



THE LAURASIAN
INSTITUTION

Dear Host Teacher:

Welcome to the J-corps, Jr. Japanese high school exchange program!

Below are various forms to confirm participation for hosting a J-corps, Jr. student at your school. Please contact Mari Kim at mkim@laurasian.org or 206-367-2152 with any questions regarding the program.

Thank you very much in advance for your support of giving this very special opportunity to a Japanese student! We hope that this is a rewarding experience for you and your students. For your time and efforts, we will be mailing a modest honoraria of \$500 for each student you host at your school (scheduled to be mailed in winter).

Let's get started!

STEP 1:

- School Acceptance Form → **Please have your school administrator sign this form as soon as possible to reserve a seat for a J-corps, Jr. student, then mail to TLI.** If this is your first time hosting a J-corps, Jr. student and are not sure whom at your school/district approves exchange students, please contact Mari Kim for assistance.
- Host School Application Form → Please complete this form **if you are a new host teacher, or if information you provided in the past needs to be updated.** This information will be forwarded to the exchange student.
- Criminal Background Check Release Form → The U.S. Department of State mandates all exchange program local coordinators (host teachers) to have a basic background check. The information will be kept confidential, and stored in a locked cabinet for three years after participation. **If you are a NEW host teacher, or have hosted several years ago and not completed this form yet, please mail the completed form to TLI.**

STEP 2:

- Please speak with your students and school community to recruit host families. Some students stay with up to three families during the year, if there are multiple families who would like to commit to shorter hosting terms. Once you have found the host families, **please pass along the “Host Family Information Brochure” and “Host Family Forms Packet” to them to complete, and have them return these to Mari Kim via mail/email/fax.** Please let the families know that they are always welcome to contact TLI with any questions regarding hosting.
- Host Family Interview Form → After the host family has committed to hosting, please contact them to schedule a short **in-home visit.** Please go over the student's information with the family, as well as any cultural differences they may encounter. We strongly encourage families to be direct and open when communicating issues/concerns with the exchange student, as the cultural differences make it difficult to “assume” what the other is thinking/feeling. Please complete this interview form, and mail/fax/email to TLI.

- You, your students, and your host families may be excited to begin communicating with the exchange student. Once your school has been matched with a specific student (or students), your information, along with your school information, will be forwarded to the student in Japan. We instruct the exchange student to make the initial contact with the host teacher, as we feel it is important that they start the experience being proactive. Once you receive an email from the exchange student, please feel free to continue correspondence, and encourage your students and host family/families to contact the student as well! This may also be a good time for you to think of specific items (photos, music, small items, etc.) from Japan to share with your class.
- For the **2009-2010 School Year**, the students will be flying to Seattle, WA on July 27, 2009 to attend an orientation, where they will learn study skills, appropriate communication styles in the U.S., presentation skills, how they can contribute to their host families/schools, etc. **The students will depart Seattle and arrive at their respective host communities on August 8, 2009.** The detailed flight information will be forwarded to the families and teachers. Please ask the host families to greet their student at the airport (baggage claim carousel), and join the family if at all possible. If your nearest airport is Seattle, please have the host families contact Mari Kim to arrange to pick up their students at Seattle-Tacoma International Airport.
- Memorandum to the U.S. Department of State → Either **shortly before or shortly after** the student's arrival in your community, please meet with or speak with the host family one more time to go over the "Host Family Orientation Brochure" together. This covers more specific topics on cultural differences, and tips on hosting a Japanese exchange student. At this orientation, please sign the memo, have the host family sign it as well, and mail/fax/email this to TLI.

STEP 3:

- After the student arrives, please assist the host family and student to introduce the student to the school, and show him/her around. Also, please assist the student and counselor in setting up the class schedule. Most students' schools in Japan do not require them to take specific classes, in which case they should abide by the host school's requirements to decide what classes to take. The reading-intensive classes are typically the most challenging for Japanese exchange students, especially in the first semester. The program requires that the students strive for a C-average grade, with the understanding that exchange students need time to adjust to classes in the U.S. and may initially do poorly on some assignments/tests.
- Activity/Project Ideas for J-corps, Jr. students → although we work with students to help them think of how they can assist in the Japanese language class/club, they tend to do well initially if certain tasks are delegated to them. Please communicate openly with the student and let them know how YOU would like them to assist in the class, and give them feedback on the tasks they complete. Each student has unique strengths and aptitudes, and will be able to offer a lot to your class/students with positive encouragement. **Please refer to this list as a reference, to help you and the J-corps, Jr. student get started!**
- During the year, TLI will be contacting you to check in on how the student is adjusting. Please contact TLI at any time you have concerns/questions, and we will check in and are happy to work with situations as they arise.

Thank you for your support of the J-corps, Jr. program! We always welcome feedback/suggestions and are working towards improving the program.



