

SENSHU MATSUDO INTERNSHIP

THE UNIVERSITY OF NEBRASKA - LINCOLN/ SECOND VERSION/ 2014

About the School

Senshu University Matsudo Junior High School (or Senshu Matsudo/SenMatsu Junior High) is a new private junior high school, founded in April 2000. The campus is located in Chiba Prefecture, about 15 minutes by train from the east side of Tokyo. The new school year starts in the beginning of April and ends in the middle of March. SenMatsu Junior High puts a strong emphasis on its English curriculum. The students receive more hours of English instruction than any other subject. Some English classes are taught by a Japanese teacher; others are team-taught by a Japanese teacher and a native English speaker. All 9th graders go to Nebraska for their school trip during summer.

Internship Description

POSITION:

Intern to serve as a teacher assistant or tutor at a private junior/senior high school. The

intern will assist in classes and special activities and help to develop educational materials. Maximum of 30 hours a week.

TERM:

Spring Option:

January-June

(Application due

at beginning of Sep. of previous year.)

Fall Option: July-December

(Application due at beginning of March of same year.)

REQUIREMENTS:

For visa purposes, applicants must enroll in UNL classes that grant official university credit in exchange for the time spent in Japan. Currently, those classes are Global Studies International Internship (GLST 395) and Communications Studies (COMM 211). Applicants should be conscientious, creative, self-motivated and capable of working unsupervised. Applicants will be



expected to develop presentations and introduce parts of their culture to the students, as well as show an interest in helping teachers and learning how the school operates. No degree is needed, nor is Japanese language ability.

FINANCIAL SUPPORT:

Senshu University Matsudo Junior High School will financially support the intern in the following ways.

1. A round-trip flight between intern's home country and Japan (this will be reimbursed AFTER the intern arrives in Japan).
2. A furnished apartment with paid utilities (except telephone charges).



Major Areas of Internship Responsibility

- English Speaking Society
- English Conversation Class
- High School Classes
- Kindergarten
- Lunch Time Activities
- Materials Preparation
- Public Relations
- School Festivals
- Senshu English Times

You will receive a weekly schedule that tells you what classes are that week, what LTA (Lunchtime Activities) is with, and any abnormalities, such as days off. You will create a monthly schedule based on these saying what classes you will attend each day. As the internship agreement states, you will never be required to spend more than 30 hours per week helping at the school. How many hours you spend helping in classes each week will vary, as will the time spent doing other tasks assigned by the school, such as Materials Prep. The amount of free time available during the school day will vary as well.

Planning for classes is done by the teacher. Please do not confuse your role as an intern with the role of student teacher. Planning classes would violate the visa the Japanese

government issued, and so you will never be asked to do so. You may be asked to do some prep work for class, but that is an entirely different thing.

ESS

This is an acronym for “English Speaking Society,” a.k.a. “English Club.” Sometimes the interns organize activities, and sometimes the teachers do so. Once in a while, a student comes up with the activity. Past activities have included an introduction to American music, sound words (like beep and honk), and making dreamcatchers. Please think about this class when you pack your suitcase. Do you have any hobbies you could introduce the students to? Do you need to bring any special items? The students are very eager to try new things, and will be even more so if it’s something that you like to do.

ENGLISH CONVERSATION CLASS

This class is the main arena for structured English speaking. Every student is required to take it two hours a week. Interns often attend this class and help. Interns don’t have any independent planning for this class. Please read the section on English conversation Class for more information.

HIGH SCHOOL CLASSES

You will probably never be asked to assist in a high school English class, but you may be asked by another

native teacher to help record audio for one.

KINDERGARTEN

There is a preschool-type establishment affiliated with Senshu Matsudo. The students are between the ages of three and five. Once a week, one of the native English teachers from the junior or senior high school goes to this school (right next door to the high school). Interns may assist if they would like, and it’s highly recommended. Easy English is taught including animals, colors, and the alphabet. They have little to no ability to speak English, so Japanese can be useful if you can speak some. If not, it’s totally fine. You keep them on task, you play with them, you have a great time.

LUNCH TIME ACTIVITIES

This is the time allotted for both the junior high and high school lunches from 12:20-13:00. All students bring a lunch from home, and half of one class will meet you in a classroom. Each native teacher and intern has four to six students in a group. You’ll play games, practice biodata, or have free conversation. This is a great time to get to know the students, and you can always choose to have free conversation instead of games.

