kyoto will help you avoid extra inconvenience at the airport. Upon arrival you will be given your initial room and board allotment, which will allow you to pay your first month's rent and security deposit, in

addition to providing you with the money to use for food and transportation for your first month in Japan.

Recommended Items

International Student I.D. Can be used for discounts on travel, museums, and concerts, and is widely accepted.

International Driver's License. If you find yourself in the unlikely position of having to drive.

Sleeping Bag. May be useful on cold nights or for trips but not necessary unless you plan to do some camping.

Gifts. Several small gifts will come in handy to give to your landlord and to host families on field trips as well as to other people who will no doubt be giving you gifts. Gift giving (and receiving) is excessive in Japan so it is best to come prepared. Nicely wrapped specialty teas, fancy jams and preserves, candies, fancy soaps, fine chocolates, and photo books of your city etc., make good gifts. Do not buy low quality presents-Japanese are very quality conscious. You will find yourself in an uncomfortable position if you do not have an appropriate gift at the right time, so please come prepared for this.

Books. Do not assume that you can always find the books you will need in local bookstores and libraries. It takes a while to obtain books ordered from overseas, and English language books, when available, are often twice the price you would pay in the U.S. Therefore, if there are books that you absolutely cannot do without, or anticipate that you will need for your projects, bring them with you.

Bedding. Please bring a pillowcase and one flat sheet with you. All other bedding will be provided. You will also need to bring your own towels.

Do Not Bring

Radio and television band lengths are different in Japan so that you will receive only a fraction of the stations here if you bring either of these items from the States. If these or other electronic devices are essential to your lifestyle, they can be purchased in Japan, although at somewhat higher prices than in the U.S. Secondhand goods, however, when available, are quite reasonable.

Luggage Restrictions

Please check with your airline to find out the amount of luggage you are allowed to bring with you to Japan. Most airlines allow two pieces of checked baggage in addition to one piece of carry on luggage. Some airlines, however, regulate the amount of luggage according to weight, so it is in your best interests to find out the luggage restrictions of your airline prior to departure. If you are planning a stopover in any country prior to your arrival in Japan, or a stopover within Japan, please check with all connecting airlines. There are often different luggage restrictions for international and domestic flights even within the same airline, so please check the baggage allowance on all flights to avoid charges for overweight baggage.

IMMIGRATION AND VISAS

Students coming to Japan must apply for a cultural visa, which is valid for six months and can be renewed as long as the student is enrolled in a valid course of study. Information and documents necessary for visa application can be obtained from the Global College Office of Admissions and must be completed and submitted to the Japan Center in Kyoto. (The Registrar will send this information to all continuing students.) The JC, in turn, submits your documents to the Immigration authorities in Japan to process. Upon approval, they will send us a “Certificate of Eligibility” which we will forward to you. You must then submit this document to the Japanese Consulate in your home state or country, whereupon they will stamp your visa in your passport. **It is extremely important that you submit the required documents to us as early as possible in order to insure that you receive your visa in time for departure.** Visa applications take close to two months to process here, in addition to the time it takes for us to receive your documents and to send your certificate to you. Please make sure that you send your documents to us as soon as you decide that you are coming to Japan. We will not be responsible for the visas of those students who delay in submitting their documents.

If you are a second year student and are planning to come to Japan in the fall semester, please start preparing your documents in June. If you plan to come for the spring semester, you will need to begin preparing your documents in October. It will take close to two months after submission to receive your certificate of eligibility.

If for some reason you are unable to secure a cultural visa in time, it is possible to enter Japan as a tourist for a period of 90 days. This should only be done as a last resort- not as an option. While our students have not had trouble obtaining tourist visas in the past, we have heard of visitors being refused entry for stating on their arrival forms that they intended to stay for more than 90 days. Tourist visas may be obtained upon arrival at the airport in Japan and may be, but are not necessarily, renewable. At the end of the 90-day period you may have to leave the country to change your visa status. Most students who must leave the country usually choose to go to Japanese Immigration offices in Korea, the nearest foreign country to Japan. It may also be possible to obtain a tourist visa before you leave for Japan at the Japanese Embassy in your home country, which may be preferable as those visas, when issued by the Embassy, can sometimes be extended once in Japan. Check with the nearest Japanese Embassy.

