## Blue Book

**2019**

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| Academic Calendar 2018                          |                                                      |
| Three Recommendations for Better Campus Life    |                                                      |

| Campus Map                                      |                                                      |

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<tr>
<th>FAQ</th>
<th>A Thank your for your service for protecting our nation in advance.</th>
</tr>
</thead>
<tbody>
<tr>
<td>I am a freshman, and I don’t know how to register for lectures.</td>
<td>Process: EDWARD System → Academic Administration → School Register → Register Change Manager → Apply for Leave of Absence (Please apply from 2 weeks prior to the date of entry into the service and attach scanned draft notice.)</td>
</tr>
<tr>
<td>All freshmen are automatically registered for essential lectures. But sophomores, juniors and seniors should register for lectures by themselves. (<a href="http://sugang.kmu.ac.kr">http://sugang.kmu.ac.kr</a>)</td>
<td>A Please check through EDWARD System → Academic Administration → Basic Register Manager → Personal Information → Check Available Academic Advisor. We recommend you to meet your advisor at least once a semester. Your will be able to consult and be advised for overall study issues.</td>
</tr>
<tr>
<td>I am a freshman, I wonder who will be my academic advisor and what he or she will advise?</td>
<td>A Please read the handbook carefully. But if you still need more information, please visit our major’s office (Youngam Hall 243–2).</td>
</tr>
<tr>
<td>I would like to be a member of a club or a society.</td>
<td>A You can visit our major’s office (Youngam Hall 243–2) and ask for help. Major assistant will help you.</td>
</tr>
<tr>
<td>I’ve got my draft notice (call-up paper). How should I apply for a leave of absence?</td>
<td>A Thank you for your service for protecting our nation in advance.</td>
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Blue Book: Introduction

College of Humanities and International Studies

Overview

Department

Department of English Language and Literature

Academic Objectives

Introduction

1. Blue Book: Introduction

This handbook covers academic information, administrative procedures, code of conduct for students and basic regulations from which you are advised necessarily as a student of the Department of English Language and Literature.

2. College of Humanities and International Studies

1) Overview

The College of Humanities and International Studies aims at developing a vision for the future by providing a learning environment in which students can study their majors in the context of both the past and the present. Students are empowered to investigate diverse fields of knowledge (domestic and foreign cultures, history, international and area studies and so on) and learn how to understand these different fields within authentic frames of reference, while at the same time acquiring their own personal ideas and insights.

2) Department

There are sixteen departments in the college:

- Korean Language and Literature
- Korean Studies
- English Language and Literature
- German Language and Literature
- Chinese Language and Literature
- Japanese Language and Literature
- Russian Language and Literature
- Chinese Studies
- Japanese Studies
- American Studies
- European Studies
- Spanish and Latin American Studies
- History
- Christian Studies
- Creative Writings
  - [usually "Creative Writing"]
- Philosophy & Ethics

For starting any administration service, first check this student handbook, then acquaint yourself with work support information by asking administrative assistant. Contact: 053-580-5062

3. Department of English Language and Literature

1) Educational Objectives

Foster students with the leadership and skills necessary for the globalized society of the 21st century.

2) Introduction

To cultivate well-rounded students equipped with practical skills of English and a broad understanding of English literature and culture, a wide range of courses in English skills, linguistics, literature, culture, and education make up its core curriculum.

Facility

For communicating and learning languages, students can visit International Lounge at Bauer Hall. You can meet students from many countries and join in the language exchange program. There are a number of events for meeting foreign students. You will have cheerful campus life and opportunity of learning language.

More information

http://teflsites.com/lounge/

Faculty Members

<table>
<thead>
<tr>
<th>Name</th>
<th>Major field</th>
<th>Office (Youang Hall)</th>
<th>Office Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sun, Jong-hee</td>
<td>Shakespeare</td>
<td>025-2</td>
<td>580-5007</td>
</tr>
<tr>
<td>Chung, Moon-young</td>
<td>Drama</td>
<td>419</td>
<td>580-5043</td>
</tr>
<tr>
<td>Gye, Joong-meun</td>
<td>Novel</td>
<td>032-4</td>
<td>580-5056</td>
</tr>
<tr>
<td>Lee, Pil-hee</td>
<td>English History &amp; Syntax</td>
<td>305</td>
<td>580-5093</td>
</tr>
<tr>
<td>Hwang, Jae-yeong</td>
<td>Novel</td>
<td>323-1</td>
<td>580-5092</td>
</tr>
<tr>
<td>Park, Hye-sun</td>
<td>Applied Linguistics</td>
<td>515</td>
<td>580-5091</td>
</tr>
<tr>
<td>Yun, Won-hee</td>
<td>Phonetics</td>
<td>513</td>
<td>580-5134</td>
</tr>
</tbody>
</table>

