

早稲田大学理工学術院英語担当専任教（任期なし）公募情報

**Full-time tenured position at CELESE, Waseda University**

<p>概要 Outline</p>	<p>早稲田大学理工学術院英語教育センターでは、当センターで開講している英語の授業を担当できる専任教員（任期なし）を公募します。当センターの英語教育プログラムは大規模な統一プログラムで、授業は英語で行われています。英語プログラムについて詳しくは以下の <i>CELESE English Program</i> をご覧ください。</p> <p>職務内容は、理工系学生対象の英語の授業・指導・研究および校務の他に、英語プログラムの開発・運営、教材・試験問題の作成などを含みます。</p> <p>The Faculty of Science and Engineering, Waseda University is looking for applicants for a full-time tenured position in the Center for English Language Education in Science and Engineering (CELESE), which operates a large, coordinated program for science and engineering students with English as the medium of instruction. Details of the program can be found below (<i>CELESE English Program</i>).</p> <p>Duties will include teaching English at undergraduate and possibly graduate level, carrying out research and administrative work, developing and managing the English program, and writing teaching materials and tests.</p>
<p>ウェブサイト Websites</p>	<p><a href="#">早稲田大学</a> (Waseda University)  <a href="#">早稲田大学理工学術院</a> (Faculty of Science and Engineering, Waseda University)  <a href="#">早稲田大学理工学術院英語教育センター</a> (Center for English Language Education in Science and Engineering)</p>
<p>所在地 Location</p>	<p>東京都新宿区大久保 3 - 4 - 1  3 - 4 - 1, Okubo, Shinjuku, Tokyo</p>
<p>募集職種 Position</p>	<p>教授、准教授ないし常勤専任講師  professor, associate professor, or assistant professor</p>
<p>勤務形態 Type of employment</p>	<p>常勤（任期なし）  full time (tenured)</p>
<p>募集人員 Number of open positions</p>	<p>1名</p>
<p>応募資格 Qualifications</p>	<p>1) 学歴：英語教育・言語学・応用言語学・コミュニケーション・技術英語およびそれらの関連分野において大学院博士後期課程修了またはそれと同等以上の能力を有する。  Academic background: Qualified applicants should have completed a doctoral program or equivalent in TESOL, linguistics, applied linguistics, communication or related areas.</p> <p>2) 教歴：大学において英語教育の経験を有する。</p>

	<p>Teaching experience: Qualified applicants should have experience teaching English at college or university.</p> <p>3) 技能 :</p> <ul style="list-style-type: none"> <li>● 理工系英語プログラムの開発・運営ができる。</li> <li>● 英語を使って理工系学生対象の英語の授業が行える。</li> <li>● 業務と授業にコンピューターなどの IT 機器が活用できる。</li> </ul> <p>Skills: Qualified applicants should be able to:</p> <ul style="list-style-type: none"> <li>● develop and manage an English program for science and engineering students</li> <li>● teach English to science and engineering students with English as the medium of instruction</li> <li>● use computers and other equipment effectively in teaching and administrative work</li> </ul> <p>4) その他 : 日常の任務を遂行できる日本語能力を必要とする。</p> <p>Other: Qualified applicants need Japanese abilities good enough to perform in daily situations.</p>
<p>募集締め切り Application deadline</p>	<p>7月31日必着 July 31st, 2014</p>
<p>着任時期 Starting Date</p>	<p>2015年4月1日 April 1st, 2015</p>
<p>応募書類 Application documents</p>	<ol style="list-style-type: none"> <li>1) 履歴書(書式自由 ; 写真貼付 ; 連絡用メールアドレス明記) CV (in any format, with a picture and e-mail address)</li> <li>2) 研究業績リスト List of publications</li> <li>3) 履歴・業績要約表(以下の Resume Summary Table を完成し同封) Summary table of resume information (complete <i>Resume Summary Table</i> below)</li> <li>4) 主な著書・論文 1部ずつ計 3点以内 (実物またはその写し)。これらについては、研究業績リスト左欄外に○印をつける。 Main books and papers (at most three; one copy of each). Identify them with a circle (○) in the list of publications.</li> <li>5) これまでの研究概要 (日本語 1000 字程度または英語 500 語程度のいずれか一方) Summary of your research to date (either approx. 1000 letters in Japanese or approx. 500 words in English)</li> <li>6) これまでの教育概要 (日本語 1000 字程度または英語 500 語程度のいずれか一方) Summary of your teaching experience to date (either approx. 1000 letters in Japanese or approx. 500 words in English)</li> <li>7) 理工系学生対象の英語教育についての抱負 (日本語 1000 字程度および英語 500 語程度の両方) Your ideas on teaching English to science and engineering students (both approx. 1000</li> </ol>

