

BLUE BOOK

Department of Sino-Korean Literature Education

KEIMYUNG UNIV.

BLUEBOOK CONTENTS

▶ FAQ

▶ What is the Student Bluebook?

▶ College of Education

Overview

Department

▶ Department of Sino-Korean Literature Education

History of Department Purpose
of Education Education

Content Educational

Environment The Specialized

Program Major Events in

Department Pride of the

Department After Graduation

If you Have any Questions

Faculty Informaion

▶ Academic Affairs

Credit System

Curriculum

Course for Teaching Certification Requirements

Teaching Practicum

Course pack Registration

for Course Add / Drop

Grade Evaluation

Grade Appeals

Leave of Absence and Return

Failure and Dismissal Transcript

▶ Study Guide

Requesting a Consultation Counseling
for Academic Concerns Work

Scholarship

Compass K

BLUEBOOK CONTENTS

Student Support

- Faculty Counseling Services
- Expenses (examples) Learning
- Disabilities
- Early Employment
- Work-study Opportunities
- Personal Belongings Protection
- Students Participation Compass
- K
- Health and Counseling
- College Student Council
- Department Student Body
- Departmental Events
- Freshman Orientation

Campus Life

- Department News
- Student ID Cards
- Access to Campus
- Classroom Use
- Libraries
- Lockers
- Lost and Found Notice of
- Emergencies
- Disaster Evacuation Training
- Nearby Medical Institutions
- Holidays
- Transportations
- Parking on Campus

Contact Information

- Department Office
- Professor contact
- College of Eductaion Administrative Office Nearby
- Conveniences
- Seongseo Campus Map

FAQ

Q I am a freshman. How can I register for courses?

A Course registration is automatic for all freshmen. Beginning in your second year, you can register for classes yourself by following the link: 'http://sugang.kmu.ac.kr'.

Q I am a freshman. Who will be my academic advisor? What kind of counseling will I receive from them?

A Please check your academic advisor in the Edward system. We recommend that you meet with your advisor at least once per semester. Your advisor will consult with you on general academic issues.

Q I am a freshman. Where can I find detailed information about my major?

A You can find detailed information about your major in the handbook and on the homepage of your department. If you require additional information, visit the department office.

Q I have some suggestions for my department. What should I do?

A You should contact the Student Council of your department. The department's Student Council will receive your suggestion and deliver it to both the Student Council of the college and the department faculty.

Q As a core value of my major, I would like to be helpful. What can I do?

A All students are members of the community and eligible to participate. Share your ideas with the Student Council, administrative assistant of your department, or your advisor.

Q I would like to become a member of a club, how can I join to students' clubs and activities?

A Please check related information on the University homepage
<Club> University Website → Student Service → Student Activity → Association of Students' Club and Activities
<Study Group> University Website → Open Hall → Join Us → Study Group

Q I've been called up for military service. How can I apply for a leave of absence?

A Thank you very much for protecting our nation in advance. Process: EDWARD System → Academics → Records → Register Change Manager → Apply for Leave of Absence (Attach the scanned draft notice). (Apply in advance from 2 weeks prior to the date of entry into the service.)

Q I'm struggling with my academic responsibilities. I could keep up if I had some help. Where can I get some help?

A We recommend that you contact your academic advisor or the Student Counseling Center.

Q I would like to share information with all the students of my department. How can I do that?

A Please use the community message board on the department's website

Website address of the Department of Sino-Korean Literature Education
<http://newcms.kmu.ac.kr/hanmun/index.do>

1. What is the Bluebook?

This handbook contains essential information about the academics, administrative procedures, code of conduct, and basic regulations that a student in the Department of Sino-Korean Literature Education should be familiar with.

2. College of Education

(1) Overview

The College aims at fostering prospective educators fully equipped with the competencies, scientific exploration skills, and thinking skills which will allow them to contribute to the advancement of future generations.

(2) Department

There are five departments in the College of Education (Departments of Education, Sino-Korean Literature Education, Early Childhood Education, English Education, and Korean Language Education). For any inquiries, read this handbook closely first, and then talk to the department assistant if you are not sure of any support that you can get.

☎ College Office: 053-580-5221~2

3. Department of Sino-Korean Literature Education

(1) History of Department

– The Department of Sino-Korean Literature Education at Keimyung University was established for the first time in Korea with the aim of educating excellent teachers in secondary school. In March 1973, the first enrolled student was admitted with the permission to install in December 1972.