"Everything comes to him who hustles while he waits"

—Thomas A. Edison
Other Programs

1. Spring Seminar

In spring season (between April and May), students of our department have spring seminar annually. To enforce students' knowledge of major, students have a session of learning about well-known English writer, composition and genre. Also, several other sessions of exchange information about our major among students and lectures from professors.

2. English Fall Festival

Annual festival of our major and it holds in October or November. Programs of English speech, singing, and play, which represent major's characteristic, are performed by students. One of the important events of our major.

"Create a definite plan for carrying out your desire and begin at once, whether you are ready or not, to put this plan into action."

- Napoleon Hill
### 2) CORE Credit System

<table>
<thead>
<tr>
<th>CURRICULUM</th>
<th>The College of Humanities and International Studies</th>
<th>The College of Humanities and International Studies</th>
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</thead>
<tbody>
<tr>
<td>GENERAL</td>
<td>15 Credits</td>
<td>15 Credits</td>
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<tr>
<td>BALANCE</td>
<td>K-Humanities CORE curriculum 15 credit completion</td>
<td>K-Humanities CORE curriculum 15 credit completion</td>
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<tr>
<td></td>
<td>(Required: to complete more than one subject from the categories of Globality, Creativity, or Korean Studies)</td>
<td>(Required: to complete more than one subject from the categories of Globality, Creativity, or Korean Studies)</td>
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</table>

#### BASIC

<table>
<thead>
<tr>
<th>Major</th>
<th>Minor</th>
<th>Core Courses</th>
<th>General</th>
<th>Convergent Courses</th>
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<tr>
<th>Major</th>
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<th>Core Courses</th>
<th>General</th>
<th>Convergent Courses</th>
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#### MAJOR

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<tr>
<th>Major</th>
<th>Minor</th>
<th>Core Courses</th>
<th>General</th>
<th>Convergent Courses</th>
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#### TOTAL

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<th>Major</th>
<th>Minor</th>
<th>Core Courses</th>
<th>General</th>
<th>Convergent Courses</th>
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1) Majors participating in each model

(a) Majors participating in Global Area Studies Model: Chinese Studies, Japanese Studies, American Studies, European Studies, Spanish and Latin American Studies

(b) Majors participating in Humanities-Based Convergent Major Model: Korean Studies, Christian Studies, English Language and Literature, Japanese Language and Literature, Chinese Language and Literature, German Language and Literature, Russian Language and Literature, Korean Language and Literature, History, Philosophy and Ethics

(c) Majors participating in College’s Internal Model: Korean Language and Literature, History, Philosophy and Ethics

2) Students to whom the general rule applies (exceptions may apply)

(a) Students who select other majors (including Interdisciplinary Major and Convergent Major) as a minor or a double major

(b) International students and Korean residents abroad

(c) Exchange students

(d) Those who complete a double major or Integrated master’s/bachelor’s program

(e) Those who complete teacher training courses

(f) Those who complete Reserve Officers’ Training Corps (R.O.T.C.)

3) CORE Convergent Major/Interdisciplinary Major

(a) Students of majors participating in the Humanities-Based Convergent Major Model MUST take one CORE Convergent major as their double major or minor. The general rule may apply only if a student qualifies for one as in 2).

(b) Students of departments or majors participating in the Global Area Studies Model and the College’s Internal Model CAN select the Interdisciplinary majors from the Global Area Studies Model or College’s Internal Model as their double major or minor.

3) Credit System

<table>
<thead>
<tr>
<th>CURRICULUM</th>
<th>TYPE</th>
<th>CREDIT SCALE</th>
<th>YEAR OF STUDY</th>
<th>REQUIRED CREDIT</th>
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- Majors Required: Required 3-3 1 credits
- Minors Required: Required 3-3 1 credits

- Students are required to chose and complete 5 Balance Courses, including Philosophy and History, among 4 different areas of study.

- Students are required to complete 1-3 or 2-4 semester credits of English courses.

