



Keio Academy of New York
3 College Rd. Purchase, NY 10577
www.keio.edu

Keio Academy of New York
US-JAPAN Summer Cultural Experience 2017 Handbook



PROGRAM PARTICIPANT CODE OF CONDUCT

The Keio Academy of New York US-JAPAN Summer Cultural Experience is a very unique program. The same can be said for its participants. The bilingual, bicultural environment of this program will make diversity something to be expected and celebrated. Language studies, cross-cultural learning, and film-making will be the main activities. Open-minded, cooperative learning will be the overarching theme that connects everything you do over the two weeks that you spend here. With that in mind, we request that you come to this program with the willingness to do the following:

1. Respect the differences of others and refrain from making hurtful actions or comments
2. Work cooperatively with all fellow participants and staff
3. Endeavor to understand the perspective of others
4. Respect the personal boundaries of others
5. Respect the privacy of others

TECHNOLOGY ACCEPTABLE USE POLICY

Participants must read and agree to the Keio Academy of New York Technology Acceptable Use Policy (see supplemental application documents) prior to participation in the program. This policy includes responsibilities and expected etiquette for use of the campus WiFi network, and rules regarding the use of technology. As stated in the policy, devices such as cell phones, tablets, and digital cameras may only be used during designated times. They will be collected by residence hall staff at night for safe-keeping and returned the following morning. Neither handheld gaming devices such as the Nintendo DS or PlayStation Portable nor game consoles such as the Nintendo Wii or X-Box may be brought to the program. (Please see a complete list of prohibited items on page 8.)

CONTENTS

WELCOME FROM THE PROGRAM DIRECTOR	1
OVERVIEW	2
ACCESS/CHECK-IN	2
CLASSES	5
RESIDENTIAL LIFE	5
HEALTH MANAGEMENT	6
WHAT TO BRING	7
PERSONAL BELONGINGS.....	8
PROGRAM RULES	9
2 WEEK SCHEDULE.....	APPENDIX A
FAMILY DAY	APPENDIX B
NYC DAYTRIPS	APPENDIX C
COURSE OUTLINES	APPENDIX D
CAMPUS MAP.....	APPENDIX E

Summer Program Office: Open from 9:00 AM to 5:00 PM (EDT) during the program

Email: keiosummer@keio.edu Tel: 1-914-701-3454 Fax: 1-914-694-4830

North Residence Hall Office: Open from 4:00 PM to 8:00 AM (EDT) during the program

Tel: 1-914-701-3561 Fax: 1-914-694-6257

Please note: Participants will not be assigned personal telephone numbers to use during the program.

■ **PARENTS' CHANGE OF ADDRESS**

If your contact number, e-mail address, or postal address changes, please notify the Summer Program Office as soon as possible.

■ **RECEIVING MAIL AND PARCELS**

Due to the short duration of the program, we do not recommend sending postal mail or parcels.

WELCOME FROM THE PROGRAM DIRECTOR



Dear Parents & Participants,

Welcome to Keio Academy of New York's US-Japan Summer Cultural Experience 2017! My name is Melissa Spooner and I am thrilled to be this year's Program Director. We are very excited to be entering our tenth year of the program stronger than ever. As always, we look forward to meeting new faces, welcoming back repeat participants, and developing a fun and educational program with our dedicated staff.

Our two-week program is aimed at developing participants' cultural awareness through a variety of activities and classes. Understandably, one of the important parts of the program is improving participants' ability to communicate in their new bicultural environment. To accomplish this, participants will be taking either Japanese as a Second Language (JSL) or English as a Second Language (ESL). The classes will be divided into levels based on prior experience and will be taught by language teachers from Keio Academy of New York. As a supplement to their new language skills, participants will also have the opportunity to learn about American and Japanese cultures through a wide selection of elective classes.

Another highlight of our program includes a collaborative project with Downtown Community Television (DCTV), a professional New York media company. Over the course of the program, participants from the United States, Japan, and around the world will have the opportunity to work together in groups to make short films. Participants are guided by DCTV members through the entire process of film making: from brainstorming ideas, storyboarding, and shooting film, as well as joining the editing process. It is amazing to see what the groups are able to accomplish in such a short period of time, and one of the best parts of the program is watching each unique video together with participants, parents, and staff.

