

2008-2009 Suzuka English Fellow Program

The Suzuka English Fellow Program (SEF) aims to enhance English language education in Suzuka, Mie-ken, Japan, and to promote international exchange at the local level primarily through the fostering of ties between Japanese junior high school students and SEF program participants. The SEF participants serve as Assistant English Teachers in a local government organization (the Suzuka Board of Education) as well as local kindergartens, elementary and junior high schools.

ELIGIBILITY:

- a) Be a undergraduate/graduate student at the time of application (or graduated)
- b) Have or expect to have a BA/BS by July 2008.
- c) Hold US citizenship
- d) Be a native speaker of English
- e) Have the ability to adapt to living and office conditions that are different from those in the US
- f) Demonstrate a sincere interest in Japan and Japanese culture (e.g., studied or are currently studying the Japanese culture and/or language) and be willing to deepen one's knowledge of Japan
- g) Be interested in education and teaching in general and in the teaching of the English language in particular

For more specific requirements, see the SEF information sheet.

The SEF information sheet/application material is available through DEALL. For more detailed information please contact: JJ Nakayama, Department of East Asian Languages and Literatures, 398 Hagerty Hall, The Ohio State University, Columbus, OH 43210, Tel: (614) 292-5816, Fax: (614) 292-3225, E-mail: nakayama.1@osu.edu.

Application Deadline: December 30, 2007

The 2008-2009 Suzuka English Fellow Program Information

The primary objective of Suzuka English Fellow program (SEF) is to foster internationalization in Suzuka, Mie-ken, Japan, through the promotion of mutual understanding and a strengthening of the links between Suzuka and Ohio. Specifically the SEF program aims to enhance English language education in Suzuka and to promote international exchange at the local level through the fostering of ties between Japanese junior high school students and SEF program participants. The SEF participants serve as Assistant English Teachers in a local government organization (the Suzuka Board of Education) as well as local kindergartens, elementary and junior high schools.

ELIGIBILITY:

- a) Be an undergraduate or graduate student at the time of application (or graduated)
- b) Have or expect to have a Bachelor's degree by July 2008.
- c) Hold US citizenship
- d) Be a native speaker of English
- e) Have excellent English pronunciation, rhythm, intonation, and voice projection skills, as well as a good command of writing and grammar usage
- f) Have the ability to adapt to living and office conditions that are different from those in the US
- g) Demonstrate a sincere interest in Japan and Japanese culture (e.g., studied or are currently studying the Japanese culture and/or language) and be willing to deepen one's knowledge of Japan
- h) Be interested in education and teaching in general and in the teaching of the English language in particular
- i) Have excellent interpersonal skills and be interested in working actively with students
- j) Not have lived in Japan for three or more years total prior to applying for a position on the SEF program
- k) Not be a current or former participant of the SEF/JET program
- l) Not have declined, without a justifiable reason, a position on the SEF program after accepting an appointment as a participant

Participants may be accompanied by spouses and/or children at their own expense only after informing the Suzuka Board of Education and receiving their approval (i.e., after alternative housing arrangements have been made by the Suzuka Board of Education).

*Please note that OSU Department of East Asian Languages and Literatures assists Suzuka in soliciting applications, but is not responsible for the selection, employment negotiation, and working conditions. Any negotiations with Suzuka must be done by the individual selected.

Application Deadline: December 30, 2007

SEF POSITION DESCRIPTION

Responsibilities: Successful SEF applicants are invited to Suzuka, Japan, and are engaged in work on behalf of the Suzuka Board of Education. They will serve as Assistant Language Teachers (ALTs). While SEF participants will primarily be engaged in instruction at public junior high schools in Suzuka, they may also be asked to assist at local kindergartens and elementary schools.

The following is a brief outline of typical responsibilities.

- a) Assist with classes taught by Japanese English teachers (e.g., make presentations about the US culture, providing a model of spoken English)
- b) Assist with the preparation of supplementary teaching materials
- c) Assist with the language training of Japanese English teachers
- d) Assist with the instruction and facilitation of English language clubs
- e) Assist with English speech contests

In addition, SEF participants may be asked to take on other duties as specified by the Suzuka Board of Education. These could include, among other things, assistance with local international exchange activities. The number of hiring positions varies depending on the number of opening positions.

Length: Contracts are for one year and commence on August 1, 2007. The contract can be extended for one additional year providing that this arrangement is mutually acceptable to both the SEF participant and the Suzuka Board of Education. All SEF participants are expected to fulfill the full term of the contract. A breach of contract may result in the SEF participant's reimbursement to the Suzuka Board of Education of all costs incurred bringing the participant to Suzuka.

Salary (The amount subject to change): SEF participants are paid a base monthly salary of ¥300,000. Health insurance fees (¥12,300), pension fund contributions (¥22,494), and the apartment rent (¥50,000-56,000) will be deducted from the ¥300,000 total. Thus, the amount after deduction is about ¥209,206-215,206 per month (about \$2,000, depending on the exchange rate). Note that all pension fund contributions can be claimed upon the completion of the program. The individual is responsible for paying the utility bills including telephone, garbage collection service, water and sewage.

