

IE Level Change Procedures 2018

IE Program Committee,
Department of English
April 2018

>> Introduction

If you are not sure whether you were placed at the right level of IE Program (i.e., IE I, II, or III), you should consult your IE <<Core teacher>> as soon as possible.

Do you wish to move to another level?

Do you still feel that way after careful thought, and after considering the fact that a TOEFL ITP test score was used for placement purposes? If so, then you should read the Q & As that follow.

Please note that all level changes must be carried out according to the instructions given in this document and by no other means, and that unless there is a legitimate reason, this needs to be done

<<Before 21:00, Friday, April 20.>>

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Q1: I wish to move to a LOWER level.

("I want to move from IE II to IE I,"
"I want to move from IE III to IE II," or
"I want to move from IE III to IE I.")

What should I do?

A1:
Go to the CoursePower system
→ <IE-Related>
→ <Level Change>
→ <Moving Down>
and follow the "easy" instructions given there.

The whole process must be done before 21:00 on Friday, April 20. (The function for this purpose will cease to be operative on that time.)

You will receive a message by the AOYAMA-portal or AOYAMA-mail soon after you submit your wish to go down a level, telling you what to do next. Until then, keep attending the classes at your current level.

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Q2: I wish to move to a HIGHER level.

("I want to move from IE I to IE II," or
"I want to move from IE II to IE III,"
"I want to move from IE I to IE III.")

What should I do?

A2:
You will find a form titled "Recommendation," which is distributed as the last page of the printer-friendly and printout versions of this document. Cut it off and fill it out <<yourself>>.

Then, bring it to your IE Core teacher and convey the teacher your wish to move to a higher level.

If the teacher judges that it is acceptable for you to move to a higher level, she or he will sign the form.

And then follow the instructions given on the form about how to submit the photo of your recommendation.

All this must be done
<<Before 21:00, Friday, April 20.>>
(After that time, you won't be able to post your photo file.)

<<DO NOT send or have your teacher send the file to the Committee. Nor will Kyomuka accept it in any form.>>

You will receive a message by the AOYAMA-portal or AOYAMA-mail soon after you submit your wish to go down a level, telling you what to do next. Until then, keep attending the classes at your current level.

Please note the following.

(a) If you wish to move up a level, the first person you should contact is your IE Core section teacher.

You must demonstrate to him/her (BEFORE the level change deadline) that you are good enough to be promoted.

(b) As is shown in A3 below, however, your wish can also be approved through an interview with an IE coordinator teacher, but this is mainly for the cases where you and your Core teacher disagree, or where you could not talk to your Core teacher due to a legitimate reason, such as illness.

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Q3a: I have told my IE Core teacher about my wish to move to a higher level, but I have been told that I should stay at my current level. But I strongly feel that I'm good enough for promotion. What should I do?

Q3b: Since I was not sure if I should stay at my current level or not, I consulted my IE Core teacher, but I have not received a definite answer yet, nor do I think I will. What should I do?

Q3c. One of my Core class was canceled and I won't be able to see my level of English against the other students in the class before the level change deadline.

A3: You should be interviewed by an IE program coordinator. Read the following pages to learn where and how to meet them.

Interviews are conducted in English, and you are expected to show the interviewer that you are better at English than most of the other students of the level at which you were first placed.

The interviewer can usually make his decision about your wish easily and tell you what to do on the spot. But it may take him some time to think about the matter. In that case, the interviewer, or Kyomuka, will let you know of the result later by the AOYAMA-portal or AOYAMA-mail. Follow the instructions in that message. Until then, keep attending the classes at your current level.

>> How to Sit for a Coordinator Interview

There are two ways to sit for an interview with a coordinator teacher to discuss your possible level change with them.