Along with their DCTV projects and classes, the US-Japan Summer Cultural Experience includes an assortment of other activities taking place both on the campus of Keio Academy of New York and in the surrounding New York area. Some examples of previous year's activities include specialized Manhattan tours, a Broadway musical, and participant-chosen recreational activities. By keeping a full and varied schedule, participants are able to encounter new and interesting things each day.

My goal for this year's program is to create a welcoming place where participants from both Japan and the United States can expand their minds and develop valuable skills that will allow them to more fully navigate this increasingly connected world. From the moment participants wake up in Keio Academy's residence halls, their days are filled with activities that allow them to learn and understand what it truly means to live in a bicultural environment. The time spent here at the US-Japan Summer Cultural Experience will not only give participants increased language skills and digital media production knowledge, but will allow for deeper cultural understanding and friendships that hopefully last a lifetime.

Thank you for joining us on our two-week summer journey here at Keio Academy of New York. We hope you are excited to experience all the benefits that a bicultural atmosphere has to offer! I look forward to seeing everyone soon!

Sincerely,

Melissa Spooner
Program Director

OVERVIEW

■ PROGRAM MISSION

The Keio Academy of New York Summer Cultural Experience 2017 (Summer Program) will provide participants with a host of opportunities to recognize, explore, and express their own unique skills, strengths, and perspectives. Through exciting and informative activities, as well as routine daily life in our English and Japanese bilingual and bicultural environment, our participants will foster a heightened awareness of and sensitivity to cultural diversity. Our participants will develop media arts skills through collaborative and independent projects and instruction, and learn how to express themselves through everything from a new language to digital media, personal journaling, and even performance.



■ DATES

Sunday, July 23 to Saturday, August 5, 2017

■ LOCATION

Keio Academy of New York

3 College Road

Purchase, NY 10577 U.S.A.

ACCESS/CHECK-IN

Sunday, July 23, 11:00 AM to 12:30 PM at the North Residence Hall Rotunda (refer to Appendix E for campus map)

■ BY TRAIN

From Grand Central Terminal, please take the Metro North Harlem Line to White Plains, or the New Haven Line to Rye, and take a taxi from there to the campus.

The Metro North train schedule can be found here: http://as0.mta.info/mnr/schedules/sched_form.cfm

■ TAXI SERVICES

Eagle Taxi: +1 914-539-7777

Splendid Taxi: +1 914-949-1333

Intrepid Taxi Corp: +1 914-358-9800

■ BY CAR

Please visit our website for directions: http://keio.edu/about_us/contact_us/directions

■CHECK-IN PROCEDURES

1. Welcome to Keio Academy of New York!
We are located at 3 College Road in Purchase, New York 10577. Our campus is at the end of College Road.



