

5. Seminar Subjects

5.1 Seminar Subjects

5.1.1 Seminar Subject List

APU offers the following seminar subjects.

Year	Subject Name (credits)		Application, Registration and Completion
	APS	APM	
1	<Spring enrollees> Spring Semester: "Study Skills and Academic Writing" (2) Fall Semester: "Multicultural Cooperative Workshop" (2)		Registered by the University
	<Fall enrollees> Fall Semester: "Study Skills and Academic Writing" (2) "Multicultural Cooperative Workshop" (2)		
2	(Offered in Japanese) Spring Semester: Introduction to Research Methods (2) Fall Semester: Preliminary Seminar / Research Methods (Environment & Development / Hospitality and Tourism / International Relations & Peace Studies / Culture, Society & Media) (2)	/	Registered by student
	(Offered in English) Spring Semester: Preliminary Seminar / Research Methods (Environment & Development / Hospitality and Tourism / International Relations & Peace Studies / Culture, Society & Media) (2) Fall Semester: Introduction to Research Methods (2)		
3	Spring Semester: "Major Seminar I " (2) Fall Semester: "Major Seminar II " (2)		After advance application by student, registered by University
4	7th semester: "Graduation Research I Research Seminar" (2)	7th semester: "Research Seminar" (2)	After advance application by student, registered by University
	8th semester: "Graduation Research II (Undergraduate Thesis)" (4)	8th semester: "Undergraduate Thesis" (4)	Registered by University if a passing grade is received in "Graduation Seminar I " or "Research Seminar"

Students are only able to register for seminar courses for their respective year level.

"Preliminary Seminars" can be taken by both 2nd and 3rd year students. It should be noted, however, that these courses set the foundation for the major seminar courses taken by 3rd and 4th year students; therefore, it is strongly recommended that students register for these courses during their 2nd year. Furthermore, "Graduation Research I / Research Seminar" and "Graduation Research II / Undergraduate Thesis" can only be registered by 4th year students

and higher. For information on registering for 3rd year and 4th year seminar subjects for students who are enrolled in the Accelerated Graduation Program, please see p.167.

5.1.2 1st Year Seminars

APU offers first year students the opportunity to study seminar subjects in the form of "Study Skills and Academic Writing" and "Multicultural Cooperative Workshop." These subjects are designed to prepare students for their study at APU through a range of lectures and workshops on issues including study skills and cross-cultural communication. More details are as follows.

Study Skills and Academic Writing

Learning Objectives

APU encourages students to develop an independent, active, self-driven way of learning that will lead them to discover problems and solve them on their own. As such Study Skills and Academic Writing aims at developing study skills and a positive attitude towards learning.

Instruction Methods

All classes are composed of a lecture by the instructor followed by a small-size workshop. The workshop portion of the class is facilitated by Teaching Assistants (TAs). Instructors routinely visit the workshop classes and provide support and advice when necessary. The smaller workshop classes are further divided into two groups where each group will spend the semester researching a topic which is related to their learning of both colleges together. Each person in the group must submit an individual report on the topic at the end of the semester as well as give a presentation.

Multicultural Cooperative Workshop

Learning Objectives

Doing group work with students from many different cultural backgrounds is a daily occurrence here at APU and also the norm in today's globalized society. This subject aims to foster in 1st year students the basic skills and attitudes that are necessary for such intercultural cooperation.

Instruction Methods

Classes will fundamentally consist of lectures by instructors in conjunction with seminar classes run by Teaching Assistants (TAs). Large classroom lectures will be divided by language basis (either Japanese or English), whereas the seminar part of the class will take place in smaller classrooms where students will be divided into groups of both Japanese-basis and English-basis students. The groups will undertake a group project throughout the semester. For the group project, each group will plan and implement a project that will help students to acquire the skills and abilities that are required by APU students. For the final step, each group will give a presentation on their project at a presentation competition.