SEF participants are also given round-trip airfare between the United States and Japan (preferably, Nagoya).

Vacation: Paid personal vacation leave will be given in accordance with city policy.

Dismissal/Termination: Suzuka Board of Education may dismiss the SEF participant with no financial compensation whatsoever under the circumstances stated in "Terms and Conditions" and "Contract" (e.g., the participant's application documents are found to contain falsified information; in the event that the SEF participant violates the Japanese law or ordinances, or the Japanese Constitution).

INSTRUCTION FOR APPLICANTS

Application: Send the following documents to Professor Mineharu Nakayama, Department of East Asian Languages and Literatures, 398 Hagerty Hall, The Ohio State University, Columbus, OH 43210.

a) Application form: There is no printed application form. Please provide the following information on letter size sheet (please include the headings, not just the numbers). **Please type.**

1. Family name (all capital letters), Given name (only the first letter is capital), Middle initial
2. Gender (male or female)
3. Date and Place of Birth (e.g., December 25, 1976; Columbus, Ohio, U.S.A.)
4. Marital Status (married or single)
5. Your current major
6. Current Address (with telephone and fax numbers)
7. Current e-mail address (write how long it will be effective)
8. Permanent Address (with telephone and fax numbers)
9. Academic experience: List all post secondary schools (e.g., colleges and universities) attended (most recent first)
Include: Name of institution, location, major, if a degree attained, the type of degree and date)
10. Japan related courses: List all Japan-related courses you have taken or are currently taking
11. Any work experience: List notable work experiences. Include name of companies/places, dates, and types of work
12. Any community service/volunteer experience
13. Any extra-curricular activities
14. Interests/hobbies
15. Experiences or contact you have had with people of other cultures, whether you ever resided, studied, or traveled overseas. If so, indicate the location, purpose, and length of stay.
16. Any foreign languages you have studied: List which language and in what context (i.e., Chinese, college classroom instruction - five 50 minute classes per week)
17. Any languages other than English that you understand: Indicate the level of proficiency (e.g., French (reading only) - near native)

18. Any teaching experiences (including tutoring) you have (e.g., math tutoring, to junior high school students)
19. Describe any experiences you have had with Japanese language and culture.
20. Type "I certify that the information given in this application is true and that I have read and understood the "Position Description" and " Instructions for Applicants" and sign your name with the date you signed.

b) Self-assessment medical report: Indicate whether you have any specific health concerns or requests. Please include answers to the following questions: 1) When and for what reason did you last consult a physician? 2) Have you ever been hospitalized? If so, when, how long, and for what reason? 3) Are you on a restricted diet? If so, please give details. 4) What allergies do you have? Are you currently being treated? 5) Any additional health concerns?

c) Official transcript (and transcript of the degree granting institution if your degree is not from your current school)

d) Personal Statement (Essay in English): Write a brief personal statement in English describing (1) why you want to participate in the SEF program and (2) what you hope to gain from working in a Japanese educational environment. **Please type** (maximum of two pages, single-sided and double-spaced on letter sized or A4 paper).

e) Names and addresses of (at least) two teachers or employers whom you have asked to recommend you for this program. The applicant should ask all those writing letters of recommendation to send them and the "Confidential Reference" form with their signature directly to: Professor Mineharu Nakayama, Department of East Asian Languages and Literatures, 398 Hagerty Hall, The Ohio State University, Columbus, OH 43210.

Application Deadline: December 30, 2007

SUZUKA ENGLISH FELLOW PROGRAM
CONFIDENTIAL REFERENCE

Applicant's Waiver of Right to Access

I _____
authorize _____
to write a statement of recommendation.

In accordance with the Family Educational Rights and Privacy Act of 1974, as amended,
I (_____ waive) (_____ do not waive) my right of access.

Applicant's Signature _____

To the Referee: Thank you for taking the time to give us your evaluation of the SEF program applicant. We hope to select the best applicant possible since the selected individual will represent your school. Your comments will help us to do so.

Name of Applicant _____

Name of Referee _____

Position & Institution _____

Address _____ Telephone Home: _____

_____ Office: _____

Please use the back of this sheet for your reference letter. First, please state **HOW LONG AND IN WHAT CAPACITY YOU HAVE KNOWN THE APPLICANT**, and then, comment on the applicant's abilities and potential in comparison with other individuals you have known at similar stages in their careers, with reference to the following points:

- 1) **seriousness of purpose**
- 2) **academic ability**
- 3) **ability to communicate in spoken and written Japanese and/or knowledge of Japan and Japanese culture**
- 4) **ability to cooperate with others**
- 5) **emotional stability and maturity** (Vital, please consider carefully)
- 6) **discipline and flexibility necessary to succeed in a new culture**

Please send your reference (i.e., this form) by **December 30, 2007** to:

Professor Mineharu Nakayama, Department of East Asian Languages and Literatures, 398 Hagerty Hall, The Ohio State University, Columbus, OH 43210 (Tel: 614-292-5816, Fax: 61-292-3225, E-mail: nakayama.1@osu.edu)

Please mark Confidential Reference on the envelope. Thank you very much for your assistance.