• Since 1977, more than 1,000 graduates have been graduated, and many graduates have entered secondary school Sino-Korean Literature Education teachers, leaving great footprints in Korea's Sino-Korean Literature Education.

• In addition to Sino-Korean Literature Education teachers at secondary schools, many alumni have been active in various fields of society related to Sino-Korean Literature such as university professors, classic Sino-Korean Literature text translators, and professional researchers

(2) Academic objectives

• Developing Qualities as a Chinese Language Teacher by Understanding the Total Shape of Korean Chinese Literature and the Traditional Culture of Chinese Character Culture.

• To cultivate the qualities of Chinese characters and teachers with field sense by studying desirable secondary school Chinese characters and teaching materials and their guiding methods.

• Training of talent who can play in various fields of society based on Chinese characters.

(3) Education Content

- In order to deeply understand the traditional culture of Chinese character culture area which is the basic foundation of Sino-Korean literature, we study extensively Chinese classics such as graphonomy, Analects, Mencius, The Great Learning, The Doctrine of the Mean, Classics of the hundred schools, Tongjian, Chinese poems, prose etc.
- Based on the understanding of Chinese classics, we studied various aspects of Korean Chinese Literature including Korean history such as Samguk Sagi and Samguk Yusa, Korean poetry and prose, novels and criticism.
- Through this process, students will be able to work in various fields such as research and translation based on Chinese classic texts.
- In order to respond to the nature of the department, we study secondary school Chinese textbooks and teaching materials, and train qualified teachers with a sense of the field.

(4) Educational Environment

- There are only 15 students in our department and 4 full-time professors. Because of being only three students per grade per professor, it is possible in-depth personal instruction on study and personality.
- Since the total number of students is only 60, they are studying in an intimate atmosphere while exchanging and communicating smoothly between seniors and juniors
- We have a pleasant and different environment, such as classrooms equipped with the latest facilities, writing practice rooms, and resource rooms that contain rich texts.
- A scholarship donated by faculty members and graduates provides all students with all of the major textbooks for four years free of charge.

(5) The Specialized Program

- **[summer&winter vacation program]** There is a teaching and learning activity that is opened in summer, winter vacation to strengthen students' competence in majors.
- **[club activities]** In our department, there are club activities that are led by the supervisor, and students are voluntarily keeping their academic curriculum in a variety of clubs that study classics by grade and area of interest.
- **[assignment recitation]** The students are invited to visit the professors' labs to recite the main learning contents, such as the anthology and the poetry, to promote the learning efficiency and to communicate with each other.

(6) Major Events in Department

- **[explore cultural heritage]** It is a learning activity in which all the members of our department participate to explore the historical meaning and current significance of the site. This event, which is held every two or three days a year, complements the limitations of classroom instruction and provides opportunities for friendship between students, seniors and seniors strengthening communication.
- **[Academic Seminar, Chen Dong]** Every year in November, a comprehensive scholarly essay is held, which consists of appreciate Chinese poetry, presenting lectures and papers, guest lecture and students' talent show.

- [Keimyung and Yeungnam University festival] Academic and sports exchanges between Keimyung University and Yeungnam University, which are scheduled to take place one to two days a year in September each year. It is an opportunity to promote friendship and exchange information.

(7) Pride of the Department

- Our department was established for the first time in Korea. In addition, it is the first department in Korea among the nearly 100 departments in Keimyung University.
- About one-third of all graduates became secondary school teachers. Since the mid - 1990s when the Teacher's Appointment Test was conducted, about 160 successful applicants have been released. This figure is the highest of the similar departments across the country.
- About 10 of our graduates became professors at universities, which is among the best in similar departments across the country. Especially, in the field of classical translation, our department and our graduate students are outstanding, and they have a very high status in Korea.
- The Keimyung Sino-Korean Literature Society, which is composed of our department and our graduate students, has held 150 presentations and has published 23 collected papers and 55 research material series. It can be said that as a society composed of one department as a center, it has accumulated outstanding achievements in academia.

(8) After Graduation

- At the same time as graduation, you can get a secondary grade school diploma (Sino-Korean Literature) certificate and enter secondary school teachers. If you take a double major, you may be a secondary school teacher with a double major course certificate.
- In addition to secondary school teachers, you can also enter graduate schools and become professors, or you can become researchers of research institutes related to Sino-Korean literature.
- You can study at the Institute such as 'Translation of Korean Classics', 'Korean Studies Institute', etc., without any burden of tuition, and engage in professional activities such as translating Korean classical materials.
- You can also work in various fields of society, such as getting a job in a media organizations, managing seodang and Korean calligraphy institutes, lecturing at academies, or working freelance.