Class Structure

	Spring Semester (1st Year)	Fall Semester (1st Year)
Spring Enrollees	Study Skills and Academic Writing	Multicultural Cooperative Workshop
Fall Enrollees	-	Study Skills and Academic Writing Multicultural Cooperative Workshop

First Year Seminars are taken by ALL 1st year students in both APS and APM. Seminar classes will be announced by the time Course Registration begins.

- Class Structure: There will be a combination of lectures and workshops.
- Class Registration: Classes will be registered by APU.
- Language of Instruction: Japanese and English classes will be held separately for "Study Skills and Academic Writing." "Multicultural Cooperative Workshop" will consist of a mix of English-basis and Japanese-basis students.
- Grade Evaluation: Students will be awarded a grade of A+, A, B, C, or F.
- An instructor and several teaching assistants (TAs) will be assigned to each class.

5.1.3 2nd Year Seminars (APS)

APS offers "Introduction to Research Methods" and "Preliminary Seminar (Research Methods)" as 2nd year seminar subjects.

In "Introduction to Research Methods," together with studying research methods for the social sciences, students conduct basic surveys and analyses, write reports, and give presentations. "Preliminary Seminar (Research Methods)" further develops the skills students cultivated in "Introduction to Research Methods" for their particular fields of expertise and serves as the link between "Introduction to Research Methods" and the 3rd year seminars students will be taking. This is why taking this subject during the 4th semester is preferred and why "Introduction to Research Methods" is desirable as a prerequisite. "Preliminary Seminar (Research Methods)" courses for each of the four Areas of Study have been established, with classes offered in Japanese during the Fall Semester and classes offered in English during the Spring Semester. Please check the syllabus for detailed information because the area of training emphasized differs depending on the Area of Study (e.g., focus on reading documents, focus on field work, focus on hands-on practice, etc.).

*Subject titles enclosed in parenthesis refer to subjects from the AY 2011 Curriculum.

5.1.4 3rd Year Seminars

Any students interested in advancing to graduate study or finding employment in Japan are strongly encouraged to register for a small-group 3rd year seminar.

Applications are accepted in the middle of June during the Spring Semester and in the middle of December during the Fall Semester. An information session is held prior to each application period. Please refer to p.166 for application details.

APS "Major Seminar I & II "

The main aim of the APS Major Seminar is to deepen students' academic understanding of specific economic social issues, including the background and the structure of those issues, affecting the Asia Pacific region through research and discussion. Students also write academic reports on a chosen topic, which is essential training for further studies. The main fields are "Environment & Development," "Hospitality & Tourism," "International Relations & Peace Studies," and "Culture, Society & Media." During their studies, students will further develop the fundamental research methods they acquired during their first two years and deepen their knowledge through analyzing a range of information. Some students may also take part in surveys, interviews, or fieldwork in Japan or overseas.

APM "Major Seminar I & II "

Joining an APM Major seminar is a great opportunity for students to more deeply learn about key topics in business and economics from a global perspective. APM Major Seminars equip students with specialized knowledge and skills through research, discussion, and collaborative work. They offer the learning environment for students who want small class sizes and a closer supervision by faculty. Students intending to write an undergraduate thesis are strongly encouraged to enroll in an APM Major seminar.

Sub-Seminars (additional 3rd year seminar)

In general, students only take one seminar subject per semester. However, under certain conditions, students are allowed to attend two seminar classes per semester in order to broaden their knowledge in their field of study.

Application Criteria

Students can apply for seminars in the other College as sub-seminars. Credits earned from seminars offered by the other College will be counted as Other College subjects.

- Both the instructor of the main seminar subject and the instructor of the sub-seminar subject must authorize the student to take two seminars. (Only possible if there is space in the sub-seminar class.)
- If a student's main seminar class timetable overlaps with their sub-seminar class timetable after application, the sub-seminar subject will be automatically deleted.
- Students who fail to apply for a main seminar subject will not be permitted to apply for a sub-seminar. (Applications for a sub-seminar only are not permitted.)

Grade Evaluation

Regular grading (A+, A, B, C, or F)

5.1.5 4th Year Seminars

4th year seminars form the culmination of students' four years of study at APU. This highly specialized subject allows students to select a topic of interest and conduct focused research over a one-year period.