(1) Just visit a coordinator teacher Professor Strong or Professor Dias during the periods below. No appointment necessary.

a. Dias (Room 1015, Goucher Hall)
12:30-13:00 on Tuesdays or Wednesdays

b. Strong (Room 907, Goucher Hall)

- Tu/T = Tuesday,
- W = Wednesday,
- Th/R = Thursday,

10TL = 10 (Tu), Lunch Break

10T4 = 10 (Tu), 4th period

10T5 = 10 (Tu), 5th

10T6 = 10 (Tu), 6th (or later)

11WL = 11 (W), Lunch Break

11W3 = 11 (W), 3rd period

11W4 = 11 (W), 4th

11W5 = 11 (W), 5th

11W6 = 11 (W), 6th (or later)

12RL = 12 (Th), Lunch Break

12R4 = 12 (Th), 4th period

12R5 = 12 (Th), 5th

12R6 = 12 (Th), 6th (or later)

17TL = 17 (Tu), Lunch Break

17T4 = 17 (Tu), 4th period

17T5 = 17 (Tu), 5th

17T6 = 17 (Tu), 6th (or later)

18WL = 18 (W), Lunch Break

18W6 = 18 (W), 18:30-19:00

19RL = 19 (Th), Lunch Break

19R4 = 19 (Th), 4th period

19R5 = 19 (Th), 5th

19R6 = 19 (Th), 6th (or later)

However, they MAY NOT BE AVAILABLE for some other engagement when you visit them. So ...,

(2) To ensure you can undergo an interview, make an appointment with Professor Strong (gregstrongtokyo@gmail.com), in which case you are to do so as directed below:

a) Use your AOYAMA-mail account as much as possible.

b) Write your message in English.

c) Title: Level change interview

d) Your message needs to include the following information:

(i) Your <<name>> and <<student number>>

(ii) At least THREE time slots when you are available for the interview from those given above (10TL-19R6).

Please write them in order of preference. For example:

- 1 = 17T6,
- 2 = 18W6,
- 3 = 19R6

Unless you place a special request, the interview will be set early in the decided period.

e) Send out your e-mail no later than 21:00 on the day before the earliest day of your preferences.

※ For example in the above case, since the earliest of the student's preference is on Tuesday 17, the student needs to send his/her mail by 21:00 on Monday, 16.

f) Note again: If a level change is to be made, it is vital that it be done no later than <<21:00, Friday, April 20. >>

Recommendation

April 2018

- Student information (TO BE FILLED BY THE STUDENT)

>> Please circle one				
Year	Class	Number in the class		
1 2 3 4	A B C D E F G H I	0		
↑ Circle one ↑	↑ Circle one ↑			

TO BE FILLED BY THE STUDENT

Student Number	1	1	3				
Name in Roman letters with <u>LAST NAME underlined</u> ex. Nobita <u>Nobi</u>							

- The student's current class. Circle one. (# TO BE DONE BY THE STUDENT)

	IE I			IE II
Tue (A-C)	Parham (111)	Fuhlendorf (112+113)	Gray (114)	Schnickel (121)
Fri (D-F)	Kikuchi (211)	Reiman (212+213)	Morris (214)	Bollinger (221)
Thur (G-I)	Morris (311)	Robinson (312+313)	Butler (314)	Miltiadous (321)

↓↓ **To be filled by a teacher:** ↓↓ <<Students should first contact their Core teacher.>>

# Please circle one →	(i)	As the Core section teacher of the IE level s/he was first assigned to,
or →	(ii)	As an IE coordinator teacher,

I recommend the student's promotion to	IE I	IE II	IE III	.
[# Please circle one. ↑ or ↑]				
<Teacher's signature>				

Date: April _____, 2018

Instructions to the student:

- (1) First, make a photo or scanned image of this "signed" recommendation.
- (2) Next, log in to the CoursePower system and go to <IE-Related>→<Level Change>→<Moving Up>. Post the image file into the paper submission function found there ON or BEFORE 21:00, Friday, April 20. Unless there is a legitimate reason, no other means of submission is allowed.