Department	International College of Liberal Arts		
Semester	Spring 2024	Year Offered (Odd/Even/Every Year)	Every Year
Course Number	FNDN499		
Course Title	Graduation Research Project		
Prerequisites	1. Completed the Seminar or has received the necessary approval of Advisor and the committee to take the Seminar concurrently 2. Last semester at iCLA before graduation 3. Completed Study Abroad and its credit transfer process (if applicable) 4. Attended relevant information session(s)		
Course Instructor	RAJAONARISON Haja、LARATTA Rosario、原口　幸司、ASHMORE Darren、BLOW Michael、STOCKER Sam、RAFIEYAN Vahid、LIU Ming、LEE, I-Zhuen Clarence	Year Available (Grade Level)	4
Subject Area	Foundation Courses	Number of Credits	2
Class Style	Seminar	Language of instruction	English

(NOTE 1) 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	The Graduation Research Project (GRP) is a graduation requirement that counts as 2 credits towards the 124-credit requirement. · The GRP should bring together a range of academic skills and knowledge on a broader topic acquired in different disciplines. · The GRP must be written under the supervision of an academic advisor who will consult with advisees on the topic and scope of their research.
Class plan based on course evaluation from previous academic year	1) Communication Expectations: Regular communication with your GRP advisor is critical to your success. This will allow you to discuss your research progress, ask questions, and receive guidance. Once a decision has been made, we encourage you to keep your second advisor informed of your progress. Failure to communicate with your advisor may affect your progress and success. 2) Use all of the document attachment to avoid being refused for submission 3) Mandatory Information Session: Students are required to attend the GRP information session. This session is a prerequisite for course registration and is held at the beginning of each semester. Specific dates will be announced through UNIPA.
Course related to the instructor's practical experience (Summary of experience)	None
Learning Goals	At the end of this course, students will be able to: 1) Conduct and communicate impactful research: This encompasses developing critical thinking, problem solving, and creative thinking skills to investigate across disciplines, manage research projects effectively, and demonstrate information literacy. Students will refine their written and communication skills to present findings through impactful presentations (aligns with DP1, DP2). 2) Become an independent and ethical researcher: This involves developing independent study habits, taking ownership of research topics, and adhering to ethical research practices to maintain academic integrity (aligns with DP2, DP4). 3) Collaborate effectively: Students will learn to communicate effectively with advisors and peers in a professional setting, fostering productive collaboration throughout the research process. This will involve sharing ideas, providing constructive feedback, and leveraging diverse perspectives to enhance research outcomes (aligns with DP3).

iCLA Diploma Policy	DP1／DP2／DP3／DP4

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 adopt 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	Group Work／Presentation				
More details/supplemental information on Active Learning Methods	Presentation: Deliver presentations to communicate research findings and enhance public speaking skills. Group Work: Collaborate / exchange with peers and get feedback on research projects.				
Use of ICT	The core tools for this course will be Office 365 and UNIPA for writing, presentation, and submission of tasks. Your academic advisor may recommend additional software depending on your research topic (example: Python for data analysis, R or JASP for statistics, Photoshop for image editing, or Musescore for music composition. etc)				
Contents of class preparation and review	Preparation: students should dedicate a sufficient amount of time to researching, writing, and refining their projects. Review: brief discussions with the instructor where students share research progress.	Hours expected to be spent preparing for class (hours per week)	1 hours	Hours expected to be spent on class review (hours per week)	1 hours
Feedback Methods	During meetings, reporting and sharing of each student's research progress should take place, followed by brief discussions with their instructor.				