(9) If you Have any Questions

- Department Office: Room 328, Yeongam Hall
- phone number : (053) 580-5362
- teaching assistant : An Ye Ji
- Department Homepage: <http://newcms.kmu.ac.kr/hanmun/index.do>

(10) Faculty Informaion

Jung Ha-jung

Position : Assistant Professor , the chair of a department

TEL : (053) 580-5369

E-mail : jhj4187@kmu.ac.kr

Room Number : Room 405, Yeongam Hall



Chunji Li

Position : Assistant Professor

TEL : (053) 580-5310

E-mail : lichunji@kmu.ac.kr

Room Number : Room 413, Yeongam Hall



Kim Sung-joong

Position : Assistant Professor,

TEL : (053) 580-5367

E-mail : zhung1227@kmu.ac.kr

Room Number : Room 522-1, Yeongam Hall



Academic Affairs

(1) Credit System

KMU homepage (<http://www.kmu.ac.kr/>) → College of Education (Department of Korean Language Education → Curriculum → Course (choose a course for the course description).

구분		이수 학점	이수 학년	비 고	학점
공통 교양	필수	12학점	1	교양세미나와토론	3
				기독교와계명인	2
				글로벌시티즌십	1
				채플(1), 채플(2) ※ P/F 평가	0
				COLLEGE ENGLISH(I, II, III 중 지정 과목 이수)	3
				AI와컴퓨팅사고(원격수업) ※ P/F 평가	1
2	스마트비즈니스와창업기초(원격수업) ※ P/F 평가	2			
균형 및 일반 교양	선택	18학점 이상	1~4	- 균형교양과목(균형교양은 영역별 균형있게 이수 권장)과 일반교양과목 구분없이 18학점 이상 이수	
전공	전공 필수	학과별 상이	1~4	- 학과별 전공과목 최소 이수학점 • 교육학과, 한문교육과, 영어교육과, 국어교육과: 58학점 이상 • 유아교육과: 55학점 이상	
	전공 선택			- 전공필수는 반드시 이수해야 함 - 졸업논문 등이 전공필수로 지정된 학과는 졸업논문 등을 반드시 통과하여야 함 - 학과에서 정한 졸업요건(외국어과목 포함) 충족	
교직과목 (해당자 필수)		22학점	2~4	- 사범대학생 및 교직이수 허가자는 교원자격 취득 관련 교직과목 이수와 실습 등을 이수하여야 자격증을 취득할 수 있음	

Freshmen must register for the some courses that the University assigns them to.

- P credit: There aren't any credits for the chapel, graduation thesis, etc., but a Pass is required for graduation.
- 1 credit: One-hour theory class or two-hour experiments/ practicums/ field work per week during the semester (16weeks)
- 2 credits: Two-hour theory class or four-hour experiments/ practicums/ field work per week during the semester (16weeks)
- 3 credits: Three-hour theory class or six-hour experiments/ practicums/ field work per week during the semester (16weeks)

