Optional Reports

You can increase the number of credits you earn by taking English skills classes typically in a language program, by writing reports. The reports should be more than 1,000 words long and in the correct format (see the section of Examples).

There are two types of report.

**Type 1** – regular report for extra credit. The English Department allows you to write two reports for each semester you are away – so if you are gone for a year, you can write four reports. These reports are evaluated by the advisors, and you can earn two credits per class instead of one, if the reports are good enough to meet our standard. Writing reports is not a requirement, but it is a very good idea to do them if you want more credits.

**Type 2** – ‘comron’ reports. Students who entered Sandai from 2008 on have to get 8 credits for コミュニケーション論 in third year and fourth year as 選択必修. If you are a third year or fourth year student while you are studying abroad, you can do two reports per semester while you are abroad to get ‘comron’ credit in addition to Type 1 reports. You can earn two credits per class, if the reports are good enough to meet our standard. If you do extra reports for ‘comron’, make sure that you write at the top of the report “For credit for comron”.

Report Topics

You can choose the topic of any of the reports. For example, you can write something about the following:

- the country or area of the country you are in (for example, look at the lifestyles of people and differences with Japan),
- an area or topic you have studied while abroad
- an analysis of a movie, song, poem, book or work of art from the country you are in.
- you can even take a report you made for classes overseas and rewrite it for us.

Actually, the possible topics are endless. However, casual reports such as a diary are not acceptable. If you are not sure that your topics are suitable, ask your advisor what they think.

Submission

You must write reports while you are overseas and you should send them to your advisor as attachment files before you return.

Examples

Below is information on how to write the reports.
How to format an assignment for reports written while studying abroad

This page is an example of how we want you to format the essays you will be submitting while you are overseas for extra credit. Please read and check you understand it all.

First of all, if possible all typed work should be submitted in the font Times New Roman, the font size should be 12 with a line spacing should be 1.5. You should have your name and student number in the top right hand side (like John Smith, 123456 above), and you must put the number of words in your assignment on the bottom right hand side (as below – use the word counter.). In addition, don’t forget to have a clear and appropriate title.

Your paragraphing should be clear and use either indents (like this sheet) or be in block form, depending on which one you like. You must be consistent and not mix the two – an essay should be indented OR in block form.

You can send your essay by e-mail to your advisor (make sure they get it by sending a follow-up e-mail) but also hand it in to the university. Make sure you re-read it several times and use the spell-checker to try to find simple errors before submission.

You must not copy from the internet or from a friend – even one sentence. Copying is called plagiarism. Nor should you get someone else to write the essay for you. If it is appropriate, you may quote (using ““) from a source, but you need to say where it comes from. You should also list any sources at the end of your essay. (See the last page on references.)

We hope that this is clear. If you do not understand or have any questions at all, please ask your advisor anytime. Good luck and good writing!
How to write a good essay

Each and every one of your teachers all through your university life will have a different idea of what they want you to do when submitting essays. However, there are some basics to essay writing that are good to know.

The first and most important is make sure you understand and focus on what you are supposed to write about. Students very often only quickly read instructions for an essay or questions in an exam, and then write about something quite different, or start talking about one topic and end on another completely different topic. Keep focused.

Before you start, it is a good idea to try and write a brief outline of your ideas. With no clear plan it is very easy for your writing to become disorganized.

If it is an assignment and not an exam essay, write a draft (a rough version), check it carefully for simple mistakes, structure and if it answers the question (this is called proofreading.) Finally, put it into the correct format.

What makes a great essay? An essay that is focused, has a clear structure, a good introduction and conclusion, and looks good. Good presentation can get better marks for an essay. Good luck and happy writing!

(205 words)