	<p>letters in Japanese and approx. 500 words in English)</p> <p>8) 学部の卒業証明書のコピーおよび最終学歴の修了証明書のコピー Copies of certificate of graduation from undergraduate and graduate programs</p> <p>8) 住所・氏名を明記した 82 円切手を貼った封筒を同封 (選考結果通知用) A self-addressed envelope with a 82 yen stamp on it to inform you of the result.</p> <p>提出先 〒169-8555 東京都新宿区大久保 3 - 4 - 1 早稲田大学理工学術院理工英語教育センター連絡事務室内 人事委員会 Address to send application: Personnel Committee c/o Center for English Language Education in Science and Engineering, 1st Floor, Building 51 Faculty of Science and Engineering, Waseda University 3-4-1, Okubo, Shinjuku, Tokyo, 169-8555</p> <p>※必ず簡易書留ないし宅急便とし、封筒に「英語専任教員応募書類在中」と朱書してください。 Write “Full-time English Teacher Applicant” in red on the envelope and send it by registered mail.</p> <p>※応募書類は原則として返却いたしません。ただし、業績の実物等の返却を希望する場合には、相当郵送料の切手が貼付された封筒 (住所・氏名を明記) が同封してある場合にのみ返却いたします。 Application documents will not be returned. However, if you wish to have your books returned, enclose a stamped self-addressed envelope with the correct postage.</p> <p>※問合せ先：メールにて <a href="mailto:celese-hiring-com@list.waseda.jp">celese-hiring-com@list.waseda.jp</a> をお願いいたします。 If you have any questions, send an inquiry to <a href="mailto:celese-hiring-com@list.waseda.jp">celese-hiring-com@list.waseda.jp</a> by e-mail. なお、応募書類に含まれる個人情報は、個人情報保護法に基づき、この人事選考以外の目的には使用いたしません。</p>
<p>選考方法 Selection</p>	<p>第一次選考は書類審査とし、第二次選考では英語と日本語による面接です。なお、面接日は 9 月 6 日 (土) ないし 9 月 7 日 (日) を予定しており、面接の際の旅費は応募者の負担となります。 The first screening will be based on application documents and the second screening will be an interview both in English and in Japanese, which is scheduled for September 6 or September 7. We regret that no travel expense will be paid for the second screening.</p>
<p>結果通知 Result</p>	<p>選考後、応募者本人に通知します。 We will inform you of the result as soon as it is determined.</p>

## Resume Summary Table

Complete the following of information based on your current resume.

Name: ..... Date: .....

<b>Information</b>	<b>Example response</b>	<b>Response</b>
Nationality	Japanese	
Undergraduate major	mathematics	
Graduate specialization	linguistics	
Final degree and field of study	PhD in linguistics	
Research area(s)	computational linguistics	
Number of books	2	
Number of refereed papers	3	
Number of non-refereed papers	4	
Number of presentations	5	
Years of teaching at college or university	3 years	
Years of living in an English speaking country	4 years	
Experience in developing and/or managing an English program	yes, at Waseda University	

Overview of CELESE Program (Undergraduate)

Academic Courses

Communication Courses

Subject		Classes per week (1 class = 90 minutes)								Credits
		1 <sup>st</sup> Year		2 <sup>nd</sup> Year		3 <sup>rd</sup> Year		4 <sup>th</sup> Year		
		Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	
Required	Academic Lecture Comprehension 1	1								1
Required	Academic Lecture Comprehension 2		1							1
Required	Communication Strategies 1	1								1
Required	Communication Strategies 2		1							1
Required	Academic Reading 1			1						1
Required	Academic Reading 2				1					1
Required	Concept Building and Discussion 1			1						1
Required	Concept Building and Discussion 2				1					1
Elective	Technical Writing 1					1		1		1
Elective	Technical Writing 2						1		1	1
Elective	Technical Presentation (Repeated in Fall)					1	1	1	1	1
Elective	Special Topics in Functional English (Repeated in Fall) Advanced Oral Communication									
	TOEFL/TOEIC Test taking					1	1	1	1	1
	English for Mathematics									
	MBA									
	...									
<b>Total</b>										<b>12</b>

