

**TRAINING PROGRAMS FOR TEACHERS OF  
THE JAPANESE LANGUAGE  
PROGRAM APPLICATION INSTRUCTIONS**

For Fiscal 2010-2011

This program is designed to provide teachers of the Japanese language abroad with an opportunity to improve their Japanese language skills and teaching methodology, and to deepen their knowledge of Japan by participating in the program at the Japan Foundation Japanese-Language Institute Urawa, (Kita Urawa, Urawa Ku, Saitama City, Saitama Prefecture, Japan).

**1. Organizational Eligibility**

Overseas educational organizations that are conducting Japanese-language education (applications from individuals will not be accepted), except organizations in China (excluding Hong Kong and Macao), which will be the target of separate programs (< The Intensive Training Program for University Teachers / Secondary School Teachers of the Japanese-Language from the People's Republic of China >).

**2. Outline**

The following two types of programs are provided for overseas teachers of the Japanese language in accordance with their level of proficiency and purpose.

- Long-Term Training Program for Foreign Teachers of the Japanese Language
- Short-Term Training Program for Foreign Teachers of the Japanese Language

**1) Long-Term Training Program for Foreign Teachers of the Japanese Language**

This program is intended for foreign teachers with minimal experience in teaching the Japanese language. A training course in the Japanese language and basic teaching methods will be conducted.

**(1) Duration**

September 15, 2010 - March 11, 2011 (tentative)

**(2) Eligible Candidates**

The following individuals are eligible to participate in the program:

- a) Those who are employees of the applying organization and who will continue working in the aforementioned organization even after their return to their home country. Current undergraduates and those currently studying to become Japanese language teachers are not eligible;
- b) Those who have been involved in teaching the Japanese language for more than six months and less than five years (private lessons not included) as of December 1, 2009;
- c) Those who have not participated in a Japanese-language teacher-training program conducted by the Japan Foundation or any other academic institutions in Japan for more than two months during the period from April 2004 to December 1, 2009; Individuals who have taken the Special Training Program for Young Teachers of the Japanese Language from South Asia / East Asia that is implemented as part of "The Japan-East Asia Network of Exchange for Students and Youths" (JENESYS) program are able to apply.
- d) Those who have never participated in the Short-Term Training Program for Foreign Teachers of the Japanese Language, Advanced Training Program for Teachers of the Japanese Language or the Graduate Program on Japanese Language and Culture (Master's Course) conducted at the Japan Foundation Japanese-Language Institute, Urawa;

- e) Those who, at the time of application, have proficiency in Japanese of Level 3 in the Japanese-Language Proficiency Test or its equivalent (having acquired elementary grammar, 300 kanji, and 1,500 vocabulary words, enabling them to engage in functional daily conversations, and read and write simple sentences).

*If candidates have never taken the Japanese-Language Proficiency Test, they are requested to answer the questions in the Japanese Proficiency Self-Check Test attached to the application form and to write down the test score in the designated column in the application.*

- f) Those under the age of 35 as of December 1, 2009;
- g) Those who have not completed their compulsory education (elementary and junior high school, 9 years) in Japan;
- h) Those who have nationality of a country that has diplomatic relations with Japan; and
- i) Those who are in good physical and mental health.

**(3) Description of the Program (for example)**

- a) Subjects;

- 1. Japanese language

The aim of the Japanese language classes is to improve participants' proficiency in Japanese up to intermediate- or advanced-level Japanese. Participants are also expected to gain the analytic knowledge necessary to teach Japanese.

Classes: practical training in speaking, reading comprehension, oral comprehension, and writing of Japanese language; Japanese grammar.

- 2. Japanese-language teaching methods

The aim of these classes is to enable participants to understand basic Japanese-language teaching methodology, and to improve their knowledge and ability as Japanese language teachers.

- b) Cultural programs;

Field trips; home-stay programs; visits to local schools; cultural demonstrations (tea ceremony, flower arrangement, calligraphy); excursions to the theatre; etc.

**(4) Number of Participants**

About 40 teachers.

FY2009-2010: Accepted 45 / Applicants 184

**2) Short-Term Training Program for Foreign Teachers of the Japanese Language**

An intensive two-month course in the Japanese language and teaching methods will be conducted for foreign teachers who have at least two years of experience in teaching the Japanese language.

**(1) Duration**

Three times a year, two months each. Please note that teachers engaged in primary and secondary education, and those who teach younger children can apply to Spring or Summer courses only. Teachers engaged in higher education and adult education can apply to Summer or Winter courses only.