If you must enter Japan on a tourist visa, be sure to bring with you all the documents listed below to immediately apply for a cultural visa once you arrive. The only way to guarantee your stay in Japan for more than 90 days is to have a cultural visa.

You will need to submit the following materials to the JC in order to apply for your **Certificate of Eligibility:**

- 1.The Certificate of Eligibility application form - this can be obtained from either the Global College Admissions Office or directly from any Japanese Consulate in person, or online. Please make note of the following when filling out the application:

a. **FOR PURPOSE OF ENTRY** - fill in whatever aspects of Japanese culture you plan to study as subjects of study (i.e. tea ceremony, martial arts, calligraphy, religion, etc.) Do not write anything about studying Japanese language here or on any other part of your application documents.

b. Leave question 21 blank.

c. Do not complete the last part of the application (outline of application). This will be completed by our Japanese staff.

2. Two (2) photographs, 4 cm x 3 cm. (1.2 x 1.6 inches). Photos of a different size will not be accepted. These must be head and shoulders shots; face only photos will not be accepted.

3. A personal history –this should be only one page in length and should list the name of the high school you attended, when you entered Global College, the names of any other colleges you attended and if appropriate, when you transferred to Global College. This page should not include work experience unless the student is older than typical college age. Other information, such as hobbies, travel, etc., is fine, but not necessary. This document should be signed and dated at the end.

4. On a separate piece of paper include the following written out in narrative format:

a. **Length of stay** requested (not more than six months), the year in school (i.e., 1st, 2nd). Never request a period of stay exceeding 6 months. This will delay your application. Cultural visas are only granted for 6-month periods but may be extended after that period by applying directly to the Immigration Office in Japan.

b. **Field of study**-art, literature, sociology, economics, etc.

c. **Purpose for coming to Japan** (you **must** answer “to study Japanese culture” and include any specifics, such as karate, kabuki, Japanese literature, etc. This section **MUST NOT** say that you wish to study Japanese language, as we are not a language school approved by the Ministry of Education. Subjects acceptable to the immigration authorities include Japanese history, literature, haiku, folklore, religion, calligraphy, arts and architecture, archaeology, theater, dance, martial arts, pottery, traditional cooking, flower arrangement, tea ceremony, education. Subjects **not acceptable**: herbal medicine and social or political issues like racial discrimination or Japanese war crimes.

d. **Signature and date**

For example- My name is Michael Smith and I am a second year student at the Global College of Long Island University studying comparative literature. I am requesting a six-month period of stay in Japan in order to study Japanese culture, especially Japanese literature, theater and dance. I am looking forward to studying in Kyoto.

Signature

Date

5.Statement of financial support from parent/guardian covering tuition, living expenses, and round trip airfare. Your parents' occupations must be indicated. This document must be notarized.

6.A formal statement from the bank, notarized or signed by bank personnel, stating the funds at your parents' disposal in their bank account.

7.A photocopy of the first few pages of your passport indicating the country of which you are a citizen, name, date of birth, etc. Be sure that your passport is up to date and will be valid for at least two years. Holders of passports with less than 2 years validity are often denied visas to Japan. Other Asian countries require at least 6 months validity for tourist visas.

8.Letters from Global College (registrar and director) certifying the student's enrollment status.

Please follow the explicit directions for this process and submit the application materials directly to the Japan Center as quickly as possible.