- Students are required to complete 15 credits, or 30 credits for Interdisciplinary Majors.

- Students must fulfill more than 60 credits, or 45 credits.

- Completion of Mandatory Core Courses is a prerequisite to earn a bachelor’s degree. Some majors may require graduation this to be completed.

- Some majors do not have mandatory major courses.

- Students in the College of Education and those who complete teaching preparation program must fulfill the requirements of these courses to earn teacher certification.
For the first year students, the university selects and assigns freshmen courses for the first two semesters to help students prepare for the transition to college. The course selection may vary, depending on majors and departments. In case, students who do not meet their course requirements will fail the course and cannot earn the credit.

- P Course: Chapel (1) and (2), and Graduation Thesis. They are non-accredited course, but for graduation, students must receive a grade of "P" (pass).
- 1 Credit Course: 1 hour class per week, or 2 hour course of experiment or practice per week for one semester of 16 weeks
- 2 Credit Course: 2 hour class per week, 4 hour course of experiment or practice per week for one semester of 16 weeks, or 3 hour course of practice as for the majors in arts and physical education
- 3 Credit Course: 3 hour class per week, 6 hour course of experiment or practice, or 4 hour course of practice as for the majors in arts and physical education

### 4) Curriculum: English Language and Literature

<table>
<thead>
<tr>
<th>Freshman</th>
<th>Sophomore</th>
<th>Junior</th>
<th>Senior</th>
<th>the others</th>
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<tr>
<td>1st Semester</td>
<td>2nd Semester</td>
<td>1st Semester</td>
<td>2nd Semester</td>
<td>1st Semester</td>
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<tr>
<td>Freshman</td>
<td>Introduction to English Language and Literature</td>
<td>Introduction to Foreign Language and Literature</td>
<td>but</td>
<td>Reading in English</td>
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<tr>
<td>Sophomore</td>
<td>Contemporary English Grammar</td>
<td>History of American Literature</td>
<td>or</td>
<td>Introduction to English Linguistics</td>
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<td>English Phonetics</td>
<td>History of British Literature(1)</td>
<td>Introduction to British and American Drama(1)</td>
<td>or</td>
<td>Introduction to British and American Fiction(3)</td>
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<td>Introduction to British and American Drama(1)</td>
<td>English Composition</td>
<td>Introduction to British and American Fiction(1)</td>
<td>Writing</td>
<td>Advanced English Composition(1)</td>
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<td>Modern British and American Fiction(1)</td>
<td>English Composition</td>
<td>English Composition</td>
<td>or</td>
<td>Advanced English Conversation(2)</td>
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<td>British and American Fiction to 1900(1)</td>
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<td>English Composition</td>
<td>or</td>
<td>English Composition</td>
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<td>Career Writing Writing</td>
<td>Advanced English Composition</td>
<td>English Composition</td>
<td>or</td>
<td>Advanced English Composition</td>
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<td>Practical English Training</td>
<td>English Composition</td>
<td>Practical English</td>
<td>or</td>
<td>Advanced English Composition</td>
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<td>Logic and Critical Thinking for English</td>
<td>Advanced English Composition</td>
<td>Practical English</td>
<td>or</td>
<td>Advanced English Composition</td>
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<td>Practical English</td>
<td>Practice in Listening</td>
<td>or</td>
<td>Advanced English Composition</td>
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<td>Study Abroad Program(English)</td>
<td>Practice in Reading</td>
<td>Practice in Reading</td>
<td>or</td>
<td>Advanced English Composition</td>
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<td>English Language &amp; Literature Project</td>
<td>Presentation and Debate</td>
<td>Presentation and Debate</td>
<td>or</td>
<td>Advanced English Composition</td>
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<td>English Language &amp; Literature Internship</td>
<td>English Language &amp; Literature Internship</td>
<td>English Language &amp; Literature Internship</td>
<td>or</td>
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<td>English Language &amp; Literature Internship</td>
<td>English Language &amp; Literature Internship</td>
<td>or</td>
<td>Advanced English Composition</td>
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<td>Academic Writing</td>
<td>English Language &amp; Literature Internship</td>
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<td>or</td>
<td>Advanced English Composition</td>
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<td>or</td>
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<td>Critical British and American Literature</td>
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<td>Subject Specialization &amp; Teaching Methods in English</td>
<td>Modern British and American Fiction(2)</td>
<td>Subject Specialization &amp; Teaching Methods in English</td>
<td>or</td>
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<td>or</td>
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<td>Culture Through English Literature(Lecture in English)</td>
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<td>Modern British and American Poetry(2)</td>
<td>Modern British and American Poetry(2)</td>
<td>or</td>
<td>Modern British and American Poetry(2)</td>
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#### Requirements for Graduation

- Attendance

  Any subject of which attendance does not reach two-third of total hours of lectures will receive an 'F' grade.