Students take "Graduation Research I (Research Seminar)" (2 credits) or "Research Seminar" (2 credits) in the first half of their 4th year. Students who successfully pass these subjects are then able to take "Graduation Research II (Undergraduate Thesis)" (4 credits) or "Undergraduate Thesis" (4 credits) the following semester. Only students who pass "Graduation Research I (Research Seminar)" or "Research Seminar" are able to register for "Graduation Research II (Undergraduate Thesis)" or "Undergraduate Thesis." Interested students must apply to take "Graduation Research I" or "Research Seminar" during the latter half of their 3rd year of studies.

Grade Evaluation

Graduation Research I (Research Seminar), Research Seminar: Pass (P) / Fail (F)

Graduation Research II (Undergraduate Thesis), Undergraduate Thesis: Regular grading (A+, A, B, C, / F)

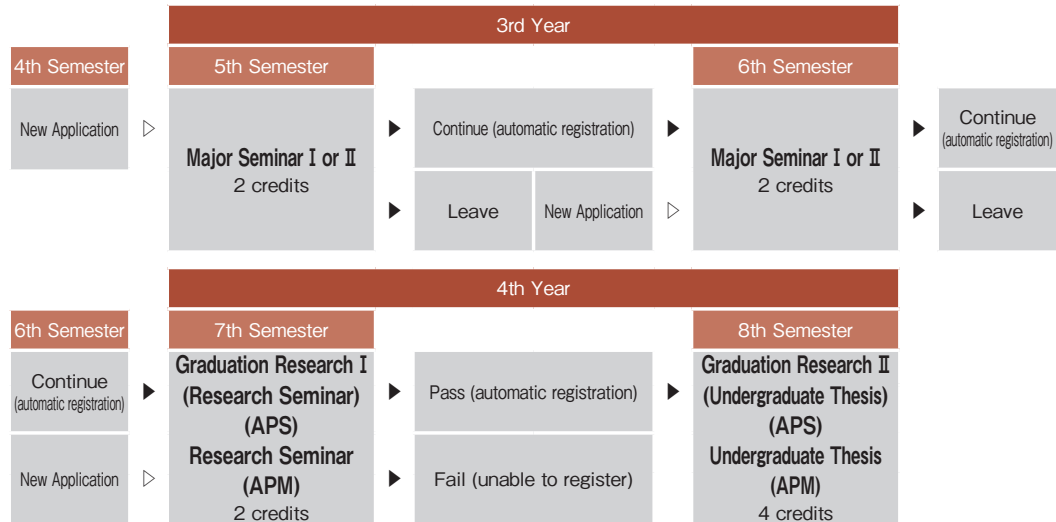
*Subject titles enclosed in parenthesis refer to subjects from the AY 2011 Curriculum.

5.1.6 3rd and 4th Year Seminar Applications and Credit

Application Period and Registration

- Students must apply for a 3rd year or 4th year seminar the semester immediately preceding the semester they intend to take the seminar subject. Students are unable to cancel their enrollment after their application has been approved.
- Students may only apply to take a seminar in their own college of enrollment for their first, or "Main Seminar." Only when registering for a second, or "Sub Seminar," may a subject from another college be taken.
- 3rd year seminar courses (Major Seminar I & II, 2 credits each) are held each semester. Once accepted to a seminar course, the same instructor's course will be automatically registered each following semester as long as a student does not participate in a study abroad program or take a leave of absence. See p.166 for details on cancelling or changing a seminar.
- Please note that sub-seminars must be applied for each semester, and are not automatically registered.
- Fourth year seminars are held over a one-year period. Both "Graduation Research I / Research Seminar" (2 credits) and "Graduation Research II / Undergraduate Thesis" (4 credits) will be taught by the same instructor.
- Students are able to take 4th year seminars during their 4th year of study. Ordinarily, students register for these in their 7th and 8th semesters; however, students may elect to take their seminar during their 8th and 9th semesters. Please visit the Academic Office for more information.

