

5. Seminar Subjects

5.1 Seminars

APU offers the following seminar subjects.

Seminar Subject List

Year	Subject Name (credits)		Application, Registration and Completion
1	Spring enrollees	Spring semester: "1st Year Student Workshop I" (2)	Automatic Registration
		Fall semester: "1st Year Student Workshop II" (2)	
	Fall enrollees	Fall Semester: "1st Year Student Workshop I & II" (2 each)	Automatic Registration
2	APS students	"Introduction to Research Methods" (2)	Registered by student
3	Spring semester	"Major Seminar I" (2)	After student application in advance, Registered by University
	Fall semester	"Major Seminar II" (2)	
4	7th semester	"Research Seminar" (2)	After student application in advance, Registered by University
	8th semester	"Undergraduate Thesis" (4)	Registered by University if Research Seminar grade is passing

- CAP students should refer to p.55.

Students are only able to register seminar courses for their respective year level. However, Research Seminar and Undergraduate Thesis may be taken by students at the 4th year and higher. For Accelerated Graduation Program student 3rd year and 4th year seminar courses, please refer to p.122.

5.1.1 1st Year Seminars

APU offers even first year students the opportunity to study seminar subjects in the form of First Year Student Workshops. 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. Lecture themes are as follows.

First Year Student Workshop I

Learning Objectives

University academics differ greatly compared to the academic style employed in high schools. Unlike the memorization-focused, passive way of learning in high school, university academics require an independent, active, self-driven way of learning that will encourage students to discover problems and solve them on their own. First Year Student Workshop I aids the conversion from high school to university academics.

Instruction Methods

One seminar class is made up of roughly 60 students. 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 undergraduate 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 specific topic together. The groups will square off in a debate in the first half of the semester. Each person in the group must submit an individual report on the topic in the second half of the semester as well as give a presentation.

First Year Student Workshop II

Learning Objectives

Doing group work with students from many different cultural backgrounds is a daily occurrence here at APU. Through various experiences, this subject teaches first year students how to successfully conduct multicultural group work.

Instruction Methods

Classes will fundamentally consist of lectures by instructors in conjunction with seminar classes run by undergraduate 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. Group projects will be conducted throughout the semester. The theme of the group project is "social entrepreneurship" (development of new business that will serve to solve social problems). Each group will select a social problem and devise a social entrepreneur plan that would aid in solving that problem. The various groups will summarize their plans in a report and participate in a presentation competition.

Class Structure

	Spring Semester (1st Year)	Fall Semester (1st Year)
Spring Enrollees	First Year Student Workshop I	First Year Student Workshop II
Fall Enrollees	-	First Year Student Workshop I & II

First Year Student Workshops are taken by ALL 1st year students in both APS and APM.

Workshop classes will be announced at the time course registration begins.

- Class Structure: There will be a combination of lectures and workshops.
- Class Registration: Classes will be designated by APU.
- Language of Instruction: Japanese and English classes will be held separately for First Year Student Workshop I. First Year Student Workshop II 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.

5.1.2 2nd Year Seminars

2nd year seminars are established by each college in order to prepare students for more specialized study in their 3rd and 4th years.

In "Introduction to Research Methods" from APS, students study survey and research methods in the area of social science, conduct basic surveys and analysis, write reports, and present their findings.

Please refer to the syllabus for more details.

5.1.3 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. Although the contents of each individual seminar vary greatly, the main aim of all 3rd year seminars is the same: Deepen understanding of a specific field through case studies, journal articles and debate, and master the specialized knowledge and skills necessary for writing an undergraduate thesis.

Applications are accepted between May and June during the Spring Semester and between November and December during the Fall Semester. An information session is held prior to each application period. Please refer to p.121 for application details.

APS "Major Seminar I & II"

The main aim of the APS 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 2 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"

In the APM seminar, students study actual cases to learn about corporate behavior and the business environment. Discussions are held during classes on topics such as accounting and finance, marketing, strategic management and organization, and innovation and economics. To build up their basic knowledge, students will first research a topic designated by the instructor and then discuss that topic in class. Students later select their own individual topic to research.

Sub-Seminars (additional 3rd year seminar)

In general, students only take one seminar subject per semester. However, under certain conditions, students will be 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 General Electives.

- Both instructors of the main seminar subject and sub-seminar subject must authorize the student to take two seminars. (Only if there is space in the sub-seminar class.)
- If it becomes apparent that 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 sub-seminar only are not permitted.)