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**School Acceptance Form
For High School Exchange Students**

Academic Year 2009-2010

On behalf of our school, _____,
School Name

I certify that space will be held for _____ Japanese and/or _____ Chinese exchange
No. of student(s) No. of student(s)
student(s) participating in The Laurusian Institution's high school exchange program, to
attend tuition-free:

Name of High School

Street Address

City State Zip

School beginning date: _____

School end date: _____

Signature of Authorized Official Date

Please print name and title of above Authorized School Official

Please mail completed form to:
The Laurusian Institution: Exchange Program
12345 Lake City Way NE #151
Seattle, WA 98125

HOST SCHOOL APPLICATION FORM

Please complete this form if you are new to the J-corps, Jr. program, or to update any of your information with us. The Laurasian Institution (TLI) will forward these copies to J-corps, Jr. participants to help give them a better idea of their host school and community.



J-corps, Jr.

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J-corps, Jr. 参加者名

J-corps, Jr. Participant Name: _____

Second J-corps, Jr. Participant Name (if applicable): _____

1. Host School Information (Please print clearly)

受入校名

Host School Name: _____

学校長名

Host School Principal Name: _____

受入校住所

Host School Address: _____

Tel: _____ Fax: _____ Website: _____
ホームページアドレス

授業予定

School Calendar: 授業開始日 First day _____ 授業終了日 Last day _____

受入校の種類

Host School Type: Public School 公立 Private School 私立
 Co-ed 共学 Girls 女子校 Boys 男子校

Religious affiliation 系列宗教 _____

Number of Students 生徒数: _____ Number of International Students 留学生数: _____

ESL Program Available? ESLの有無 Yes あり No なし As requested 要望に応じて

If yes, is the ESL program available to the J-corps, Jr. student? Yes あり No なし

ありの場合、留学生がESLクラスをとる事も可能ですか? :

Other Support for International Students その他サポート:

始業時に、教材購入費・活動費・学生証発行費などかかる費用はどれくらいですか?

How much will textbooks, activity fees, student IDs, etc. cost at the start of school? Approx. \$ _____

2. Host Site / J-corps, Jr. Host Teacher 受入校担当者

J-corps, Jr. ホストティーチャー名 (日本語教師)

J-corps, Jr. Host Teacher Name (Japanese Language Teacher): _____

日本へ来た事がありますか?

Have you traveled to or lived in Japan? Yes No Lived _____ months/years

何年日本語を教えていますか?

How long have you taught the Japanese language? _____ Years

何年日本語を勉強していますか?

How long have you studied the Japanese language? _____ years OR Native 日本人

日本語授業で教えている学生数は？

How many students are you currently teaching in Japanese class? _____ students

日本からの留学生を受け入れた事がありますか？

Have you hosted a Japanese exchange student before? Yes No

3. Community Information

学校の地理

School Location: Urban Area 都会 Suburban Area 郊外 Rural Area 田舎

最寄の都市およびエリアについて

Area description (and nearest major city if applicable): _____

ホームページアドレス

City/Town Website: _____

4. Required vaccinations for the J-corps, Jr. Program* ワクチン接種回数義務

* If you do not know the immunization requirements for your school, please write the name and phone number of the school/district nurse below so that we can call directly for this information.

Nurse (保険係): _____ Tel: _____

<u>Vaccination</u> ワクチン	<u>US-recommended dosages</u> 米国接種義務回数	<u>Dosages required at your school</u> 左欄と異なる場合のワクチン接種義務回数
Hepatitis B B型肝炎	3 times	_____
Diphtheria, Tetanus and Pertusis 三種混合	3 times (most recent within past 8 years)	_____
Polio (IVP) 小児麻痺	3 times	_____
Measles はしか	2 times	_____
Mumps おたふく風邪	1 time	_____
Rubella 風疹	1 time	_____
Varicella (if never had chicken pox) 水疱瘡	1 time	_____

上記以外に必要なワクチン接種

Additional vaccines required at your school: _____ / _____ times

_____ / _____ times

Any other health requirements?

OFFICER/EMPLOYEE/AGENT/REPRESENTATIVE/VOLUNTEER DISCLOSURE

AUTHORIZATION AND RELEASE

Per requirements of the U.S. Department of State, I understand that in connection with my application to be an officer/employee/agent/representative/volunteer for the J-corps, Jr. program, **The Laurasian Institution**, its consultant, IntelliCorp, and their agents or employees may be performing, requesting, obtaining, or conducting a background check on me. This background check may include an inquiry into my Employment History, Education, General Character or Reputation, Work Experience, Volunteer Experience, Driving, and/or Criminal History.

I understand that **The Laurasian Institution** may rely on any or all of this Information in determining whether to approve my application. I further understand that if any adverse action is taken by **The Laurasian Institution** or if **The Laurasian Institution** chooses not to approve my application based upon the Information, I will be provided a copy of such Information.

I understand that the background check, which may be performed by Investigators, is being performed as part of the process to evaluate me prior to approval of my application, and is not conducted for any purpose other than in connection with this application.

I have read this Officer/Employee/Agent/Representative/Volunteer Disclosure form and by signing below hereby authorize Investigators to conduct a background check as described herein in conjunction with my application. I hereby release any and all Investigators, including **The Laurasian Institution**, from any and all liability related to the procurement or disclosure of any information provided by me or obtained about me in connection with my application. I further direct and authorize Investigators to conduct the background check and further authorize any third parties who may be the custodians of or in possession of the requested Information to disclose such Information to Investigators in connection with this background check. I further certify that the information regarding my identity as completed below is accurate and no false or misleading information has been provided.