MATERIALS PREPARATION

The demand for this particular aspect

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of the internship varies from week to week. Materials prep is comprised of a wide variety of activities. Some of the past work has included research on Nebraska and Japan, designing and making bulletin boards, recording books onto tape, laminating and cutting out hundreds of flashcards, and compiling random fun facts. Often the assignments come from the English teachers, but the other teachers have the opportunity to request your services too. This part of the internship boils down to preparing things that the teachers need but might not have the time or ability to do themselves.

PUBLIC RELATIONS

There are a lot of ceremonies at Senshu Matsudo. Parents come to the school with their children as they take the entrance exams, for the entrance ceremony, for the

graduation ceremony, and sometimes for informational meetings about their trip to Nebraska. Often when one of these occur, the interns are asked to show up to these, sometimes to speak or answer questions, because it is a good public relations tool for the school to show parents that they have brought in native English speakers to help in English classes. On ceremony days, no matter if you are asked to speak or not, the most important part is you being there. The parents need to see you to know their children are getting a good English education.

SCHOOL FESTIVALS

Occasionally, the school will have a festival. These are usually held on a Saturday, and sometimes the interns are scheduled to attend. The interns' role at festivals varies. At Mini-Bunkasai (Mini Culture Day) interns

may be asked to judge the inter-class choral competition and the English commercials that first year students made. Interns should help teachers put everything away after the day is over. At other festivals, the only task an intern has may be to help the teachers and interact with the students.

SENSHU ENGLISH TIMES

This is the name of the school's English-language newspaper. Interns are always asked to write an article when they arrive and when they leave. Other than that, you may or may not be asked to write something. If you are, you may write about anything you think junior high students would find interesting. Whether that be American holidays or English slang, as long as it's appropriate and a half page to one page long, it will be great.

English Conversation Class

This is not your typical Japanese class. The room has been decorated as an American classroom would be. These students move to Ambition Hall, where the English Conversation Classes are located rather than waiting in their classroom for the teacher as they normally do. They are also expected to speak in class, rather than just listen and take notes. The main difference from an American classroom is that there are two teachers. This is called, quite concisely, "team teaching." It means that there is one teacher who is a native speaker of English, and another who is a Japanese speaker of English.

The students are not used to speaking in class and it takes some work to get them to do so. This is why you help. The teacher has activities for the students to do. The completion of them requires the student to speak to someone fluent in English. This role falls to the interns and the two teachers.

In this class, the emphasis is on functional English that the students can use when they take the school trip to Nebraska during their final year at the Junior High. Restaurant English, post office English, and shopping English are some that the interns have helped with. This approach is unique in that many English classes in Japan focus entirely on reading and writing, so the students can pass University exams. The average Japanese person's ability to read and write English far surpasses their ability to speak it.

First, the students are taught various phrases that they can use to communicate what they want in a particular setting. Such as, if a waitress says, "Can I get you anything else?," they can answer, "No, thank you," "The check please," or "What do you have for dessert?" After they have been introduced to a variety of phrases, each receives a paper detailing situations they might encounter, which will require them to use the new phrases. The sheet may say, "There is a mistake in your order. Fix it." This way, the students know what they need to do, but cannot read the English right off the sheet. The intern's job is to play the waiter or waitress. We walk around the room, pretending to work in a restaurant, and act as though we don't know that they've only just learned these phrases.

Some grades have had assignments where they had to speak to an intern outside of class. Usually it's something short such as a self-introduction or a question, and if they complete it you sign their paper and they are on their way. It is fun, but it can also be a bit of a challenge to do it 100 times. During these days, always allow yourself extra time when you want to go somewhere, as you may be stopped by 10 students along the way.

OTHER SUPPORT:

Staff: Our junior/senior high school is a friendly environment with many Japanese English-speaking teachers that are willing to help each intern make cultural adjustments to Japan. Also, there are currently six full-time teachers from English speaking countries on campus (three high school teachers and three junior high school teachers).

Cultural Activities: Our school wants each intern to help our students, but we also hope the interns are interested in exploring some part of Japanese culture. The school will make a strong effort to help the intern set-up cultural activities to be involved in. The intern may have to pay for all tuition or charges for these cultural activities.

