

TOKYO MEDICAL & DENTAL UNIVERSITY

# G-Health Sciences Leadership Program

## Membership Ground Rules

This community is dedicated to academic excellence and personal development, and as such we expect members of G-HSLP to observe the following.

- Be prepared
  - G-HSLP classes are conducted with the assumption that all students are fully prepared. All students are expected to prepare thoroughly according to the instructions given by course directors. Students attending class without having done so will not benefit themselves, and even worse hold back other students, for example during group work. With sufficient preparation, you will see significant results.
  - Unless specified otherwise, courses are taught in English. It is the students' responsibility to study unfamiliar vocabulary and terminology in assignments before classes. It is also the students' responsibility to improve/maintain English proficiency to keep up with course work.
- Contribute to the course
  - A key feature of G-HSLP is philosophy to enhance learning through the mutual understanding gained by exploring different ways of thinking. G-HSLP classes depend upon the active participation of all students. Simply listening to the faculty or other students violates this principle. You are expected to participate in class through active listening, taking notes, asking questions, speaking out based on your own analysis and opinions, engaging your mind on the topic matter, and respecting other people's viewpoints. Opinions from a variety of viewpoints and approaches are always welcome. Always raise your hand before sharing something with the class. In G-HSLP, students who do not participate in class discussions or who do not ask questions are believed to be unprepared for class.
  - Do not be afraid to challenge one another by asking questions, but refrain from personal attacks. The goal is not to simply agree, but to gain a deeper understanding of the subject matter through thorough investigation and discussion.
  - Recognize that you are primarily responsible for your own success or lack of success in each class. Ask for help when you need it, as good communication with faculty, staff, and your peers is vital to academic achievement.
- Voluntary student-led study sessions
  - G-HSLP recommends that you supplement your learning by studying outside of class by reviewing course notes before and after each class session and studying in small groups with classmates. Discussions with your classmates will reinforce the effectiveness of your study in ways you could not achieve on your own. Some courses will arrange tutoring for student-led study sessions by senior G-HSLP students. Please refer to your course directors for detailed information on how to participate in tutoring sessions.
- Advance notification of anticipated class absences
  - It is necessary for you to notify, by E-mail, the program instructor ahead of time when you anticipate a class absence. Students are responsible for material missed during absences, and it is the student's responsibility to complete and submit assigned work. This includes presentations.
- Late arrival to class
  - If you arrive at the door of the classroom after the instructor has started to speak, do not leave. Just enter the room very quietly and take the closest seat and begin to listen to the lecture. After class, ask the instructor for any notes or important parts of the lecture you might have missed.
- Submitting assignments and reports
  - All reports submitted to the instructor should be typed, double spaced, and neatly formatted.
- Appointments and deadlines
  - We take appointments and deadlines very seriously. The consequences for missing appointments and deadlines include the possibility of failing courses. E-mail instructor(s) if you will miss an appointment with him/her or an assignment deadline of his/her course.

- Plagiarism
  - Plagiarism is NOT accepted. Plagiarism involves the unacknowledged inclusion of content from the work of other students, materials distributed in other classes or any other sources, and will subject both the writer and the supplier of the material (if complicit) to disciplinary actions. If you plagiarize any material, you may not be permitted to complete the course or the program. With the exception of group work, please exercise extreme caution to avoid sharing answers for assignments, reports, and other work.
- In the classroom
  - All clothing should be neat and clean. Students should dress professionally, as we occasionally have visitors from government agencies and other schools. Suits are not necessary, but no collarless T-shirts/shorts/sandals or other casual wear will be acceptable.
  - No food, gum, or open drinks permitted in the classroom.
  - Tape- / video-recording, or photographing in class by students is prohibited.
  - Respect all property (school property, personal property, and others' property). You will be held financially responsible for any damages to school property (including books) regardless of circumstances leading to damage.
  - Unless specified otherwise, students should refrain from calling/answering phone calls, texting or using electronic mobile devices for any purposes other than as a dictionary and to help you study in class. If you use electronic devices for something other than designated research during class, they will be confiscated by the instructor and returned at a later date.
- Outside the classroom
  - Check your email account every day for important messages and visit the G-HSLP website and WebClass for current information and general questions.
  - As a representative of TMDU and G-HSLP, every member is expected to exhibit high standards of behavior in order to maintain good school and program images. Be respectful of others; conduct yourself in a professional manner at all times both in the classroom and at G-HSLP functions and in a proper manner even in off-campus settings.

*Aim high! Past your comfort zone.*