

Department	International College of Liberal Arts		
Semester	Spring 2025	Year Offered (Odd/Even/Every Year)	Every Year
Course Number	PSYC499		
Course Title	Seminar (Psychology)		
Prerequisites	1. Received the necessary approval of Advisor to register 2. Attended relevant information session(s) 3. 4th-year student 4. Completed all required Foundation courses 5. Earned at least 82 credits in total 6. Completed 7 lectures (21 credits) from Major area, including at least 4 required lecture courses		
Course Instructor	Fong Chun Yuen, LAW Wai Him Crystal	Year Available (Grade Level)	4
Subject Area	Psychology	Number of Credits	1
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	<p>The Seminar is an optional 1-credit course that counts toward the 124-credit graduation requirement and requires advisor approval for enrollment. Designed as a skill-building experience, it equips students with advanced research competencies across disciplines, including research design, methodological application, academic writing, critical analysis, and effective communication.</p> <p>The course supports students in conducting research within their Major, strengthening analytical and problem-solving abilities and preparing them for independent, high-quality research in both traditional and practice-based fields. Students who choose this pathway—whether to enhance their research skills or prepare for graduate school—must adhere to its structured requirements. Students approved for concurrent enrollment in both the Seminar and GRP must follow specific requirements outlined in Weeks 1, 4, and 6.</p> <p>[IMPORTANT] CLA+ Test:</p> <ul style="list-style-type: none"> Counts for 20% of your final grade and evaluates critical thinking, analytical reasoning, problem-solving, and writing skills. Required for earning course credit; missing it results in an automatic FAIL.
Class plan based on course evaluation from previous academic year	<p>Streamlined Document Submission:</p> <ul style="list-style-type: none"> Submit all assignments via UNIPA. Use the file naming format: PSYC499 [Your Student ID] [Your name]. e.g. PSYC499 12345678 JohnDoe, Seminar A combined template for the draft proposal and annotated bibliography is provided in the attachment.
Course related to the instructor's practical experience (Summary of experience)	None
Learning Goals	<p>By the end of this Seminar, students should be able to:</p> <ol style="list-style-type: none"> 1) Think critically, investigate deeply, and develop habits of independent study and inquiry to develop a comprehensive understanding of the research subject. (DP1, DP2) 2) Develop creative and innovative approaches to problem-solving by applying knowledge and skills from different fields and disciplines to generate new insights and solutions. (DP2) 3) Value collaboration and discussion in research to advance knowledge of the chosen subject. (DP3) 4) Refine communication skills by writing reports and delivering oral presentations that effectively communicate research findings and arguments. (DP1) 5) Apply ethical principles and practices throughout the research process, including research design, methodology, data collection, and analysis, to ensure the protection of human subjects, privacy, and confidentiality, and to promote the integrity and credibility of the research. (DP4)

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 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	<p>Group Work: Students collaborate on tasks related to their research topics, fostering a deeper understanding of the subject matter and enhancing collaborative skills, which are crucial for conducting large-scale research projects.</p> <p>Presentation: Students present their research findings to the class, enhancing their ability to communicate complex ideas effectively and preparing them for the final presentation of their Graduation Research Project.</p>				
Use of ICT	UNIPA for communication purpose and the Office 365: It has Word for writing and PowerPoint for presentations.				
Contents of class preparation and review	<p># Weekly Assignments: Determined by the instructor.</p> <p># Research Tasks: Conduct preliminary research for your Graduation Research Project (GRP). This includes finding relevant literature, datasets, and methodologies that suit your chosen topic.</p> <p># Presentation Preparation: Prepare presentations outlining your research progress and findings for class discussions.</p> <p># Class Review: Reflect on Feedback: Carefully consider feedback given by the instructor and peers regarding your work.</p> <p>Discussion Points: Summarize key discussion points from the class and note new insights that could improve your research.</p> <p>Update Research Plan: Adjust your research plan as needed based on feedback and the seminar's direction. This could mean revising your research question, methodology, etc.</p> <p>Prepare for Next Steps: Identify what actions you need to take for the following week's seminar or to progress with your GRP (further research, proposal refinement, CLA+ test preparation, etc.).</p>	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	In the weekly meetings, students are expected to provide updates on their research progress to their instructor. If relevant, they should also share their progress with fellow Seminar students. Following each presentation, there should be concise discussions to delve into the presented material.				

Grading Criteria		
Grading Methods	Grading Weights	Grading Content
CLA+ test	20%	See the breakdown in the attachments.
Seminar specific evaluation	80%	See the breakdown in the attachments.