ABOUT THE HIGH SCHOOL:

The high school was founded over 40 years ago. Currently, there are three grades of about 600 students each. The high school also considers English as an important part of its curriculum. Each grade is required to take English classes. Also, all 10th graders receive two hours of English Conversation instruction. Each year, about 40 students go UNL and take an Intensive English Summer Course.

The Apartments



Both interns are in the same apartment building, but have separate apartments. One is on the first floor, and one is on the second floor. The apartments are comprised of a main room where you will sleep, eat, watch TV, etc. This room has a closet and sufficient storage under your futon/bed. There is also a toilet room, that is really just a toilet. Although the toilets are western-style, they do have a Japanese twist - the water that fills the tank comes out of a faucet above the toilet so you can wash your hands. Clever, right? The bathroom is past this, a waterproof room with a sink, bath, and room to shower in. The room connecting the main room and toilet room is the kitchen, with a sink, two stove burners, a refrigerator, and other kitchen supplies listed on the right.

The apartment building is a 30-minute walk from Kita-Matsudo Train Station, where you will probably go if

you decide to take the train anywhere. There is a closer station called Matsudo Shinden about 15 minutes away, but the line doesn't have many popular stops, so you will most likely not use it often. If you go to the train station, you can ride your bike for about 10 minutes, and park it for 100 yen a day (about \$1 USD). The apartment building is right next to Matsudo Sports Park, where there are many sports fields, a track, and a playground. The neighborhood is very peaceful, but if you crave the big city, it is a 20 minute bike ride to Matsudo Station, where you can shop in one of the three large department stores or play around in a five-story arcade. From Kita-Matsudo Station, it takes about 45 minutes by train to the center of Tokyo.

The apartment building is a 20 minute walk from the school, which only takes 5 minutes if you bike. The school provides a bicycle for each intern to use.



- futon
- table with two chairs
- CD player
- iron
- hair dryer
- vacuum
- shelves
- washing machine
- television
- microwave
- toaster oven
- alarm clock
- dishes
- rice cooker
- refrigerator
- stovetop
- home phone
- full-length mirror



Important Travel Information

1. DO YOU HAVE A PASSPORT?

You will need a passport to fly internationally. To get one, you can go to the N-Card Office at UNL or select post offices and pick up a passport application form. Fill it out, BUT do not sign it, and get two passport-sized photos. They need to be identical; you can get passport photos in the N-Card Office for \$7.50 (for two). You can also get them taken at Walgreens. Once finished with the paperwork, return to the N-Card Office or post office with your form, photos, two forms of ID such as driver's license and birth certificate, and a checkbook. There, you will sign the form with an employee as your witness, and pay them an application fee and a \$45 processing fee. (Prices are subject to change.) These fees cannot be combined into one payment, they go to separate agencies, and therefore need separate checks. Then they will send it off for you. There will be more complete instructions on the passport application. It takes 4-6 weeks to get a passport unless you pay extra to expedite it, so please plan ahead.

PASSPORT



N-Card Office and Passport Agency
Room 121, Main Level NE Union
14th & R Street Lincoln, NE
402-472-7331

* The N-Card Office in the Student Union can help you with applying for or renewing your passport and taking your passport photo.



Your passport photo should look like this. Your hair should not cover any of your facial features, and you are asked not to smile.

2. DO YOU HAVE A PLANE TICKET?

The school will reimburse you for the price of your round-trip, economy class flight; however, you will need to make the initial payment yourself. Contact the school before you purchase the tickets to confirm the price is acceptable. Then, bring a receipt with you to Japan. The school will reimburse you within two weeks after your arrival. The school requests both interns fly together for ease of transportation on their part, so please coordinate with the other intern.

3. DO YOU HAVE YOUR VISA?

You will mail information to Senshu Matsudo, and Senshu Matsudo will submit that to the Japanese government. You will get a piece of paper called a "Certificate of Eligibility." After the school mails this to you, you need to contact a Japanese Consulate in America to get your visa.

