

EIS - Special Sessions at JUSEC

【Objectives】

The purpose of the "Special Session" is to promote U.S. Higher Education in general, not to promote specific institutions. Educational Information Service (EIS) of JUSEC (Fulbright Japan) occasionally chooses specific topics to provide prospective students with up-to-date, useful and authentic information on specific fields which are popular among the Japanese audience in the form of "Special Sessions". Topics may vary from very broad themes such as "Liberal Arts Education in the U.S." to more focused issues such as "Admission to Architecture Schools in the U.S.", depending on the resource persons.

EIS seeks representatives of U.S. accredited institutions to volunteer as speakers on specific topics such as "Two Year Community Colleges in the U.S."

Although the primary purpose of "Special Sessions" is to provide information on specific topics, not to promote specific institutions, each speaker may introduce their own institutions as an example of a U.S. higher education institution, at the end of the session.

【Specifics of the Sessions】

Participants/Visitors:

- Speaker(s) may be an individual or a group of individuals representing between two and six accredited institutions of higher education (hereafter referred to as "Representatives"). For example, those coming may represent consortiums or be on recruiting tours. Due to limited resources, we will not be able to accept requests from all individuals.
- Commercial study-abroad agencies may **NOT** accompany the institutional representatives to the sessions.

Submission of Requests:

Requests to hold a seminar at JUSEC must be made at least three months in advance by email to eas@fulbright.jp

Schedule:

In most cases, JUSEC will be able to accommodate requested dates for the seminars. However, this may not be possible when the requested dates conflict with regular JUSEC activities such as Fulbright New Grantee Orientations and the EIS annual Outreach Programs in October, November and early December.

Venue – JUSEC conference room:

The conference room at the Fulbright Japan's Secretariat will be used for most seminars. However, occasionally, the Tokyo American Center may be used.

Guideline

- *Theme: See **presentation topics** below
- *Audience: Prospective Japanese students and parents
- *Time: 2:00-4:00pm
- *Place: JUSEC Conference Room
- *Address: Sanno Grand Building #207
2-14-2 Nagata-cho

Chiyoda-ku, Tokyo

*Fee: Free

*Seating capacity: Maximum 50, including both Representatives and prospective students.

*Registration: on-line registration necessary in advance via Fulbright Japan's website

*Language used: Japanese (introduction by EIS) and English (your presentation)

Sample Schedule:

14:00-15:00 Presentations to Japanese students

15:00-15:30 Q. & A. from students

15:30-16:00 Free discussion with students

16:00 End of program

Notes:

*No interpretation during the presentations provided.

***Sample Schedule for "Liberal Arts Education in the U.S."**

2:00-2:05 (5 min.) Introduction and Opening Remarks

2:05-2:30 (25 min.) Presentation on "Differences in Higher Education Systems between Japan and the U.S." by Fulbright Japan staff (in Japanese)

2:30-3:10(40 min.) Presentation on "Liberal Arts Colleges in the U.S." (in English).

*General topics to be included:

- Mission of Liberal Arts Colleges in the U.S.
- Differences between Public 4 year institutions
(e.g. Student life (dorm/aptmt.), Type of students
(adult/traditional/minority/international, state residence / non-residence) , etc.)
- What's good about pursuing Liberal Arts Education
- Scholarships and financial aid
- Tips & Things that international students should be aware of

3:10-3:30 (20 min.) Q&A session

3:30-4:00 (30 min.) Explanation of your program and free talking w/students

Presentation Topics:

Presentation topics should be general, covering many aspects of U.S. higher education.

Suggested topics are listed below. You are also welcome to suggest your own topics, which may be useful to prospective Japanese students to study in the U.S. Please note again that this seminar is meant to be promoting U.S. higher education widely, not to recruit students for specific schools. However, at the end of the presentation, each representative will have an opportunity to briefly introduce their institution. In addition, you will have time to talk to individual students during the free discussion period.

*** Suggested Presentation topics**

- Liberal Arts Education in the U.S.
- Two Year Community Colleges in the U.S.
- (Admission to) Art Schools in the U.S.
- (Admission to) Architecture Schools in the U.S.
- Graduate Programs in International Relations/Affairs and Related Careers

- Law Schools in the U.S.- JD programs and LLM programs
- Practical Training Opportunities (Internships) for International Students

Coordination with Representatives:

Once a request is approved, an EIS staff person will be assigned to coordinate the seminar with the Representative(s).

PR and Announcement of the Sessions:

EIS will work with the institution to develop PR materials for the sessions. Sessions will be publicized in the following manner:

- * Announcement on JUSEC's website.
- * Fliers on the bulletin board in the EIS Reference Library.
- * E-mail announcements to EIS users registered to receive such information.

Specific individuals within the institution's own database may be invited; however, all materials announcing the seminar must be reviewed by Fulbright Japan/EIS before being sent to prospective students.

Student Registration and Contact:

Students will be asked to pre-register for the session via the EIS website. EIS will provide periodic updates of registration status to the Representative(s).

【JUSEC Services for Visitors】

- * **Briefing to Representatives:** General and updated information on the Japanese educational system, and current trends of Japanese students who are seeking opportunities to study at U.S. universities and colleges.

***** JUSEC CANNOT PROVIDE**

- * A venue for meeting individual students.
- * Arrangements to meet with non-students such as educational organizations, institutions, consular officials, or alumni receptions.

【Guidelines】

Representatives must agree to abide by the NAFSA Code of Ethics for Recruitment

<http://www.nafsa.org/about.sec/governance_leadership/ethics_standards/nafsa_s_code_of_ethics>.

Updated October 2011, EIS, JUSEC