(2) Curriculum

연도	학기	구분	과목	과목명 [영문명]	학점	성적	강의	실습	전공인정과목 개설학과
2023	1/1	전공선택	19940	한자지도법 [TEACHING METHODS OF CHINESE CHARACTER]	3	등급	3	0	
		전공선택	19942	서예지도법(1) [TEACHING METHODS OF CALLIGRAPHY(1)]	2	등급	2	0	
	1/2	전공선택	19941	서예지도법(2) [TEACHING METHODS OF CALLIGRAPHY(2)]	2	등급	2	0	
		전공선택	25630	한문입문 [INTRODUCTION TO SINO-KOREAN]	3	등급	3	0	
	2/1	전공선택	32270	중국어연습 [PRACTICE OF CHINESE]	3	등급	3	0	
		전공선택	17198	중국역사서강독 [READINGS IN CHINESE HISTORY BOOKS]	3	등급	3	0	
		전공선택	21801	전공기초한문 [BEGINNING SINO-KOREAN]	3	등급	3	0	
		전공선택	25631	한문학개론 [INTRODUCTION TO SINO-KOREAN LITERATURE]	3	등급	3	0	
	2/2	전공선택	29623	백화문강독 [READINGS IN BAEKHWAMOON]	3	등급	3	0	
		전공선택	38167	한문문법 [CLASSICAL CHINESE GRAMMAR]	3	등급	3	0	
		전공선택	10828	경서강독 [READINGS IN CONFUCIAN CLASSICS]	3	등급	3	0	
		전공선택	19514	역대산문선독 [SINO-KOREAN PROSE]	3	등급	3	0	
	3/1	전공선택	19521	한시선독 [READING IN SINO-KOREAN POETRY]	3	등급	3	0	
		전공선택	20205	전통한문교재연구 [STUDY OF SINO-KOREAN TRADITIONAL TEACHING MATERIALS]	3	등급	3	0	
		전공선택	28229	문자학개론 [INTRODUCTION TO CHINESE CHARACTERS STUDIES]	3	등급	3	0	
		전공선택	18513	한국역사서강독 [READINGS IN KOREAN TRADITIONAL HISTORY BOOKS]	3	등급	3	0	
		전공선택	18634	한문교재연구 [STUDIES IN SINO-KOREAN TEACHING MATERIALS]	3	등급	3	0	
	3/2	전공선택	28046	경서지도법 [TEACHING METHOD OF CONFUCIAN CLASSICS]	3	등급	3	0	
		전공선택	28822	한문논리및논술 [LOGIC AND CRITICAL THINKING FOR SINO-KOREAN]	3	등급	3	0	
		전공선택	38168	한국산문 [SINO-KOREAN PROSE]	3	등급	3	0	
		전공선택	38169	한국한시 [SINO-KOREAN POETRY]	3	등급	3	0	
		전공선택	18630	한문교육론 [THEORY OF SINO-KOREAN EDUCATION]	3	등급	3	0	
	4/1	전공선택	18652	한문학비평론 [SINO-KOREAN LITERARY CRITICISM]	3	등급	3	0	
		전공선택	19498	한문국역연습 [TRANSLATION SEMINAR]	3	등급	3	0	
		전공선택	19513	한문소설선독 [SINO-KOREAN NOVEL]	3	등급	3	0	
		전공선택	28630	제자서지도법 [INSTRUCTION METHODS FOR CHINESE THINKERS'BOOK]	3	등급	3	0	
	4/1	전공선택	18635	한문교재연구및지도법 [SUBJECT SPECIALIZATION & TEACHING METHODS IN SINO-KOREAN]	2	등급	2	0	
		전공선택	18654	한문학사(1) [HISTORY OF SINO-KOREAN LITERATURE(1)]	3	등급	3	0	
		전공선택	18663	한문학특강(1) [SELECTED TOPICS OF SINO-KOREAN LITERATURE(1)]	3	등급	3	0	
		전공선택	34895	한문과평가론 [EVALUATION METHODS OF SINO-KOREAN LITERATURE EDUCATION]	3	등급	3	0	

4/2	전공선택	18656	한문학사(2) [HISTORY OF SINO-KOREAN LITERATURE(2)]	3	등급	3	0	
	전공선택	18664	한문학특강(2) [SELECTED TOPICS OF SINO-KOREAN LITERATURE(2)]	3	등급	3	0	
	전공선택	25627	한문교육방법론 [THE METHODOLOGY OF SINO-KOREAN EDUCATION]	3	등급	3	0	
	전공선택	28825	한문수업연습 [SINO-KOREAN CLASS EXERCISE]	3	등급	3	0	
전학년	전공인정	15289	역사학입문 [INTRODUCTION TO HISTORIOGRAPHY]	3	등급	3	0	사학과
	전공인정	18397	한국고전문학사 [HISTORY OF KOREAN CLASSIC LITERATURE]	3	등급	3	0	국어국문학전공
	전공인정	21894	중국명문감상 [APPRECIATION OF CHINESE PROSE WORKS]	3	등급	3	0	중국어중국학과
	전공선택	25629	한문교육프로젝트 [PROJECT OF SINO-KOREAN EDUCATION]	2	P/F	0	64	
	전공선택	33993	한문교육창업현장실습(1) [STARTUP FIELD TRAINING(1)]	3	P/F	0	160	
	전공선택	34079	한문교육창업현장실습(2) [STARTUP FIELD TRAINING(2)]	3	P/F	0	160	
	전공선택	34170	한문교육학기창업현장실습 [LONGTERM STARTUP FIELD TRAINING]	15	P/F	0	480	
	전공선택	34243	취창업과자기개발 [STEP BY STEP CAREER DEVELOPMENT]	1	P/F	0	0	
	전공선택	40698	한문교육과현장실습(1) [FIELD PLACEMENT(1)]	3	P/F	0	160	
	전공선택	40706	한문교육과현장실습(2) [FIELD PLACEMENT(2)]	3	P/F	0	160	
	전공선택	40714	한문교육과현장실습(3) [FIELD PLACEMENT(3)]	3	P/F	0	160	
	전공선택	40722	한문교육과현장실습(4) [FIELD PLACEMENT(4)]	5	P/F	0	320	
	전공선택	40730	한문교육과학기현장실습 [FULL-SEMESTER FIELD PLACEMENT]	15	P/F	0	480	

