

Department	International College of Liberal Arts		
Semester	Spring 2023	Year Offered (Odd/Even/Every Year)	Every Year
Course Number	FNDN499		
Course Title	Graduation Research Project		
Prerequisites	<ol style="list-style-type: none"> 1. Completed the Seminar or has received the necessary approval of the committee (Advisor, Director Liberal Arts, Associate Dean) to take the Seminar concurrently. 2. Last semester at iCLA before graduation. 3. Completed the Study Abroad and its credit transfer process (if applicable). 4. Other requirements (e.g., attendance to information session). 		
Course Instructor	RAJAONARISON Haja, ASHMORE Darren, BLOW Michael、原口 幸司、LARATTA Rosario、新採用教員、南 崙、RAFIEYAN Vahid、新採用教員、STOCKER Sam、杉山 和孝	Year Available (Grade Level)	4
Subject Area	Foundation Courses	Number of Credits	2
Class Style	Seminar	Class Methods	Face to face

(NOTE 1) Class Methods are subject to change

(NOTE 2) Depending on the class size and the capacity of the facility, we may not be able to accommodate all students who wish to register for the course"

Course Description	<p>The Graduation Research Project (GRP) is a requirement for graduation that counts as 2 credits toward the fulfillment of the 124-credit requirement.</p> <ul style="list-style-type: none"> • The GRP should combine different academic skills and knowledge about a wider range topic acquired in different disciplines. • The GRP paper must be written under the supervision of your advisor (instructor for both the Seminar and GRP), who will consult with advisees on the topic and scope of the paper.
Class plan based on course evaluation from previous academic year	<p>Students should stay in regular communication with the advisor for the GRP course throughout the semester.</p> <p>It is strongly advised to take the GRP course in a semester after registering for the Seminar. For example, if a student must take the GRP course in Fall 2023, the Seminar work should be completed by the end of Spring 2023. This includes having a GRP draft proposal and an annotated bibliography ready to be submitted by the designated date (see below).</p> <p>If a student needs to register for the Seminar and GRP course in the same semester (i.e. semester 8) due to unavoidable reasons such as study abroad or non-completion of necessary Seminar requirements, they should discuss with their advisor and submit a proposal in the previous semester (i.e., semester 7) before the registration deadline on how the work (Seminar & GRP) can be completed. A committee comprising of the Advisor, Director of Liberal Arts, and Associate Dean shall assess the proposal and decide upon necessary permission.</p> <p>For example, if a student must take the Seminar and GRP course in the Fall semester of a given year, the Seminar work (GRP draft proposal and annotated bibliography) should be completed by the end of the Spring semester of the same year, ready to be submitted at the end of week 1 of the following Fall semester.</p> <p>Attendance at the GRP/Seminar Information Session is mandatory for registering for the course. The session is held during the orientation period each semester (see academic calendar for exact dates).</p>
Course related to the instructor's practical experience (Summary of experience)	None
Learning Goals	<ol style="list-style-type: none"> 1. Give students an opportunity to refine their written communication skills. 2. Develop an ability to see (make) connections across disciplines and perspectives. 3. Think and investigate critically and develop habits of independent study and research.

iCLA Diploma Policy	DP1/DP2/DP3/DP4
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iCLA Diploma Policy

(DP1) To Value Knowledge – Having high oral and written communication skills to be able to both comprehend and transfer knowledge

(DP2) To Be Able to Adapt to a Changing World – Having critical, creative, problem-solving, intercultural skills, global and independent mindset to adapt to a changing world

(DP3) To Believe in Collaboration – Having a disposition to work effectively and inclusively in teams

(DP4) To Act from a Sense of Personal and Social Responsibility – Having good ethical and moral values to make positive impacts in the world

Active Learning Methods	Discussion, Debate
Use of ICT in Class	Zoom, UNIPA, Office 365
Use of ICT outside Class	Zoom, UNIPA, Office 365
Expected study hours outside class	The required workload of the Seminar will depend on an agreement between the advisor and the student, but the amount of work should be commensurate with the 2 credits awarded.
Feedback Methods	During meetings, reporting and sharing of each students' research progress should take place, and followed by brief discussions with their instructor.

