

Training Program for Teachers of the Japanese Language on a Specific Theme Application Instructions

1. Objectives

This program is designed to provide teachers of the Japanese language with an opportunity to deepen knowledge on theories and methodologies related to the theme and to improve educational capacity, with the aim of resolving issues in each educational settings. Training is provided on specific themes of (1) Teaching Japanese Grammar, (2) Business Japanese, (3) Course Design in fiscal 2020. This program is targeted for teachers who are interested in the theory of Japanese-language education. The participants are required to have the adequate Japanese language proficiency and experience in teaching Japanese language to learn through intensive lectures and discussions concerning Japanese-language teaching methodology based on one of the themes. Pre-assignment will be imposed in any of the courses

2. Program Outline

(1) Duration

- a. “Teaching Japanese Grammar”: July 14, 2020 - August 20, 2020 (tentative)
- b. “Business Japanese”: November 10, 2020 - December 17, 2020 (tentative)
- c. “Course Design”: November 10, 2020 - December 17, 2020 (tentative)

* The program may be cancelled if there are fewer than 10 participants.

(2) Course Venue

The Japan Foundation Japanese-Language Institute, Urawa (JFJLI, Urawa) (Saitama City, Saitama Prefecture)

(3) Description of the Program

Theories and knowledge on Japanese language teaching methodologies and teaching techniques regarding a specific theme will be confirmed and shared, with the aim of improving the capacity of the participants to provide Japanese-language education and of resolving problems in the Japanese course or classes.

a. “Teaching Japanese Grammar

Aiming at expanding the knowledge and skills for teaching Japanese grammar, participants will learn about Japanese grammars in terms of what and how to teach considering the second language acquisition study and educational grammars in order to improve the practice of their own lessons. This course also provides the classes such as: discussion by participants; summarization of the knowledges about grammatical items difficult to teach; and deepening understandings on them.

b. “Business Japanese”

This program is targeted for teachers who are or will be in charge of the design of business Japanese course in higher education organization (including vocational schools) or private Japanese language school, whose students’ proficiency in Japanese will be Level N3 or N2 of the JLPT in their graduates.

In this program, participants will discuss about “Goal Setting of classes”, “Classes Design (including material analysis and material making)” and “Performance Evaluation” based on needs of business Japanese. Participants will discuss with other participants about these themes and will design and share with it each other.

c. “Course Design”

This program is targeted for teachers who want to improve the course design of the Japanese language course in the organization which participants belong.

Participants will learn the theories and methods necessary for course design, with a focus on the consistency of goals, lessons and evaluations. In the first half of the course, participants will learn mainly the theories through the lecture and workshop, and in the second half of the course, participants will work on two practical trainings (task-accomplishing type of course design and revision of the Japanese language course design of their participating institution).

(4) Number of Participants

Each research theme: About 15 participants

3. Eligibility

Overseas educational organizations that provide Japanese language education. Applications from individuals will not be accepted. The following individuals are eligible to participate in the program. Individuals who are Japanese nationals may participate in this program.

* Qualified Areas: Worldwide

- (1) Teachers who have an employment relationship with the applying organization where it is agreed that they will continue to work after completing this program. Individuals studying to become Japanese language teachers at the time of application are not eligible;
- (2) Individuals who are Japanese nationals or nationals of a country that has diplomatic relations with Japan;
 - * The Taiwanese are eligible to apply for this program
- (3) Higher priority will be given to individuals aged 55 or under as of December 1, 2019 ;
- (4) Individuals who have no mental or physical conditions that would impede participation in the program;
- (5) Individuals with more than three years of experience in teaching Japanese language as of December 1, 2019(private lessons and teaching practice not included);
- (6) Individuals who have proficiency in Japanese as either of the following at the time of application;
 - (a) Level N2 in the Japanese-Language Proficiency Test (JLPT), Level 2 of the old JLPT, or their equivalent
 - (b) Level B2 in the JF Standard for Japanese-Language Education (JFS), or the equivalent
 - * Please view the official website of the JLPT [<https://www.jlpt.jp/e/about/levelsummary.html>] for a summary of linguistic competence required for each level of the JLPT.
 - * Please view the official website of the JF Standard.[https://jfstandard.jp/pdf/1_global_scale_eng.pdf] for a summary of the levels of the JF Standard
- (7) Individuals who have not previously participated in the training program of the same specific theme of " Training Program for Teachers of the Japanese-Language on a Specific Theme " conducted by the Japan Foundation.
 - * Candidates for this program may simultaneously apply to plural themes (Teaching Japanese Grammar, Business Japanese, Course Design). However, candidates can only be allowed to participate in one theme at most.

