

In preparation for smooth operations of online courses

To all students in the Faculty of Policy Management, Faculty of Environment and Information Studies, and Graduate School of Media and Governance,

In light of the spread of infections by COVID-19 (coronavirus disease), the Faculty of Policy Management, Faculty of Environment and Information Studies, and Graduate School of Media and Governance are endeavoring to the extent possible to conduct courses online for the Spring Semester of the 2020 academic year. This decision is intended to mitigate the risk of infections among students, faculty, and staff members at SFC by limiting their exposure to public transportation and a crowded campus. It will also allow the largest classrooms possible to be assigned for courses for which it is unavoidable to use classroom space.

We are furthering preparations at the Faculty of Policy Management, Faculty of Environment and Information Studies, and Graduate School of Media and Governance to ensure that online classes proceed without a hitch. Test sessions for distance learning tools to allow students to practice in advance, as well as manuals for the distance learning tools are now being put together, with consultation desks for faculty members offering distance learning courses already in place.

While online courses differ in many ways from classroom-based courses, instructors have been finding ingenious ways to ensure that the quality of courses conducted online will increase. Students too are requested to prepare as follows to ensure that you will be able to take courses from locations at which you will not be exposed to an indeterminate number of people, such as your home. We ask for your kind cooperation to overcome this difficult situation together as a campus.

1. Preparing an internet connection

If there are restrictions on the data traffic capacities for your home internet connection, we recommend that you contract for an internet connection without such restrictions. If you wish to install a new internet connection, this may take up to three weeks, so please give this your earliest possible attention.

*A single 90-minute class will require at least several 100 MB of data traffic capacity. Smartphones will soon reach their data traffic capacities, after which it will be difficult to continue with courses.

2. PC operation check

To take online courses, you will need a microphone, speaker (or headset), and a camera. The built-in capacities of a laptop computer will likely suffice. Please confirm that there are no issues with these operations.

3. Distance learning tool test-run

A number of opportunities to test-run the distance learning tools will be provided in April, to ensure that both students and faculty members are proficient in their use. Make ample use of these opportunities to ensure that you have no remaining concerns by the time courses begin.

In addition, if you have not prepared an internet connection by the time that the courses have begun, this will not impinge on the provision to take online courses using your own PC on campus, if this is otherwise unavoidable.

Inquiries (change “_at_” to “@” in all the below)

- Internet connections/PC operating environment/Distance learning tools
Online class service desk: online_at_sfc.keio.ac.jp
- Other inquiries about courses
SFC Academic Affairs Office: sfc-kyomu_at_sfc.keio.ac.jp

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