(3) Courses for Teaching Certification (Level II) Requirements

구분	2013학년도 입학자부터	2009학년도 입학자부터
전공 과목	○ 전공과목 50학점 이상 - 기본이수과목 7개 분야 21학점 이상 포함 - 교과교육영역 8학점 이상 포함	○ 전공과목 50학점 이상 - 기본이수과목 7개 분야 21학점 이상 포함 - 교과교육영역 8학점 이상 포함
교직 과목	○ 교직과목 22학점 이상 - 교직이론 12학점(6과목) 이상 - 교직소양 6학점(3과목) 이상 - 교육실습 4학점 이상 (교육봉사 2학점 포함)	○ 교직과목 22학점 이상 - 교직이론 14학점(7과목) 이상 - 교직소양 4학점(2과목) 이상 - 교육실습 4학점 이상 (교육봉사 2학점 포함)
성적 기준	○ 전공평균성적 75/100점 이상 ○ 교직평균성적 80/100점 이상 ○ 교직 적성 및 인성검사 적격판정 2회 이상 ○ 응급처치 및 심폐소생술 실습 2회 이상(단, 2017년 2월 졸업자는 1회 이수) ○ 성인지 교육 이수 - 2021학년도 이후 사범대학 입학자 및 2023학년도 이후 사범대학 편입학자 4회 - 일반교직 이수자 2회 이상 (학년도별 1회만 이수 가능. 단, 사범대학 편입학생은 예외로 함) * 2020학년도 2학기까지 6학기 이상 이수 완료(성적 취득)한 학생(휴학생 포함)은 면제	○ 졸업전체 평균성적 75점 이상 ○ 교직 적성 및 인성검사 적격판정 1회 이상 ○ 응급처치 및 심폐소생술 실습 2회 이상(단, 2017년 2월 졸업자는 1회 이수)

(4) Teaching Practicum

▶ Teaching practicum is scheduled for 4 weeks in senior years. Teaching practicum is scheduled for 4 weeks in senior years.

▶ You must do educational volunteer service activities for 60 hours.

(5) Course pack

EDWARD System > Academics > Courses > Course Registration Manager > Application for Course Pack

The Course Pack is a system where you can save the courses that you are interested in taking prior to actual course registration, much like the 'shopping cart'. There is a certain period for your Course Pack before the date of course registration. The courses saved in your Course Pack are easily registered for only with a simple code at the point of your actual registration.

(6) Registration for Courses

- ① Log in <http://sugang.kmu.ac.kr> within the course registration period (first-come-first-served basis).
- ② Website for course registration: EDWARD portal on the University website (<http://portal.kmu.ac.kr>).
- ③ How to check course registration details: EDWARD System > Academics > Courses > Course Registration Manager > Check Course Registration
- ④ How to check course schedules: EDWARD System > Academics > Courses > Course Registration Manager > Check Class Schedule

(7) Add/Drop

EDWARD System > Academics > Courses > Course Registration Manager > Check Add/ Drop

(8) Grade Evaluation (may vary from course to course)

- ▶ Attendance: 10-20%
- ▶ Assignment(s), Presentation(s): 20-30%
- ▶ Examinations: 50-70%
- ▶ Any grade for experiments, practicums, practical work, or other special courses may be calculated differently.

(9) Grade Appeals

- ▶ Contact your professor personally via telephone or email during the period of grade appeals in each semester. If your appeal is unresolved, contact the Academic Affairs at 580 - 6066 or visit Room #104 on the 1st floor of the Main Building on Seongseo Campus.
- ▶ Grades are not usually changed unless there is an error made by a course instructor.

