

To all teachers,

FD committee

## 2018 Implementation of the Open Class between teachers ( Guidance )

“Open Class between teachers” is the Faculty Development activity, and it aims to improve class making ability of each teacher by observing classes each other. Please take the advantage of this opportunity, and observe at least one class.

### 1 . Aim

The organizational project to improve class quality. (To get know-how to improve class-making ability of each teacher).

### 2 . Target

All classes for undergraduate, graduate, and special Japanese course (Some classes will not be implemented the Open Class). Please see 別紙 (the attached sheet) of classes which won't be implemented the Open Class or classes which have special requests for other teachers to observe the class.

### 3 . How to observe the Open Class

You can observe freely in any Open Classes. Please observe various classes as much as possible. Please observe and give us opinions, especially Education Award Winners' classes or classes which have special requests for other teachers to observe the class.

Education Award Winners

2017(Foreign Language):Assist. Prof. Uchio、 (Economic):Prof. Kago • Prof. Oba • Prof. Satou(H) • Prof. Takatsuji • Assoc. Prof. Okoshi • Assoc. Prof. Kondo • (Foreign Language):Assist. Prof. Uchio ( co-win )

2016 (Foreign Language): Prof. Kanamaru (Economic):Prof. Uemura • Prof. Hasegawa(Yasu) • Prof. Bai  
Assoc. Prof. Suzuki • Prof. Shinotou ( co-win )

2015 (Economic): Prof. Horiuchi • Prof. Brumby • Prof. Luff •  
Assoc. Prof. Kumano • Assoc. Prof. Yamashita, ( co-win )

### 4 . Period

From May 21(Mon) to June 2 (Sta)

### 5 . Submission of “Memo of Open Class Observation”

After observation, you have to submit “公開授業見学メモ (Memo of Open Class observation)” to Kyoumu group. Please download the format of “公開授業見学メモ” from “教員用 Web システム(website for teachers) ” or please use it on the folder on [my compute] →[Kadai] of File\_Server→kyoumuka→ 教員間授業公開フォルダ

If you made it by electronic file, please send it to [koukaijugyo@reitaku-u.ac.jp].

“教員用 Web システム(website for teachers) ”

( URL : <http://www2.reitaku-u.ac.jp/koho/kyoumu/kyomudoc/kyouinnyou.htm> )

### 6 . Practical use of memo of class observation

We will announce again how to use “公開授業見学メモ” after discussion by FD committee.

### 7 . Other information

- (1) Explanation to students: we will use notice boards and campus website, but please notify students about open class before open class day.
- (2) Please understand staff also observe classes this year.
- (3) Please record the number of the observations for performance report at the end of this school year.