Grading Criteria		
Grading Methods	Grading Weights	Grading Content
GRP Oral Presentation	20%	see Rubrics for the details
Final submission	80%	see Rubrics for the details

Required Textbook(s)	Required materials and/or textbooks will be decided by the advisor.
Other Reading Materials/URL	n/a
Plagiarism Policy	Academic integrity relies on authentic human effort. AI advancements challenge this. Plagiarism includes unacknowledged use of another's work (copying, paraphrasing) or submitting the same work in multiple contexts. AI plagiarism is presenting AI-generated content as your own. In the GRP, plagiarism leads to a failing grade and disciplinary action. Ethical research demands honesty, respect for participants, informed consent, data confidentiality, and secure storage. Design unbiased survey questions, select a representative sample, and analyze data fairly.Students are strongly recommended to take the APRIN Ethics for Student Research course [https://www.aprin.or.jp/en/rse] and consult the iCLA Student Handbook. iCLA actively monitors AI advancements and adapts its policies to ensure academic integrity.

| Other Additional Notes (Outline crucial policies and info not mentioned above) | ▌ Other Policy:
▸ Advisor Consultation: Students must proactively schedule meetings with their GRP advisor to discuss their pr and receive guidance throughout the research process.

▸ Extension Protocol:
⚡ Extensions may be granted in cases of documented hardship (e.g., illness, bereavement).
⚡ Requests must be submitted with supporting evidence to the Administrative Office at least 7 days prior to t original deadline. In the event of unforeseen, extreme circumstances, students must immediately contact both the advisor and the Administrative Office with relevant documentation for individual assessments. In exceptional case request is made beyond the 7-day window, iCLA Management will review the situation on a case-by-case basis. Circumstances within student control (e.g., time management, technical issues) are not eligible for extensions.
⚡The final decision on extension approvals rests with iCLA Management.

▸ The manuscript
⚡ The completed manuscript due on week 12 should be the final title of your GRP. Please note that title modifications after this point are not allowed and will result in a "Non-Pass" grade.

▸ Communication:
⚡ Use email for GRP-related inquiries.

▸ Travel plan
⚡ Successful completion of the GRP requires dedicated time management. We advise students to plan travel afte assignment deadlines have been established to avoid potential conflicts.

▸ Penalities
⚡ Work submitted past the given deadline without a prior-approved extension will be marked "Non-Pass." There gradient of penalties; missing the deadline without an extension directly results in a failing grade. Extensions requested in advance, in accordance with the procedures outlined above.

▸ Concurrent Seminar and GRP Enrollment:
⚡ For optimal performance in the GRP, it is highly recommended to complete the seminar beforehand. The seminar students with essential research skills and knowledge crucial for tackling their research project.
⚡ In exceptional circumstances, students may request permission to take the seminar and GRP concurrently. This is subject to rigorous review by iCLA Management and is granted on a case-by-case basis. Students considering thi should discuss it with their academic advisors early on to understand the challenges and application process. Th decision to approve concurrent enrollment rests with iCLA Management.
⚡ Students approved for concurrent seminar and GRP enrollment must pass the CLA+ test and demonstrate the abi handle the workload required for seminar and GRP. Their advisors will assess their performance in week 6 and rep iCLA Management. |

(NOTE 2) Class schedule is subject to change

Class Schedule	
Class Number	Content
Class 1	Due Friday by 17:00 JST: (1) Submit electronically on UNIPA (in .doc or .docx format, no PDFs accepted): · Draft proposal and GRP title, and annotated bibliography: use the "Draft Proposal and Annotated Bibliography.dotx" template attached to this syllabus for your draft proposal (800–1,000 words), temporary GRP title, and annotated bibliography (minimum 10 references, 100+ words each). Consult the writing guide for additional instructions. (2) Submit to Admin Office (hardcopy): · Pledge documents
Class 2	n/a
Class 3	n/a
Class 4	n/a
Class 5	n/a
Class 6	For students taking GRP and Seminar concurrently only: an assessment of their progress on the GRP will be conducted by the advisor.
Class 7	n/a
Class 8	n/a
Class 9	n/a
Class 10	n/a