(10) Leave of Absence and Return

Application for Leave of Absence

EDWARD System > Academics > Records → Register Change Manager > Apply for Register Change (Leave of Absence)

Application for Return

EDWARD System > Academics > Records > Register Change Manager → Apply for Register Change (Return)

(11) Failure and Dismissal

The following conditions may lead to dismissal:

- ▶ Academic Probation: a student whose G.P.A. is below 1.50 for a given semester (excluding the 8th semester)
- ▶ Dismissal due to Academic Probation: a student on academic probation for 3 consecutive semesters
- ▶ A student whose medical conditions prevent any further hope of academic achievement
- ▶ A student not having registered or not having submitted an application for an extension of leave of absence within the time specified after leave of absence
- ▶ A student entering another university
- ▶ A student failing to register within the specified time
- ▶ A student subject to expulsion due to academic probation
- ▶ A student subject to expulsion due to a disciplinary action

(12) Transcripts

- ▶ Transcripts can be issued by the administration team of the College of Education, at the Registrar's Office on the 1st floor of the main building, at the Automated Issuer in front of the post office in Bauer Hall, and on the 1st floor of the Dongsan Library
- ▶ Online: EDWARD System > Academics > Records > Register Change Manager

Study Guide

(1) Requesting a Consultation

Go to the Edward system → Academic Administration and apply for Comprehensive Counseling

(2) Counseling for Academic Concerns

For assistance with academic concerns, see your academic advisor or visit the Student Counseling Center.

▶ Student Counseling Center

The Student Counseling Center provides freshmen aptitude examinations, and consultation following sexual harassment, and homepage management

▶ Contact Information

Psychological examination: ☎ 580-5745

Educational support: ☎ 580-5744 Study

Consultation: ☎ 580-6300

Individual and group counseling : ☎ 580-5743 Location:

Room no. 1125, 1st Floor, Bauer Building Website:

<http://newcms.kmu.ac.kr/kmusd/index.do>

(3) Work Scholarship

▶ How to Apply: Please fill out the work scholarship application form by going to the Edward system → Academic Administration → Scholarship Application and submit it to your department office.

▶ Application Period: Check the university homepage.

▶ Eligibility: Students belonging to low-income families (within eight categories), according to the evaluation of the national scholarship committee, are eligible to apply.

▶ Students who have not applied for national scholarships are ineligible for work scholarships.

▶ The tuition fee will be deducted at the time it is due, without additional notice. The title of the scholarship and the amount by which the tuition fee was reduced will be recorded on the tuition fee bill.

▶ Students who are selected as recipients of work scholarships will volunteer in the department office.

* Students who do not fulfill the requisite 50 hours of volunteer duties will not be eligible to apply for the scholarship the following semester. Additionally, they must return the amount of the scholarship.

(4) Compass K

▶ The program was developed to enhance the educational capacity and employability of students.

▶ The program contains seven sections: IT, major, career, creativity, employment, volunteering, globalization, and goal management.

▶ It is structured to help students expand their educational capabilities based on 18 detailed categories.

▶ Purposes of the Point System

The point system empowers students to set career goals earlier and get motivated to develop their educational capabilities.

▶ The system helps students to be competitive in the workforce by writing individual portfolios.

▶ The point system manages job seekers and successful job candidates.

▶ Structure of the Program: The program provides exploration of a career path, counseling on career, and management of a student's capacity.

▶ Scholarships are awarded based on points gained for capability development.

▶ Points Approval: Items related to grades and credit acquisition are processed automatically by the system.

▶ Students must enter related information on the website and provide evidence (e.g., original copies of licenses or certificates) to the college administration (available by appointment every Thursday).

▶ One achievement can be recognized in one section only. One achievement cannot be recognized in two or more sections.

Student Support

(1) Faculty Counseling Service

Making an Appointment: EDWARD System > Academics > Counseling > Integrated Application for Advising

Checking your Faculty Advisor: EDWARD System > Academics > Records > Personal Information > Faculty Advisor

(2) Expenses (examples)

▶ Student Body Dues (due in every March)

(As of 2018, Freshmen 90,000 / Sophomores 90,000 / Juniors 45,000/ Seniors 45,000 Won).

Subject to change pending the annual department budget

▶ Recommended: Personal notebook (useful for class assignments, team projects, etc.)

(3) Learning Disabilities

Consult with your faculty advisor or visit the Student Counseling Center

▶ Student Counseling Center

General counseling for students, conducting aptitude test for freshmen, counseling for the victims of sexual harassment:

Contact Ms. Park Kyung Ok at 580-5811.

☎ 580-6300: Learning services

☎ 580-5745: Psychological tests

☎ 580-5743: Counseling for Individuals/Groups

☎ 580-5744: Educational Support

Location: #1125, 1st floor of Bauer Hall on Seongseo Campus

Website: <http://kmsangdam.org/>

(4) Early Employment

The first employment before graduation may be translated to an internship (1.5 points) for the second semester of the senior year. A senior is allowed to be hired by a University-affiliated company at the recommendation of a faculty member.

