

✂The report topic list starts on page 2.



**Watch
Out!**

Are you accidentally committing plagiarism in your report?

The following are examples of plagiarism:

- Viewing your friend/senior's report, rewriting the content, and using it
- Copying information from a website or book without proper citation
- Giving your friend a copy of a report you wrote in the past

Plagiarism has severe consequences.

Plagiarism is academic misconduct that violates the learning agreement. Reflect carefully before writing or submitting your report to make sure you do not plagiarize.

✂Please check our [Writing Manual](#) for information on how to cite properly.

レポート提出マニュアルが2ページ目以降に続きます。必ず確認してください
Be sure to read the Final Report Submission Manual.

Final Reports Quarter2, Fall Semester AY 2020 / 2020年度秋 Semester 2Q 期末レポート科目一覧

Report Submission Period: Mon. February 1 10:00:00 ~ Wed. February 3 16:30:00

レポート提出期間: 2/1(月)10:00:00 ~ 2/3(水)16:30:00

学部生 Undergraduate Students

曜日	時限	曜日	時限	科目名	担当教員	DAY	Period	DAY	Period	Subject Name	Instructor
火	1	金	1	Online)文学と近代化EA/Online)人文学と近代EA 論題: 授業中に発表	ASKEW 里枝	Tue	1	Fri	1	Online)Literature and ModernityEA/ Online)The Humanities and ModernityEA Report Topic: Will be announced in class	ASKEW Rie
火	4	火	5	Online)人的資源管理論JB/ Online)人材マネジメント(上級)JB 論題: 授業中に発表	福谷 正信	Tue	4	Tue	5	Online)Human Resource ManagementJB/ Online)Advanced Human Resource ManagementJB Report Topic: Will be announced in class	FUKUTANI Masanobu
金	2			対面)開発学入門E2/Online)開発学入門EB 論題: 授業中に発表	GOMEZ Oscar A.	Fri	2			On-campus)Introduction to Development StudiesE2/ Online)Introduction to Development StudiesEB Report Topic: Will be announced in class	GOMEZ Oscar A.
木	2			対面)開発政策J1/Online)開発政策JA 論題: 授業中に発表	GOMEZ Oscar A.	Thu	2			On-campus)Development PolicyJ1/ Online)Development PolicyJA Report Topic: Will be announced in class	GOMEZ Oscar A.
月	3	木	3	対面)地域研究J1/Online)地域研究JA 論題: 授業中に発表	金 賛會	Mon	3	Thu	3	On-campus)Area StudiesJ1/ Online)Area StudiesJA Report Topic: Will be announced in class	KIM Chan Hoe
金	1			Online)EコマースJA 論題: ここをクリック	新藤 哲雄	Fri	1			Online)E-CommerceJA Report Topic: Click Here	SHINDO Tetsuo
金	2			Online)EコマースJB 論題: ここをクリック	新藤 哲雄	Fri	2			Online)E-CommerceJB Report Topic: Click Here	SHINDO Tetsuo

Submit to: the Academic Office's designated folder on manaba

提出先: manaba (アカデミック・オフィス指定フォルダ)

Final Report Submission Manual

Please read this manual carefully and follow the instructions to submit your final report.

[IMPORTANT] If you do not submit your report correctly it may not be accepted for grading.

1. BEFORE SUBMITTING YOUR REPORT

Spring Semester, AY 2020

Course name : ○○EA

Instructor : ○○ ○○

(Report title)

↓

APS/APM

year level:

student ID number : 1121●●

name : ○○ ○○

↓

dd/mm/yyyy

- Your report must include a cover page. (Refer to the picture on the left and make it the first page of your report)