VISA: CULTURAL ACTIVITIES



1. FILL OUT INFORMATION FOR SENSHU MATSUDO INCLUDED WITH ACCEPTANCE LETTER.
2. SEND INFORMATION TO SENSHU MATSUDO.
3. RECEIVE CERTIFICATE OF ELIGIBILITY.
4. CONTACT JAPANESE CONSULATE FOR VISA

Activities in Japan

The school wants to help make your experience in Japan complete. Please think about these questions and then tell your Senshu Matsudo contact person about your preferences. Although the school may not be able to help you achieve all of your goals for your time in Japan, they can't help you at all unless you tell them what you want to do.

1. DO YOU WANT TO JOIN A SCHOOL CLUB?

The school has many different clubs you may be able to join. There are clubs such as volleyball, basketball, band, and chorus. There are also karate, kendou, judou, archery, calligraphy, and tea ceremony clubs. This is not an exhaustive list; please inquire about whatever activity you are interested in. Keep in mind you must go to the English club on club days for half an hour.

2. WOULD YOU LIKE TO SIT IN ON ANY OF THE SCHOOL'S CLASSES?

There are a couple of days each semester when you can sit in on any of the classes. Keep in mind which classes you may want to see. You are encouraged to take calligraphy class each week outside of this. Please let the school know if you would like to take calligraphy class.

3. WOULD YOU LIKE TO DO A LANGUAGE EXCHANGE?

Some teachers like to do language exchanges, where they help you with Japanese and you help them with English.

4. DO YOU WANT TO ATTEND ANY SCHOOL TRIPS?

Although the school trips may be over your days off, you might really enjoy it. Some of the school trips include spending the weekend on a mountain and rice planting.

5. ARE YOU INTERESTED IN TAKING CLASSES OUTSIDE OF SCHOOL?

Is there anything you want to learn outside of school? The contract states that the school will help find a class to teach you if you like, but they need to know your interests first

6. IS THERE ANYTHING ELSE YOU PARTICULARLY WANT TO DO?

Is there a specific place you want to see, for example Kyoto or Mt. Fuji? Or is there an event that really interests you, like sumo, a baseball game, or a kabuki performance? Let your contact know. It may be possible for the school to help you on this, too.

1. Do you want to join a school club?

2. Would you like to sit in on any of the school's classes?

3. Would you like to do a language exchange?

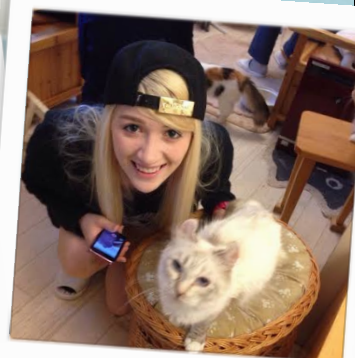
4. Do you want to join any school trips?

5. Are you interested in taking classes outside of school?

6. Is there anything else you particularly want to do?



Consider doing a homestay with a Senshu Matsudo student's family! During my homestay I went to Nikko, relaxed at home, saw cherry blossoms, and went to a cat cafe! My family was incredible. The best part might have been my host mother's cooking. -Tristan Hilderbrand



Cultural Assistance

The school does many kinds of things for interns. Living in Japan would be much more difficult if it weren't for the school's help. The teachers are willing to help if needed, and the school takes care of many housing and service issues for the interns. The school puts a great deal of effort into making your time in Japan memorable, but does not promise any specific activities. These are opportunities that you should take advantage of if offered, but please don't feel slighted if they are not.

MONEY TRANSFER

It is said that the school may be able to help you with a money transfer by having your money transferred into the school's account, then have it quickly withdrawn for you. You may also go to a local bank to do a money transfer. However, it is much easier to go to the ATM at the convenience store "Seven-Eleven" with your debit card, and withdraw yen with a minor fee (around 200 yen) in 10,000 yen increments (around \$100 USD).

Family Mart ATMs don't usually cooperate with American credit cards, however the ATMs at Seven-Eleven accept basically all major card providers. Please notify your bank in Nebraska about your internship so they won't suspend your card when they see unexpected activity in Japan.

CLASSES

The school may help find language classes for you outside of school if you desire. There are Japanese classes offered nearby in Matsudo that range from brand-new beginner to advanced levels. The tuition is low, but you will be expected to pay it. Or, if you prefer, there are also classes offered in Tokyo. A round-trip train ticket to the center of Tokyo goes for about 1000 yen (about \$10 USD).