4. Benefits

- (1) Accommodations (a single room for each participant) within JFJLI, Urawa.
- (2) Meals during the program, partly in the form of cash allowances.
- (3) Expenses necessary for participation in official curriculum, such as teaching materials (in kind).
- (4) Overseas travel insurance with an upper limit on coverage (the insurance will cover the necessary expenses for sickness and injury up to a limit on the policy. The insurance will not cover the expenses for a chronic or preexisting disease or injury contracted before arrival to Japan or dental care.).
- (5) For those participants whose institution is located in the regions listed in [Appendix] below, the Japan Foundation will provide the following:
 - a. Round-trip air tickets (discount economy class) to and from the nearest international airport from home residence;
 - b. Airport tax, foreign travel tax;
 - c. Set amount of in-kind allowances (to cover expenses necessary for participation in the program).

<Appendix>

Region	Exceptions
Asia Pacific	South Korea, Hong Kong, Macau, Taiwan, Singapore, Brunei, Australia, and New Zealand are considered exceptions.
Central and South America	Bahamas, Barbados, Saint Christopher and Nevis, and Trinidad and Tobago are considered exceptions
East Europe	(No exceptions)
Middle East and North Africa	United Arab Emirates, Israel, Oman, Qatar, Kuwait, Saudi Arabia, and Bahrain are considered exceptions
Africa	(No exceptions)

* For those participants whose institution is not located in the regions listed above, have to bear these expenses.

5. Selection Policy

Screening will be made in line with the following criteria: need for Japanese language teaching programs in candidate's region/country, application from the Sakura Network, candidate's Japanese language proficiency, teaching experience, teaching position (full-time or part-time) and influence in and out of the institution, etc.

* Please visit the following website for information on the Sakura Network.
<https://www.jpj.go.jp/e/project/japanese/education/network/>

6. Application Procedures

- (1) Application Documents
 - a. Please visit the following website to download the Application Forms.
<https://www.jpf.go.jp/e/program/list.html>
 - b. The application form consists of 13 pages. When applying, please submit this application form together with one copy collated and stapled, respectively. An application missing any of the required elements will be considered incomplete and therefore ineligible for consideration.
- (2) Application Deadline and Place for submission
Applications and supporting documents must be submitted to the nearest Japan Foundation office or Japanese diplomatic mission no later than **December 2, 2019**.
In Taiwan, applications must be submitted to the Japan-Taiwan Exchange Association, Japan, Taipei office.
- (3) Acknowledgement of receipt of the application
If an acknowledgement of receipt of the application is required, applicants should enclose a stamped, self-addressed postcard with the application, on which applicants should write as follows:
“Name of the program: Training Program for Teachers of the Japanese-Language on a Specific Theme. Please send 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 that lacks the applicant’s name, address, the name of the program, or the necessary postage stamp will not be returned.
- (4) Points to be noted
 - a. Application materials submitted by e-mail or by FAX will not be accepted.
 - b. Once submitted, Applications and Supplementary Information shall not be returned. Please make sure to set aside a copy for yourself.
 - c. In case there are changes to the information provided in the application materials after the submission, please submit the notification as soon as possible.
 - d. For other points, please check “Instruction to Fill in the Application Forms” in page 5.

7. Notification of Results

- (1) Applications will be screened by JFJLI, Urawa, and decisions will be announced in April 2020.
- (2) Please understand that we cannot answer enquiries in regard to the reasons for our decisions.