**CELESE Course Goals - 1 (Undergraduate)**
 Academic Courses

 Communication Courses

Course Name		'Can Do' List of Course Goals
Required	Academic Lecture Comprehension 1	<ul style="list-style-type: none"> <li>● understand 5-10 min. lectures in English</li> <li>● take notes of sufficient detail to answer basic comprehension questions about the lecture content</li> <li>● ask and answer simple questions about the lecture content</li> <li>● read and understand short (1 page) articles related to the lecture content</li> </ul>
Required	Academic Lecture Comprehension 2	<ul style="list-style-type: none"> <li>● understand 10-20 min. lectures in English</li> <li>● take notes of sufficient detail to write a short summary of the lecture content</li> <li>● ask and answer detailed questions about the lecture content</li> <li>● read and understand long articles (1-5 pages) related to the lecture content</li> </ul>
Required	Communication Strategies 1	<ul style="list-style-type: none"> <li>● listen to 2-3 news reports in English and understand the main points</li> <li>● give short, simple answers to prepared questions related to the news report</li> <li>● use different question types to obtain simple information</li> <li>● form simple but well-constructed sentences</li> <li>● deliver prepared sentences with comprehensible pronunciation, speed, and intonation</li> <li>● express opinions on a wide range of scientific and social issues orally</li> </ul>
Required	Communication Strategies 2	<ul style="list-style-type: none"> <li>● listen to 2-3 news reports in English and understand the main and specific details</li> <li>● give long, multiple clause answers to prepared and free questions related to the news report</li> <li>● use various strategies to obtain simple and complex information</li> <li>● construct long, complex sentences with ease</li> <li>● express opinions on a wide range of scientific and social issues with comprehensible pronunciation, speed, and intonation with little preparation</li> </ul>
Required	Academic Reading 1	<ul style="list-style-type: none"> <li>● understand the mechanics of the reading process</li> <li>● locate weaknesses in the student's own reading skills and know how to improve these areas</li> <li>● read and understand a limited range of academic texts</li> <li>● apply several important reading strategies to extract information from academic texts</li> <li>● understand a variety of recent issues in science and engineering</li> </ul>
Required	Academic Reading 2	<ul style="list-style-type: none"> <li>● read and understand a wide range of academic texts</li> <li>● apply a wide variety of reading strategies to understand academic texts at various levels of depth and complexity</li> <li>● understand a variety of recent issues in science and engineering</li> </ul>
Required	Concept Building and Discussion 1	<ul style="list-style-type: none"> <li>● use Internet and library resources to find information on a particular topic</li> <li>● work in a group and negotiate simple problems with the assistance of the teacher</li> <li>● present simple findings to an audience in well-formed sentences from a prepared script</li> <li>● design and complete a feasible project within a small group</li> <li>● prepare and deliver a convincing speech with comprehensible pronunciation, speed, and intonation</li> </ul>
Required	Concept Building and Discussion 2	<ul style="list-style-type: none"> <li>● organize ideas and conduct simple research using a variety of information resources</li> <li>● work independently or in a group using problem solving and negotiating skills to solve issues related to a chosen topic</li> <li>● present extended findings to an audience in well-formed sentences with a script</li> <li>● write a short report of two to three well-structured paragraphs on a chosen topic</li> <li>● understand the importance of references, citations and avoidance of plagiarism</li> <li>● design and complete a feasible project within a small group</li> <li>● design and complete a feasible individual project</li> </ul>

