

# RITSUMEIKAN UNIVERSITY GRADUATE SCHOOL

UNIVERSITY FACULTY PREPARATION SEMINAR

Preparing Future Faculty (PFF)

APPLICATION  
GUIDELINES FOR  
AY2024

## PROGRAM OVERVIEW

The Preparing Future Faculty (hereinafter PFF) is a program for graduate students and senior researchers who wish to become university faculty to develop the basic skills necessary for university teaching.

In university teaching, students are required to properly evaluate what is taught, how it is taught/how students acquired it during a set period of time. Improving the quality of student learning depends on the way of teaching and teaching methods. In recent years, there has been a lot of attention paid to active learning methods as an educational method to promote learning. Not only educational methods, but also detailed lesson design at the syllabus stage, setting appropriate achievement goals for each lesson, and evaluation axes along achievement goals are required.

It is important to develop these skills even before working as a faculty, because these cannot be acquired in a short time. In addition, it is becoming more common to be required to submit a simplified syllabus or conduct a mock class when applying for a faculty job. Learning how to teach will be a great weapon when you find a job in addition to your research achievements. It can also be a valuable opportunity for people pursuing the same career to come together and compete with each other. We highly recommend taking this course for those who have any interest.

## GOAL

- To understand the roles and job contents of university faculty, and learn the abilities required for university faculty practically.
- To reflect on higher education as a whole.
- To know about researches in the fields different from your own.

## LANGUAGE USED

Japanese, English

## PROGRAM INSTRUCTOR

Faculty of Institute for Teaching and Learning Center for Teaching and Learning

## TARGET

The target is following people (course or area of specialization doesn't matter)

- Graduate students enrolled in a regular course at graduate schools of Ritsumeikan University who hope to become university faculty in the future.
- Graduate students enrolled in a regular course at graduate schools of Ritsumeikan University who plan to apply for the AY2025 Teaching Fellow Program.
- Senior Researcher, Researcher with a master's degree
- Those who are adopted as Research Fellowship for Young Scientists PD

(If you have any questions, please contact "INQUIRY" on the last page.)

## HOW TO APPLY

Application period: 9:00 on Monday, October 21, 2024 to 17:00 on Tuesday, November 5, 2024

Application method: Please apply from [\[CAMPUS WEB\]](#) .

## NUMBER OF PARTICIPANTS

Maximum 50 students per class, 2 classes in total.

\*We will offer one class each on Monday and Tuesday. (Class A on Mondays, Class B on Tuesdays)

\*You will be asked to select the class you wish to attend when you apply. If you answer that either is fine, we will allocate a class to you.

\*You will not be allowed to attend a class different from the one you are allowed to attend (Class A, Class B).

\*Each class will be divided into 2 classes for micro-teaching sessions based on the number of participants in each class and their opinions. (Class A students will be divided into classes A1 and A2, Class B students to B1 and B2.)

\*In case there are a large number of applicants, priority will be given to those who are planning to apply for the AY2025 Teaching Fellow Program at a post-doctoral graduate school.

## PROGRAM SCHEDULE

Schedule	Class	Contents
Monday, October 21 - Tuesday, November 5	—	Period for accepting applications (CAMPUS WEB)
Friday, November 8,	—	Announcement of participants (manaba+R)
Tuesday, October 1 - End of January	—	Free observation period for classes
Monday, November 11 - Thursday, November 28,	—	VOD course duration/ Others such as watching videos in advance of workshops and writing assignments
16:30~18:30 on Monday, December 2	A	Workshop: How to Write Achievement Goals
16:30~18:30 on Tuesday, December 3	B	Workshop: How to Write Achievement Goals
16:30~18:30 on Monday, December 9	A	Workshop: How to Evaluate Grades
16:30~18:30 on Tuesday, December 10	B	Workshop: How to Evaluate Grades
16:30~18:30 on Monday, December 16	A	Workshop: Teaching Methodology at Universities
16:30~18:30 on Tuesday, December 17	B	Workshop: Teaching Methodology at Universities
16:30~19:00 on Monday, December 23	A1	Workshop: Microteaching
16:30~19:00 on Tuesday, December 24	B1	Workshop: Microteaching
16:30~19:00 on Monday, January 6	A2	Workshop: Microteaching
16:30~19:00 on Tuesday, January 7	B2	Workshop: Microteaching

\*For details such as the contents of each class and class allocation, refer to "PROGRM CONTENTS" in the latter half.

## COMPLETION REQUIREMENTS

A certificate of completion will be issued to those who meet the following requirements. The certificate will be sent by manaba+R at a later date.