(actual affiliations and companies may vary year by year).

<Early employment confirmation and attendance approval procedure for the graduating semester>

▶ Eligibility: A student who gets hired during the graduating semester

▶ Approval of Alternative Attendance: Applicable to the courses enrolled during the period of employment

A) The total period of employment confirmed as early employment during the graduating semester

B) Including the period of employment by a transfer to a different organization

▶ Procedure

A) Step 1: Verification of Early Employment

(1) Apply for confirmation of early employment (within 2 weeks from the date of employment)

(2) The Employment Support Team confirms the early employment status.

(3) Print out the certificate of early employment (within 1 week from the confirmation)

(4) Submit the certificate to your course instructors and follow their guidelines (within 2 weeks from the date of employment).

B) Step 2: Procedure for Alternative Attendance

(1) Apply for alternative attendance on Edward before the final examinations end.

(2) Your request for alternative attendance will be approved by the Employment Support Team periodically.

(3) Print out the attendance certificate before the final examinations end.

(4) Submit the certificate to all your course instructors before the final examinations end.

▶ Accepted Supporting Document according to the Types of Employment: The Employment Support Team will verify the supporting documents below in order to confirm employment and approve alternative attendance requests.

Type of Employment	Supporting Document	Remark
Registered Business	Select one ①Certificate of qualification for health insurance ②Certificate of employment insurance ③Certificate of employment +Certificate of payment	Excludes employment in unregistered businesses or private academies
One-person Business	Business registration and statement of working hours	
Overseas Employment	Employment contract and certificate of entry to exit from Korea	

(5) Work-Study Opportunities

EDWARD Portal System > Academics >Scholarship > Apply for Scholarship > Apply for Work-Study Scholarship → Print out the completed application > Submit it to the department office

▶ What is the work-study scholarship?

It is a system that gives a tuition waiver to the students who support the department assistant at the department office for 50 hours. These students are called 'Work-Study Student'.

▶ Application Period: To be notified on the department Kakao Talk chat room semester by semester.

▶ Eligibility: A student belonging to within the 8th income class as a result of examination for provision of national scholarship

▶ A student who does not apply for national scholarships will not be considered for work-study positions.

▶ The recipient gets a tuition waiver on the tuition bill without a separate notice.

▶ Students selected as a work-study will render services at the department office.

*Falling short of 50-hour-long services disqualifies his or her application for the following semester, and forces the full amount of scholarship to be repaid.

(6) Personal Belongings Protection

▶ Personal belongings and property of the students in the department must be protected, and the obligation lies in the hands of the owner.

▶ It is important to prevent any loss, damage, or theft of one's personal belongings in advance. Should such an event happen, the owner is fully responsible.

(7) Students Participation

▶ Various special lectures and major-related experiential activities (pending the budget and the University policies).

(8) Compass K

▶ Introduction

- Developed to enhance the students' learning capacity and competitive advantage for employment
- Consists of the following 7 sectors: goal management, major, globalization, IT, volunteering, creativity, career and employment
- Classifies the students' learning capacity into 18 areas for their own management

▶ Purpose of the Point System

- To help the students to set early career objectives and to give them the motivation to develop their own learning capacity
- To manage the students' competitiveness in employment through the preparation of individual portfolios
- To manage job seekers better and identify successful ones
- The components of the program: career search, career counseling, and capacity management
- To grant scholarships according to the points
- Regarding the approval of points, the items related to grade evaluation and credit acquisition are automatically processed on the system.
- The students themselves must fill in the information on the web system and submit the supporting documents such as licenses or certificates to the staff of the college administration team for verification and approval.
- One achievement is translated into a capacity only in a single sector. (One achievement cannot be recognized in two or more sectors.)

How To Use

EDWARD System > Academics > Compass K Program

(9) Health & Counseling

▶ **Campus Healthcare Center:** offers free annual physical checkup services to help students to find diseases in advance

-Registration Period: Mid-March (to be announced on the website) / EDWARD System (early March)

EDWARD System > Academics > Student Support > Register for Student Health Examination

▶ **Counseling Center for Preventing Sexual Harassment**

<http://newcms.kmu.ac.kr/kmuhr/index..do>

- Provides appropriate education and counseling services for the victims to cope with and overcome the damage from sexual harassment and violence
- Aims at fostering the establishment of sense of values about sex and of healthy sexual activities through preventive education.
- Is an open space not only for healing psychological damage from sexual harassment or violence but also for counseling the students who worry about sex and dating.