**CELESE Course Goals - 2 (Undergraduate Program)**

Academic Courses

Communication Courses

Course Name		'Can Do' List of Course Goals
Elective	Technical Writing 1	<ul style="list-style-type: none"> <li>● understand the importance of English in the fields of science and engineering</li> <li>● understand common problems associated with using technical vocabulary</li> <li>● use effective strategies to learn technical vocabulary</li> <li>● identify the audience, purpose, structure, style, and presentation of a technical text</li> <li>● understand the structure of a typical technical research paper</li> <li>● use micro and macro level reading strategies to understand research proposals and papers</li> <li>● understand research journal “instructions for authors” sections</li> <li>● write the title, introduction, methods, results, and discussion/conclusion sections of a research paper</li> <li>● write simple and extended definitions</li> <li>● explain methods and processes</li> <li>● explain information in figures and tables</li> <li>● know how to strengthen or weaken the interpretation of research finding through hedging</li> <li>● understand the importance of references, citations, and avoidance of plagiarism</li> <li>● follow common conventions for citing and referencing information in a research article</li> </ul>
Elective	Technical Writing 2	<ul style="list-style-type: none"> <li>● understand the importance of English in the fields of science and engineering</li> <li>● understand common problems associated with using technical vocabulary in specialist fields</li> <li>● use effective strategies to learn technical vocabulary in specialists fields</li> <li>● use text analysis tools to identify differences in the audience, purpose, structure, style, and presentation of technical texts in different fields</li> <li>● identify the structure of technical research papers in specialist fields</li> <li>● understand research journal “call for papers” and “instructions for authors” sections</li> <li>● write the title, abstract, introduction, methods, results, discussion/conclusion sections of a research paper in a specialist field</li> <li>● write simple and extended definitions.</li> <li>● explain methods and processes</li> <li>● explain information in figures and tables</li> <li>● know how to strengthen or weaken the interpretation of research finding through hedging</li> <li>● understand the importance of references, citations and avoidance of plagiarism</li> <li>● follow common conventions for citing and referencing information in a research article</li> </ul>
Elective	Technical Presentation	<ul style="list-style-type: none"> <li>● understand the importance of presentations and their inherent problems</li> <li>● control nerves and deliver a presentation with confidence and authority</li> <li>● design clear and attractive visual aids</li> <li>● use popular presentation software packages</li> <li>● identify the audience, purpose, organization, flow, style, and delivery of presentations</li> <li>● deliver a presentation from a prepared speech or notes with comprehensible pronunciation and intonation</li> <li>● use natural-sounding linking phrases and expressions when navigating and explaining presentation content</li> <li>● understand how to deal with questions from the audience</li> <li>● learn how to cite and reference presentation resources and data</li> </ul>
Elective	Special Topics in Functional English	<ul style="list-style-type: none"> <li>● learn how to use English for specific, functional purposes, such as standardized test taking, basic mathematics, and MBA study</li> </ul>

## **CELESE Undergraduate Course Descriptions (Summary)**

### **Academic Lecture Comprehension 1 and 2**

In this course, students will develop their academic listening, reading and note taking skills through study and discussion of English lectures of varying lengths. The lectures will focus on a wide range of topics, although emphasis will be on recent developments in science and engineering. In-class activities will include watching video lectures, listening to audio recordings of lectures, reading related materials and discussing the target issues through pair, group and class activities. After completing the course, students should be able to understand English lectures of between 5 and 15 minutes, summarize the lectures in the form of notes, and ask and answer questions regarding the lectures.

### **Communication Strategies 1 and 2**

In this course, students will develop their communication skills through a variety of pair, group and class activities. Emphasis will be placed on developing effective listening and speaking skills, and improving pronunciation, intonation and grammar knowledge. In addition, students will learn about interesting and sometimes controversial topics in American society, including education in the U.S., aging society, recycling, U.S. manufacturing, product safety and cloning. After completing the course, students should be able to understand 2~3 min. news reports in English, give their opinion on a wide range of scientific and social issues, and be able to form well-constructed sentences in English. They should also be able to express their views with comprehensible pronunciation, speed, and intonation.

### **Academic Reading 1 and 2**

In this course, students will improve their academic reading skills through study and discussion of newspaper, magazine, and journal articles of varying lengths related to important issues in science and engineering. Emphasis will be placed on developing a deep understanding of sentence and text structure, and on developing micro- and macro-reading skills, so that relevant information can be found quickly and effectively, without the need for translation into the native language. Students will be encouraged to move toward English-only activities. They will also be encouraged to read beyond the target texts to gain a deeper understanding of the topics covered. In addition, students are required to master 570 academic words including their meaning and collocations by studying the Academic Word Lists (AWLs) provided by CELESE. Students are expected to spend 1.5 hours out of class on weekly assignments.

### **Concept Building and Discussion 1 and 2**

In this course, students will build on the communicative strategies they acquired in Communication Strategies 1 and 2 through a series of individual and team activities related to their target field of study. Emphasis will be placed on negotiation, discussion and problem-solving in a



group setting, and the language skills needed to gather information from a variety of sources, summarize that information, and present results and conclusions to an audience. After completing the course, students should be able to find information on a topic through library and Internet sources, discuss this information in a group and present findings with proper source acknowledgment to an audience in well-formed sentences with pronunciation and intonation comprehensible to an international audience.