Applicant Signature

Date

Full Name (Please Print: First, Middle, LAST)

_____/_____/_____
Date of Birth (MM/DD/YY)

Social Security Number

Former Last Name(s) *if applicable*

Current Address:

Street

City

State

Zip

Former Address (if any within the last 5 years):

Street

City

State

Zip

Please Note: Although furnishing your Social Security Number is not optional, it shall be used for NO other purpose than conducting this background check. This information will not be transferred to any third party except for the express purpose of conducting the background check nor shall it be sold. Per U.S. Department of State regulations, this information will be held for three years from the end of service and then destroyed.



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Host Family Interview Form

Host teacher: Please schedule an appointment to interview the host family at their home at a time when as many of the family members as possible are present. After the interview, please mail/fax/email us this completed form.

Host Family's Name: _____ Host Teacher: _____

1. Is the home's location in a safe area? Yes No
2. Is the home appropriately clean? Yes No
3. Does the family understand their responsibilities?
(Room and board, gratis; arrangements for transportation to/from school;
attending to student's medical needs; "parental" supervision) Yes No
4. Has the family ever hosted an exchange student before? Yes No
5. Has any family member ever been an exchange student? Yes No
6. Does the host family show interest in sharing American culture with an
exchange student? Yes No
7. Does the host family show interest in learning about Japan? Yes No
8. Does the host family have certain expectations about hosting? Yes No
9. If so, do these expectations sound reasonable? Yes No
10. Explain to the family that the Japanese diet is higher in fiber and lower in fats and carbohydrates than the
American diet. Then ask if the family would understand the student's need for extra vegetables and fruits (i.e.,
fiber) because the student will probably become constipated. How open and/or comfortable would they be
about discussing this topic with the student?
11. How would they supervise the exchange student? In other words, what sort of rules would they have for the
student's daily whereabouts and activities?
12. Do you think this host family would be a good match for your exchange student? Yes No
13. Other impressions?

Recommendation: Accept without reservation Alternate Do not accept

Teacher's Signature: _____ Date: _____



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Memorandum

To: The U.S. Department of State:

We acknowledge that the topics below were reviewed and received at an “orientation session” that was separate from the initial interview:

- Promulgated Exchange Visitor Program Regulations from the Department of State (22 CFR Part 62): available at <http://exchanges.state.gov/education/jexchanges/about/22CFR62.pdf>
- Brochure detailing this program’s philosophy, rules and regulations (Host Family Orientation Brochure)
- Materials outlining cultural difference and practices commonly faced when hosting a Japanese high school student

We also acknowledge that the host family and host teacher/local coordinator should have voice contact at least once per month as per Department of State regulations.

Local Coordinator/

Host Teacher Signature and Date: _____
Signature Date

Print Name: _____

Host Family Signature and Date: _____
Signature Date

Print Name: _____

Activity/Project Ideas for J-corps, Jr. Students

The following are some ideas from J-corps, Jr. host teachers on how they have incorporated their J-corps, Jr. student as a resource in their Japanese class/club.



J • corps, Jr.

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- **Presentations (powerpoint) in Japanese:** The J-corps, Jr. student can create a powerpoint presentation with a lot of visuals, in the level of Japanese that is suitable to the particular class. Topics can be either assigned by the teacher, or suggested by the student – depending on class interest, season, topics being covered in class, etc.
- **Japanese Lunch:** The J-corps, Jr. student holds a weekly “Japanese Lunch Table” where students gather at the cafeteria to eat lunch together, and speak ONLY Japanese. The teacher provides extra credit to students who participate.
- **Creating Flashcards:** Some J-corps, Jr. students are very artistically talented, and have loved creating flashcards and other visual materials.
- **Teaching Songs:** The J-corps, Jr. student can select a Japanese song (traditional, or even J-pop) to introduce in class. The student can write out the lyrics and create worksheets with some fill-in-the-blanks, or with new kanji where the students have to listen to the songs and figure out how these are read.
- **Creating Worksheets:** The J-corps, Jr. student can create simple worksheets on specific grammar use, vocabularies, kanji, etc.
- **Grading Quizzes/Homework:** The J-corps, Jr. student can check the students’ homework, and assist with grading.
- **Tutoring:** The J-corps, Jr. student can provide conversation lessons to high-level Japanese students, or with assistance to students who need the little extra help.
- **Leading Games:** The J-corps, Jr. student can lead simple Japanese games (ex: the J-corps, Jr. student faces the back wall, teacher writes a Japanese word on board, the students describe the word (without saying the actual word), in Japanese, until the J-corps, Jr. student can guess correctly)
- **Introducing Japanese Food:** The J-corps, Jr. student can cook a Japanese dish as a special class event.
- **Cultural Demonstration:** The J-corps, Jr. student can lead in demonstrating origami, calligraphy, tea ceremony, flower arrangement, kendo, etc.
- **Conversation Partner:** The J-corps, Jr. student helps the teacher demonstrate a dialogue for the students to listen to, then partners with different students to help them with speaking.