- Requirements for Graduation
6) Course Pack

Course Pack is the system where you can store your intended subjects prior to actual course registration like ‘shopping cart’. There is a certain period for Course Pack before the date of course registration. The subjects saved in Course Pack are easily registered through the entry of simple code without any subject number on the date of course registration.

7) Course Registration

- Within the period of course registration
  “http://sugang.kmu.ac.kr”
  Log in (first-come-first-served basis)
- Website for course registration
  EDWARD portal on the left of school website
  (http://portal.kmu.ac.kr)
- How to check course registration details
  EDWARD System → Academic Administration → Lecture
  → Course Registration Manager → Check Course Registration
- How to check lecture schedule
  EDWARD System → Academic Administration → Lecture
  → Course Registration Manager → Check Lecture Schedule

Four for information on the change of subject, please visit EDWARD System → Academic Administration → Lecture → Course Registration Manager → “Change of Lecture Schedule” and fill up the relevant form and submit to the administration office within the period of additional registration.

7) Grade Evaluation

Grade Evaluation (General)
- Attendance: 10%–30%
- Assignment, Presentation: 20%–30%
- Examination: 50%–70%
- Any grade of experiment, practice, practical work and other special subject equivalent can be evaluated separately.

8) Grade Appeals

- Call the Academic Affairs Team (580 – 6966, 6069)
  #104 on 1st floor, Main Building in Seongsan Campus
  Contact your professor personally via telephone or email during the period of grade appeals in each semester
  Change of grade is not normally expected unless there is an error in marking by your professor.

9) Leave and Return

Application for Leave of Absence

EDWARD System → Academic Administration → School Register → Register Change Manager → Apply for Register Change (Leave of Absence)

Application for Return to School

EDWARD System → Academic Administration → School Register → Register Change Manager → Apply for Register Change (Return to School)

10) Overseas Training Program

- Experiencing other cultures as a student studying tourism management is a very crucial opportunity to develop understanding of diversity, deep appreciation, and extended point of view. Therefore, we recommend you to join overseas training.
- Apply for overseas training program managed by relevant institution in the school. The selection process will sort out eligible students.

- Visit school website or department notice board occasionally to check any information on overseas training for the specialized project where our department belongs to.

11) Failure and Expulsion

- Academic Probation: A student holding a 1.5GPA for a semester of the year concerned, but excluding final semester
- Expulsion due to Academic Probation: A student receiving academic probation for 3 consecutive semesters
- A student being regarded as being beyond hope of academic achievement due to disease
- A student not having registered or not having submitted the application for extension of leave of absence within the time specified after leave of absence
- A student entering another university
- A student not having registered within the time specified
- A student being subject to expulsion due to academic probation
- A student being subject to expulsion due to disciplinary action

12) Issuance of Certificate

- Issuance on Visit
  Certificates are issued at the administration team of each college or at the Certificate Issuance Center on the 1st floor of the main building.
- Automatic Issuer
  In front of the postoffice in Bauer Hall and on the 1st floor of Donglan Library
- Other
  Issuance by fax or via online
13) Interdisciplinary Major

A. General Rule
1) Double Major Course
   First Major 42 credits + Second Major 42 credits = 84 credits
2) Major + Minor Course
   Major 54 credits + Minor 21 credits = 75 credits
B. General Rule of Convergent/Interdisciplinary Major
1) Double Major Course
   First Major 42 credits + Convergent 33 credits = 75 credits
2) Major + Minor Course
   Major 54 credits + Convergent 15 credits = 69 credits
C. CORE Convergent/Interdisciplinary Major
1) Double Major course
   First Major 45 credits + CORE Convergent/Interdisciplinary Major 33 credits = 78 credits
2) Major + Minor Course
   Major 45 credits + CORE Convergent/Interdisciplinary 15 credits + First Major or other Major 9 credits = 69 credits