- a) Spring Course; May 12, 2010 - July 2, 2010 (tentative)

The Course is designed for teachers engaged in primary and secondary education, and those who teach younger children.

- b) Summer Course; July 14, 2010 - September 3, 2010 (tentative)

Not specified

- c) Winter Course; January 26, 2011 - March 18, 2011 (tentative)

The course is designed for teachers engaged in higher education and adult education.

**(2) Eligible Candidates**

The following individuals are eligible to participate in the program.

- a) Those who are employees of the applying organization and who will continue working in the aforementioned organization after their return to their home country. Current undergraduates and those currently studying to become Japanese language teachers are not eligible.
- b) Those who have at least two years of experience in teaching the Japanese language as of December 1, 2009 (private lessons not included);
- c) Those who have not participated in a Japanese-language teacher-training program conducted by the Japan Foundation (including the Short-Term Training Program for Foreign Teachers of the Japanese Language) or any other academic institutions in Japan for more than two months during the period from April 2004 to December 1, 2009. Individuals who have taken the Special Training Program for Young Teachers of the Japanese Language from South Asia / East Asia that is implemented as part of "The Japan-East Asia Network of Exchange for Students and Youths" (JENESYS) program are able to apply. The winner of the Japan Foundation Japanese-Language Institute Director's Award in the FY 2004 to FY2008 Long-Term Training Program for Foreign Teachers of the Japanese Language will be exempted from this restriction. Upon submission of the application form, applicants who fall under this category should attach a copy of the notification upon receiving the Director's Award;
- d) Those who have a proficiency in the Japanese language of Level 3 in the Japanese-Language Proficiency Test or its equivalent (meaning that one must have completed elementary-level grammar, know 300 kanji, have a vocabulary of 1,500 words, be capable of carrying on everyday conversation, and be able to read and write simple sentences) at the time of application;  
*If candidates have never taken the Japanese-Language Proficiency Test, they are requested to answer the questions in the Japanese Proficiency Self-Check Test attached to the application form and to write down the test score in the designated column in the application.*
- e) Those under the age of 55 as of December 1, 2009;
- f) Those who have not completed their compulsory education (elementary and junior high school, 9 years) in Japan;
- g) Those who have nationality of a country that has diplomatic relations with Japan; and
- h) Those who are in good physical and mental health.

**(3) Description of the Program (example)**

- a) Subjects;

The participants will be divided into two groups in accordance with the results of a placement examination to be taken upon arrival in Japan, and each group will follow course A or B. However, depending on circumstances, it is possible that only one course will run.

**Course A:**

The course aims to improve the Japanese proficiency of participants, and to enable them to apply their language skills to various situations and topics.

**Course B:**

The course aims to improve the Japanese proficiency of participants so that they are capable of not only daily conversation but develop more complex linguistic skills (i.e., explanation, description, and argument). In the Japanese-language teaching methods class, participants will take part in practical activities such as "simulated lessons," through which they reflect on appropriate teaching methods.

**Number of classes per week (example)**

	Course A	Course B
Japanese language	16 hours	12 hours
Japanese-language teaching method	3 hours	7 hours
Japanese culture and society	2 hours	2 hours

b) Cultural programs;

Home-stay programs; visits to local schools; cultural demonstrations of calligraphy and other traditional arts; excursions to the theatre; etc. There is an optional field trip after the training program.

**(4) Number of Participants**

About 100 teachers (in total).

FY 2009-2010: Accepted 106 / Applicants 316

**3. Expenses to be Borne by the Institute**

The Institute will bear the following expenses in accordance with its regulations.

- a) Round-trip airline ticket (as a general rule, discount economy class), to and from the nearest international airport from home residence, airport tax and foreign travel tax are provided to participants who are nationals of the countries of the following regions;  
Asia and Oceania (excluding Korea, Singapore, Brunei, Australia, New Zealand, and Hong Kong residents in China who hold a BNO or Hong Kong SAR passport), Central and South America (excluding Bahamas), Eastern Europe, Middle East and North Africa (excluding U.A.E., Israel, Qatar, Kuwait), Africa.

\*For those who are nationals of countries other than the regions above, participants themselves have to bear the expenses of airline ticket and miscellaneous living expenses.

- b) Accommodation (a single room for each participant) in the Institute.

- c) Meals

The Institute will provide participants with breakfast, lunch, and dinner in kind or in cash.