****NOTE****

The documents listed above must be submitted exactly as stated. Do not attempt to substitute informal financial statements or anything other than what is stated above. You must submit **ALL** the documents listed above. Any omission or mistake will require a resubmission of documents, which will add time and will delay the application process. **These are formal visa requirements and the Immigration office will not process any visa applications for which these requirements have not been met.**

Re-Entry Permit: If you wish to leave Japan to return home for holidays or to travel elsewhere without having to reapply for a visa, you must get a reentry permit stamped in your passport at an Immigration Office in Japan before leaving the country. A single reentry permit good for one trip out of Japan costs 3000 yen while a multiple re-entry permit good for any number of trips within a year costs 6000 yen.

Alien Registration Certificate: Anyone who intends to stay in Japan for more than 90 days is required by law to obtain an Alien Registration Certificate from the local ward office. You must apply for the certificate within 90 days of arriving in Japan. Until you receive the certificate you must carry your passport with you. After receiving the certificate, you must carry it at all times. The police have the right, at any time, to stop you and examine your certificate, although this is rare.

Kyoto Immigration Office:
Godochosho 4 fl, Kyoto Dai Ni Chiho
Higashi Marutamachi 34-12
Marutamachi Kawabata Higashi - iru
Sakyo-ku, Kyoto
(075) 752-5997

American Consulate General:
2-11-5 Nishitenma
Kita-Ku, Osaka City
(06) 315-5900

Employment

It is possible for students studying in Japan to earn spending money by teaching English. This requires obtaining the necessary permission and documents from the immigration authorities. Students are encouraged to teach a few classes a week for the cultural benefits they will gain in their interactions with Japanese people. Many students have made Japanese friends this way, learned a great deal about Japan, begun a teaching career and have helped to defray some costs of living in the process.

EXPENSES

Estimated Living Expenses for the Semester

As of this writing the yen is equal to 90/\$1. Please refer to your Global College Estimated Cost Sheet for guidelines on a semester basis.

Rent	88000 yen - 95,000 yen (depending upon dorm)
Deposit	20000 yen (refundable)
Food	170000 yen
Utilities	12000 yen
Total yen:	270000 - 277000 yen

Living in Japan is not as expensive as you might think. The amount designated for food takes into account a certain amount of restaurant eating. Most students substantially reduce their food expenses by doing their own cooking. Refrigerators and kitchenware are provided at the dorms. Used bicycles may be purchased fairly cheaply which will reduce, if not eliminate, daily transportation costs considerably. As is true in most countries, it is far cheaper to live in Japan than it is to visit.

Tuition & Fees for the Japan Center includes the following:

- Tuition and Fees- flat rate for 12-18 credits per semester
- Center Fee
- Room and Board
- University Fee
- International Fee
- International Health Insurance

Please note:

- International travel is not included in the tuition and fees
- You are billed for each semester individually
- Tuition & fees increase by approximately 5.5% per academic year

Please refer to our website for the 2009-2010 tuition & fees:

http://www.brooklyn.liu.edu/bursar/friendsworld/Tuition_Fees.htm.

Your CENTER FEE includes: Field trips and related transportation and certain external classes. Your center fee does not include the cost of books nor the cost of food on field trips.

Room and Board Allocations

All students attending any Global College center are billed a fixed amount of money for room and board costs which World Headquarters arranges to be returned to the students in their respective centers. This room and board stipend will be distributed to students monthly in order to pay room and board expenses. This procedure alleviates the necessity of carrying a large amount of money with you abroad, as well as the expense and inconvenience incurred in having money sent to you from overseas.

LOCAL SERVICES

Banking

Checking accounts are very rare in Japan with most people paying bills directly through their bank, or postal bank accounts. The most useful type of bank account is the “futsu yokin” (ordinary account). With this type of account you can use your passbook to withdraw or deposit money at any of a bank’s branches. You can also obtain an ATM card, which can be used at your bank’s cash machines and often at the machines of other banks as well. However, unlike in the U.S., bank machines are not open 24 hours. Normal banking hours are from nine to three Monday through Friday. ATMs are normally open from nine to six on weekdays and until noon on Saturdays.