- ① Watch the specified VOD video and submit a report
- ② Take the workshops "How to Write Achievement Goals", "How to Evaluate Grades", " Teaching Methodology at Universities", and " Microteaching "

## PROGRAM CONTENTS

### 1. Video On Demand (VOD) Course

Please watch the following course from manaba+R and submit the report at manaba+R. The details will be informed to the participants later.

Name of the course	Number of hours	Achievement Goals
University Education Reform and FD	15 minutes x 3 Total: 45 minutes	✓ To be able to understand and use the background, history, and characteristics of university education reform in our country, as well as basic perspectives and terminology to consider the current state and future of faculty development (FD) from a broad perspective (knowledge and understanding)
Theory and practice of teaching and learning	15 minutes x 3 Total: 45 minutes	✓ To be able to specifically explain basic theories about learning and instruction (knowledge) ✓ To be able to explain the distinction between the two theories of learning, behaviorism and cognitivism (knowledge)

### 2. Class Tours \*All classes will be held in Japanese ONLY.

You can freely observe the fall semester classes taught by the following faculty of the Center for Teaching and Learning, Institute for Teaching and Learning.

<KIC>

Class CD	Class name	Class	Campus	Classroom	In charge
14563	Peer Support Theory	GF	KIC	SE206	Toru Kawai
14562	Peer Support Theory	GE	KIC	YY302	Tomoko Torii
14645	Modern Education	SB	KIC	IG403	Hidehiro Nakajima
14564	Peer Support Theory	GG	KIC	SE206	Manabu Fujimoto
14646	Modern Education	L	KIC	MG402	Manabu Fujimoto

<BKC>

Class CD	Class name	Class	Campus	Classroom	In charge
35651	Peer Support Theory	G5	BKC	C701	Tomoko Torii
35716	Modern Education	EB	BKC	C304	Hidehiro Nakajima
35653	Peer Support Theory	G7	BKC	C801	Manabu Fujimoto
35718	Modern Education	D	BKC	C303	Manabu Fujimoto
35652	Peer Support Theory	G6	BKC	C701	Yoshimi Kozai

<OIC>

class CD	class name	class	campus	classroom	in charge
14565	Peer Support Theory	GX	OIC	H221	Hidehiro Nakajima
51770	Modern Education	P	OIC	AC230	Tomoko Torii
35654	Peer Support Theory	GY	OIC	H301	Manabu Fujimoto
14647	Modern Education	W	OIC	AN210	Yoshimi Kozai

### 3. Workshop

The workshop will be conducted online. All participants will watch videos related to the theme of the workshop in advance, and the workshop will be conducted using a flipped learning method such as create issues.

Schedule	Class	Time	Theme	Person in charge
Monday, December 2	A	16:30~18:30	How to write Achievement Goals	Yoshimi Kozai*1
Tuesday, December 3	B	16:30~18:30	How to write Achievement Goals	Yoshimi Kozai
Monday, December 9	A	16:30~18:30	Evaluation Method	Yoshimi Kozai
Tuesday, December 10	B	16:30~18:30	Evaluation Method	Yoshimi Kozai
Monday, December 16	A	16:30~18:30	Teaching Methodology at Universities	Yoshimi Kozai*2
Tuesday, December 17	B	16:30~18:30	Teaching Methodology at Universities	Yoshimi Kozai
Monday, December 23	A1	16:30~19:00	Microteaching	Yoshimi Kozai*3
Tuesday, December 24	B1	16:30~19:00	Microteaching	Yoshimi Kozai
Monday, January 6	A2	16:30~19:00	Microteaching	Yoshimi Kozai
Tuesday, January 7	B2	16:30~19:00	Microteaching	Yoshimi Kozai

\*1 Observer: Tomoko Torii \*2 Observer: Hidehiro Nakajima

\*3 To be shared among multiple faculties affiliated with the Institute for Teaching and Learning Center

\*The end time of the micro-teaching session varies depending on the number of applicants. It is scheduled to last approximately two and a half hours. Each session will be conducted with the same content. In principle, the allocation of classes will be based on the number of participants and their opinions. However, if there is a significant unevenness in the number of students among classes A1, A2, B1, and B2, the university may make adjustments.

## INQUIRY

Ritsumeikan University Graduate Student Career Path Support Center (RARA Office)

TEL:075-813-8560

mail: [d-cp@st.ritsumei.ac.jp](mailto:d-cp@st.ritsumei.ac.jp)