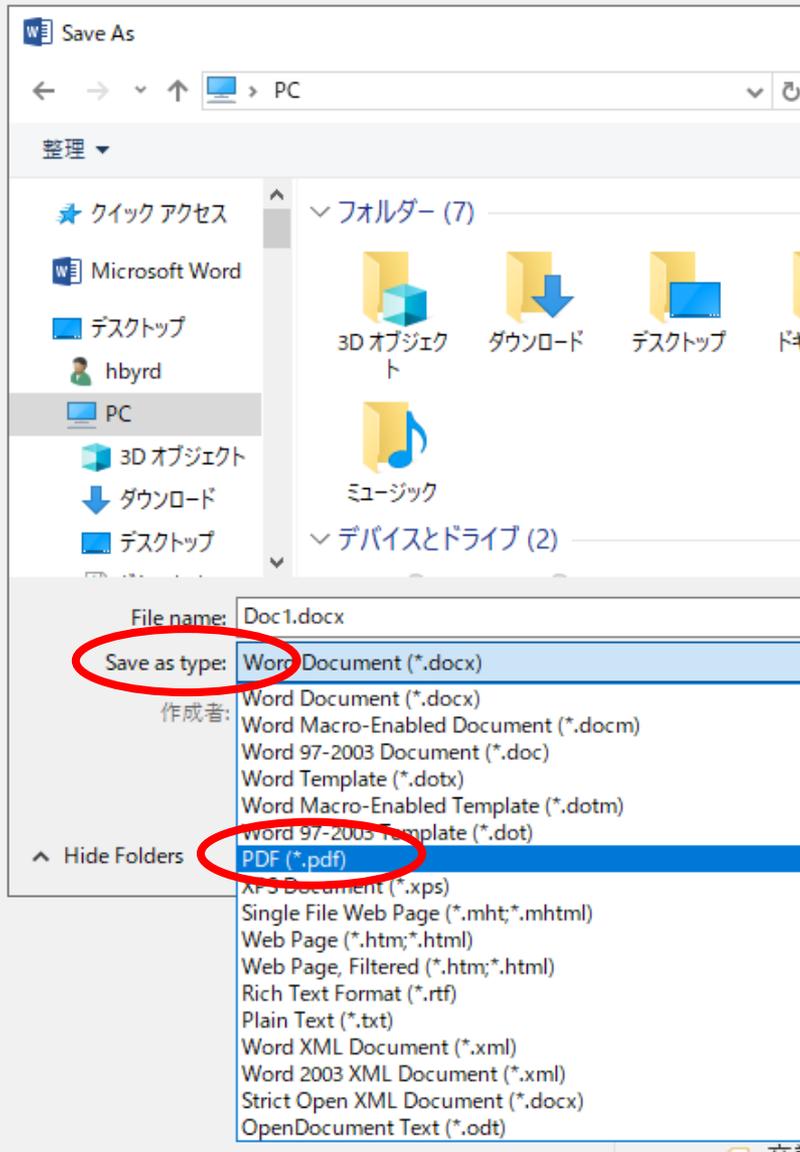
- Your report file name must be: [Student ID No._Name_Course]

Ex:

12419999_ASIA Hana_Introduction to APSEA

- [NOTE] If your cover page or file name are incorrect then your report may not be accepted for grading.

1. BEFORE SUBMITTING YOUR REPORT



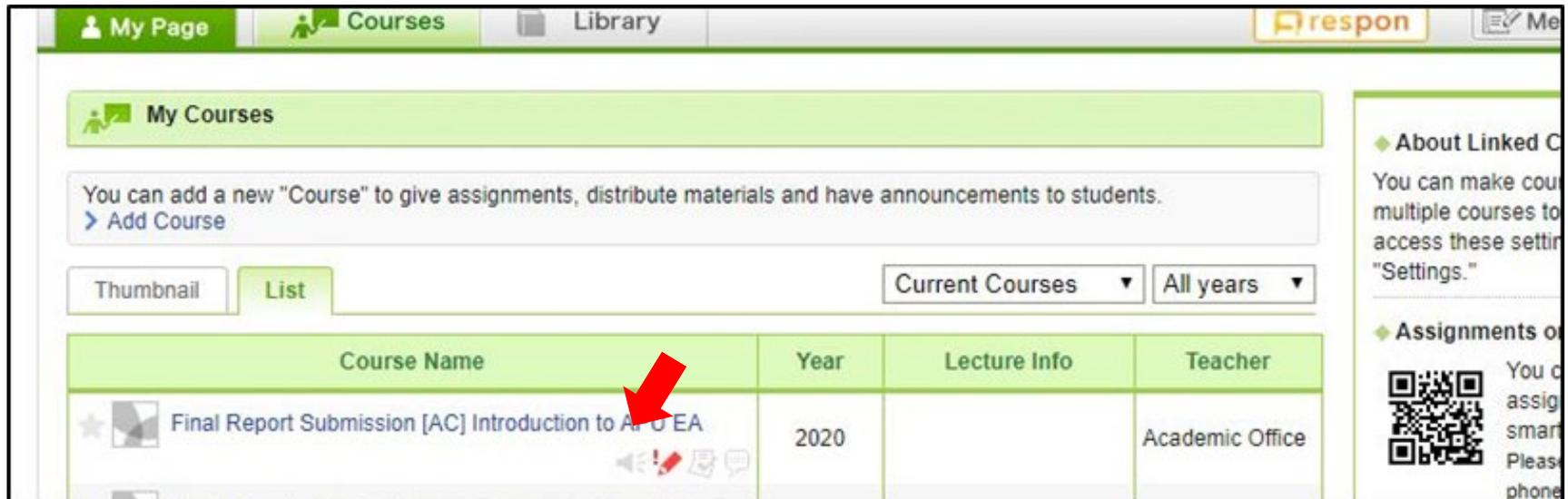
- Your report must be in PDF format.

(How to Convert)

- In Word:
[Save As] → [File Type] → [Save as PDF]
- If you do not save as PDF then your font or layout may change. You must save as PDF.
- Please make sure your file is not corrupted before submitting.