3rd and 4th Year Seminar Application Process



- Accelerated Graduation Program students and students on exchange (or who have just finished an exchange program) will take 3rd and 4th year seminars at different times than regular students. Please refer to p.167 for details.

3rd and 4th Year Seminar Credit Field

Subject Field

3rd and 4th year seminar courses are graded each semester. Credits completed from 3rd and 4th year seminar courses taken from one's enrolled college will count toward the Major Education Subject field. Sub-seminar courses taken from another college will count toward the "Other College Subjects (General Electives)" field.

For AY 2011 Curriculum APS Students.

Listing of Areas of Study on Diplomas

<For AY 2017 Curriculum Students>

To have their Area of Study listed on their diploma, students in the College of International Management must complete 12 or more credits of the designated subjects for the Area of Study. Up to 4 credits earned from seminar subjects can be included in this requirement. Students in the College of Asia Pacific Studies must complete 2 credits from the required subjects (Common Liberal Arts Subjects) from the Area of Study they have registered for, and 28 credits from the Major Education Subjects for the Area of Study. Not only are these necessary for APS students to have their Area of Study listed on their diploma, these are also included in the graduation requirements. All credits earned from seminar subjects will count toward the required 28 credits.

Note that regardless of the Area of Study the seminar falls under, credits earned from the subject will count toward all Areas of Study. (Applies to both APM and APS)

<For AY 2011 Curriculum Students>

Students in the College of International Management who have completed at least 30 credits of Course Subjects, Core Subjects, and Seminar Subjects will have their Area of Study listed on their diploma (See p.55 for details). Credits earned for all APM 3rd and 4th year seminars will count towards this requirement regardless of the Area of Study. Please note that for APS students, credits earned from seminar subjects do not count towards any Area of Study.

Credits for subjects held in both English and Japanese (E/J) Subjects

Japanese-basis domestic students must complete at least 20 credits of subjects held in English (excluding Language Education Subjects), but seminar subjects held in both English and Japanese (E/J) will not be counted toward this total.

Main Seminar Application

Eligibility

- Students not currently taking a seminar
- Students currently taking a seminar, but wishing to change to a different instructor for the next semester
- Students currently studying abroad who will be resuming studies at APU the next semester
- Students currently taking a leave of absence who will be resuming studies at APU the next semester

Application Method

Newly applying students should review the details of the course syllabus, meet individually with their desired seminar instructor, then submit an application online. Application instructions are available on the Academic Office website. A guidance session will be held each semester before the seminar application period begins.

Registering for Seminar Subjects held in English by Japanese-basis Students

Japanese-basis students on the Standard Track are required to complete "Intermediate English A/B" in order to apply for 3rd and 4th year seminar subjects offered in English.

Students Currently Studying Abroad or on a Leave of Absence

In order to apply for a seminar while studying abroad or on a leave of absence, students should contact their desired seminar instructor via e-mail for consultation. Applications must be submitted by email during the application period of the semester immediately prior to the student's return to APU.

Students who Plan to Participate in an Exchange Program

Students who have applied for a student exchange program, but have not yet been accepted to an exchange program by the seminar application deadline must submit a seminar application within the seminar application period if they wish to take a seminar subject in the upcoming semester. Students who receive notice of their acceptance to an exchange program should notify the Academic Office as soon as possible in order to cancel their seminar subject registration. Students who have already been accepted to an exchange program cannot register for 3rd year seminars.

Students who Plan to Apply for a Transfer between Colleges within the University

Students who are planning to apply for a transfer between colleges within APU should consult with the Academic Office during the new student application period as it is possible for students to apply for a seminar offered by the College to which they are applying to transfer.

Please note that enrollment in seminars in the post-transfer College is only possible once their transfer has been approved and all procedures have been completed.*

* Students whose college transfer application has been approved must submit a "Seminar Cancellation Application" to the Academic Office upon notification of their college transfer results.