8. Obligations

The participants are required to adhere to the following:

- (1) To observe the laws of Japan during their stay in Japan;
- (2) 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;
- (3) To understand that they are invited as members of a group, and to attend every activity of the program, under the direction of JFJLI, Urawa;
- (4) Not to arrive in Japan before the beginning date of the training program;
- (5) Not to go abroad nor return to their home country for the duration of the program;
- (6) To return to their home country as soon as the official period of the program expires, unless JFJLI, Urawa permits an extension of stay in Japan beyond the program; and
- (7) Not to be accompanied by their family members.

9. Disclosure of Information

- (1) Details of projects supported by the Japan Foundation (e.g., the name of the applicant and project descriptions) will be made public in the *Kokusai Koryu Kikin Jigyō Jisseki* (Detailed Annual Reports of the Japan Foundation), on the Japan Foundation's website, and in other public-relations materials.
- (2) When a request for information based on the “Act on Access to Information Held by Independent Administrative Agencies” (Act No. 140 of 2001), is received, materials such as submitted application forms will be disclosed (unless stipulated by laws as not to be disclosed).

10. Handling of Personal Information

Applicants are requested to inform all individuals whose personal information appears on the application materials of the following:

- (1) The Japan Foundation handles personal information appropriately and in accordance with the "Act on the Protection of Personal Information Held by Incorporated Administrative Agencies, etc." (Act No. 59 of

2003) and other applicable laws. Details of the Japan Foundation's privacy policy can be reviewed at the following website: <https://www.jpf.go.jp/e/privacy>

- (2) The Japan Foundation uses personal information on the application materials for screening, implementation, and evaluation procedures of the project. They may also be used for the following purpose:
 - a. Details of participant's information, such as name, gender, job and position, affiliation, project duration, and project description, are published in the Program Guide, the *Kokusai Koryu Kikin Jigyo Jisseki* (Detailed Annual Reports of the Japan Foundation), the *Annual Report*, on the Japan Foundation's website, in other public-relations materials. They are also used in compiling statistics and released to the press for publicity purposes.
 - b. There may be cases in which these information are released to Ministry of Foreign Affairs of Japan, Embassies or Consulates-General of Japan at the place where participant lives in order to apply for a visa.
 - c. There may also be cases in which copies of applications, including documents containing some personal information, are provided to outside consultants in order to facilitate the screening process and the evaluation of the results of projects. The Japan Foundation requests the consultants to take measures to ensure safety of the provided personal information.
 - d. There may also be cases in which the Japan Foundation sends questionnaires to the addresses written on this form after the project has ended.
 - e. There may also be cases in which the Japan Foundation uses the information written on the application form to contact the applicants to inform them of other Japan Foundation activities.
- (3) There may be cases in which the project reports and other related publication are released to the public.
- (4) Information is offered only to the extent necessary for the persons concerned who get cooperation to voyage arrangements or training programs (the insurance company and its agencies, airline companies, local governments, etc.)
- (5) It is considered that by applying to this program, participants agree to the use of personal information for the above-mentioned policy.

11. Contact

- (1) Division in charge
 Teachers Training Section, JFJLI, Urawa Tel. +81-(0)48-834-1182 Fax. +81-(0)48-834-1170
 E-mail: urawakenshu@jpf.go.jp
- (2) Application from Overseas
 Prior to application, be sure to confirm the submission destination and qualification to the nearest Japan Foundation overseas offices. When there is no Japan Foundation overseas office in the applicant's country, please contact the nearest Japanese diplomatic mission.
 - a. The Japan Foundation Overseas Offices: <https://www.jpf.go.jp/e/world/index.html>
 - b. Japanese Diplomatic Missions: https://www.mofa.go.jp/about/emb_cons/mofaserv.html

Instructions to Fill in the Application Forms

- (1) Please use the name exactly as given in the passport. If the passport has not yet been issued, please use the name given in the public identification such as driver's license.
- (2) Please type or write with a ballpoint pen in black ink, printing clearly in block letters.
- (3) The entire application form should be filled out in Japanese if there are no specific directions, such as "in English" or "in Native Language." Applicants are strictly requested to fill out the application form alone without assistance from others.

海外日本語教師テーマ別研修
申請書

Training Program for Teachers of the Japanese Language on a Specific Theme
Application Form

国際交流基金日本語国際センター所長殿 年 月 日
To the Executive Director of the Japan Foundation Japanese-Language Institute, Urawa Year Month Day

私は2020年度海外日本語教師テーマ別研修に下記の者を参加させたく申請いたします。
I hereby recommend the person named below to participate in the 2020-2021 Training Program for Teachers of the Japanese Language on a Specific Theme.