- d) Daily allowance

- e) Transportation allowance

- f) Reference books & teaching materials allowance

- g) Carriage allowance

- h) Expenses for field trips in Japan

- i) Overseas travel accident insurance for disease and injury

**4. Obligation of the Participants**

The participants are required to adhere to the following:

- a) To obey the laws of Japan during their stay in Japan;
- b) To devote themselves to the program and not to make use of their stay in Japan for any other purposes, such as religious or political purposes;
- c) To understand that they are invited as members of a group, and to attend every activity of the program, under the direction of the Institute;
- d) To come to Japan no earlier than the commencement of the program;

- e) As a general rule, not to go abroad or return to their home countries for the duration of the program;
- f) To return to their home country as soon as the official period of the program expires, unless the Institute permits an extension of stay in Japan beyond the program; and
- g) Not to be accompanied by their family.

## 5. Application Procedures

- 1) Applications should be submitted to the nearest Japan Foundation overseas office or Japanese diplomatic mission no later than December 1, 2009.
- 2) The application form consists of 6 pages; when applying, please submit this application form together with one copy collated and stapled. The applicant must be sure to keep one copy of the application for him/ herself.

## 6. Remarks

Among applicants for the Long-Term or Short-Term Training Program for Foreign Teachers of the Japanese Language, those who have never taken the Japanese-Language Proficiency Test are requested to answer the questions on the Japanese Proficiency Self-Check Test enclosed with this application form and to write down their test score in the designated space on the application form. *Please note that application without the test score filled in might not be accepted.*

## 7. Screening Criteria (for both Long-Term and Short-Term programs)

Applicants who meet the application requirements will be judged on four aspects: 1) necessity, 2) effectiveness, 3) efficiency of the training program and 4) possibility of further development of the candidate.

The first point will be examined by considering the importance of Japanese-language teaching programs in the applicant's country and the necessity of the whole project in relation to the Japan Foundation's oversea Japanese-language education.

The second aspect will be judged by looking at the applicant's teaching position (full-time or part-time), influence in and out of school and other factors.

The third point will be judged by considering the applicant's Japanese language proficiency, teaching experience, studies in Japan, composition writing skill and other factors.

The fourth point will be examined by looking at the applicant's voluntary participation in training programs and also by the recommender's description of the applicant.

## 8. Acknowledgement

If acknowledgement of receipt of the application is required, applicants are to enclose a stamped, self-addressed postcard with the application, with the following information clearly written:

"Name of the program: Training Programs for Teachers of the Japanese Language

Please send us acknowledgement of receipt of the application."

The postcard will be returned with the signature of the officer-in-charge at the Japan Foundation overseas office or Japanese diplomatic mission to acknowledge receipt of the application. However, *please note that a postcard without the applicant's name, address, the name of the program, or the necessary postage stamp will not be returned.*

## 9. Selection and Notification

The applications will be screened by the Japan Foundation Japanese-Language Institute, Urawa, and decisions will be announced in April 2010. In screening, the Institute shall give priority to organizations that have positively supported seminars or training courses for Japanese-language teachers in their countries.

Please understand that we can't answer the reasons of our decisions.

## 10. Disclosure of Information

- 1) Information of successful projects including the name of the applicant and project descriptions will be made public on Kokusai *Koryu Kikin Nihongo Kokusai Center Jigyo Hokoku* (Detailed Annual Reports of the Japan Foundation Japanese-Language Institute, Urawa Activities), the Japan Foundation's website and other public relations materials.
- 2) When we receive a request for information based on the "Law Concerning the Disclosure of Information Held by Independent Administrative Institutions, etc." (Law No.140 of December 5, 2001), submitted application forms and related materials will be disclosed, except for information stipulated by law as not to be disclosed.