Ask help to Initiative for College of Humanities’ Research and Education (680-5329)

14) Support Program of Language Test

Certified TOEIC: fixed dates during the semester
Imitation TOEIC: fixed dates during the semester
TOEIC Speaking/OPIc: fixed period during the semester
※ Each program submits first-come system. In case of Certified TOEIC and TOEIC Speaking/OPIc, if you do not submit the score to the office, you cannot get any support.
※ The notice is announced on the web-site, facebook, and major notification board. You can submit by visiting the major office.
※ In case of certified TOEIC and TOEIC Speaking/OPIc, the number of submit is limited during 8 semester.
4. Study Guide

1) Student Counseling
A. Application procedure

- How to Ask for Counseling: EDWARD System → Academic Administration → Counseling → Integrated Application for Counseling
- Academic Advisor: EDWARD System → Academic Administration → Basic Register Manager → Personal Information → Academic Advisor can be checked.

B. Academic Difficulties
Receive help from your academic advisor through counseling or visiting the Student Counseling Center.

- Student Counseling Center
  General counseling for students
  Office administration, conducting aptitude test for freshmen
  Counseling for sexual harassment, Website management

C. Counseling: Study, worry, employment
  - The person in charge: Park Kyung Ok ☎ 580-5811
  - Academic Counseling ☎ 580-6300
  - Psychological Test ☎ 580-5745
  - Counseling for Individual/Group ☎ 580-5743
  - Educational Support ☎ 580-5744
  - Location: #1125, 1st floor of Bauer Hall in Seongsan Campus

Website: http://kmusangdam.org/

2) Career Program
- After graduation, we systematically operate a variety of programs for successful employment that our students want, and also consult relevant departments and academic advisor on issues such as employment, business start-ups, and career path.

3) Confirmation of Employment and Acknowledgement of Attendance for Early Employment

- Eligibility: A student who gets a job during the graduating semester
- Confirmation of employment and acknowledgment of attendance: Applicable to the lectures equivalent to 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 transfer

- Process of Employment and Acknowledgement of Attendance for Early Employment
  - A) Step 1: Confirmation of employment
    1. Application for confirmation of early employment (within 2 weeks from the date of employment)
    2. Confirmation of early employment (by the Employment Support Team)
    3. Printing out the certificate of early employment (within 1 week from confirmation)
    4. Submit the certificate of early employment to and consult the professor who teaches the subject (within 2 weeks from the date of employment).
  - B) Step 2: Acknowledgement of Attendance
    1. Application for acknowledgement of attendance: EDWARD System
    2. Acknowledgment of attendance: Acknowledged by the Employment Support Team from time to time after the application.
    3. Submission of attendance certificates: Submit it to the Professor in charge of the subject prior to the end of the regular exam.
    4. Submit the acknowledgment of attendance for early employment to the professor who teaches the subject (prior to the closing date of regular test).

4) Volunteering Scholarship

- How To Apply for Volunteering Scholarship

- Supporting Document by Type of Employment
  - The Employment Support Team will verify supporting document for confirmation of employment and acknowledgment of attendance, and the student will print out the relevant certificate and submit it to the professor who teaches the subject.

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<th>Type of Employment</th>
<th>Supporting Document</th>
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<td>Business with Business registration and certification of working hours for one person</td>
<td>Certificate of qualification for health insurance / Certificate of employment insurance / Certificate of employment + Certificate of payslip</td>
<td>Select One</td>
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<tr>
<td>Overseas Employment</td>
<td>Employment contract and certificate of entry and exit</td>
<td>Excluding employment in business or academically without registration</td>
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</table>

5) COMPASS K

- Introduction of Program
  - Developed to enhancing learning capability and competitiveness in employment of current students
  - Consisting of 7 sectors: objectives management, major, globalization, IT, volunteering, creativity, career and employment
  - Classified student’s learning capability into 18 items to be managed.

- Purpose of Point System
  - To set career objectives earlier and to give motivation for developing learning capability
  - To manage competitiveness in employment through preparation for individual portfolio
  - To manage job seekers and successful candidates in employment
  - To organize program: career search, career counseling, capability management
  - To grant scholarship in the form of point for capability development
  - Regarding the approval of point, the items
related to grade evaluation and credit acquisition are automatically processed on the system.
- For students, please fill up the information on the web system and get your supporting document such as license or certificate confirmed and approved by the staff of the college administration team.
- One achievement is recognized as an ability in a single sector. (One achievement cannot be recognized in two or more sectors.)