● Grade Evaluation

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

5.1.4 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 Research Seminar (2 credits) in the first half of their 4th year. Students who successfully pass this subject are then able to take Undergraduate Thesis (4 credits) the following semester. Only students who pass Research Seminar are able to register Undergraduate Thesis. Interested students must apply to take Research Seminar during the latter half of their 3rd year of studies.

● Grade Evaluation

Research Seminar: Pass (P) / Fail (F)

Undergraduate Thesis: Regular grading (A+, A, B, C, or F)

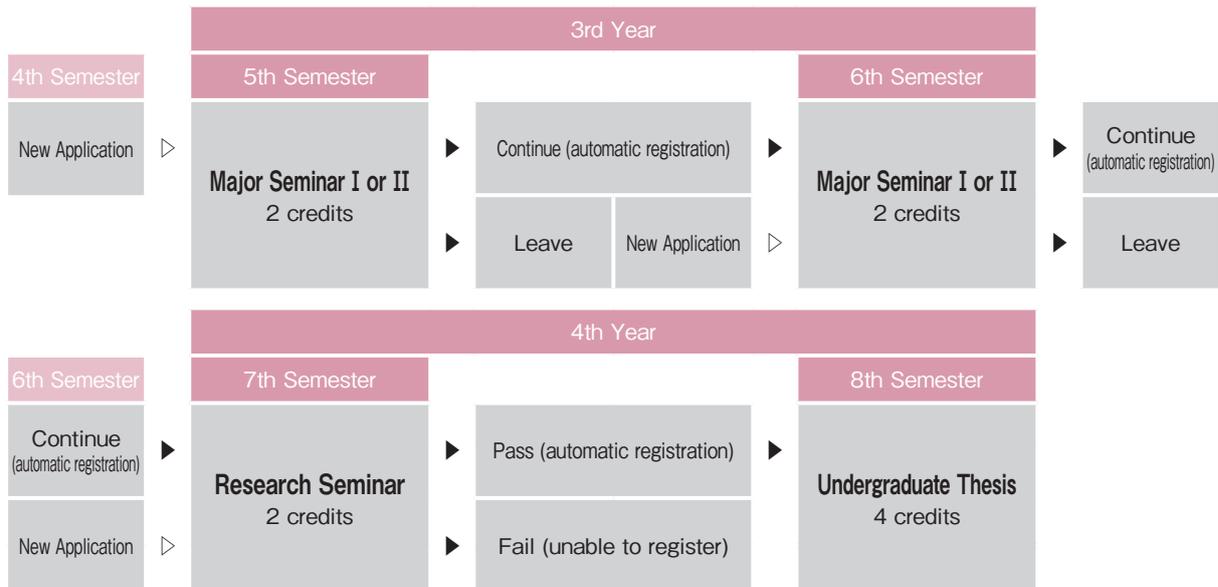
5.1.5 3rd and 4th Year Seminar Applications and Credit

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 1st or "Main Seminar." Only when registering for a 2nd, or "Sub Seminar," may a subject from another college be registered.
- 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. 120 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 Research Seminar (2 credits) and Undergraduate Thesis (4 credits) will be held by the same instructor.
- Students are able to take 4th year seminars from 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 further advice.

3rd and 4th Year Seminar Application Process



- The above procedures are also applicable to CAP Seminars.
- 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 page 122 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 General Elective field.

● 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 towards this total.

● Listing of Field Names on Diplomas

(for 2011 curriculum students in the College of International Management only)

2011 curriculum students in the College of International Management who complete at least 30 credits of a specific Area of Study, Core Subjects and Seminar Subjects will have their Course name listed on their diplomas. Credits earned for all APM 3rd and 4th-year seminars will count toward this requirement regardless of the area of study.

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 next semester
- Students currently taking a leave of absence who will be resuming studies at APU next semester

● Application Method

Newly applying students should review the details of the course syllabus, consult individually with their desired seminar instructor, then submit an application via Blackboard.

- ※ Application instructions are available on the Academic Office website.
- ※ A guidance session will be held each semester before the seminar registration period begins.

● Registering Seminar Subjects held in English by Japanese-basis Students (for 2011 curriculum students only)

2011 curriculum Japanese-basis students on the Standard Track are required to complete "Intermediate English A/B" in order to apply for a 3rd and 4th-year seminar subjects offered in English. Students taking seminars held in both English and Japanese and students changing to the 2011 curriculum due to reinstatement or readmission are not subject to this requirement.

Students Currently Studying Abroad or on 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 through Blackboard during the application period of the semester immediately before return to APU.