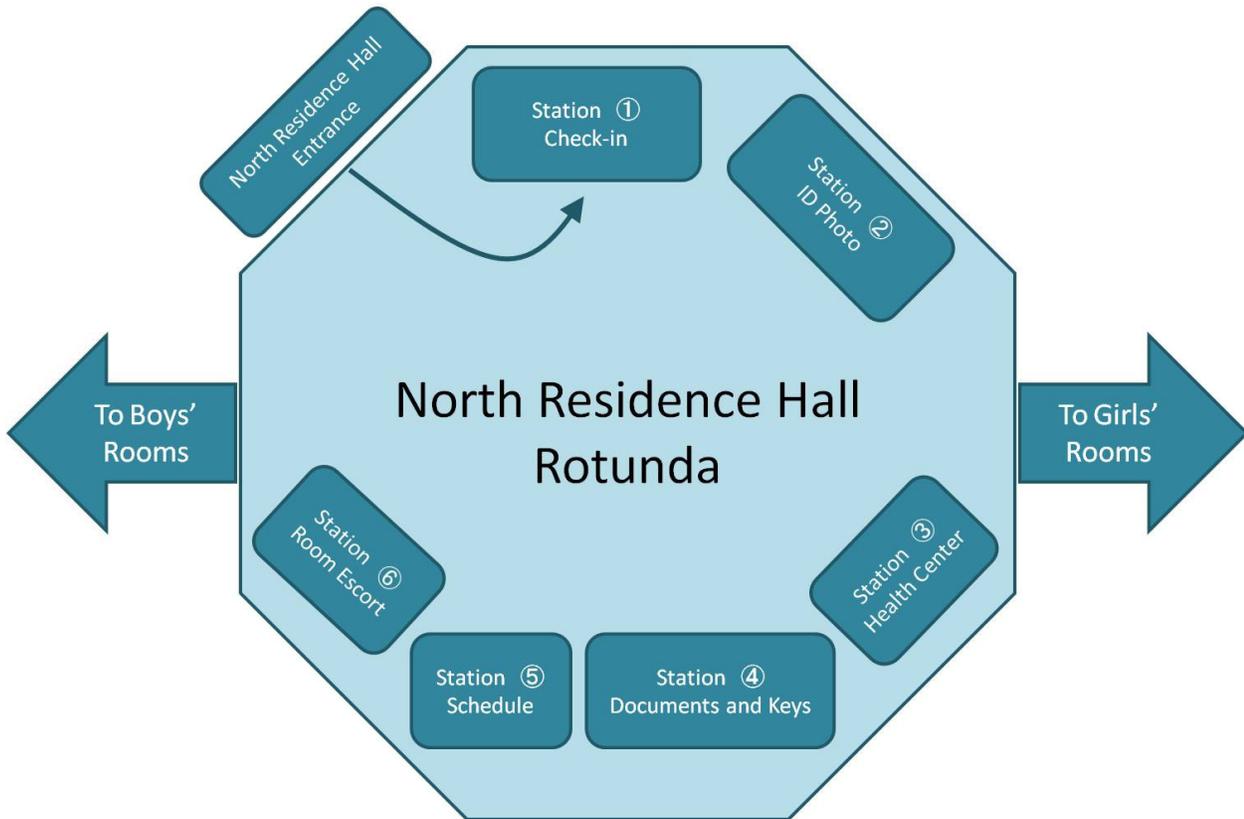
2. Please stop at the security booth and tell the security guard that you are checking in for the Summer Program. Then, please proceed straight to the North Residence Hall located at the very end of the campus.



3. Enter from the main North Residence Hall entrance. Please do not unload your luggage until after the completion of the check-in process described on page 4.



North Residence Hall Check-in Procedures



1. Station ① will collect passports & missing administrative documents.
2. Station ② will take participant photos for attendance sheets.
3. Station ③ will check temperatures of arriving participants and collect medication etc.
4. At Station ④, please pick up any residence hall documents (if any), sign the key contract, and pick up your keys.
5. At Station ⑤, the Program Director will greet you and distribute the day's schedule.
6. From Station ⑥, an intern will escort you to your room and demonstrate how to use the safes, etc.
7. Please pick up your luggage from your car now that you have completed the check-in process.

CLASSES

■ LANGUAGE CLASSES

Language classes are held in the classroom building. Participants will take a placement test to determine their language level. All language skills (reading, writing, listening, and speaking) will be taught. The class schedule will vary depending on each day's activities. There will be sixteen classes during the program.

■ ELECTIVE CLASSES

In addition to language classes, participants will be asked to select elective classes. Please refer to Appendix D for the course descriptions. Elective selections will be made during orientation on Sunday, July 23.

■ HOMEWORK

Participants should expect to receive a moderate amount of homework such as journal assignments after each class from both language classes and elective classes.

■ MEDIA WORKSHOP

Digital media workshops will be conducted by DCTV staff members. There will be seven days of media workshops. Participants will be working in small bilingual groups to create short films.

RESIDENTIAL LIFE

■ RESIDENCE HALL ROOMS

There are separate male and female residence halls. Each room houses up to two participants. Room assignments are made by the program staff.