6) Health and Counseling
- Health Examination Center: Implementing free physical checkup service on an annual basis to help students to find disease in advance
  - Period of Application: Mid March (to be notified on website) / EDWARD System (early March)
  - EDWARD System → Academic Administration → Student Support → Apply on Student Health Examination

- Counseling Center for Preventing Sexual Harassment
  - Providing appropriate education and counseling services for coping with and overcome the damage from sexual harassment and violence and for continuing healthy life
  - Aims at contributing to the establishment of sense of values about sex and the settlement of healthy sexual curiosity through preventive education.
  - A open place not only for healing damaged mind from sexual harassment or violence but also counseling students who worry about sex and dating.

- Contact and Website of Related Centers
  - Human Rights Counseling Center of National Human Rights Commission
    1331 http://www.humanrights.go.kr

7) College Student Council
- Role
  - To organize and lead all the events held in the school and genuinely sort out suggestions from students.
- Selection
  - One month notice for candidate registration in the event of replacement or additional selection of the student president or student council of college
  - Candidates for the president of society, vice-president of society, manager and secretary are recommended between February to March and registered voluntarily → Voting to select
  - Student representative and assistant student representative of each year are selected by semester (For freshmen, delegation of the position is available through recommendation from academic advisor or seniors.)

8) Department Student Council (Student Council)
- Role
  - To support academic affairs of students, collect suggestions, closely communicate with student council at college and school, and to play a role of channel for communication with professors association of our department, and plan and conduct events organized by our department.

9) Orientation for Freshmen
- Target: 2018 Freshmen
- Objectives
  - To make freshmen well adapted in new environment. It is an opportunity to acquire various information about school or academic course.

- Program
  - Guide on Campus life (See blue book)
  - Guide on Course timetable and registration
  - Introduction of department and professors’ meeting
  - Guide on issuance of student ID
  - Guide on entry of student data

- Korea Sexual Violence Relief Center
  02-338-2890~1
  http://www.sisters.or.kr
- Sexual Violence Counseling Center of Womenlink
  02-739-5796 http://womenlink.or.kr/
- Daegu Women’s Hot Line
  053-471-6484~6 http://www.dwhotline.or.kr/
- Korea Sexual Violence Relief Center
  02-338-2890~1
  http://www.sisters.or.kr
- Sexual Violence Counseling Center of Womenlink
  02-739-5796 http://womenlink.or.kr/
- Daegu Women’s Hot Line
  053-471-6484~6 http://www.dwhotline.or.kr/
6. School Life

- Major homepage
  - Department of English Language and Literature
  - [http://newcms.kmu.ac.kr/englanlit/index.co](http://newcms.kmu.ac.kr/englanlit/index.co)

2) Student ID
   Application and Issuance: Submit an application through EDWARD System.
   - Period of Issuance: 1 to 2 weeks

3) Access to Building
   Opening Hours: AM 06:00 — PM 24:00

4) Lecture Room
   - No food and alcohol allowed in the lecture room (If detected, report to the assistant)
   - Turn off electronic devices such as computer, air-conditioner, heater or lights before you leave the lecture room.
   - When using the computer, do not use unauthorized program other than those for academic purpose.
   - Be authorized by the training assistant when installing a program for academic purpose.
   - Bear a lot of responsibility if installation of unauthorized software is detected (Ex. purchasing program, compensation, et cetera)

5) Laboratory for Rent
   - Complete details of usage date, usage details and attendance
   - If materials and supplies are lost or damaged in the classroom, it is considered the responsibility of the loaner
   - Keimyung Capacity development room
   - Book for rent conditions: Maximum 3 books for 7 days, must visit library for extension, must pay
   - The library, which has supported research and learning activities since its opening in 1958, has been named a library in honor of Dr. Shin Tae-sik, the honorary president. In March 1933, the library was established in the and the environmental improvement project was completed in March 2014. Application of the data processing room, laptop, reading room, information service center, electronic information center, group study room for the previous group discussion space it plays a leading role in Apply to each major student council for use

6) Facility for Rent
   - Edward Systems — General Administration — Facility Space — Space Usage 2 Days Before Use