Students who Plan to Participate in an Exchange Program

Student who have applied for a student exchange program but have not 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 have received notice of their acceptance 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 Applying for Transfer Colleges within the University

Students who are planning on applying to transfer 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 that they are applying to transfer to. Please note

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

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

Cancelling or Changing a Seminar

After applying for and being accepted to a seminar, that instructor's seminars through "Undergraduate Thesis" will be automatically registered each semester. In the case a seminar is cancelled due to a study abroad or leave of absence, it will not be automatically registered (with the exception of Undergraduate Thesis). 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

Download the application form from the Academic Office website, receive the signatures of both their main seminar and sub seminar instructor on the form, then submit it to the Academic Office. Full details are available on the Academic Office website.

Note:

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

3rd and 4th Year Seminar Application Schedule

Description	Fall Semester Courses	Spring Semester Courses
Seminar details released and guidance session held	Wed. May 15	Wed, Nov. 6
New application and cancellation period	Wed. June 5 - Wed. June 12 at 16:30	Wed. November 27 - Wed. December 4 at 16:30
New application results released	Wed. July 17 at 15:00	Wed. January 22, 2014 at 15:00
Sub-seminar application period (3rd year students only)	Thu. July 18 - Wed. July 24 at 16:30	Thu. January 23, 2014 - Wed. January 29 at 16:30
Sub-seminar application results (3rd year students only)	Wed. July 31 at 15:00	Wed. February 5, 2014 at 15:00
Seminar classes begin	2013 Fall Semester	2014 Spring Semester

- The 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 carry out course registration for the class. Please confirm the registration of your seminar course before the end of Course Registration Period B.

3rd & 4th Year Seminar 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 3rd and 4th year seminars. Application procedures for returning exchange program 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, Research Seminar and 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 Research Seminar or Undergraduate Thesis in their 6th or 7th semester, the University will register these subjects again the following semester
	7th Semester Graduation	Registration of Research Seminar and Undergraduate Thesis in 7th Semester (Total 6 credits)	
Exchange Students	Study Abroad in the 5th and 6th Semesters	Cannot register for Major Seminar I or II during the period abroad.	Students returning from an exchange program who wish to take a seminar course from their 7th semester should complete an application during the 6th semester
	Study Abroad in the 6th and 7th Semesters	Registration of Research Seminar and Undergraduate Thesis in 8th semester (Total 6 credits)	Only in the case a student has received permission from the instructor may they submit an application in the 7th semester. In this case, the instructor will carry out distance supervision via e-mail during 7th semester

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.

5.2 2013 AY Undergraduate Thesis Schedule and Details

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

Thesis Submission

● Submission Deadline

- Students graduating at the end of Spring Semester: **Fri. June 14 at 16:30**
- Students graduating at the end of Fall Semester: **Fri. December 13 at 16:30**

Late submissions will not be accepted under any circumstances; this includes late submissions due to traffic delays or technical problems such as computer or printer failures.

● Submit to

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

● Storage of Theses

Theses will be stored at the Academic Office after submission. No materials will be returned to students. Please ensure you have made copies of your thesis before submission.

Thesis Requirements

● Paper size

A4 one-sided; portrait orientation, horizontal writing

● Printing Method

Typed using word processing software

● Inner Coversheet

Designated coversheet form available at the Academic Office. List thesis title, college of enrollment, ID Number, student's name and instructor's name. Samples are available at the Academic Office.

● Folder/Cover

- APS: pink paper file
- APM: blue paper file

Thesis title, ID number, student's name and instructor's name must be written on the spine and cover of the paper file. The inner coversheet must be attached to the thesis, stapled in three

places on the left-hand side, hole-punched and bound in the specified folder.

In the case of group work, each individual is to fill out a coversheet and attach it to one thesis. Additionally, all names and student ID numbers should be written on the paper file cover. Carefully follow the "Instructions" on the coversheet mentioned above.

● Binding method

Theses are to be bound on the left-hand side

Thesis Format

Thesis Written in Japanese

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

● No. of Characters

- No. of characters per line: follow instructor's directions
- No. of lines per page: follow instructor's directions

● No. of Pages

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

Any tables or reference material is to be included in the above page counts

● Page Numbering

Page numbers must be given (following any specific directions given by instructors).