Each room includes the following:

- Two twin-sized beds with bedding and linens
- Towels
- Two desks
- Two chairs
- Two trash cans
- Two closets
- Two safe boxes
- One electric fan (there are no air-conditioners in the residential facilities)

■ KEYS

Participants will receive one room key and one safe box key.

The key replacement fee is \$20 per key.

■ LAUNDRY

Free laundry facilities are available for use. Detergent will be provided.



■ MEALS

Nutritional menus are planned with the well-being of participants in mind. A buffet-style breakfast, lunch and dinner will be served daily at Matsushita Hall, Keio Academy's cafeteria.

If participants have any food allergies or require special meals, please indicate this information in the Health Report Form.

Meal Times*

7:00 AM to 8:00 AM Breakfast

12:00 PM to 1:00 PM Lunch

6:00 PM to 7:00 PM Dinner

*These times may change depending on the day's scheduled activities and events such as field trips.



HEALTH MANAGEMENT

Participants should take care of their own health and mental well-being. That being said, the Program Director, staff, and nurses will also be available to support participants.

■ IN CASE OF SICKNESS OR INJURY

A nurse will be available on call at the Health Center to take care of participants who are injured or not feeling well. For emergencies or other health concerns after-hours, a staff chaperone will escort participants to a nearby clinic or hospital.



■ HEALTH INSURANCE

Please submit a copy of your own medical insurance card during check-in. Participants who are part of the Japan package tour organized by TOBU TOP TOURS are required to purchase travel insurance as part of the package.

■ MEDICATION

Vitamins, dietary supplements, painkillers, or any other medication cannot be brought to the program unless they are indicated as medically required by your doctor. If participants will need to take any medications/supplements during the program, they should ask their doctor to list them on their Health Report Form. Any such medications should not be shared with anyone else.

WHAT TO BRING

- 1) Clothing: simple summer clothing and athletic wear such as T-shirts, shorts, etc. for sports activities

Footwear: sneakers for athletic activities and comfortable walking shoes for field trips and video shooting

If staff members judge clothing to be inappropriate, participants will be instructed to change.

- 2) Form of ID (A passport or passport card is required for participants arriving from outside the US or for non-US citizens. For domestic participants who are US citizens, a copy of their US passport or US passport card is preferred. A school ID is acceptable if you do not have one of the above.)
- 3) School supplies (notebook, pencils, erasers)
- 4) Backpack to go to classes
- 5) Toiletries (soap, shampoo, toothpaste, toothbrush)
- 6) Alarm clock (not cell phone)
- 7) Umbrella
- 8) Basket for storing and carrying shower items
- 9) Slippers or flip flops for shower use
- 10) Hairbrush
- 11) Laundry bag
- 12) Sunscreen
- 13) Insect repellent
- 14) Feminine hygiene products

There is a computer lab located in the classroom building for homework, workshop use, and personal use. Video equipment will also be provided. If participants choose to bring their own electronics or other personal items, Keio Academy of New York will not be responsible for their loss or damage.

■ SPENDING MONEY

Participants may want to bring a modest amount of extra cash (USD) in small bills for snacks or to purchase souvenirs on field trips; however, we do not recommend bringing large sums of cash.

PERSONAL BELONGINGS

Participants must be responsible for their own personal belongings. Wallets, IDs, or any valuable items should be put in the safe box (6 x 12 x 4") set in each dormitory room. Passports, however, will be stored by program staff in a secure place for the duration of the program. Participants must be responsible for their own room keys and safe box keys. Rooms will lock automatically, so room keys must be kept on person at all times. Safe boxes are not to be shared.

Please do not bring unnecessary valuable items. Participants should put their names on all of their belongings. While Keio Academy of New York will not be responsible for any theft or loss, participants should notify a staff member if something goes missing. Keio Academy of New York recommends that participants obtain insurance for any expensive personal belongings.

■ LIABILITY INSURANCE

It is the participants' responsibility to obtain their own personal property and/or personal liability insurance if they choose to do so.