Canceling or Changing a Seminar

After applying for and being accepted to a seminar, that instructor's seminars through "Graduation Research II" or "Undergraduate Thesis" will be automatically registered each semester. If a seminar is cancelled due to a study abroad or leave of absence, it will no longer be automatically registered. If you do not wish to continue your currently enrolled seminar, you may submit a form to cancel this automatic registration during the seminar cancellation application period. Similarly, if you would like to change to a different instructor's seminar, you may do so by submitting a new seminar application during the same period.

Application Results

Each instructor will accept applicants based on their essay and interview. Application results will be announced on the Academic Office website. Once a seminar has been registered, it cannot be cancelled during that semester.

Sub-Seminar Application (3rd year seminar subjects only)

Eligibility

Students who are eligible to take the course (Main Seminar) for which they originally registered.

Application Method

Full details are available on the Academic Office website.

Note:

The course timetable for the semester is released before the course registration period for that semester begins. If two of a student's seminar courses overlap, at the time the timetable is released, the sub-seminar class will be automatically cancelled.

3rd and 4th Year Seminar Application Schedule

Description	AY 2020 Fall Semester Courses	AY 2021 Spring Semester Courses
Seminar details released and guidance session held	Early May 2020	Late October 2020
New application and cancellation period	Mid-June 2020	Mid-December 2020
New application results released	Mid-July 2020	Late January 2021
Sub-seminar application period	Mid-June 2020	Mid-December 2020
Sub-seminar application results	Mid-July 2020	Late January 2021
Seminar classes begin	AY 2020 Fall Semester	AY 2021 Spring Semester

- This schedule is subject to change. Please check the Academic Office website regularly for updates.
- Once a student has been accepted to a seminar, the University will automatically register the class. Please confirm the registration of your seminar course before the end of Course Registration Period B.

3rd & 4th Year Seminars for Accelerated Graduation Program and Exchange Students

Accelerated Graduation Program students and students on exchange (or who have just finished an exchange program) should refer to the following chart for information on registering for 3rd and 4th year seminars. Application procedures for returning exchange students will also be discussed at the pre-departure exchange program guidance session.

	Period	Registration Details	Application Period
Accelerated Graduation Program Students	6th Semester Graduation	Registration of Major Seminar, Graduation Research I / Research Seminar and Graduation Research II / Undergraduate Thesis in 6th Semester (Total 8 credits)	Applications will be accepted during the regular application period. For students who do not obtain credits for Graduation Research I / Research Seminar or Graduation Research II / Undergraduate Thesis in their 6th or 7th semester, the University will register these subjects again the following semester
	7th Semester Graduation	Registration of Graduation Research I / Research Seminar and Graduation Research II / Undergraduate Thesis in 7th Semester (Total 6 credits)	
Exchange Students	Exchange in the 5th and 6th Semesters	Students cannot register for Major Seminar I or II while on exchange.	Students returning from an exchange program who wish to take a seminar course from their 7th semester should submit an application during the 6th semester.
	Exchange in the 6th and 7th Semesters	Registration of both Research Seminar and Undergraduate Thesis (* / Graduation Research I and II for AY2017 Curriculum APS Students). Total of 6 Credits	Applications must be submitted in the 7th semester. Only student who have received official approval (to receive remote instruction while on exchange) from the instructor before leaving for exchange may submit an application to return to their seminar.

IMPORTANT

Accelerated Graduation Program students will take 3rd and 4th year seminars at different times than regular students. Please consult with your desired instructor and ensure you have room for these subjects in your study plan before applying.

5.1.7 Undergraduate Thesis / Graduation Research II Schedule and Details

More details will be made available at the start of each semester on the Academic Office website.

Thesis / Final Research Output Submission

Submission Deadline

- Students graduating at the end of Spring Semester: **Mid-July 2020**
- Students graduating at the end of Fall Semester: **Mid-January 2021**

Late submissions will not be accepted under any circumstances. This includes late submissions due to technical problems such as computer failures.

Submission Location

Theses are to be submitted to the Academic Office online. Theses submitted to other offices or by post, etc., will not be accepted.