7) Library
   - generating knowledge information on universities and communities based on the support of multiple devices
   - a late fee for overdue books (applicable after 7 days of rent)
   - Utilization time
     - During the semester: 09:00—22:00(Weekdays)
       09:00—13:00 (Saturday)
     - During the vacation: 09:00—17:00(Weekdays)
       Saturday (Rest)
   - General Reading Room: 06:00—24:00
     (Chuseok, Seolal recess)
   - Number and duration of loan books
     14 days on 10 books.
     Extension only once

8) Locker
   - Submit each semester at major office
   - Place: In front of 240(Yong-am Hall)

9) Lost Property
   - If you have found a lost property, give it to the department office.
   - If you want to release a lost property found, 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, there will be a corresponding legal penalty.)

10) Emergency Notice
    - In the event of any emergency situation, announce quickly and clearly through contact system by year.
      (Department Office / President of Society → Representative by year → All students)
11) Disaster Evacuation Training

**Earthquake**

- The campus buildings are built from concrete without earthquake resistant design.

① When you sense an earthquake, open the closest door wide.
- There is a possibility that you cannot evacuate as the door may not be opened due to the twisted status of the building.
- The person who first opened the door should shout fire and keep others informed about a fire escape.

② Protect your head with a book, laptop or other article which can protect your head.
  - Underground facility is relatively safer than on-ground facility, but you should keep waiting at your place until the shaking stops.
  - As delay of evaluation to underground facility may occur due to a massive number of people flocked. Therefore, start evacuation from letting people near the exit out under the direction of the leader.
  - If you are staying on third or fourth floor which is relatively upper floor of the building, get under the desk or the table when the earthquake occurs as it is likely to evacuate depending on the condition of damages on the building (Evacuate immediately when the strength of earthquake is lowered.)

③ Evacuate quickly through where a door is opened
  - Run crouching down and covering your head
  - Evacuate avoiding windows
  (Do not evacuate through windows as those on the first floor tend to be seriously damaged during earthquake.)

④ After evacuation, move to a wide empty lot
  - Wait for rescue standing up for preventing damages from additional minor shakes (It is dangerous to squat or lie on the ground after evacuation.)

**How to evacuate building on fire**

- Activate a fire alarm.
- If you cannot go downstairs, go onto the rooftop.
- Make your face and body covered with wet blanket or towel when you should run into flames.
- If door handles are too hot to turn, do not open the door and find another way.
- Once you evacuate, do not go into the building again.
- After evacuation, wait for rescue at the windward side.

⑤ How to deal with fire following earthquake

1. Shout ‘Fire!’ immediately after feeling minor quakes before the next big quake to alarm around and turn off the heat.
2. Shout ‘Fire!’ when big quake stops
   Put out the fire
3. The big aftermath is exhausted within one to two minutes, so you can put out in its early stages. Keep fire extinguisher or big fire-extinguishing bowl at any possible spot of fire for immediate action.

“What we dwell on is who we become.”
- Oprah Winfrey

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**Criteria, Procedures, Policies & Regulations**

- Code of Conduct
- Academic Attitude
- Equality & Equal Opportunity
- Discrimination & Ostracization
- Sexual Discrimination/Harassment
- Alcohol & Drug
- Smoking
- Restricted Items
7. Criteria, Procedures, Policies & Regulations

1) Code of Conduct
   All students of our university are important members of our community, active and cooperative, respect for diversity of creative individuals and pursue a community of adults built with a sense of responsibility.

2) Academic Attitude
   Responsible rights and obligations, respect for diversity, voluntary consideration. 
   → Community Spirit

3) Equality & Equal Opportunity
   All students of our university will equally receive opportunities for learning regardless of gender, race, religion, sexual orientation, disability, etcetera, and we pursue equality by giving preferential treatment to social minorities.

4) Restrictions on Discrimination & Ostracization
   Our university do not discriminate against or ostracize or not make discriminated or ostracized a certain gender, race, religion, sexual orientation, disability, et cetera, and Any and all discrimination or ostracization will cause administrative punishment.

5) Restrictions on Sexual Discrimination/Harrassment
   Our university does not discriminate or not make discriminated against a certain gender, and our gender equality is strictly protected by law. Any and all discrimination will cause administrative punishment.
   ▶ No sexual psychological/physical harassment, violence and stocking are banned, and any attempt will cause administrative punishment.
   ▶ For victims of sexual harassment or discrimination and those worrying about it, please report and consult at any time.