■ PROHIBITED ITEMS

The following items are NOT allowed.

- Alcohol
- Cigarettes and tobacco products (and other nicotine delivery devices)
- Drugs and drug paraphernalia
- Bicycles, skateboards, hoverboards, and rollerblades
- Cars and motorcycles
- UAVs (unmanned aerial vehicles such as drones and model aircraft, and their peripherals)
- Cookware (including electric pots, hot plates, rice cookers, toasters, and toaster ovens)
- Irons
- TVs, DVDs, and DVD players
- Game consoles, both portable (e.g. Nintendo DS) and non-portable (e.g. X-Box)
- Halogen lamps
- Fireworks
- Candles
- Incense
- Pornographic items
- Matches, lighters
- Any other hazardous or inappropriate items

All prohibited items and any other items deemed hazardous or inappropriate may be confiscated by the staff and disposed of, sent back to the parent, or returned at the end of the program. Keio Academy of New York will not be responsible for damage or loss of those items.

PROGRAM RULES

During program orientation on July 23-24, participants will be given a comprehensive overview of program rules and expectations, and consequences of their violation. Each participant is required to comply with all rules and standards of conduct. Parents may be notified regarding their child's conduct. While the Summer Program staff will seek to deal with all rule violations in a fair and thorough manner, Keio Academy retains sole discretion to impose any discipline, including but not limited to termination of any participant's participation in the program without refund of fees.

The following is a brief summary of important rules all participants must abide by.

- Participants must abide by all US Federal, State, and Municipal laws
- The following actions are prohibited:
 1. The purchase, distribution, possession, or use of the following items, regardless of whether it is on or off the Keio Academy of New York campus
 - a. Illegal drugs, alcohol, or tobacco
 - b. Weapons of any kind
 2. Disrespectful, violent, or abusive behavior or harassment of any kind
 3. Visiting the residence hall of the opposite sex
 4. Inappropriate or unauthorized use of Keio Academy of New York or DCTV property.
 5. Destruction of property
 6. Sexual intimacy
 7. Dishonest or deceitful behavior
 8. Leaving authorized areas either on campus or areas specified during off-site fieldtrips
 9. Possession of prescription drugs and/or any medication not administered/approved by Health Center staff
 10. Possession of any items listed in the prohibited items section of the Handbook
 11. Sleeping in or repeated tardiness for classes, activities, group meetings, or events
- Cell phones, tablets, and other electronic devices may only be used at designated times. At night, these devices will be collected by residence hall staff for safe-keeping to be returned the following morning.

	7/23	7/24	7/25	7/26	7/27	7/28	7/29
	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	Check-In Ice Breakers Orientation	DCTV Sessions begin Language Tests Residence Hall Orientation	DCTV Film Planning Language Classes Elective Class A	NYC Tour Broadway Show	Film Shooting	Film Shooting	Language Classes Udon Workshop Elective Classes B, D
7:00 AM				Breakfast			
8:00 AM		Breakfast	Breakfast	Field Trip NYC Tour	Breakfast	Breakfast	Breakfast
9:00 AM	Breakfast	Language Tests	Language Classes		Buses leave for GCT	Buses leave for GCT	Language Classes
10:00 AM		DCTV Sessions begin Classrooms	Idea Pitch		Material Review Shooting shooting-on-location (*9:00AM-5:30 PM)	Material Review Shooting shooting-on-location (*9:00AM-5:30 PM)	
11:00 AM	Check-in for US Arrivals	Intro to Different Styles /Forms/Techniques					Udon Making @Matsushita Hall
12:00 PM	Lunch	Lunch	Lunch	Field Trip Broadway Show	Lunch	Lunch	Lunch
1:00 PM	Japan Package Arrival	Camera & Sound Tech					Elective Classes B 45 min.
2:00 PM		Interview Practice with Camera Material Review	Planning & Scriptwriting Create Storyboard & Shot List Material Review				8 min. break then 45 min.
3:00 PM	Ice Breaker Activities						Elective Classes D 45 min.
4:00 PM	Small Group Campus Tour	Open Gym	Elective Classes A 45 min.				8 min. break then 45 min.
5:00 PM	Video Preparation	Study Hour	8 min. break then 45 min.				Udon Making @Matsushita Hall
6:00 PM	Welcome Dinner	Dinner	Dinner	Dinner	Dinner	Dinner	Udon Dinner
7:00 PM	General Orientation	Residence Hall Orientation	Open Gym	Study Hour	Open Gym Study Hour	Open Gym Study Hour	Open Gym
8:00 PM		Residence Hall Activity	Residence Hall Activity	Residence Hall Activity	Residence Hall Activity	Residence Hall Activity	Residence Hall Activity
9:00 PM		Staff Intern Rotunda Social	Intern Staff Rotunda Social	Staff Intern Rotunda Social			

