

Tokyo International Progressive School
Graduate Guidance Course Outline
2025-2026
Ms. Takeuchi - Room 22



COURSE DESCRIPTION

This course will provide students in Grade 12 (Semester 1) and Grade 11 (Semester 2) guidance on their future decisions. Students will explore their interests, evaluate their options, and work closely with the teacher to plan for success in their lives after high school. They will also receive support in meeting deadlines for applications to other institutions they may wish to attend after TIPS.

STUDENT EXPECTATIONS

Students are expected to contribute productively and enthusiastically to discussions—both as a class and one-on-one with the teacher—to prepare themselves for life after graduation. Students will be reminded about important deadlines that apply to their future plans, and they are expected to meet them. As applications are due at different times depending on the individual and may require more attention than just the one lesson a week in their schedules, students will be responsible for securing additional appointments with the teacher whenever necessary, such as during WIN or Club times.

If any documentation from the school, such as an official transcript or a letter of recommendation, is needed, the request should always be submitted by email and include Ms. Takeuchi and TIPS Office staff to help streamline the support process.

EARNING YOUR GRADE

Students' grades will be determined on the 6Ps every session, on a scale of 0 to 10. The 6P criteria are as follows:

<i>Positive/Pleasant/Polite</i>
<ol style="list-style-type: none">1. Do I speak positively about myself, my peers, my teachers, and my school?2. Do I always respond positively to adult requests?3. Do I look for opportunities to help others succeed?4. Do I use good manners?5. Am I considerate of the point of view of others?6. Am I a courteous and attentive listener?7. Do I treat the environment respectfully and gently?8. Do I go out of my way to include others in the activity, especially those not part of my circle of friends?
<i>Prepared/Punctual/Productive</i>
<ol style="list-style-type: none">1. Do I bring all the required materials to class?2. Am I on time for class and ready to begin work at the bell?3. Do I participate fully in all the learning activities?4. Am I on task without a teacher's supervision?5. Do I work at a challenging level?6. Do I find ways to assist my peers in their learning?7. Am I supportive of the efforts of my peers in the classroom?8. Do I take care of my own health so I am fully engaged in learning?

This will be converted into the TIPS/UNHS grading scale:

<i>Letter Grade</i>	<i>Mark Range</i>
A+	98 - 100
A	93 - 97
B+	90 - 92
B	85 - 89
C+	82 - 84
C	77 - 81
D+	74 - 76
D	70 - 73
F	69 or below