Required Textbook(s)	Required materials and/or textbooks will be decided by the advisor.
Other Reading Materials/URL	n/a

Plagiarism Policy	<p>Plagiarism involves presenting another individual's work as one's own, which is dishonest. Similarly, submitting the same work for assessment multiple times is categorized as plagiarism too. It is also important to address the emerging concern of AI-giarism, where artificial intelligence is misused to generate content without proper attribution. Detection of plagiarism, including AI-giarism, results in a failing grade (F) for the Seminar. Therefore, it is imperative for students to familiarize themselves with the "Plagiarism Guidelines" and actively engage in the online Ethics for Student Research course provided by the Academic Progress and Research Integrity Network (https://www.aprin.or.jp/en/rse). The iCLA acknowledges the rapid advancements in the field of artificial intelligence (AI). To ensure that our policies remain relevant and effective, the iCLA will actively monitor the progress of AI technologies and will make necessary amendments to its policy as required.</p>
Other Additional Notes (Outline crucial policies and info not mentioned above)	<p>Other Policy:</p> <ul style="list-style-type: none"> · Advisor Consultation: <p>Schedule regular meetings with your academic advisor for project guidance.</p> <ul style="list-style-type: none"> · Concurrent Seminar and GRP Enrollment: <p>It's recommended to complete the seminar before starting your GRP. In exceptional cases, you may request concurrent enrollment-subject to iCLA Management review. Approved students must pass the CLA+ test, and their performance will be evaluated in week 6.</p> <ul style="list-style-type: none"> · Extension Protocol: <p>Extensions for documented hardships (e.g., illness, bereavement) must be supported by evidence and requested at least 7 days before the deadline. For extreme unforeseen cases, contact your advisor and the Administrative Office immediately. Extensions for issues within student control are not allowed. The final decision is made by iCLA Management.</p> <ul style="list-style-type: none"> · Communication: <p>Use email for all seminar-related inquiries.</p> <ul style="list-style-type: none"> · Late Submission Penalties: <p>Without an approved extension:</p> <ul style="list-style-type: none"> - Week 10 assignments: 5% deduction per day (up to 5 days). - Week 15 assignments: 10% deduction per day (up to 5 days). - More than 5 days late will result in a failing grade. <p>Important: For documented hardships, contact your instructor and the Administrative Office immediately.</p>

(NOTE 2) Class schedule is subject to change

Class Schedule	
Class Number	Content
Class 1	Weekly Meeting [For those who are taking the Seminar and GRP concurrently, check the requirement about submission of GRP proposal in the GRP Syllabus]
Class 2	Weekly Meeting
Class 3	Weekly Meeting
Class 4	Week 4 [mandatory] Take CLA+ test (further details will be announced through UNIPA).
Class 5	Weekly Meeting
Class 6	Weekly Meeting [For Students concurrently enrolled in the Seminar and GRP only] The advisor will evaluate the progress of the student and notify the committee regarding the student's potential to complete the GRP.
Class 7	Weekly Meeting

Class 8	Weekly Meeting
Class 9	Weekly Meeting
Class 10	<p>[Week 10] Draft Proposal & Bibliography (PSYC499)</p> <p>Deadline: Friday, 17:00 JST Submission: Via UNIPA to the admin office Required Documents (use Week 10 template):</p> <ul style="list-style-type: none"> · Draft Proposal (400-500 words) · Bibliography/List of References (minimum 10 references) <p>Format:</p> <ul style="list-style-type: none"> · Microsoft Word .doc or .docx and PDF · File Naming: PSYC499 [Your Student ID] [Your name], Seminar
Class 11	Weekly Meeting
Class 12	Weekly Meeting
Class 13	Weekly Meeting
Class 14	Weekly Meeting
Class 15	<p>Final GRP Proposal & Annotated Bibliography (PSYC499)</p> <p>Deadline: Friday, 17:00 (JST) Submission: Via UNIPA Required Documents (use Week 15 template):</p> <ul style="list-style-type: none"> · Final GRP Proposal & Annotated Bibliography <ul style="list-style-type: none"> – Word Count: 800-1,000 words – Minimum: 10 references (each reference ≥ 100 words) <p>Format:</p> <ul style="list-style-type: none"> · Microsoft Word .doc or .docx and PDF · File Naming: PSCI499 [Your Student ID] [Your name], Seminar <p>Ensure all documents are complete and correctly formatted. Late or improperly formatted submissions may not be accepted.</p>