Grading Criteria		
Grading Methods	Grading Weights	Grading Content
GRP Presentation	20%	
Final submission	80%	

Required Textbook(s)	Required materials and/or textbooks will be decided by the advisor.
Other Reading Materials/URL	n/a
Plagiarism Policy	Plagiarism is the dishonest presentation of the work of others as if it were one's own, including the use of paraphrasing or summarizing without proper citation, as well as directly copying from a source without attribution. Duplicate submission of work previously submitted for academic credit is also considered plagiarism. The use of AI in producing the GRP is considered plagiarism, and therefore strictly prohibited. If plagiarism is detected in a GRP, the work will not receive a passing grade, and disciplinary action may be taken. Students are strongly advised to review the "Plagiarism Guidelines" outlined in the iCLA Student Handbook and to familiarize themselves with proper citation practices.

Other Additional Notes	<p>It is strongly suggested that students meet with the Seminar instructor as soon as possible to discuss potential paper topics. If students are taking a course with their Seminar instructor during the Spring Term, a paper from that course may be expanded later for the GRP paper in the Fall. In some cases, your advisor may suggest that you have a second reader for your paper. If suggested by your advisor, you may need to consult an EAE faculty member for writing support.</p> <p>Extension: Under circumstances that are out of the student's control, they may apply for an extension ONCE. An application MUST be submitted at least 7 days in advance in writing with proof of evidence (e.g., medical certificate) to the admin office. For example, if the deadline is on Friday, the request must be submitted by the previous Friday. Circumstances "out of the student's control" include illness, injury, or family bereavement. They do NOT include instances such as time management difficulties (e.g., relatives/friends visiting) or technical trouble (e.g., a broken printer). The final decision on the word count rests with the GRP advisor.</p> <p>Word Count: * If the word count from the Introduction to Conclusion/Discussion of the paper is below the 5% tolerance, it will be penalized. * Check and agree with the upper limit of the word count with your advisor before the GRP Presentations. Changing the title after the GRP presentations will result in a non-Pass grade for the GRP. * Any major change in the content of GRP after the GRP presentations should be done in consultation with the advisor. Otherwise, it will result in a non-Pass grade for the GRP.</p> <p>NOTES: Submit the documents to the iCLA Administrative Office (open between 9 a.m. and 5 p.m. on weekdays). * Submissions will not be accepted (except for emails) outside of office hours. * Inquiries regarding the Seminar and GRP must be made by email and not during the week of submissions. * Travel plans should be made appropriately. It is strongly recommended that you do not make travel arrangements until the day after the deadlines. * Submissions to the admin office can be done via post (unless specified otherwise) but must arrive before the deadline. It is not necessary but recommended to use registered mail so that it can be tracked (e.g., Letter Pack, Sokutatsu^{速達}).</p>
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(NOTE 3) Class schedule is subject to change

Class Schedule	
Class Number	Content
Class 1	<p>Submit the following to both the iCLA Admin Office and your advisor by 12 p.m. (noon) Japan Standard Time (JST), Friday: (1) a draft proposal (800-1,000 words) for GRP (2) tentative title of your GRP (3) annotated bibliography (minimum of 10 materials), with a minimum of 100 words per reference.</p> <p>Note: If the student has completed the Seminar in a previous semester and already fulfilled the submission criteria, a second submission is not required.</p> <p>Advisors will notify the admin office about the second grader via email.</p>
Class 2	n/a
Class 3	n/a
Class 4	n/a
Class 5	n/a

