

Technos International Week Program Guidelines

Technos International Week 2018, which is scheduled to take place Sun.Jun.10 to Sat.Jun.23, aims to promote international exchange and understanding between the representatives of Bates College and the students and faculty of Technos College, as well as offer the guest group the opportunity to experience and appreciate Japanese life and culture.

The costs of domestic transportation, accommodation and, to a limited extent, group meals in Japan will be met by Tanaka Ikueikai Educational Foundation. International travel expenses, including flights to and from Japan and associated costs such as travel insurance, taxes and fees outside Japan, as well as all personal expenses, including meals not provided on a group basis, shall be paid by Bates College or the individual participants.

The group of three representatives from Bates College should be selected by the academic leaders and recommended by the President on the basis of the following general criteria.

Student candidates should have:

- i) a genuine interest in Japan, its people, culture and history;
 - ii) an excellent academic record;
 - iii) a willingness to meet people from different racial and cultural backgrounds and experience elements of Japanese culture, living conditions and cuisine which may be foreign;
 - iv) no previous travel experience in Japan;
(guest participants should be new to the cultural and geographical elements of the program)
 - v) little or no proficiency in the Japanese language ;
(guest participants are encouraged to use English with their counterparts at Technos College)
 - vi) citizenship of the United States of America, United Kingdom, New Zealand or a country whose citizens are permitted similar visa waiver conditions for short-term entry to Japan.
- Participating colleges and universities are welcome to select either one member of the teaching faculty or of their administration staff as a group leader, according to their judgment of the benefits of the program on individual members of faculty and staff. As with student participants, this representative should not have visited Japan previously or, at least, not have any recent or extended travel experience in the country.
 - Should Bates College prefer to send three student participants, rather than two students and a faculty or staff member, or if students return home separately to their faculty or staff leader, provision must be made to ensure the safety and well being of the students. Tanaka Ikueikai Educational Foundation and Technos College shall not be held legally responsible for participants' circumstances and actions before, during or after the program.
 - In order to ensure the continuation of the program and to establish a balanced contribution to this exchange activity, the general cost of holding the event annually is divided between the host and guest institutions. Thus, Tanaka Ikueikai Educational Foundation shall cover domestic expenses for the group of international participants within Japan, while Bates College (or its representatives) shall remain responsible for international travel fares and related expenses, as well as individual participants' subsistence allowance for meals and activities that are not organized on a group basis. Bates College shall determine the most appropriate means of contributing to the payment of 'international' and 'individual' expenses for the program, either through an institutional fund, the annual allocation of funds from the grant support of the Tanaka Memorial Foundation or direct payment by the participants themselves. Tanaka Ikueikai Educational Foundation will continue to offer logistical support and coordinate all aspects of the program within Japan.

- It is expected that participants in the program shall enthusiastically experience all aspects of life in Japan available during their visit, including living conditions in an environment which may be unfamiliar and, at times, challenging. Participants should also accept the food served during the program, especially at group meals, even if this too seems foreign or unfamiliar. Arrangements cannot be made to satisfy special dietary requests, unless these are of a religious nature or concern a serious health condition. Fish and/or meat will be served at all group meals during the visit, according to Japanese custom.
- The goal of the program is to introduce Japan to students, faculty and staff members of Bates College and other affiliated institutions worldwide who have no previous experience of visiting the country and have had limited personal contact with Japanese culture and lifestyle. There are increasing opportunities for students and faculty members to travel to Japan and Asia for academic purposes, whether privately or by joining organized, off-campus study programs. The Technos International Week participants should be selected from candidates who do not have easy access to such opportunities to visit Japan. In addition, in order to maximize the value of international exchange during the program, the participants from Bates College are encouraged to use English when communicating with their counterparts at Technos College. The *first priority* of the program is to foster educational, cultural and interpersonal exchange, rather than offering Japanese language instruction or practice.
- All participants should be able to enter Japan for the duration of the program free of immigration restrictions, preferably with a visa waiver (if documentation is required in order to apply for a tourist visa, notice must be provided to Tanaka Ikueikai well in advance). In addition, each group of participants is regarded as representing their institutions and, more generally, their country and culture.

Suggestions and Requests

These are by no means binding conditions, but rather, suggestions based on feedback from previous International Week participants and requests proposed by the Technos College community.

- The selection of participants should be conducted according to the procedures deemed appropriate by each college and university. However, the one component that has been identified as particularly useful is the **personal interview** of candidates after their recommendation by the relevant Deans, heads of department or selection committee members. We would like to promote this procedural element as the final stage of selection if it is not already in effect and we would also like to suggest that the interviewing panel comprise previous International Week faculty representatives in addition to the appropriate member of the administrative or executive staff. While this is a time-consuming task, it may well be worthwhile in terms of the program's overall success if all participating institutions could include this common interview element in their final selection process.
- We have noted the importance of faculty/staff leaders **knowing** the student members of their group personally before embarking on the trip.
- We have also noted that colleges have, without our prompting, regularly included students who would otherwise not have the **financial means** to travel to Japan. We do not include a 'means test' in the selection process. However, we would just like to assure you that this consideration does reflect the goals of the Tanaka family in making such opportunities available. Given that Bates College plans to cover those costs for the trip that are not met by Tanaka Ikueikai, a student's ability to fund such a trip privately should not necessarily be used as a separate selection criterion, but perhaps considered in conjunction with the listed criteria, especially their academic standing and sincere interest in experiencing Japan.
- During past International Week programs, we have asked participants to work on a **project** to be presented at their home campus after the summer break. What we ideally hope all participating groups will do in response to the visit is *report back* to their college and community in some form so that their