Night Check @ 10:00 PM
Lights Out @ 10:30 PM

	7/30	7/31	8/1	8/2	8/3	8/4	8/5
	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	Language Classes Karaoke Elective Classes A, B, D	Language Classes Film Editing NYC Corporate Visits	Language Classes Film Editing Elective Classes C	Language Classes Film Editing Elective Classes A and B Shopping Mall	Language Classes Elective Classes A, B, C, D Departure Preparations	Farewell Party Family Day Language Classes Film Screening	Check-Out
7:00 AM	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast		
8:00 AM	Language Classes	Language Classes	Language Classes	Language Classes	Language Classes	Breakfast	Breakfast
9:00 AM						T-shirt distribution and signing Farewell Party	
10:00 AM	Karaoke	Editing	Editing Create Paper-edit	Editing	Elective Classes C 45 min.		
11:00 AM			Editing/Shooting*		8 min. break then 45 min.		
12:00 PM	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Check-out by noon Pick-up at North Residence Hall
1:00 PM	Elective Classes A 45 min.	Field Trip NYC		Elective Classes A 45 min.	Elective Classes A 45 min.	Sports Activities	
2:00 PM	8 min. break then 45 min.	Corporate Visits		8 min. break then 45 min.	8 min. break then 45 min.	Lecture Open to Family	
3:00 PM	Elective Classes D 90 min.			Elective Classes B 45 min.	Elective Classes D 90 min.		
4:00 PM	Elective Classes B		Elective Classes C 45 min.	8 min. break then 45 min.	Elective Classes B	Language Classes Campus Tour 4-5PM	
5:00 PM	8 min. break then 45 min. 45 min.		8 min. break then 45 min.	Dinner	45 min. 8 min. break then 45 min.	Class Observation	
6:00 PM	Dinner	Dinner	Dinner	Field Trip The Westchester	Dinner	Dinner	
7:00 PM			Residence Hall Activity			Family Day Screening	
8:00 PM	Open Gym	Study Hour			Departure Preparations		
9:00 PM	Residence Hall Activity	Residence Hall Activity	Study Hour			Departure Preparations	

Night Check @ 10:00 PM

Lights Out @ 10:30 PM

WELCOME, FAMILIES!



Family Day: Friday, August 4

We welcome all family members of participants to attend! Registration is not necessary.

- **1:50 PM Check-In**

Please stop by the lecture hall in the main school building to check in before attending the day's activities.

- **2:00 PM Lecture**

Special lecture

- **4:00 PM Language Class Observation and Campus Tour**

Join in on your child's language class and watch them make their final presentations (?). Participants learn a lot over their two-week stay at the program, and it is very rewarding experience for parents to see how much they gain here.

Our campus is also open for self-guided tours. Please see Appendix E for a campus map.

- **6:00 PM Dinner**

Join your child and other families for dinner at Matsushita Hall, the school's cafeteria. Dinner will be provided at no cost by the program.

- **7:00 PM-9:00 PM Video Production Premier**

Each group will be presenting the video projects they produce over the two-week program. They do a fantastic job, producing creative, funny, and thoughtful films, and everyone including participants, their families, and the program staff truly enjoy watching their works.