Class 6	n/a
Class 7	n/a
Class 8	n/a
Class 9	<p>Submit the following two items to the admin office via email, and copy your advisor by 12 pm (noon) JST, Friday:</p> <p>(1) GRP draft ·Wordcount and format: between 6,000 and 8,000 words (approximately 25 to 30 pages), double-spaced, Times New Roman 12 font. ·The paper must be interdisciplinary, i.e., it must draw connections across various disciplines. ·The paper' s structure and sections must follow the template attached to this syllabus. ·The citation style (e.g., APA, MLA) will be decided by the advisor.</p> <p>(2) Bibliography/list of references (min. of 15 materials).</p> <p>If felt necessary by the advisor, the student will consult the Writing Lounge with the GRP draft and the bibliography (list of references).</p>
Class 10	n/a
Class 11	<p>Submit the following to the admin office via email by 12 p.m. (noon) JST, Wednesday:</p> <ul style="list-style-type: none"> · Presentation slides (i.e., PowerPoint) · Handout (i.e., Word) <p>*No file replacements or changes in the GRP title will be accepted, so make sure to send the FINAL version of the files. References should be included in the PPT and not make up the handout. The files should be titled: [FNDN499] 1808000 Hanako YAMAMOTO, slides.</p> <p>-----GRP Presentations----- From 9 a.m. JST, Friday:</p> <p>Non-attendance or inability to give a presentation without any acceptable reason from YGU for excused absence during your allotted time slot will automatically result in Non-Pass for the GRP (therefore resulting in postponing your graduation). The presentation will be assessed by the GRP Committee, and the result will be announced during Week 13. If a presentation is deemed unsatisfactory, the student shall lose the eligibility to submit the GRP during week 15. Assessment of the GRP Presentation will be done by the GRP Committee, and if deemed unsatisfactory, the student must register for the GRP in the next semester. The final GRP will be assessed by two or more faculty members (your advisor and another faculty member from your chosen Major). No less than 4,000 words are acceptable, even if the GRP is accompanied by a portfolio (e.g., a business plan) or an object (e.g., a painting, sculpture, music composition). The 5% tolerance is not applicable, and it must be 4,000 words or above. If the GRP is accompanied by a portfolio or object, it must be deliverable/showable at the GRP presentation (Week 11-12). It should be completed and approved by the instructor before the final submissions. If the GRP is accompanied by an object, a series of photos should be submitted along with the final GRP via Ouriginal.</p>
Class 12	GRP presentations (see Week 11 for details).

Class 13	Students are notified of the result of GRP Presentation via email by advisor.
Class 14	Verify your advisor's email and Ouriginal account information.
Class 15	<p>Submit the following items as separate files via email by the last day of Week 15, 12 p.m. (noon):</p> <p>Late submission of the final GRP without the proper procedure and approval will not be accepted for assessment.</p> <p>-Items to be submitted:</p> <p>1) Final GRP - The title of the GRP must be the same one as the GRP Presentation. - The format must follow that of the template provided (attached to the course syllabus) - The files should be titled: e.g., [FNDN499] 1908000 Hanako YAMAMOTO, GRP.</p> <p>2) Portfolio (if applicable)</p> <p>3) Annotated bibliography: - minimum of 10 items with a minimum of 100 words per reference</p> <p>-Method of submission: File attachments via email -Include all of the following in the Recipient box (1) your advisor's Ouriginal account information (xxxx.YGU@analysis.orkund.com) (2) your advisor's university email account (xxxx@c2c.ac.jp) (3) academic affairs team (icla.academics@c2c.ac.jp) -If the file size exceeds 5 MB, please submit them in person via USB, or contact the office well in advance of the submission deadline. -If your portfolio is not in digital format, contact the office well in advance of the submission deadline.</p> <p>Notes on submission: *No direct uploading of files to Ouriginal or sharing via the cloud *During the semester, before submitting, please verify your advisor's email and Ouriginal account information and replace the "xxxx" with the appropriate information.</p>