機関名 Name of Institution _____	代表者の名前 Name of the Representative of the Institution _____ 代表者署名 Signature of the Representative of the Institution _____
---	--

研修テーマ Specific Themes
 申請する研修の□に印を付けてください。Please check the box of the theme you apply.

複数のテーマを選択した場合、()に優先順位の番号(1,2,3)を書き入れてください。
 希望通りの研修テーマで採用されない場合もあります。
 In case of choosing plural themes, please indicate the order of your preference (1 or 2 or 3).
 Please note that the Institute may be obliged to offer a theme other than your preference.

<input type="checkbox"/> () 文法指導法 “Teaching Japanese Grammar”	2020年7月14日～2020年8月20日(予定) July 14, 2019 to August 20, 2020 (tentative)
<input type="checkbox"/> () ビジネス日本語 “Business Japanese”	2020年11月10日～2020年12月17日(予定) November 10, 2020 to December 17, 2020 (tentative)
<input type="checkbox"/> () コースデザイン “Course Design”	2020年11月10日～2020年12月17日(予定) November 10, 2020 to December 17, 2020 (tentative)

1 候補者について Information about the candidate

名前 Name	漢字又はカタカナ In Kanji or Katakana	姓 Last Name	名 First Name
	英語 In English alphabet		
	パスポートに記載の表記 Name as written on your passport in English alphabet		

性別 Sex		国 Nationality	
生年月日 Date of Birth	年 Year	月 Month	日 Day
		年齢 Age	2019年12月1日現在 As of December 1, 2019
			歳 years old

連絡先 (ローマ字) Contact (in English alphabet)			
住所 Address			
Tel.	FAX.	e-mail	

	所属日本語教育機関名 Name of the Affiliated Institution	部門名 Faculty/ Department/ Program, etc.	地位 Position	専任/非専任 Full time or Part time
漢字又はカタカナ In Kanji or Katakana				<input type="checkbox"/> 専任 (Full time) <input type="checkbox"/> 非専任 (Part time)
英語 In English				
原語 In Native Language				

所属日本語教育機関住所 Address of Affiliated Institution			
Tel.	FAX.		

機関ID ID of affiliated institution _____
※ 日本語教育機関検索データベース (https://jpsurvey.net/jfsearch/do/index) にて所属機関の機関IDを確認の上、記入してください。所属機関が同データベースへ未登録の場合は記入不要です。
※ The ID of affiliated institution can be found on the "Search engine for institutions offering Japanese-language education" (https://jpsurvey.net/jfsearch/do/index). No need to fill this column if your affiliated institution is not registered on the "Search engine".

最終学歴 Last school attended	機関名 Name of institution	取得地 Location		
	取得年 Year of completion	学位 Degree conferred	<input type="checkbox"/> 学士(Bachelor) <input type="checkbox"/> 修士(Master) <input type="checkbox"/> 博士(Doctor) <input type="checkbox"/> その他(Other) ()	専攻 Major

学位取得論文タイトル (修士号、博士号を取得の場合には必ず記入してください) Thesis/dissertation title (Required for applicants who have obtained their Masters or Doctoral degrees)	
---	--

さくらネットワークに所属していますか? Do you belong to organizations of the **Sakura Network**?
 For “Sakura Network”, please visit the following website;
<https://www.jpf.go.jp/j/project/japanese/education/network/> (Japanese)
<https://www.jpf.go.jp/e/project/japanese/education/network/> (English)

はい Yes
 ⇒ さくらネットワークメンバー (機関、団体) 名 : _____
 Name of the Sakura Network member
 (institution, organization..etc.) : _____

いいえ No

日本で義務教育を修了しましたか? はい いいえ
 Did you complete your compulsory education **in Japan**? Yes No

2 候補者の日本語運用力について Japanese language skill of the candidate

日本語の母語話者の方は、*印の欄を記入する必要はありません。

Applicants who are native Japanese speakers need not to fill in the columns with *.