Appendix C NYC Daytrips



Wednesday, July 26

Double-decker bus tour of New York City

Broadway Musical: Aladdin at the New Amsterdam Theater

Monday, July 31

Field Trip to New York City (including gift/souvenir shopping)

Each participant will be assigned a group to visit one of the following locations:

- Fujisankei Communications International (Japanese TV station)
- Restaurant Nippon (Try Soba noodle)
- The Kitano Hotel New York
- Chocolate-making class
- Etc.

Appendix D Course Descriptions

Language Classes

1. **Beginner English (SPOONER)**
2. **Intermediate English (COMBS)**
3. **Advanced English (CONSOLATI)**
4. **Beginner Japanese (IMAI)**
5. **Advanced Japanese (HAYAMI)**
6. **TBD (TBD)**

Elective A Classes - 8 sessions

1. Popular Culture in NYC & America (CONSOLATI)

A review of recent and current popular movies, music, Broadway shows, social media, and other trends. A pop culture personalized play list will be created by each student as well as a class created pop culture bulletin board! Everything from Ariana Grande to Toy Story 3 will be discussed and critiqued!

2. Fantastic Beasts & Where to Find Them (KHADABUX)

The Magical World of Harry Potter comes to New York! Students will make wands, design and create their own magical creatures, and practice their English skills while learning about the exciting world depicted in the film Fantastic Beasts and Where to Find Them.

3. Public Speaking (SPOONER)

Public speaking is a skill that is best learned through practice. In this class students will engage in fun public speaking activities that can be achieved by working alone or together.

Elective B Classes - 8 sessions

1. Sports in NYC & America (CONSOLATI)

A review of sporting trends in America with an emphasis on NY regional teams. Many comparisons and connections to Japan will be made. American Football, Baseball, Basketball, Lacrosse, and the Tokyo Olympics will be emphasized.

2. Social Media & the Art of the Viral Video (KHADABUX)

Students will explore the role that social media plays in today's society, all while learning safe internet habits.

3. Intro to Advertising (DACUNTO)

New York City and Tokyo represent the two centers for advertising on the globe. This course serves to explore and understand exactly what advertising entails, as well as compare how advertising is executed in both places. Students will create their own campaigns!

Appendix D Course Descriptions

Elective C Classes - 4 sessions

1. Science! (RAWAT)

Students will be engaged in various scientific demonstrations & activities and will actively participate in those activities. Students will learn to solve scientific problems in a logical manner. The science camp aims to spark and promote students interest in science and technology.

2. Skyline Silhouettes (HORI)

Create skyline silhouettes of New York and your favorite city in Japan. We will spend four classes making art work that will be a wonderful souvenir for your family or your friends.

3. Outdoor Fun! (DACUNTO)

It is imperative that we exercise our bodies as well as exercise our minds. With our outdoor elective, we will do both. American sports will be explained and played, and students will become familiar with an outdoor scavenger hunt that is played worldwide.

Elective D Classes - 6 sessions

1. West Meets East Dance (HORI)

Japanese and American dance will be introduced in this course. Express culture and gender specific movements in classic Japanese dance, Bon odori, tap dance and more. Both female and male choreography will be taught.