FIELD TRIPS

The school also invites interns to accompany the students on their field trips. So far, the students have visited temples in Kamakura, museums in Ueno and Sakura City, and have planted rice in the country. The school will reimburse interns for transportation costs incurred attending these field trips, a reasonable lunch, and entrance fees, such as to enter the museums or temples. Participation in these trips is voluntary, but you will usually be strongly encouraged to go. The time spent on these trips is not counted towards the "no more than 30 hours/week at school" limit, which means that interns are free to move about completely unrestricted. The school will have worksheets they need to complete, and so may not have time to just talk with you. The teachers watch the students, but often have time to chat anyway. They are a very good source of information about the things you will see on the trips.

HOMESTAYS

It is possible that homestays may be arranged by the school. After a student's family has stated they'd be willing to host an intern for a weekend, a teacher coordinates a date that works for both the intern and the family. After the contact between family and intern has been made, arrangements are left up to them. Some things that have happened during past homestays are shopping in Harajuku (a trendy part of Tokyo), attending a sumo tournament, origami, and sightseeing. Some other activities include playing video games, eating home-cooked Japanese food, and just spending time with the student outside of school.

The families that might sign up for the homestay opportunity are those of the 3rd year students. That means

the student probably speaks passable English, so even if your Japanese is less than passable, you will still be able to enjoy yourself and understand what's happening. We definitely recommend signing up for the homestay experience.

It is customary in Japan to bring a small gift with you when you visit someone's home, although you are not required to do so. Souvenir-type things from the USA are generally well-liked, as is cake or other edible things. Expensive or large are not prerequisites for this type of gift. Keychains and pens work well, and don't take up much space in a suitcase. Whether or not you decide to bear gifts, remember that the family was not obligated to invite an intern on a homestay, and the school is not reimbursing them for the money they spend on entertaining you. Be especially grateful and polite during the visit, and be sure to write a thank-you note afterward.

RANDOM INVITATIONS

Other opportunities to go out with the teachers arise as well. Occasionally the teachers will all go out together; these outings most often include a meal, and sometimes karaoke. The bill is split evenly among all attendees. These are excellent times to get to know people. Some of the teachers at the school go out of their way to do things for the interns. These wonderful people set up times outside of school to take the interns around, show them cultural things, or teach a little Japanese. Many people will probably do many nice things for you while you are in Japan; beyond anything that could be reasonably expected of them. It might be handy to bring small American things that you think would make good "Thank You" gifts. Just something that shows you appreciate their kindness.

What Clothing to Bring

BUSINESS CASUAL



It is very difficult to find large clothing and shoes in Japan. Also, clothing tends to be more expensive than in Nebraska. So, make sure you bring anything that you think you will need.

Another thing that you might want to be aware of is that people tend to dress more formally than they do in Nebraska. At school, all of the teachers dress up every day. The men all wear suits and the women wear nice suits or outfits. You, as an intern, will be able to get away with wearing anything clean and ironed, but if you would like to blend in more, this is what I would suggest: dress pants and button up shirts for the guys (ties and jacket optional), and skirt and dress pant outfits for the girls. Suits would also be acceptable, but definitely not necessary. Wearing clean, well-kept blue jeans is also acceptable, although khakis are better.

Something to think about is that there are frequent ceremonies at the school in which you will need to make an appearance. Every Japanese person attending will undoubtedly be wearing a suit. I also wore a suit, because I wanted to blend in. However, wearing clothes that you

would wear any other day of the internship is alright too.

Also, as you are probably well aware, there is a custom in Japan where people take off their outside shoes and wear slippers inside people's homes. This principle also applies at the school, where you will be expected to bring a pair of shoes to wear indoors. Every time you leave or enter the school, you will need to change your shoes. You will be given a locker in which to store the other pair. One thing that you will want to keep in mind when choosing which shoes to bring with you to Japan is that they should be easy to put on and take off quickly. Shoes that tie become troublesome very quickly, because they cause you to always be the last one ready.

As far as what kind of shoes to bring for your indoor pair, any pair of comfortable, soft-soled shoes (which do not have to match your clothes) is fine. For example, one teacher wears white tennis shoes, another wears sandals, and many more just wear a simple pair of flat dress shoes.