Class 11	n/a
Class 12	▌SUBMISSION OF COMPLETED GRP MANUSCRIPT: ▸ File Naming: [FNDN499] [Your Student ID] [Your Name], GRP · Deadline: Friday, 17:00 JST · Submission Method: Via UNIPA, in .doc or docx format. Larger files must be submitted directly to the Administra Office, with prior arrangements. Contact the office for transfer specifics. _____ ▌1. GRP Completed Manuscript Details: ▸ Word Count: · Standard GRP: Aim for 6,000 - 8,000 words (approx. 25-30 pages) for the main body of the paper (introduction t conclusion). This excludes the title page, table of contents, and references. · GRP with Portfolio/Object: Minimum of 4,000 words for the written portion is required. · Exceeding 8,000 words: Consult with your advisor if your research topic demands a longer word count. The absol maximum is 10,000 words. ▸ Format · Double-spaced. · Use Times New Roman, 12 font size. · All pages must be numbered ▸Content: · Emphasize an interdisciplinary approach, drawing connections across various disciplines. ▸Structure: · Organize using the template provided in the syllabus. ▸Citation Style: · The advisor will specify the style (e.g., APA, MLA). _____ ▌2. Additional Guidelines: - If your GRP includes a portfolio or object, it should be presentation-ready by the GRP Presentation in week 14. its completion and approval from the instructor before final submission. - For GRPs featuring a physical object, submit a series of photographs of the object. #### Penalities#### Work submitted past the given deadline without a prior-approved extension will be marked "Non-Pass". There is no of penalties; missing the deadline without an extension directly results in a failing grade. Extensions must be r in advance, in accordance with the procedures outlined in the syllabus. Should exceptional and unforeseen circums prevent timely submission, students must immediately notify both their GRP advisor and the Administrative Office, presenting valid supporting documentation. Situations of this nature will be assessed individually by the iCLA Ma
Class 13	Submit the following to the Administrative office via UNIPA by 17:00 JST, Friday: · Presentation slides (PowerPoint; or PDF if you are using LaTeX Beamer presentation). Cloud-based presentations are not accepted. File Naming: : [FNDN499] [Your Student ID] [Your Name], slides.

Class 14	▌GRP Oral Defense Presentation Guidelines
	
	▸Introduction:
	Students are required to present their GRP Oral Defense to the GRP Committee. The objective is to share research
	with peers, demonstrate a concise summary of the GRP, and receive feedback for refining the final paper.
	
	▸ Presentation Components:
	1. Objective:
	
	- The presentation should highlight the GRP's key findings, methodologies, and conclusions.
	2. Duration:
	
	- 20-minute presentation.
	- 10-minute Q&A session.
	
	▸Assessment:
	- The GRP Committee will evaluate the presentation.
	- Unsatisfactory presentations result in not being allowed to submit the GRP in week 15. Such students must
	register for the next semester's GRP.
	
	▸Attendance & Consequences:
	- Absence without a valid YGU-approved reason will result in a Non-Pass for the GRP, potentially delaying
	graduation.
	
	3. Format:
	
	- Slide Design:
	  - Clean and readable.
	  - Focus on one key point or idea per slide.
	  - Incorporate relevant visuals.
	- Slide Order (Recommended 10-15 slides):
	4. Tips for Success:
	
	- Practice: Rehearse multiple times.
	- Engage: Maintain eye contact and modulate your voice. A presentation is not a reading session.

Class 15	FINAL GRP SUBMISSION PROCESS (Friday, 17:00 JST) ■ Submit via UNIPA for approval: ‣Final Manuscript #Follow the week 12 GRP submission guidelines. #Ensure your manuscript is meticulously refined and polished. #For accompanying portfolios, Contact the Administrative office for specifics on how to transfer these files. ‣Explanatory Notes (See attached template) #Detail revisions made based on committee feedback. #Use the provided template. #Obtain electronic approval from your advisor via UNIPA. ■ Submit in Person (Hardcopies) to the Administrative Office after approval: ‣Final Manuscript ――――――――――――――――――――――――――― Notes: The quality of this submission should surpass that of the Class 12 submission, reflecting a student's capability to integrate feedback and enhance their research. Work submitted past the given deadline without a prior-approved extension will be marked "Non-Pass". There is no gradient of penalties; missing the deadline without an extension directly results in a failing grade. Extensions must be requested in advance, in accordance with the procedures outlined in the syllabus. Should exceptional and unforeseen circumstances prevent timely submission, students must immediately notify both their GRP advisor and the Administrative Office, presenting valid supporting documentation. Situations of this nature will be assessed individually by the iCLA Management.