2. HOW TO SUBMIT YOUR REPORT VIA MANABA

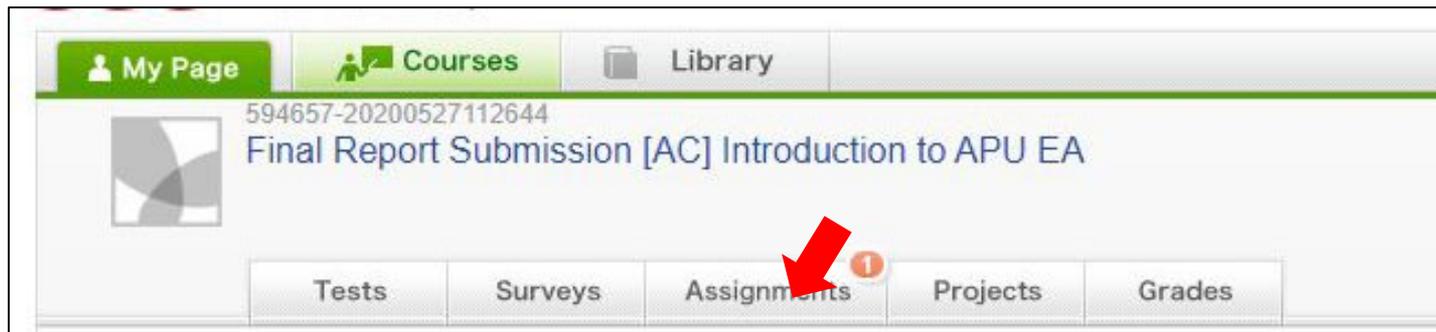
1. Log in to manaba and go to your Course Page. Click on the report submission course for your class.



The screenshot shows the 'My Courses' section of the Manaba interface. At the top, there are navigation tabs for 'My Page', 'Courses', and 'Library'. Below the tabs, there is a 'My Courses' header and a message: 'You can add a new "Course" to give assignments, distribute materials and have announcements to students. > Add Course'. There are two tabs: 'Thumbnail' and 'List'. To the right, there are dropdown menus for 'Current Courses' and 'All years'. Below these is a table with the following columns: 'Course Name', 'Year', 'Lecture Info', and 'Teacher'. A red arrow points to the 'Final Report Submission [AC] Introduction to APU EA' course entry in the table. The 'Year' column shows '2020' and the 'Teacher' column shows 'Academic Office'. To the right of the table, there is a sidebar with 'About Linked C' and 'Assignments of' sections, including a QR code and some text.

Course Name	Year	Lecture Info	Teacher
Final Report Submission [AC] Introduction to APU EA	2020		Academic Office

2. Click "Assignments"



The screenshot shows the course page for 'Final Report Submission [AC] Introduction to APU EA'. At the top, there are navigation tabs for 'My Page', 'Courses', and 'Library'. Below the tabs, there is a course ID '594657-20200527112644' and the course name 'Final Report Submission [AC] Introduction to APU EA'. Below the course name, there is a navigation bar with tabs for 'Tests', 'Surveys', 'Assignments', 'Projects', and 'Grades'. A red arrow points to the 'Assignments' tab, which has a red circle with the number '1' next to it.

2. HOW TO SUBMIT YOUR REPORT VIA MANABA

3. Click the title of the assignment labeled with your course name and instructor.

Assignments		
Title	Status	Start
 Introduction to APU StudyEA AJIA Taro	In progress Saved [1 files] Not submitted	2020-05-27 11:25

4. Click “Add File” at the bottom of the page to upload your file.

End	2020-06-17 11:25
Portfolio / Settings	Not added to anyone's portfolio. / Only available to collect the submissions.
Allowing resubmission	Allow resubmission at any time during submission period.
Files	
Status	In progress Not submitted

No upload data is found.

2. HOW TO SUBMIT YOUR REPORT VIA MANABA

5. Select the PDF file of your report. Double click the file, or click “Open” to upload it, then double-check that you have selected the correct file

Allowing resubmission	Allow resubmission at any time during submission period.
Files	
Status	In progress Not submitted

PDF file?

Correct File Name Format?

Uploaded files (1 files)

2020-05-27 15:17  12419999_ASIA Hana_Introduction to APS EA.pdf 

6. Click “Submit” to submit your report

2020-05-27 15:17  12419999_ASIA Hana_Introduction to APS EA.pdf 

IMPORTANT ! Double check that you are submitting the correct file for this course

- ▶ The assignment has not yet been submitted. Click the 'Submit' button to submit.
- ▶ You may upload multiple files.

3. IMPORTANT NOTES

- We recommend you take a screenshot or photograph of your submission screen as proof of submission.
- Please make sure to submit your report before the deadline. Reports submitted after the deadline will not be accepted.
- We cannot accept corrupted files or files that have not been submitted correctly. Please submit reports carefully.
- We cannot accept reports submitted via any other method (sent as email attachments, submitted in-person at the Academic Office, submitted in Building H).

Academic Office Exam/Grading Team
examteam@apu.ac.jp