



LUJ EAP Students Remote Learning Guide



What you'll need for this term:

1) Hardware:

- A primary device
 - o This is the device that you will normally use to participate in your classes.
 - o E.g. laptop, desktop computer, tablet
 - o It's ideal if you are able to use one of these types of devices as your main one. However, if you don't have access to one of these, it is still completely fine to use other options.
- A secondary device
 - o This is your back-up device that you'll use if you can't use your primary device for some reason (e.g. it breaks, the internet isn't working, not enough memory, you lost it, etc.)
 - o E.g. tablet, smartphone, someone else's computer or laptop or smartphone that you can borrow
- Webcam and microphone (these can be either external or built into your device) **If you don't have one of these, please tell your teachers! They will work with you to find a solution.*



****Did you know?** It is also possible to join Zoom class sessions by calling from a **regular phone**. Please email your teachers if you need or prefer to use this option for joining your lessons!

******If you cannot type or use a computer, it is still possible to participate and join your classes and succeed if you are motivated to do so! We will work together with you to find solutions.

2) Software:

- Google Classroom
 - o if you are using a tablet or smartphone you'll want to get the app, though it is also possible to use Google Classroom in an internet browser
- Zoom
 - o download the free app/software and create a free account (***use your LUJ email***)
- An internet browser
 - o Chrome, Firefox, Edge, Safari (**Note: Zoom does not work well in Safari or Explorer; if you have to use one of these, you may not be able to join your class or use all of the features. Tell your teachers if you can only use Safari or Explorer.*)
- If you have Microsoft Office, that can be very useful. But, if you don't it's fine; you can also do all of your work in Google Docs, Sheets, etc.
- If you cannot use a computer to type your assignments and you are only able to handwrite, please tell your teacher.



3) Internet Connection

- Wifi or ethernet cable connection (ethernet is best if it's possible)
- You may want to consider getting a low-cost pocket router
- Please also check with your phone carrier (Docomo, Softbank, Asahi, etc.) about how much data you are able to receive as a university student
- **Other normal school supplies** (e.g. paper, pens, pencils, notebooks, etc.)
- Check each teacher's class syllabus about what you'll need and remember that after returning to in-person classes, these requirements might change.





What you'll need for this term: (continued)

4) A quiet and comfortable place to work

- This is difficult for most of us these days, especially those of us who live in small apartments and have family members or roommates around!
- But, do your best to find or create a special workspace for yourself.
- Designate that workspace as just for studying and attending class.
- It can be helpful to keep this workspace separate from your relaxing spaces so that you can keep a clearer separation between your “study life” and your “home life”.
- If possible, your workspace should be at a desk or table.
- When you are in your workspace, focus only on your work.
- When you need a break, get up and stretch your legs and leave that space to go to another part of your room or apartment or house, and do something different for a few minutes.
- Then, when you return to your work, you will feel refreshed and it will help prevent burnout.
- Be sure to eat as healthily as possible, get enough rest, and include some kind of exercise or movement in your daily routine.



**Etiquette tips: Remember to dress appropriately, just as you would if you were attending in-person classes. You should NOT join classes while still in bed or in other unprofessional situations.*

Guidelines for EAP students about classes during remote learning

General information



- All of your classes this term will start out online at the beginning of term, until it is safe to resume in-person classes.
- Students are required to attend all classes, and attendance will be taken for ALL classes at the beginning of the lesson.
- Every day, you will have 2 video meeting lessons and 1 non-video lesson.
- This compromise is to prevent screen overload and to prevent damage to your eyes, since participating in live video lessons for all EAP classes everyday would not be beneficial for student health and well-being.
- This also means that students will have to demonstrate a higher level of self-motivation and self-discipline. During class times when you are not live on camera, remind yourself that you are still in class and have specific goals to accomplish. If you need help with your level of motivation it is a good idea to ask to speak with your teacher 1:1, even for just a simple grammar question, or any other kind of simple question. Speaking to your teacher can help motivate you to stay focused and complete your tasks.
- Sometimes, your teachers might have you watch a pre-recorded lecture or presentation that they have prepared for you.
- These recorded portions of lessons DO count as contact hours. Teachers will also still be available during the times that you are watching pre-recorded videos. Therefore, these type of classroom activities count as teaching hours since they are active class times during which you will be interacting with classmates and teachers.
- Check your video class calendar to see which days will be video chat days for each class.



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Guidelines for EAP students about classes during remote learning (continued)

General information (continued)



- Video lessons will be recorded so that absent students are able to catch up on the class contents. If you are uncomfortable with this, or with using video during live class meetings, you may choose to opt out. If you are concerned about this, please speak to your teacher as soon as possible to explain and discuss possible solutions.
- Remember, even for your non-video classes, you must still attend classes at the scheduled class time, work on the assigned classwork, interact via chat/shared Docs with your classmates and teacher, and then submit your classwork at the end of each period. Do not schedule part-time job shifts or family/social events during class times, just like you wouldn't do that if you were attending classes in person, on campus.
- If you have technical difficulties that prevent you from joining and/or participating in your lessons, you must contact your teacher as soon as possible and explain to them what the problem is and to ask them how you can make up the class work that you missed.

Listening/Speaking



- All of your L/S classes will be online, every day.
- In every L/S class *at least* 45 minutes of that lesson will be a live Zoom video class, where you'll be interacting with your teachers and classmates.
- If your teacher chooses to go for longer than 45 minutes, you will have a 5-10 minute break from video/screen time between the live video portions of the lessons.
- The rest of the class will be spent working either collaboratively or independently on classwork tasks set by your teacher that you will have to finish by the end of the class period.
- This classwork will be done in Google Docs or something similar, so that your teacher can check your work as you are working and provide comments or feedback or help on your work.
- During this time, your teachers will also be available to speak with you 1:1 to answer questions.

Writing & Reading classes



- Writing and Reading classes will alternate every other day as video lessons.
 - For example, this means that on one day, your L/S and Writing classes will be live video class meetings in Zoom, but your Reading class will be non-video
 - (for example, in your non-video Reading class, you might read a passage, then answer questions about it or write a short summary of it in Google Docs, and then discuss the passage with your classmates and teacher by adding comments in the shared Google Doc)
 - Then, the next day your L/S and Reading classes would be live video class meetings, but your Writing class will be a non-video lesson
 - For example, you might use shared Google Docs to work on writing projects, take a quiz, watch and respond to recorded lectures, etc.



Please ask for help, any time. We are all learning together!
Together, we will get through this challenging time.