## 11. Handling of Personal Information

*Please inform the candidate of the following.*

- 1) The Japan Foundation handles personal information appropriately in accordance with the Law Concerning Access to Personal Information Held by Independent Administrative Institutions (Law No. 59 of 2003). For the Japan Foundation's undertakings for the protection of personal information, please see the following website.  
The Japan Foundation handles personal information appropriately in accordance with the Law Concerning Access to Personal Information Held by Independent Administrative Institutions (Law No. 59 of 2003). For the Japan Foundation's undertakings for the protection of personal information, please see the following website.  
<http://www.jpfi.go.jp/e/privacy/>
- 2) The application form and other related documents can not be returned to the applying institution under any circumstances.
- 3) Copies of applications including recommendation forms may be given to those who evaluate the applications in the screening process.
- 4) In some cases the Japan Foundation may use the information written on the application form to contact you to inform candidates of other Japan Foundation activities or to send public relations materials.
- 5) Personal information of the participants such as name, country, gender, affiliation, program period, etc. will be published in the Program Guide, and may be published in the activities report of the Japan Foundation Japanese Language Institute, Urawa, the Detailed Annual Report of the Japan Foundation Activities, website and other publications by the Japan Foundation. They will also be used in compiling statistics to be carried in the Annual Report, the Detailed Annual Report of the Japan Foundation Activities, the Japan Foundation's website and other public relations materials.
- 6) In some cases personal information of the participants such as name, country, gender, affiliation, program period, etc. may be used in analysis for evaluation of the training programs or for other academic purposes.
- 7) Personal information of successful participants such as name, country, gender, date of birth, home address, affiliation, program period, etc. will be provided to the following institutions;
  - the Japanese Ministry of Foreign Affairs and its overseas entities (for the purpose of obtaining visas and confirming participation in the program)
  - the insurance company and its agencies (for overseas travel accident insurance)
  - related airline companies (for preparation of air tickets)
  - related local governments, cultural and educational entities and host families (for various cultural activities)
  - related transport companies, hotels etc. (for preparation of field trips)

**TRAINING PROGRAMS FOR TEACHERS  
OF THE JAPANESE LANGUAGE  
APPLICATION FORM**

Applications should be submitted to the Japan Foundation office in your country, or, if the Japan Foundation has no office in your country, the nearest diplomatic mission of Japan. The Japan Foundation Headquarters in Tokyo and affiliated organizations will not accept applications from overseas applicants. It is also necessary to contact the overseas agency mentioned above to inform them of your intention to apply in *advance of submitting your application*. Applications are not accepted through the Internet or by e-mail. This application form should either be typed or written in block letters with a ball-point pen in black ink.

To the Director of the Japan Foundation Japanese-Language Institute, Urawa  
I hereby apply for the person named below to participate in the \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
2010-2011 Training Programs for Teachers of the Japanese language.  
Year Month Day

Name of Institution \_\_\_\_\_

Signature of the Representative of the Institution \_\_\_\_\_

Name of the Representative of the Institution \_\_\_\_\_

Type of Program (Please check <u>one</u> .)	
<input type="checkbox"/> LONG-TERM TRAINING PROGRAM FOR FOREIGN TEACHERS OF THE JAPANESE LANGUAGE	
<input type="checkbox"/> SHORT-TERM TRAINING PROGRAM FOR FOREIGN TEACHERS OF THE JAPANESE LANGUAGE	
Please indicate the order of your preference (1 or, 2). Please note that the Institute may be obliged to offer a course other than your preference.	
For teachers engaged in primary and secondary education, and those who teach younger children ( ) Spring Course ( ) Summer Course	For teachers engaged in higher education and adult education ( ) Summer Course ( ) Winter Course

**CANDIDATE** The following form should be filled in by the candidate. For details on the use of personal information included in the application form and attached documents, please see "11. Handling of Personal Information" in the Application Instructions.)

Name	In Kanji or Katakana	Family name		Given name		
	In Roman alphabet					
	Name written in the passport					
Sex	<input type="checkbox"/> Female	Date of Birth	19 / /	Age	As of December 1, 2009	Nationality
	<input type="checkbox"/> Male		Year Month Day			
Contact Address (in Roman alphabet)						
Tel.		Fax.		E-mail		
	Affiliated Institution	Faculty/ Department/ Program, etc.		Position	Full time or Part time	
In Kanji or Katakana						
In English						
In Native Language						
Address of Affiliated Institution						
Tel:		Fax:				
Have you completed your compulsory education in Japan? <input type="checkbox"/> Yes <input type="checkbox"/> No						