*日本語学習歴 Previous Japanese language study	期間 Term	総時間 Total Hours	機関 Institution	使用教材 Textbook
	From 年(yy) 月(mm)~ To 年(yy) 月(mm)			
	From 年(yy) 月(mm)~ To 年(yy) 月(mm)			
	From 年(yy) 月(mm)~ To 年(yy) 月(mm)			
	From 年(yy) 月(mm)~ To 年(yy) 月(mm)			

*日本語能力試験 Japanese-Language Proficiency Test (JLPT)	受験年 Test Year	JLPT 取得級 Passing Grade (Level)	認定番号 Certificate Number
		<input type="checkbox"/> N1 <input type="checkbox"/> 1 級 <input type="checkbox"/> N2 <input type="checkbox"/> 2 級 <input type="checkbox"/> N3 <input type="checkbox"/> N4 <input type="checkbox"/> 3 級 <input type="checkbox"/> N5 <input type="checkbox"/> 4 級	

○運用力についての自己評価 **Self-assessment on Japanese language proficiency**

自分の日本語運用力を表していると思うレベル(1~5)を選んで1つ✓をつけてください。

Please check ✓ one appropriate box (Level 1~5) that you think represents your Japanese language proficiency.

[日本語運用力レベル/Japanese language proficiency levels]

聞く Listening	Level 1 <input type="checkbox"/>	ゆっくり話してもらえば、自分のことや生活などに関してよく使われることばや基本的なことばが理解できる。 I can recognize basic phrases and familiar words concerning myself and daily life when people speak slowly.
	Level 2 <input type="checkbox"/>	自分の仕事や生活に関してよく使われることばや表現を聞いて理解できる。 I can understand phrases and expressions frequently used in relation to my work and daily life when I hear them.
	Level 3 <input type="checkbox"/>	仕事や生活の場面でよく話題にのぼる話やテレビ番組の内容がだいたい理解できる。 I can understand most discussions on familiar matters regularly encountered in work and daily life, and the content of TV programs.
	Level 4 <input type="checkbox"/>	いろいろなトピックのニュース、映画の内容がほとんど理解できる。 I can understand most movies and TV news covering a variety of topics.
	Level 5 <input type="checkbox"/>	幅広い話題の議論や専門の講義もあまり問題なく理解できる。 I have no difficulty understanding discussions about a wide range of topics and specialized lectures.
読む Reading	Level 1 <input type="checkbox"/>	メニューやウェブサイトなどを見て、よく知っているものや人の名前、簡単なことばがわかる。 When I look at materials, such as menus and websites, I can understand familiar items and names, as well as simple phrases.
	Level 2 <input type="checkbox"/>	短い、簡単な文が理解でき、必要なものや時間などの大事な情報を探することができる。 I can understand short, simple texts. I can find important, required information, such as time.
	Level 3 <input type="checkbox"/>	身近な話題について書かれた、決まった形の文章や手紙が理解できる。 I can understand texts and letters that consist mainly of common everyday language and which relate to familiar topics.
	Level 4 <input type="checkbox"/>	書いた人の意見や立場がわかる記事やレポート、簡単な小説が理解できる。 I can understand articles and reports in which the writers express particular attitudes or viewpoints. I can understand simple novels.
	Level 5 <input type="checkbox"/>	自分の専門に関する長い論文や複雑な小説の内容が理解できる。 I can understand the contents of complex novels and long essays related to my field of specialization.