experiences are communicated and the value of the inter-cultural exchange that takes place here goes beyond the group of individuals who travel to Japan to take part. Previous reporting activities have involved journal keeping as well as taking photographs, videos and/or other forms of immediate information storage which is focused in some way, either on a certain topic of interest to the participant or a more general view of Japan. This is quite natural to the faculty members whom we have noted make use of time on their own to investigate areas of professional or personal interest and who undoubtedly use some of what they learn in their future research and teaching.

A number of institutions or participating groups have also created blogs or other online pages to report on the International Week visit. Some schools have also included mention of the program on their official websites. These can be accessed by interested students and teachers and utilized by future participants as a resource base. Moreover, we hope to make use of the Internet more effectively to connect the members of the Technos network and also the individuals who have contributed to our international efforts for exchange and outreach. Nevertheless, we leave the nature of the project and feedback response to the respondents. We would also be happy for written reports, photographic displays or seminar presentations to be offered by the group members to their peers, as others have done in the past. We look forward to hearing about and, to the extent possible, also seeing the results.

- Although faculty representatives have presented special lectures or otherwise participated in classes at Technos College on a limited basis in the past, starting from 2007 the Technos International Week on-campus program offered the first opportunity for *all* guest faculty and staff (group leaders) to observe and/or teach Technos classes, or offer prepared presentations to our faculty and staff members. We hope to develop this aspect of the International Week exchange further in 2018, inviting all participants – faculty and students – to **contribute** to classes, seminars and discussions with Technos students and faculty. Visiting professors may be able to lecture or otherwise participate in classes relevant to their fields of expertise and interest; whereas student members of the international groups will be asked to share and exchange information related to their college/university experiences and their cultural backgrounds. We aim to make these contributions from the international groups a key component of the on-campus program and we will endeavor to work with participants to prepare adequately in advance, in particular, for faculty presentations and lectures. Therefore, we ask individual participants to consider how they might most effectively and productively respond to this invitation to interact and contribute during the second week of the program spent at the Technos College campus.
- With regard to the **travel arrangements** between the United States and Japan for Technos International Week, although we understand that pricing and flight routes need to be considered, in order for Technos staff and students to make arrangements for the airport pickup and see-off of participants of eleven schools from four different countries, we request that you arrange your school group's flights to arrive at Narita Airport on Sun.Jun.10 between 10 a.m. and 3 p.m. and depart from Narita Airport on Sat.Jun.23 between 10 a.m. and 3 p.m. Should you wish to coordinate these arrangements in conjunction with other participating colleges, we would be happy to provide contact details for the relevant staff and/or faculty members responsible for the travel plans of each group. Nevertheless, as we ask you to pay for your three representatives' air fares, we simply request that you make your own flight reservations, then send a copy of the e-ticket after flight details have been finalized so we can prepare adequately for arrival and departure on the Japan side.

School Introduction Videos

We are planning to once again ask each participating school to create an introduction video to be played at the Technos International Week 2018 Welcome Party. The playing of the introduction videos during the IW2017 Welcome Party proved to be another highlight of the first full day of events at Technos College, so we would very much like to continue this video collaboration project next year at IW2018.

To ensure that videos from all 12 participating schools (including Technos College) are of the same quality, length and format, we request that the video be sent according to the below parameters.

Video Quality: Full HD (1920X1080)

The videos will be projected onto a big screen, so if your video is not in Full HD it could appear grainy.

Photos: If photos are inserted into the video, their ratio should also be 1920X1080

If the photos have a different ratio, they will not properly fit on the screen.

Video Format: MOV is most preferable, but MP4 is also acceptable

If the video is in a different format, it will cause difficulties for the editor who makes the master video.

Video Length: 60 seconds

We have a limited amount of time for the introduction videos during the Welcome Party, so please try to make the video introduction no longer than one minute. Conversely, if your video is too short, its impact could be weaker when shown alongside the videos of the other schools. Therefore, it is ideal to aim for one minute in length for your school's introduction video.

It is recommended to have your school name and/or logo appear at the beginning of your introduction video, so that those viewing will know which school it is. Also, having the faculty and student participants for Technos International Week 2018 appear in the video would be ideal. In this way, everyone will be able to identify each participating school and its faculty and student representatives.

Since it takes a considerable amount of time to compile and edit the master video that will be shown at the Welcome Party for Technos International Week 2018, as the event approaches a requested submission deadline will be confirmed for the introduction videos. Last year's date for submission was by Friday, May 12th (one month before the starting date of IW2017).

We greatly value the participation by Bates College in the Technos International Week exchange program and the special contribution you have made to its success. We look forward to hosting your delegates again in 2018 and having them learn something about Japan, about Technos and about our friends from other colleges, countries and cultures.

Matt Rollo
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