

Online Training Program for Teachers of the Japanese-Language Application Instructions

1. Objectives

This program is an online training program for those currently working as Japanese-language teachers teaching outside of Japan to learn the theory and basic knowledge for teaching themes related to Japanese language teaching methods. For FY 2021, we provide five themes as follows: (1) "JF Standard for Japanese-Language Education", (2) "Japanese Language Education and Culture", (3) "Teaching Reading Comprehension", (4) "Rethinking of Teaching Japanese Grammar" and (5) "Teaching Business Japanese: Understanding Learner's needs". All programs will consist of pre-study sessions for all participants, as well as live sessions, individual consultations, and post-session assignments.

In the pre-study, participants study individually using newly prepared materials from the Japan Foundation Japanese-Language Institute, Urawa, as well as working on assignments. In the live session, all participants are connected online with the Japan Foundation Japanese-Language Institute, Urawa enabling them to discuss their prior studies, which allows them to confirm and deepen their understanding of the content.

2. Program Outline

(1) Duration

- a. JF Standard for Japanese-Language Education
July 1 (Thu.), 2021 to August 4 (Wed.), 2021
Live session: Thursdays 4:00 PM (JST) , July 22 excluded
- b. Japanese Language Education and Culture
August 3 (Tue.), 2021 to September 13 (Mon.), 2021
Live session: Tuesdays 10:00 AM (JST)
- c. Teaching Reading Comprehension
September 2 (Thu.), 2021 to October 20(Wed.), 2021
Live session: Thursday 4:00 PM (JST) , September 23 excluded
- d. Rethinking of Teaching Japanese Grammar
October 5 (Tue.), 2021~November 15 (Mon.), 2021
Live session: Tuesdays 10:00 AM (JST)
- e. Teaching Business Japanese: Understanding Learner's Needs
November 4 (Thu.) , 2021 to December 15 (Wed.), 2021
Live session: Thursdays 4:00 PM (JST)

*The schedule for each theme may be changed, shortened or extended for 1 to 2 weeks.

*** Make sure the local date and time since the duration is presented with the Japan Standard Time.**

* Live session is planned to take approximately 90 minutes for each.

(2) Description of the Program

a. JF Standard for Japanese-Language Education

The purpose of this theme is to provide participants with an understanding of the basic concepts and characteristics of "JF Standard for Japanese-Language Education". After pre-study using on-demand learning materials (videos), participants review the contents of the theme in live sessions and deepen their understanding through online discussions.

b. Japanese Language Education and Culture

The purpose of this theme is to deepen participants' understanding of cultural characteristics, cross-cultural competence, and meaning and methods of integrating cultural understanding into Japanese language education. After pre-study using on-demand learning materials (videos), participants review the contents of the theme in live sessions and deepen their understanding through online discussions.

c. Teaching Reading Comprehension

The purpose of this theme is to provide participants with an understanding of the theories of reading and basic methods of reading instruction. After pre-study using on-demand learning materials (videos), participants review the contents of the theme and then discuss ideas and problem-solving in live sessions aiming at conducting effective reading comprehension classes.

d. Rethinking of Teaching Japanese Grammar

The purpose of this theme is to increase participants' variation in teaching grammar and to help them think about what and how to teach in their own classes. Participants discuss and deepen their understanding of grammar and grammar education, referencing pre-tasks given before classes.

e. Teaching Business Japanese: Understanding Learner's Needs

The purpose of this theme is to provide participants with an understanding of the importance for learners and graduates of your course to find out what kind of Japanese language is used when working in Japan. Participants discuss with each other referencing pre-tasks given before classes.