Academic Career Degree, Name of Faculty/ Department/ Program, Name of Institution, Year of Completion							
Previous Japanese-Language study	Term From (m/y ) to (m/y)	Total Hours	Institution		Textbook		
	From / To /						
	From / To /						
	From / To /						
	From / To /						
Training Program for Japanese-Language Teacher undertaken noutside Japan	Term From (m/y ) to (m/y)	Total Hours	Institution		Name of the Course		
	From / To /						
	From / To /						
	From / To /						
Japanese language teaching experience	Term From (m/y ) to (m/y)	Institution	Students		Textbook		
	From / To /		Age	Lev			
In total :  Years      Months	From / To /						
	From / To /						
Current teaching position	Subject Taught	Student		Hours per Week/ Year		Textbook	
		Age	Number	( ) Hours/W ( ) Hours/Y			
				( ) Hours/W ( ) Hours/Y			
				( ) Hours/W ( ) Hours/Y			
				( ) Hours/W ( ) Hours/Y			
Current teaching <u>other than Japanese</u>				( ) Hours/W ( ) Hours/Y			
The Japan Foundation Japanese-Language Proficiency Test	Test Year		Passing Grade		Certificate Number		
Score of the Japanese Proficiency Self-Check Test	Writing-Vocabulary  /25		Reading-Grammar  /40		Total  /65		
Previous stay in Japan including Training Programs at the Institute	Term From (m/y ) to (m/y)	Days	Purpose; Grant Received, Training Programs at the Institute (if any)				
	From / To / /						
	From / To / /						
	From / To / /						

**Your contribution to Japanese-language teaching outside class activities**

Please write in the space below, if you are making (or have made) a contribution to Japanese-language teaching in your country outside the class activities. This may include, compiling teaching material(s), reading paper(s) on Japanese-language teaching at an academic meeting, or serving as a board member of an association of teachers of Japanese, etc.

--

**Japanese-Language Proficiency**

Please check the appropriate boxes with X

Hearing	You are able: <input type="checkbox"/> To understand almost every type of speech, from cinema dialogue to academic lectures. <input type="checkbox"/> To understand the main ideas, though not the details, of TV news and interviews <input type="checkbox"/> To understand most of what people say on familiar topics, although you sometimes need to confirm your understanding. <input type="checkbox"/> To understand greetings and simple conversation. <input type="checkbox"/> Almost no functional ability.
Speaking	You are able: <input type="checkbox"/> To carry out complicated negotiations and discussions on professional or academic topics. <input type="checkbox"/> To describe and narrate your own experience and what you have read in books. <input type="checkbox"/> To satisfy daily needs, such as shopping, and making hotel reservation and appointments. <input type="checkbox"/> To greet people and introduce yourself using simple words. <input type="checkbox"/> Almost no functional ability.
Reading	You are able: <input type="checkbox"/> To read almost all types of texts, including newspapers, literature, and academic articles. <input type="checkbox"/> To read newspaper columns, descriptions, and narrations of several paragraphs. <input type="checkbox"/> To read simple texts of several sentences. <input type="checkbox"/> To read words, phrases, and simple sentences. <input type="checkbox"/> Almost no functional ability.
Writing	You are able: <input type="checkbox"/> To write a professional / academic report. <input type="checkbox"/> To write an essay or report on your experiences and what you have read in books. <input type="checkbox"/> To write texts of several sentences such as a simple diary. <input type="checkbox"/> To write words, phrases, and simple sentences to express familiar things, such as your name and nationality. <input type="checkbox"/> Almost no functional ability.
Can you write all of Hiragana?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Can you write all of Katakana?	<input type="checkbox"/> Yes <input type="checkbox"/> No
How many Kanji can you read in Japanese?	
<input type="checkbox"/> 0-100 <input type="checkbox"/> 100-500 <input type="checkbox"/> 500-1,000 <input type="checkbox"/> 1,000-2,000 <input type="checkbox"/> 2,000-	
How many Japanese words do you know?	
<input type="checkbox"/> 0-400 <input type="checkbox"/> 400-800 <input type="checkbox"/> 800-1,500 <input type="checkbox"/> 1,500-6,000 <input type="checkbox"/> 6,000-10,000 <input type="checkbox"/> 10,000-	



**Outline of the Institution**

Please attach some general information on your institution (introductory brochure, etc.).

History of the Institution and the Japanese-Language Course
Outline of the Japanese-Language Course (state the length of the course, hours of study per week, the number of students.)
Term / Semester (state the beginning and end of each term or semester.)

<p>Attributes of Students</p> <p>Please choose A or B and check appropriate box.</p> <p>A. Formal Institutional education  <input type="checkbox"/> Primary-school students                      <input type="checkbox"/> Secondary-school students  <input type="checkbox"/> University/ College students</p> <p>B. Education other than formal institutional education  <input type="checkbox"/> Children    <input type="checkbox"/> Adults</p>
--

Staff of the Japanese-Language Course including the candidate.

Name	Position	Full time or part time	Age	Experience as a Japanese-language teacher	Number of students	Hours per week	Hours per year	Year of participation in JF Program, if any