### **Technical Writing 1 and 2**

In this course, students will develop the scientific and technical reading and writing skills they need to understand and construct research articles. The course will be divided into two parts.

In Part One of the course, students will learn the basic principles of writing in science and engineering. First, they will consider what research is and how it differs from the study that they will normally do in school or university. They will also learn about the research process and how it is reflected in the writing of a research paper. Next, students will look at six fundamental aspects of writing and learn how they apply to research papers in science and engineering. These are audience, purpose, organization, flow, style, and presentation.

In Part Two of the course, students will plan and carry out a short research project and then write up the results of the project as a research paper. First, students will be guided in choosing a topic to investigate and then instructed on how to narrow the focus of the topic before constructing a working-title. Next, they will learn about the characteristic features of research paper introductions, and see how expert writers summarize previous work using references and citations. Then, the focus will move to the materials and methods section. Here, students will learn how to explain materials, methods, and processes in the correct tense and voice. Next, students will learn how to write up the results and discussion of their research, visualizing data in the form of tables and charts, explaining trends and patterns in their data, and adjusting the strength of their options with hedging devices. Finally, students will learn how to summarize their entire research paper in the form of a short one or two paragraph abstract.

### **Technical Presentation**

In this course, students will develop the oral presentation skills needed to present scientific and technical research findings in their specialist field. The course will be divided into two parts.

In Part One of the course, students will develop the basic strategies they need for preparing and giving an effective presentation in science and engineering. First, they will learn about the importance of presentations and the problems associated with them. Next, they will learn how to design a presentation by considering issues of audience, purpose, organization, flow, and style. Then, students will learn about popular delivery strategies and slide design techniques. They will conclude the section by studying ways to improve their delivery speed, stress, intonation, and pronunciation. At the end of Part One, students are expected to design and give a short five to ten minute oral presentation related to their research interests.

In Part Two of the course, students will focus on the language needed during each part of the presentation (opening, outline, background, materials/methods, results, discussion, summary, and Q&A). By analyzing the language used in a model presentation given at a real-world engineering conference, students will learn many of the common features of presentation language and develop confidence to deliver their own presentations in English. Students will also practice the target language through a series of short pair and group activities, and work toward a final presentation related to their research interests. At the end of Part Two, students are expected to design and give a five to fifteen minute presentation related to their research interests. Unlike the first presentation, this will be more detailed and will accurately reflect the type of presentation students will need to give at an academic conference.

### **Special Topics in Functional English**

Advanced Oral Communication

TOEFL/TOEIC Test taking

English for Mathematics

MBA English

Students will learn how English can be used to achieve specific purposes in a wide variety of fields and disciplines, such as improving scores on standardized tests such as TOEFL and TOEIC, explaining basic mathematical concepts in English, and understanding the English of the MBA.

**CELESE Course Goals - 1 (Graduate Program)**

Academic Courses

Communication Courses

Course Name		Classes per week (1 class = 90 minutes)		Credits
		Years 1/2		
		1st Semester	2nd Semester	
Elective	Professional Communication 1	1		1
Elective	Professional Communication 2		1	1
Elective	Advanced Technical Reading and Writing 1	1		1
Elective	Advanced Technical Reading and Writing 2		1	1
Elective	Advanced Technical Presentation	1		1
Elective	Advanced Technical Presentation		1	1
Elective	Workplace English 1	1		1
Elective	Workplace English 2		1	1
<b>Total</b>				<b>8</b>

**Advanced Technical Reading and Writing 1 and 2**

In this course, students will learn to read research and write research papers in their field. The final goal will be to use the relevant literature in English in writing a research paper for publication in an international journal.

**Advanced Technical Presentation**

In this course, students will learn to present research findings as a PowerPoint oral presentation or a slide based poster presentation. The final goal will be to present current research findings in English to an international audience of field experts.

**Professional Communication 1 and 2**

In this course, students will learn the basic skills necessary to communicate ideas in science and engineering in written and oral form. The final goal will be to understand the characteristics of the major genres used in science and engineering, in terms of audience, purpose, organization, flow, style, and presentation.

**Workplace English 1 and 2**

In this course, students will learn practical reading, writing, and presentation skills that will be useful when communicating with managers, colleagues, sub-ordinates, and the general public after entering a profession. The final goal will be to prepare students to be work effectively and confidently from the first day in the workplace.