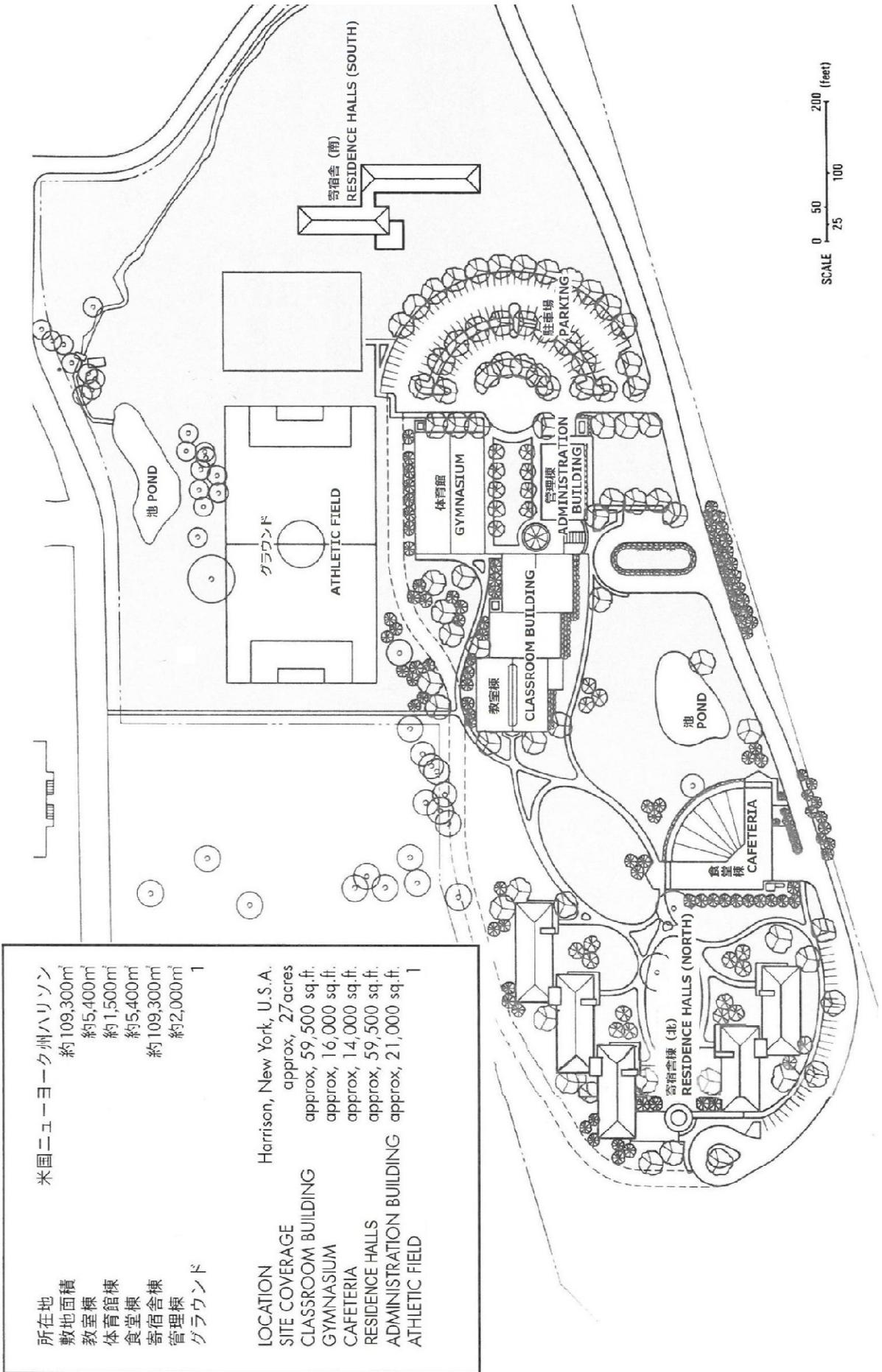
2. Memories of New York (REYES)

We will create scrapbooks based on our activities during our stay at Keio Academy!

3. Comics (COMBS)

This elective will focus on “sequential narrative storytelling” or drawing comic books and strips. We will discuss how to develop characters and plot as well as to script and illustrate our own comic strips and comic books.

Appendix E Campus Map



所在地	米国ニューヨーク州ハリソン
敷地面積	約109,300㎡
教室棟	約5,400㎡
体育館棟	約1,500㎡
食堂棟	約5,400㎡
寄宿舎棟	約109,300㎡
管理棟	約2,000㎡
グラウンド	1

LOCATION	Harrison, New York, U.S.A.
SITE COVERAGE	approx, 27 acres
CLASSROOM BUILDING	approx, 59,500 sq.ft.
GYMNASIUM	approx, 16,000 sq.ft.
CAFETERIA	approx, 14,000 sq.ft.
RESIDENCE HALLS	approx, 59,500 sq.ft.
ADMINISTRATION BUILDING	approx, 21,000 sq.ft.
ATHLETIC FIELD	1