● Font

Font is to be between 10.5 and 12 point

● Table of contents

Table of contents on page following coversheet, listing the titles of each chapter and section and 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 text body is to be divided into chapters 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 given as follows.
 - Numbers are to be given at the point in the text the endnote refers to.
 - "Chu" (Explanatory Notes) are to be written at the end of the main text body in bold and the explanatory notes written from the following line.
 - The endnote numbers are to correspond with the numbers given in the main text body.
 - "Chu" and the endnotes are to be 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 the previously conducted research etc. Refer to p. 127 for further information regarding citation methods.
- **List of References and Bibliography:** A List of References contains details only of those works cited in the text. A Bibliography shows both cited works and sources that are not cited but are relevant to the subject. Either a List of References or a Bibliography must be given.
 - Bibliography (or List of References) is to be written in bold, beginning two lines below the explanatory notes.
 - References are to be listed in Japanese phonetic order according to author. Order to follow is:
Author (Publication Date) 「Article Title」 「Title of Publication」 Publisher.
 - References are to be written in the same sized font as explanatory notes.
 - Electronic media references are to be documented as follows (given the posting date or access date):
TAGUCHI Hiroko (20, October 2002) 「Thoughts on Gachimaya」 「Okinawa Times」 (online)
<http://kyodo.co.jp/kyodonews/2002/revenge>

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

- No. of words per line: follow instructor's directions
- No. of lines per page: follow instructor's directions

● No. of 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 given (following any specific directions given by instructors).

● Font

Font is to be between 10.5 and 12 point

● Table of contents

Table of contents on the page following the coversheet, listing the titles of each chapter and section and page numbers for each.

● 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 text body is to be divided into chapters 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 given as follows.
 - Numbers are to be given at the point in the text to which the endnote refers.
 - "Explanatory Notes" are to be written at the end of the main text body in bold and the explanatory notes written from the following line.
 - The endnote numbers are to correspond with the numbers given in the main text body.
 - The "Endnotes" title and the endnotes are to be 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 the previously conducted research etc. Refer to p. 127 for further information regarding citation methods.
- **List of References and Bibliography:** A List of References gives details only of those works cited in the text. A Bibliography shows both cited works and sources that are not cited but are relevant to the subject. Either a List of References or a Bibliography must be given.
 - Bibliography (or List of References) is to be written in bold, beginning two lines below the explanatory notes.
 - Author's name is to be written Surname, followed by comma, followed by the initial of the author's first name.
 - References are to be listed in alphabetical order according to author. Order to follow is: Author (Publication Date) Article Title, Title of Publication, Location Published, Publisher
 - Titles of articles written in English are to be written normally, and the title of the publication the article appeared in written in italics.
 - References are to be written in the same sized font as explanatory notes.
 - Electronic media references are to be given as follows (given the posting date or access date):

Johnson, M. (1999 March 3) Music Education for Preschoolers. Modern Education [Online serial], 4.1 [http://www.liasu.edu/modpsy/palfrey4\(1\).htm](http://www.liasu.edu/modpsy/palfrey4(1).htm)

Citation Methods

● Short Citations

Citations of four lines or less are to be kept in the main body of the text.

Case	Example	Notes
Citation in the main body of a text without referring directly to the author.	<p>English report: Just as "England was intoxicated by a surge of political energy in the mid-1770s" (Smith, 1979, p.88), Australia is currently gripped by an interest in politics.</p> <p>Japanese report: いずれにせよ、「香港はバイリンガル社会であり、広東語と英語が実際上のリングア・フランカである」(陳、1979、p.20)というふうに英語と広東語の実生活上の役割を安易に同視することは香港の実情を正しく伝えることにはならない。</p>	<ul style="list-style-type: none"> ●Quotation marks for English, or 「 」 for Japanese, are used to enclose the direct quotation. ●Author's name, year of publication, and page number are shown in parentheses () directly after the citation.
Citation in the main body of a text referring directly to the author.	<p>English report: Morrison (1993) defines flyleaf as "a blank leaf at the beginning or end of a book" (p.32).</p> <p>Japanese report: Endacott(1983)は「イギリスの大学におけると同様の教育を中国人に施すこと」(p.283)が香港大学設立の趣旨であったとしている。</p>	<ul style="list-style-type: none"> ●Quotation marks for English, or 「 」 for Japanese, are used to enclose the direct quotation. ●Year of publication is shown in parentheses () directly after the author's name. ●Page number is shown in parentheses () directly after the citation.
Paraphrasing a source, referring directly to the author.	<p>English report: Churchill (1987) compares the history of printing to the history of France (see p.47).</p> <p>Japanese report: 中嶋(1987)によれば、香港の工業は対外依存性がきわめて高く、生産に対する輸出の割合は80～85%にもものぼると言われる(p.220)。</p>	<ul style="list-style-type: none"> ●Quotation marks are not used. ●Publication date is shown in parentheses () directly after the author's name. ●Page number is shown in parentheses () directly after the cited section.

● Long Citations

Citations of five lines or more are to be shown in a separate paragraph.

- Citation to be given on a new line (one line below the main text).
- Quotation marks are not used.
- This type of citation is to be used no more than twice in one thesis.