6) Alcohol & Drug
   No alcohol or drug is allowed to posses in or bring to the campus, and drinking or administering may cause administrative punishment.

7) Smoking
   Smoking is allowed only in the designated area. smoking in designated smoke-free areas may cause administrative punishment.

8) Restrictions on Restricted Items
   No items regarded as to be dangerous are allowed in the campus. (Ex. explosive material, volatile liquid, et cetera) Consult the department office if you are not sure about the dangerousness of an item.

Contacts

Department Office

Administration Team, College of Humanities and International Studies

The whole life of man is but a point of time: let us enjoy it.”

=Plutarch
8. Contacts

1) Department Office
- Department of Korean Language and Literature: #243-1 of Young-am Hall
  ☎ 053-580-5784
- Department of Korean Studies: #243-1 of Young-am Hall
  ☎ 053-580-5579
- Department of English Language and Literature: #243-2 of Young-am Hall
  ☎ 053-580-5662
- Department of German Language and Literature: #243-2 of Young-am Hall
  ☎ 053-580-5600
- Department of Chinese Language and Literature: #243-2 of Young-am Hall
  ☎ 053-580-5786
- Department of Japanese Language and Literature: #243-2 of Young-am Hall
  ☎ 053-580-5785
- Department of Russian Language and Literature: #243-2 of Young-am Hall
  ☎ 053-580-5796
- Department of History: #243-1 of Young-am Hall
  ☎ 053-580-5796
- Department of Christian Studies: #243-1 of Young-am Hall
  ☎ 053-580-5156
- Department of Philosophy & Ethics: #243-1 of Young-am Hall
  ☎ 053-580-5014
- Department of Chinese Studies: #120 of Smith Hall
  ☎ 053-580-5591
- Department of Japanese Studies: #122 of Smith Hall
  ☎ 053-580-5792
- Department of American Studies: #124 of Smith Hall
  ☎ 053-580-5787
- Department of European Studies: #126 of Smith Hall
  ☎ 053-580-5790
- Department of Spanish and Latin American Studies: #518 of Smith Hall
  ☎ 053-580-5737

2) Administration Team of College of Humanities and International Studies
Inquiry for academic administration
- Department of Humanities
  ☎ 053-580-5012-3
- Department of International Studies
  ☎ 053-580-5022

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Three Recommendations for Better Campus Life

Learning is not attained by chance, it must be sought for with ardor and attended to with diligence.”

- Abigail Adams

Academic Calendar 2018

Map
## (1) 1st Semester

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- **Event & Date**
  - Opening Day for 1st Semester: 1
  - Independence Movement Day: 1
  - Election Day: 13
  - Reaching a Quarter of Academic Days for 1st Semester: 29 (Day 29)

## (2) 2nd Semester

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- **Event & Date**
  - Opening Day for 2nd Semester: 1
  - Independence Movement Day: 1
  - Reaching a Quarter of Academic Days for 2nd Semester: 1 (Day 29, 30th: Sunday)
Three Recommendations for Better Campus Life

"Reading, Writing and Speaking"

Reading
People say that you are not an educated or a cultured person unless you have read ‘Mun-Sa-Cheol 600’. Mun-Sa-Cheol 600 means 300 books of literatures, 200 books of history and 100 books of philosophy and it is a strict lesson that you cannot be raised to the intellectual without reading them at an early age. Needless to say, there are heaps of benefits of reading books. Not reading books can be evidently regarded as that you are apathetic about your inner world.

Writing
It is said that "records last longer than clear memories". Particularly, recording is very useful in your schoolwork. Have a habit of writing notes helps your memory, makes you monitor yourself and leads you to be grown and developed. If we could only rely on memory without recording, we would lose a lot. The simple habit of filling your small notebook with records in each semester will become a present called ‘self development and growth’.

Speaking
Nobody will read what you think if you do not speak because we are belonged to the world of human beings. We ever expected that someone would understand our thoughts even though we do not speak. You are a grown-up in university and you should express your thoughts now and soon. Also, you will face a lot of opportunities for joining a discussion for a specific subject. Discussion is a speaking technique that argues logically proving with reasons to carry each other in respect of a subject split to the position between ‘Agree’ and ‘Disagree’. Discussion (Speaking) is a basic living of an intellectual.

10. Seongseo Campus Map