(3) Number of Participants (tentative)

Approximately 53 (a. JF Standard for Japanese-Language Education: 15), b. Japanese Language Education and Culture: 11), c. Teaching Reading Comprehension: 15), d. Rethinking of Teaching Japanese Grammar: 7 , e. Teaching Business Japanese: Understanding Learner's Needs:5) for FY 2021

3. Eligibility

Overseas educational organizations that offer Japanese language education. Applications from individuals will not be accepted. The following individuals are eligible to participate in the program:

* Qualified Areas: Countries where the Japan Foundations offices are located

(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 or nationals of a country that has diplomatic relations with Japan;
 - * Taiwanese are eligible to apply for this program
 - (3) Individuals with more than two years of experience in teaching Japanese language as of December 1, 2020 (private lessons and teaching practice not included);
 - (4) Japanese Proficiency: Individuals who have proficiency in Japanese as either of the following at the time of application;
 - a. Theme a. b. and c. of 2-(2)
 - (a) Level N3 in the Japanese-Language Proficiency Test (JLPT), Level 2 of the old JLPT, or their equivalent
 - (b) Level B1 in the JF Standard for Japanese-Language Education (JFS), or the equivalent
 - b. Theme d. and e. of 2-(2)
 - (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
[\[https://www.jlpt.jp/e/about/levelsummary.html\]](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
[\[https://jfstandard.jp/pdf/l_global_scale_eng.pdf\]](https://jfstandard.jp/pdf/l_global_scale_eng.pdf) for a summary of the levels of the JF Standard.

4. Selection Policy

- (1) Screening will be made in line with the following criteria: the need for Japanese language teaching programs in the 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.jpf.go.jp/e/project/japanese/education/network/>
- (2) Higher priority will be given to applicants aged 59 or under as of December 1, 2020.
- (3) Individuals who participated in the on-site training program(s) for teachers of the Japanese-Language in JFJLI during the period of April 1, 2015, to March 31, 2021, are not given higher priority.
- (4) Higher priority will be given to applicants who are or will be in charge of a business Japanese course in their institution in the selection of theme e. Teaching Business Japanese: Understanding Learner's Needs.

5. 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 11 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

No later than May 14, 2021

(3) Submission (cf. "10. Contact")

the Japan Foundation overseas offices

(4) When applicants require the notice of receipt, please submit in manners that the delivery results can be tracked, or enclose a stamped, self-addressed postcard on which the name of the program is written. Please note that a postcard that lacks the necessary postage or the above information will not be returned.

(5) Points to be noted

a. We do not accept applications via E-mail or FAX. Due to the influence of COVID-19, it may take longer than usual to send in your application, so please allow sufficient time to meet the deadline.

If there are significant difficulties in the preparation and mailing of the required documents due to social conditions during the application period, please contact the below 10 (1) and ask for instructions.

a. Once submitted, Applications and Supplementary Information shall not be returned. Please make sure to set aside a copy for yourself.

b. In case there are changes to the project after submitting a proposal, please inform the Japan Foundation of these changes.

6. Notification of Results

(1) Adoption will be notified around the end of May, 2021.

(2) We cannot respond to any inquiries about reasons for adoption.

7. Obligations of participants

To attend every activity of the program, under the direction of JFJLI, Urawa.

8. Disclosure of Information

(1) Details of projects supported by the Japan Foundation (e.g., the name of the applicant, project descriptions) will be made public in the *Kokusai Koryu Kikin Jigyo 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).

9. Handling of Personal Information

(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 documents, project reports, and deliverables for screening, implementation, and evaluation procedures of the project. They may also be used for the following purposes:
- a. Provided information, such as name, gender, job and position, affiliation, project duration, and project description, etc. are published in 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 disclosed to the extent necessary to outside consultants in order to facilitate the screening process and the evaluation of the results of projects.
 - c. There may also be cases in which the Japan Foundation sends questionnaires to the addresses written on the application documents after the project has ended.
 - d. 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.

Applicants are requested to inform all individuals whose personal information appears on the application materials of the above-mentioned policy.

- (3) Applicants are requested to inform all individuals whose personal information appears on the application materials of the above-mentioned policy.
- (4) It is considered that by applying to this program, participants agree to the use of personal information for the above-mentioned policy.

10. 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.

The Japan Foundation Overseas Offices: <https://www.jpf.go.jp/e/world/index.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.