Please plan your wardrobe to accommodate for seasonal changes. These internships span both winter and summer, so you will need to bring a wide variety of clothing. The winters are not quite as cold as in Nebraska, but they are still rather frigid, especially in the school. The reason is that since the classrooms all have individual heaters, the hallways are very cold. I recommend that you bring with you some thin long underwear in case you get cold at school in the winter. Also, the summers in Japan are very hot and humid, so you will want to bring

lightweight summer clothes to try and fend off the heat. The best strategy for packing is to bring clothing that can be layered for use during all different seasons.

June and July is the rainy season in Japan. During this time, it generally rains three or four days a week, so you will need an umbrella. (You don't need to bring one with you - you can buy them everywhere in Japan.) Keep the weather in mind when you are selecting clothes to bring.

One last thing - Japanese people dress more formally than we do in Nebraska - not just at school, but everywhere. I have almost never seen anyone wearing jeans and a t-shirt, unless they were designer brands, and many girls wear skirts everywhere they go.

IN JAPAN

If you need more clothing while in Japan, Uniqlo is a great place to buy simple, business casual, inexpensive clothing. It's located in Atré in Matsudo Station. There you can find button up shirts, skirts, cardigans, and even more casual clothing for a very reasonable price. The sizes range from very small to very large. Don't be afraid to ask the teachers if you need help finding some clothing.

PLEASE DO NOT:

- Dye your hair an unnatural color. (Such as pink, purple, or blue.)
- Wear bright or distracting nail polish.
- Wear low-cut tops.
- Wear skirts above the knee.
- Wear large or dangly earrings.



What Else to Bring

THERE IS NOT A LOT OF DEODORANT IN JAPAN, AND ANTI-PERSPIRANT IS UNAVAILABLE.

I would recommend that you bring all your personal products with you. There is not a lot of deodorant in Japan, and anti-perspirant is unavailable. Also, the brands of everything are different in Japan, so if you have a specific brand name of something such as shampoo that you really like, see if you can't find room to bring it with you.

There are three very good reasons to bring as much of your personal supplies with you as possible. One, it is really hard to adjust to the fact that not only are all the brands different than you are used to, but you probably won't be able to read any of the bottles, either. Two, many things in Japan are more expensive than they are in the US, such as Tylenol. Also, with drugs, do you really want to take something that you can't read the box of? Three, any room that you fill up in your suitcase with things that you will use up while you are abroad is room that you will have open when you leave to pack souvenirs in.

Make sure you go to the doctor and the dentist before you come to Japan. Fill enough of your prescriptions to last you for six months, and make a photocopy of all of the prescriptions and bring them with you. This will

make it a lot easier to replace them if you lose them, etc. Because you most likely won't be able to speak Japanese fluently, if you go to the doctor you will need to have someone from the school accompany you to make sure things are getting communicated correctly. It may also involve a lot of hassles with insurance. Try not to deal with the difficulties for anything less than an emergency.

As for non-personal items, think about things you have that you would like to show the students or teachers. Photos are usually interesting. You might also consider bringing things with you that you can teach the students how to use, such as a hacky sack, or a traditional game you play, or anything interesting you do that you can show someone else. These things will be helpful when you plan activities for English club or plan a Lunchtime Activity for the students. For example, you might bring materials for making dreamcatchers and a small drum.

Finally, for the ladies: If you are currently taking birth control pills, they are troublesome to obtain in Japan. If you go to the University Health Center before you leave, they can extend the usual limit to cover your stay in Japan. If you prefer tampons to pads, bring them with you! They are very hard to find, and the selection is not good. Consider

stocking up on your makeup products, particularly foundations and concealers if you are very light or very dark skinned, as most Japanese makeup has a different tone to it. If there is something you know works for you, just bring it along so you don't have to worry about the hassle of finding something that does in Japan.

Be assured, if you decide not to bring something with you, it will in all likelihood be available in Japan. Maybe not a brand you are used to, but this is a highly developed country. Do not be afraid that essentials, should you decide not to pack them, will be unavailable.

QUESTIONS

For any questions pertaining to the internship or life in Japan, please contact former intern Tristan Hilderbrand by email at TristanHilderbrand@gmail.com

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Junior High School**
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