*Some students may be advised by their supervisors to submit their thesis separately in hardcopy (paper) form. However, even in such cases, you must still upload an electronic version online. **Please note that even if you submit a hardcopy (paper) version of your thesis to your Supervisor, if you do not submit a softcopy (data) version of your Undergraduate Thesis online by the submission deadline, your thesis will be considered "not submitted" and you will receive an F grade.**

Storage of Theses / Final Research Output

Theses will be stored at the Academic Office after submission.

File Format

Only files submitted in PDF format will be accepted.

*Files in Word format cannot be accepted.

*If you do not know how to convert your thesis from Word to PDF, please ask the Academic Office.

*The file name for your thesis must be your name in Latin letters using *hankaku* (one-byte) characters. Example: APU Taro.pdf

Submission Procedure

Full details are available on the Academic Office website.

5.1.8 Thesis / Final Research Output Format

Any directions given by instructors are to take precedence. If no specific instructions are given, the format below is to be followed. Please note that there are academic writing manuals offered by APU (APU Writing Manual (in Japanese only) and APU Style Guide (in English only)) to which students can refer for proper citation practices, referencing, format, and so on. If a final research output other than a thesis is required in Graduation Research II, please follow specific instructions given by the instructor.

To view/download the writing manuals, visit the Academic Office Website (Writing Manual): <http://en.apu.ac.jp/academic/page/content0296.html/>

QR Code:



Thesis Written in Japanese

No. of Characters and Pages

- APS: Equivalent of 80-100 pages of 400-character pages (main text only)
- APM: Equivalent of 50-100 pages of 400-character pages (including main text and footnotes)

Any tables or reference materials are to be included in the above page counts.

Page Numbering

Page numbers must be included.

Font

Font is to be between 10.5 and 12 point.

Table of Contents

A Table of Contents is to be included on the page following the coversheet. The Table of Contents should list the titles for each chapter and section and give the page numbers for each.

Writing Style

The "da" or "de aru" style is to be used.

Editorial Style

Theses are to follow the APA style (editorial style adopted by the American Psychological Association and used widely in psychology and the social sciences). Details of this style are given below.

- **Headings and Sub-headings:** The main body of the text is to be divided into chapters with each numbered (1, 2, 3...). Chapters may be divided further into sections, which are also to be numbered (1.1, 1.2, 1.3...). Headings and sub-headings should be in bold.

- **Explanatory Notes:** Explanatory notes in the main body of the text often impair the logical flow of the text. Therefore, endnotes are used in such circumstances. Endnotes are to be formatted as follows.
 - Numbers are to be given at the point in the text to which the endnote refers.
 - 〈注〉 (Explanatory Notes) is to be written at the end of the main body of the text in bold and the explanatory notes should be written starting from the following line.
 - The endnote numbers are to correspond with the numbers given in the main body of the text.
 - 〈注〉 and the endnotes are to be in a smaller font size than the main text.
- **Citations:** Citations are used to reinforce the contents of an author's thesis or to build on previously conducted research, etc.
- **List of References and Bibliography:** A List of References contains details for only those works cited in the text. A Bibliography shows both cited works and sources that are not cited, but which are relevant to the subject. Either a List of References or a Bibliography must be included.

Thesis Written in English

Any directions given by instructors are to take precedent. If no specific instructions are given, the below format is to be followed.

No. of Words and Pages

- APS: Equivalent of 12,000 to 15,000 words (main text only)
- APM: Equivalent of 7,000 to 15,000 words (including main text and footnotes)

Any tables or reference materials are to be included in the above page counts.

Page Numbering

Page numbers must be included.

Font

Font is to be between 10.5 and 12 point.

Table of Contents

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 - The endnote numbers are to correspond with the numbers given in the main body of the text.
 - The "Endnotes" title and the endnotes are to be in a smaller font size than the main text.
- **Citations:** Citations are used to reinforce the contents of an author's thesis or to build on previously conducted research, etc.
- **List of References and Bibliography:** A List of References gives details for only those works cited in the text. A Bibliography shows both cited works and sources that are not cited, but which are relevant to the subject. Either a List of References or a Bibliography must be included.

