

## ■ Career support

### ■ Support for career development

At Meiji Gakuin University, we provide career support via extracurricular courses, lectures, orientations, internships, etc., that are run by individual faculties and other organizations. Included are Faculty of Law extracurricular courses covering national examinations (administrative notary, real estate agent, IT passport, etc.); Faculty of Economics courses to support the obtaining of qualifications including bookkeeper, financial planner and the secretary exam, etc.; Center of Liberal Arts language qualification courses; and civil servant seminars for students aiming to become civil servants, etc. (See p.30 concerning extracurricular courses and qualification courses.)

The university also has a Career Center, which provides various types of support for job-hunting and career development.

#### **Hepburn Career Design Program (Class subjects that contribute to career design)**

[Meiji Gakuin University's core curriculum] Life Design (Lectures) 1, Life Design (Lectures) 2, Life Design (Lectures) 3, Career Design 1

[Departmental subjects] There are subjects of this program in the subjects of each faculty and department. The Hepburn Career Design Program is mentioned in the syllabus for these subjects.

### ■ What can students do at the Career Center?

○ Students can benefit from Career Center guidance and extracurricular courses concerning employment and career development.

#### **Main guidance and extracurricular activities courses**

Career guidance for first and second-year students	Employment guidance for new students Employment guidance for second-year students Lectures for obtaining the Microsoft Office Specialist qualification (PC qualification; for first-to fourth-year students)
Career guidance	Teaching career guidance (for first-to second-year students), civil service employment guidance (for second-year students), guidance for employment by private companies (for second-year students), graduate school guidance (for first-to third-year students)
Employment guidance /extracurricular courses for third-year students	Internships and employment guidance, job search step-up courses, MG career courses (e.g. airlines, advertising media, hotels and global careers)
Teacher employment examination	General liberal education, teaching education, professional education courses; essay composition course, personal development course, and a full range of courses for mock exams, guidance, etc.
Civil servant employment examination	Briefings by people in charge of recruitment at government agencies, civil servant mock exams, etc.

○ Students can view and borrow books and other materials concerning career development and job search.

These materials can be not only viewed but also borrowed and taken from the premises. Up to two books can be borrowed at a time, and taken from the premises for a period of one week.

○ Students can search for employment opportunities.

Students can use the online Employment Support System (accessed via Port Hepburn) to view the employment opportunities and application guidelines that the university receives from companies, social welfare facilities and other organizations.

○ Students can obtain career and job-search counseling.

For example, at times like these:

- |  |   |
|--|---|
| ● I want to learn about finding a job! | ● I am a bit worried about my future career...      |
| ● I want to get qualifications!        | ● I lack confidence in my job-application documents |
| ● I want to search for job openings!   | ● I want to learn how to use the Career Center!     |

○ In the Teacher Training Center (Teaching Career Services Division), specialized counselors in the area of teaching (teaching career advisors) offer various consultations related to teacher employment.

#### Career Center

[Shirokane](#) TEL 03-5421-5162 (Main Building 1F)

[Yokohama](#) TEL 045-863-2170 (Building 5, 2F)

[URL](#) Port Hepburn menu "Career Center HP"

#### Teacher Training Center (Teaching Career Services Division)

[Shirokane](#) TEL 03-5421-5896(Main Building 1F)

[URL](#) Port Hepburn menu "Career Center HP"

## ■ Graduate school

Meiji Gakuin University Graduate School comprises twelve majors offered in seven programs: Arts and Letters, Economics, Sociology, Law, International Studies, Psychology, and Business and Law.

### ■ Masters' program, first stage of the Doctoral program, second stage of the Doctoral program

Programs	Majors	Admission quota for the Masters' program and first stage of the Doctoral program	Doctoral Program second stage admission quota
Graduate School of Arts and Letters	Major in English Literature	10	2
	Major in French Literature	8	3
	Major in Art Studies	10	5
Graduate School of Economics	Major in Economics	10	3
	Major in Business Administration		3
Graduate School of Sociology	Major in Sociology	10	2
	Major in Social Work	10	3
Graduate Law School	Major in Law		5
Graduate School of International Studies	Major in International Studies	10	2
Graduate School of Psychology	Major in Psychology	Psychology program: 5 Clinical Psychology course: 15	4
	Major in Education and Child Development	10	
Graduate School of Business and Law	Business and Law major	20	

#### ○ Years of study required for graduation

The Masters' program and the first stage of the Doctoral program required two or more years of study and the second stage of the Doctoral program requires three or more years of study. Students who acquire the required number of credits and who successfully pass the final examination during that period are awarded a Master of Arts degree or a Doctorate, respectively.

#### ○ Entrance examinations

Exams are held in the summer, fall and spring. Some faculties also have internal recommendation-based entrance examinations or early entrance examinations. For details, please see the graduate school website. We plan to post the introduction to the graduate school and the admission examination guide in the middle of May. The Graduate School Office handles inquiries and requests to view or loan past exam questions.

#### ○ Academic advisor

At Graduate School the aim is to prepare a thesis under the guidance of an academic advisor. Registration in classes is carried out after obtaining the permission of an academic advisor.

#### ○ Inter-university course program

This is a program under which students majoring in English literature, French literature, economics, sociology, or social work are able to take certain courses at other universities which have concluded an agreement with our university. Similarly, their students are able to take courses at Meiji Gakuin.

### ■ Non-degree students

In the graduate school, certain courses in the Masters program accept non-degree students after screening. For more information, please contact the Shirokane/Yokohama Graduate School Office.

The Graduate School Office handles all inquiries concerning the graduate school (and non-degree students).

**Shirokane** TEL 03-5421-5180 (Hepburn Building, 2F)

**URL** <https://www.meijigakuin.ac.jp/academics/graduate/>