(10) College Student Council

▶ Role

- To organize and lead all the student-organized activities held in the college and adequately process suggestions from students.

▶ Selection

- One-month notice for candidate registration will be given in the event of replacement or additional selection of the student president or the student council of the college.

- Candidates for the president, the deputy president, the general manager, and the secretary are recommended either by themselves or by someone else between February to March, and elected according to the number of ballots.

- The student representative and the deputy student representative of each year in each department are elected by the students semester by semester (the positions for freshmen may be filled in by those recommended by a faculty advisor or the departmental seniors).

(11) Department Student Body

▶ **Role:** To support academic affairs of students, collect their suggestions, closely communicate with the student council at college and university, and to play a role in channeling communication with the faculty in the department; and to plan and host events organized by the department

(12) Departmental Events

▶ **February:** Commencement, Freshmen Orientations

▶ **March:** Entrance Ceremony, Academic Seminar (MT)

▶ **May:** Teacher's Day, University Festival

▶ **November:** Fall Festival, Student's Day

(13) Freshman Orientation

▶ **Target:** Freshmen

▶ Objectives

- To make freshmen well adapted to their new environment. It is an opportunity for them to be informed of the university and the courses.

▶ Program

- Guide to the Campus life (see the bluebook)

- Guide to Course timetable and registration

- Introduction to the department and the open discussion with the faculty

- How to get a student ID card

- How to enter student data

▶ **When:** Towards the end of every February

Campus Life

(1) Department News

<http://newcms.kmu.ac.kr/hanmun/index.do>

- ▶ Notification for each grade: via the group kakaotalk

(2) Student ID Cards

Application and Issuance: Submit an application through the EDWARD System

▶ Procedure

EDWARD Portal > EDWARD System > Academics > Student Support > Application for a Student ID > Consent for the Use of Personal Information > Apply for an Account at a Daegu Bank branch > Pick up at the College Administration Team (only by the requesting student)

- ▶ **Period of Issuance:** 1 to 2 weeks

(3) Access to Campus

Opening Hours: AM 06:00 ~ PM 24:00

Abbr	Building	Abbr	Building
영	영암관	스	스미스관
백	백은관	공	공학관
바	바우어관	음	음악공연예술대학
건	덕래관	보	보서관
사	봉경관	오	오서관
체	체육관	쉐	쉐턱관
국	동영관	M	의학관
대	동천관	의	의양관
N	전감규관		

(4) Classroom Use

- No food or alcohol is allowed in the classrooms (report violators to the department or lab assistant).
- Upon exiting the classroom, turn off all the electronic devices such as computer, air-conditioner, heater, or lights.
- Do not install illegal software on the university computers. If caught, you are fully responsible.
- Get an authorization of the computer lab assistant when you want to install a program for academic purposes.
- Accept liability if installation of unauthorized software is detected (e.g., purchasing the program, a compensation, etc.)

(5) Library

▶ Operating Hours

During semesters: 09:00~22:00 (Weekdays); 09:00~13:00 (Saturday)

During vacations: 09:00~17:00 (Weekdays) Saturday (Closed)

▶ General Reading Room: 06:00~24:00 (Chuseok, Seollal closed)

▶ Borrowing Privilege: 14 days on 10 books, which may be extended only once

▶ Overdue books incur late charges.

(6) Lockers

Apply to the department student body for use

(7) Lost and Found

If you find any lost property, kindly leave it with the department office. If you want to reclaim lost property later, write down the details of the lost property and submit it to the assistant.

(If the owner appears after the release of the lost property by the assistant's judgment, legal consequences may ensue).

(8) Notice of Emergencies

Notices will be passed on through the emergency contact line of each grade (i.e., Department Office/ President of the Department Student Body → Representatives by year → All the students).

Contact Information

(1) Department Office

- Room 328, Yeongam Hall
- ☎ (053) 580-5362

(2) Professor contact

Kim Sung-joong	Yungamhall 522-1	053-580-5367
Chunji Li	Yungamhall 423	053-580-5310
Jung, Hajung	Yungamhall 324	053-580-5369

(4) Nearby Conveniences

Pharmacy	Sungsu pharmacy 053-584-6659
Post Office	Sung su keimyung post office 053-592-1350
	Daegu gangchang post office 053-593-9115
Print service	Seomunmunhwasu 053-246-9344
	Insaboksamaeul 053-591-6339

(3) College of Educaiton Administrative Office

- ☎ 053-580-5221-2

(5) Seongseo Campus Map