If you are going to have money sent to you while you are in Japan, DO NOT have personal checks sent. Personal checks take an extraordinarily long time to clear and a substantial service charge is tacked on in addition to the currency exchange fee. Often the various charges amount to 20% or more of the value of the check. The quickest and safest way to have money sent to you is via an electronic bank transfer. To receive funds in this way you will need an account into which you can have the funds transferred and you must provide the sender with your bank’s name, the branch name, and your account number. The rest is done on the sender’s side. Alternatively, you can receive money in the form of an international postal money order, which can be bought and cashed at post offices. It is recommended that students buy some yen before their arrival in Japan in case the banks are closed at the airport. Another suggestion is to bring a major credit card to have the option of securing a cash advance if needed at some time. U.S. dollar traveler’s checks can be cashed easily at many banks.

**In addition, access to a US based checking account is possible at Japanese post offices and convenience stores, such as 7-Eleven, with a US issued ATM card which has the “Plus” logo on the back.

When you are traveling abroad, in Japan or other foreign countries, it is a general rule that the exchange rate offered at banks in a foreign country, for the currency of that country, is better than the rate you can get for the foreign currency in your home country. In addition, you will almost always get a more favorable exchange rate for traveler’s checks than you will for cash.

Mail

There are student mailboxes available at the Center making it most convenient for you to have your mail delivered to you there. The mail system is similar to that in the U.S. Stamps and postal cards can be bought at the post office, and you can send mail to almost anywhere in the world from any post office. Packages are charged according to weight and cost considerably more than the same weight in the U.S. There are several ways to send items including airmail, surface, SAL (a combination of surface and air mail) express, small packet, and book rate. In addition, the postal service also operates as a bank and offers a variety of savings plans. It is also one of the places where you can pay a number of bills such as electric, water and gas. A bank account in a local post office enables you to use any post office banking facility in the country, which is especially convenient when you travel in Japan.

Telephones

Japan's telecommunications system is among the most advanced in the world. Public telephones can be found throughout the country. Charges on public phones begin at 10 yen and increase with the length of the call. Most phones accept 100 yen coins, which alleviate the need to keep feeding in 10 yen coins. Most public phones also accept prepaid telephone cards, which can be purchased in many places. You can call virtually any place in Japan from any other phone in the country. However, overseas calls can only be made from public phones which are designated for international use. Such phones are commonly located in tourist hotels, train stations, subway stations and certain main streets. Home phones, of course, can be used for overseas calls as well.

Whereas in the past overseas calls could only be made on the government-owned phone system there are now companies such as Brastel which provide prepaid overseas phone service (10 yen per minute to the U.S.) There are public telephones at some of the dorms at which you can receive international as well as local calls. International calls can only be made from them with a credit card or prepaid phone card. Most students use the internet service at the dorms or at the Center to make calls to the United States using Skype which can be downloaded for free and provides a very low cost international telephone service.

These days many students arrange to have a cell phone. Japanese phones are ultra high tech and have capabilities that U.S. cell phones do not, such as the capacity to pay for train rides, charge purchases, pay bills and other things that most students would have no use for, although it is quite convenient to have phones which double as digital cameras and access email and internet service. The phones as well as the service are reasonably priced and student discounts can be obtained for cell phone service from AU with either a month-to-month account or with a prepaid telephone card. Cell phone bills can be paid with a credit card.

Electrical Current

Electrical current in Japan is 100 volts, 60 cycles AC while electrical current in the U.S. is 110 volts, 60 cycles. Most U.S. made electrical devices will function with the current here.

Internet Access

The Center and dorms offer high-speed broadband access (ADSL) on our PC and Macintosh computers as well as for our wireless and LAN connections. Two laser printers are available with connections for both Windows and Mac laptops.

Transportation

Trains are the most common and reasonable mode of transportation for medium and long distance travel, although buses are considerably cheaper. Some people prefer night buses, which are quite comfortable. A bus to Tokyo or Hiroshima, for example, is about half the price of a bullet train ticket. In addition to the former publicly owned Japan Railways (JR) there are a good number of privately operated railways which range from large regional operations to streetcar sized companies. There are several subway systems in Kyoto which, combined with buses, make Kyoto extremely accessible by public transportation. Bicycles, however, are favored by students as an especially enjoyable means of getting around the city.