話す Speaking	Level 1 <input type="checkbox"/>	自分やよく知っている人について簡単なことばで話すことができる。 I can use simple phrases to talk about myself and people I know well.
	Level 2 <input type="checkbox"/>	家族や周囲の人々のこと、これまでの経験などを簡単なことばや文で説明できる。 I can use simple phrases and sentences to describe my family and other people around me, as well as my background.
	Level 3 <input type="checkbox"/>	経験やこれからの予定、やりたいことなどを、基本的な接続のことばを使って説明できる。 I can connect phrases in a simple way in order to describe my background, future plans and ambitions.
	Level 4 <input type="checkbox"/>	関心のある内容について、くわしく説明したり意見やその理由を言うことができる。 I can present detailed descriptions and my viewpoint, and give reasons for my opinions on subjects related to my fields of interest.
	Level 5 <input type="checkbox"/>	研究会などで専門的な話題や複雑な話題について論理的な構成で話すことができる。 At seminars and other events, I can talk about specialized subjects and complex subjects using a logical structure.
会話する (やりとり) Oral interaction	Level 1 <input type="checkbox"/>	相手がゆっくり話してくれれば、自分のことについて簡単なやりとりができる。 When the other party speaks slowly, I can participate in simple communication about myself.
	Level 2 <input type="checkbox"/>	自分のことや仕事などについて、簡単に具体的な情報のやりとりができる。 I can communicate simple and concrete information related to myself and my work.
	Level 3 <input type="checkbox"/>	日常生活の様々な場面で、家族、趣味、仕事など身近な話題の会話を続けることができる。 I can sustain conversations on familiar topics relating to my family, hobbies, and work, within various social settings in daily life.
	Level 4 <input type="checkbox"/>	いろいろな話題の会話に途中から入って、自分の意見を言ったり普通にやり取りができる。 I can enter unprepared into conversation on a variety of topics, presenting my own views and interacting normally with people.
	Level 5 <input type="checkbox"/>	人間関係に配慮しながら、様々な立場の人となめらかで自然な会話や議論ができる。 I can participate in conversations and discussions smoothly and naturally with people from various walks of life, with consideration for interpersonal relations.
書く Writing	Level 1 <input type="checkbox"/>	誕生日や新年などの時、「おめでとう」「ありがとう」などの決まったあいさつのカードを書くことができる。 For occasions, such as birthdays and the New Year, I can write cards with specific greeting messages, such as “Congratulations” and “Thank you.”
	Level 2 <input type="checkbox"/>	簡単な内容の伝言や、友達への短い手紙を書くことができる。 I can write simple messages and short letters to friends.
	Level 3 <input type="checkbox"/>	自分の関心のある話題や旅行での経験や印象などを、短いまとまった文章で書くことができる。 I can write short summaries on topics of personal interest, or descriptions of travel experiences and impressions.
	Level 4 <input type="checkbox"/>	興味のあるいろいろな話題について、読む人にわかりやすく、くわしく説明したり自分の意見やその理由を書くことができる。 I can write clear, detailed texts on various subjects related to my interests, explaining my views and giving reasons to support my opinions.
	Level 5 <input type="checkbox"/>	重要だと思える点を強調した複雑な内容を、読む人にわかりやすい構成にして、手紙や論文が書ける。 I can write letters and essays with a structure that highlights significant points, and which helps the recipient to understand complex content.

3 候補者の教授年数等について Candidate's resume

日本語教授年数 Japanese language teaching experience	期間 Term	機関名 Institution	対象者 Students in class		使用教材 Textbook
			年齢 Age	レベル Level	
合計 In total 年 か月 Years Months ※日本語教授年数が3年未満の方は申請資格がありません。 * Those who have less than three years of experience of teaching Japanese language are not eligible.	From 年(yy) 月(mm)~ To 年(yy) 月(mm)				
	From 年(yy) 月(mm)~ To 年(yy) 月(mm)				
	From 年(yy) 月(mm)~ To 年(yy) 月(mm)				
	From 年(yy) 月(mm)~ To 年(yy) 月(mm)				
	From 年(yy) 月(mm)~ To 年(yy) 月(mm)				
現在の担当科目 (日本語) Japanese classes currently taught	科目名 Subject Taught	対象者 Students in class		担当時間数 (週・年) Loading Hours Week/Year	使用教材 Textbook
		年齢 Age	人数 Number		
				週()時間 (per week) 年()時間 (per year)	
				週()時間 (per week) 年()時間 (per year)	
				週()時間 (per week) 年()時間 (per year)	
			週()時間 (per week) 年()時間 (per year)		
現在の担当科目 (日本語以外) Subjects currently taught aside from Japanese				週()時間 (per week) 年()時間 (per year)	