Libraries

As might be expected, English language libraries are limited in number and scope in Kyoto. There are, however, a number of collections throughout the city where students may be able to find what is needed. The Japan Center's own library is of substantial size and is especially valuable for works about Japan in English. The Kyoto International Community House also has a considerable collection. All foreign students are welcome to peruse their collection and facilities. In addition to these libraries, most of the larger universities also have libraries which include English language items. Most universities will allow the use of their libraries, although checking books out requires a special arrangement.

MEDICAL INFORMATION

Students will be provided with a list of health facilities upon arrival in Japan, including dental and mental health facilities. A well-respected hospital in Kyoto is the Japan Baptist Hospital. They have an English speaking staff and are reasonably accustomed to dealing with foreigners. Their telephone number is (075)781-5191 and they are located in Yamanomoto-cho, Kitashirakawa, Sakyo-ku, Kyoto.

REMINDER: All students must provide proof of health insurance in order to be enrolled in the center - new students should contact Admissions and continuing students contact the Registrar for details.

ACCOMMODATIONS

Accommodations in Kyoto

Our students are accommodated in "dorms" located five minutes from the JC. These dorms are actually lodging houses used by Japanese University students. Students live in single rooms which rent for around 25000 yen per room each month, with one month's rent security deposit, payable upon arrival. The dorms are in a quiet residential neighborhood and the rooms are small but more than adequate. Each room has a closet for storing clothes and bedding. The dorms all have kitchens as well as communal toilet and bathing facilities.

There are other apartments and rooms available for students in Kyoto, with costs varying according to the size, location and facilities included. A four tatami mat room, with communal cooking and toilet facilities may be rented for 30000-40,000 yen (about \$330-\$440). The same size room with a private toilet will cost upwards of 45000 yen, and a small, one-room apartment with a bath and toilet will cost at least 50000 yen. Many Japanese students use communal neighborhood bathhouses, as they tend to prefer cheaper housing, which often does not include showers. When renting a room other than the ones the JC provides for our students, you will almost always have to pay a deposit, "Shikikin," which is equivalent to one or two months rent and is refundable. In addition, tenants must also pay "Reikin" (gift money), which is usually the same amount as the deposit but is not refundable. These amounts can be quite substantial for apartments, often costing close to 400,000 yen and are geared to long-term stays of

several years. For this reason we consider ourselves quite lucky to have secured conveniently located low cost housing for our students.

SAFETY ISSUES

The Japan Center is fortunate to be located in a country that has long been free from political turmoil of any kind. However in accordance with Global College policy, we register all our students with the local American Embassy in case of emergency. Japan has traditionally maintained one of the lowest crime rates in the world so students can be virtually worry free about their safety while they are here. In fact, many students tell tales of having lost wallets returned to them intact and even finding money that they had dropped on the street carefully moved to a spot where it was easy to find when they retraced their steps searching for it. All students will be provided with the home and cell phone numbers of all faculty and staff in case of emergency and are required to provide their own cell phone numbers to all faculty and staff. In addition, we require all students to provide the Center with an emergency contact in the United States or their home country.

DETAILS OF FACULTY AT THE JAPAN CENTER

Barbara Stein – Administrative Director

B.A. Hunter College, City University of New York

M.A. School for International Training

J.D. Brooklyn Law School

Chris Summerville – Advisor

B.A. University of California, Davis

M.A. San Francisco State University

Yuki Chichiishi –Administrative Assistant and Japanese Teacher

B.A. Kyoto Seika University

Preston Houser – Teacher of Junior Research Seminars

B.A. California State University

M.A. San Francisco State University

Ph.D. University of Pennsylvania

We look forward to seeing you here!

MAPS