日本以外での 日本語教師研修受講歴 (国際交流基金海外拠点によ る研修を含む) Training programs for Japanese language teachers undertaken outside of Japan, including programs of the Japan Foundation	期間 Term	総時間 Total Hours	機関名 Institution	使用教材 Textbook
	From 年(yy) 月(mm)～			
	To 年(yy) 月(mm)			
From 年(yy) 月(mm)～				
To 年(yy) 月(mm)				

日本滞在歴 (国際交流基金での 研修を含む) Previous stay in Japan including Programs at the Japan Foundation 留学の場合は、留学先機関を 明記してください。 If you have studied in Japan, be sure to specify the name of institutions.	期間 Term	日数 Days	滞在目的・受けたグラント ・当センター研修等 Purpose; Grant Received, Training Programs at the Institute (if any)
	From 年(yy) 月(mm)～		
	To 年(yy) 月(mm)		
	From 年(yy) 月(mm)～		
To 年(yy) 月(mm)			
From 年(yy) 月(mm)～			
To 年(yy) 月(mm)			

○ 授業以外での日本語教育への貢献

Your contribution to Japanese language teaching outside of class activities

授業以外での日本語教育への貢献があれば具体的に記入してください。(例：日本語教師会等での活動、開発した教材、日本語教育についての学会・セミナー発表等)

Please write in the space below, if you are making (or have made) a contribution to Japanese language teaching in your country outside of class activities (For example, your involvement in the Association of Japanese Language Teachers teaching materials that you have developed, papers on Japanese language education that you have presented at academic conferences or seminars, or other activities)

- 4 これまで受講した教師養成課程や教師研修の内容について、日本語で簡単に書いてください。
(例：初級の教授法についての講義、教育実習、聴解の教え方など)

Please describe briefly in Japanese any Japanese language teacher education programs or any Japanese language teacher training programs you have attended so far.

(e.g., lectures about novice teachers, teaching practices, listening comprehension teaching methods, etc.)

- 5 現在実施しているコースや授業の問題点や課題を日本語で書いてください。

Please describe in Japanese a problem or challenge that you face in your current classes.

6 参加を希望するテーマについて、5.で回答したこととの関連を含めて、研修に参加する目的と意義を日本語で書いてください。

Please describe in Japanese the purpose and expectations of participating in the program below, with correlation to what you described in Question 5 (problems /challenges).

(1) 研修テーマ：「文法指導法」 Specific Theme; “Teaching Japanese Grammar”

(2) 研修テーマ：「ビジネス日本語」 Specific Theme; “Business Japanese”

Empty rectangular box for content.

(3) 研修テーマ：「コースデザイン」 Specific Theme “Course design”

A large empty rectangular box with a black border, intended for writing the specific theme details for the course design training.

申請機関の概要 Outline of the Institution

できれば機関の紹介パンフレットなどを添付してください。

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

機関及び日本語コースの設立の経緯と歴史 History of the Institution and Japanese Language Course
日本語コースの概要（修学年限、週当たり授業時間数、学習者数等を記入してください。） Outline of Japanese Language Course (state the length of the course, hours of study per week, the number of students)
学年暦（授業の開始月、終了月及び学期区分を記入してください。） Term / Semester (state the beginning and end months of each term or semester)

学生の構成 Attributes of Students

あなたの所属機関について、**A**か**B**のどちらかに✓を付け、その下の設問にも答えてください。
 About your institution, Please check ✓ either **A** or **B**, and answer the following question.

A. 学校教育の場合
Formal Institutional education
 ↓
 生徒や学生について、1つだけ✓を付けてください。
 About students in your institution, please check ✓ one appropriate box.

B. 学校教育以外の場合
Education other than formal institutional education
 ↓

小学生 Primary-school students
 中学生・高校生 Secondary-school students
 大学生 University/College students

年少者(小・中・高校生を含む) Children
 成人(大学生含む) Adults

日本語教育スタッフ（候補者を含め全員記入してください）
 Staff of the Japanese Language Course, including the candidate.

名前 Name	地位 Position	専任・非専任 Full-time or Part-time	年齢 Age	日本語教授年数 Years of experience as a Japanese language teacher	対象者数 Number of students	週当たり時間数 Hours per week	年時間数 Hours per year	国際交流基金日本語教師研修参加年 Year of participation in JF Training Program for Teachers of the Japanese Language, if applicable

