

Global Leadership Program – The University of Tokyo



Global Education for Innovation & Leadership

**PHASE 1**  
**GEfIL INDEPENDENT RESEARCH PROJECT**  
**(実践研究)**

**2020-2021**



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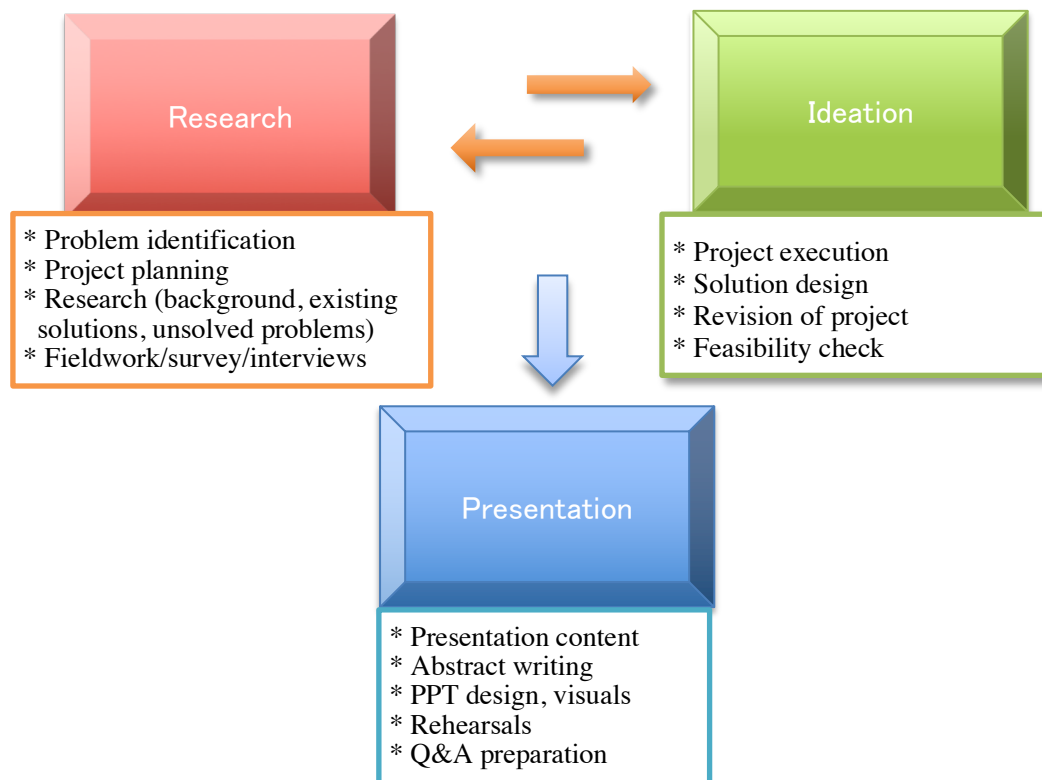
# INDEPENDENT RESEARCH PROJECT PHASE 1 – SYLLABUS

## *Aim of the course*

This course aims to provide you with interdisciplinary/ transdisciplinary research skills, basic skills in project planning and management, the competence to work effectively in teams with diverse members, to enhance your communication and presentation skills in English, and to acquire a good understanding of the Sustainable Development Goals (SDGs). You will need a good grasp of the SDGs and these skills, when embarking on your own research project in Phase 2. These skills are the basic qualities of a future global leader.

## *Structure of Phase 1*

Phase 1 emphasizes active learning that puts you in charge of your studies. To this end, we employ the **project method** in which you will go in teams through a process consisting of 3 large steps (and several smaller ones), indicated in the following graphs.



## *Topic of Phase 1*

Each student team will choose one of the SDGs (Sustainable Development Goals) of their interest, determine the related target the team wants to achieve in Tokyo by 2030, and conduct in-depth research on how to reach the set target.

The goal of the team project is to create an idea for a policy/activity/enterprise/product/service with which to achieve the chosen target. Team projects need to pay attention to the UN's 2030 SDG Agenda of "leaving no one behind." Student teams are encouraged to be creative, bold, and original in their projects.

## ***Teamwork***

Since the complexity of the SDGs demands collaboration between “experts” of diverse knowledge- and value-backgrounds, the research projects of Phase 1 will be carried out in interdisciplinary teams of students with similar interests but from different backgrounds. Both as a team and individually, you will experience what it means to conduct a research project on a “real world” issue, from the planning stages to the presentation of your findings. The focus on SDGs in Tokyo by 2030 has been chosen to enable students to conduct fieldwork where desired and applicable, and thereby gain experience of working on-site with different stakeholders.

The classes in Phase 1 will be conducted in a combination of lectures, skill exercises, teamwork, group discussions, supervisions as well as fieldwork.

## ***SLACK - Online Teamwork Platform***

We use a teamwork online platform – SLACK – to communicate within your team, between teams, and with the GLP-GEfIL teaching staff. After receiving an invitation email, please follow the instructions to register yourself on SLACK. Make sure to regularly check the SLACK pages, as the teaching staff will frequently upload information material and Power Point files of the lectures given during Phase 1.

## ***Learning Outcomes***

Students will learn to

- 1) set targets and an agenda for tackling complex issues such as the SDGs,
- 2) critically analyze sources and research material,
- 3) design a research project plan,
- 4) define areas of self-study,
- 5) efficiently organize project time,
- 6) select and apply appropriate methods of analysis and innovation,
- 7) conduct feasibility and applicability assessments,
- 8) explore solutions for “real” problems,
- 9) communicate and work effectively in interdisciplinary and international teams,
- 10) debate on research issues with peers and critics,
- 11) present findings convincingly in English in front of a large audience.

## ***Assessment:***

**PHASE 1** is assessed by a combination of

- 40% Individual Research Paper of min. 1,800 to max. 2,200 words (in English) to be submitted by Sunday **28 February 2021, noon**. The paper should display your individual contribution to the team project.
- 40% Final Team Presentation on 22 May;
- 10% Interim presentation of teamwork on 6 February;
- 10% Peer assessment of teamwork.

***IMPORTANT - Attendance Requirement:***

Students, who miss 49% or more of the total number of Phase 1 class and workshop hours, will be marked as “fail” and thus, cannot progress to Phase 2. Moreover, such students will no longer be eligible to receive a GEfIL scholarship for their abroad programs.

***SUPPORT:***

All of you and your teams will be guided and supported throughout your project by the GLP-GEfIL Mentors and post-graduate Teaching Assistants.

***Consultation with GLP-GEfIL Mentors***

Please email the GEfIL Mentors to let them know the day & time when you want to talk with her/him in person or online.

*The following is the list of email addresses:*

Prof Guo ([u-nanyan.guo@g.ecc.u-tokyo.ac.jp](mailto:u-nanyan.guo@g.ecc.u-tokyo.ac.jp))

Prof Hejcik ([hejcik.gefil@gmail.com](mailto:hejcik.gefil@gmail.com))

Prof Itatsu ([itatsu@boz.c.u-tokyo.ac.jp](mailto:itatsu@boz.c.u-tokyo.ac.jp))

Prof Komatsuzaki ([komatsuzaki@civil.t.u-tokyo.ac.jp](mailto:komatsuzaki@civil.t.u-tokyo.ac.jp))

GEfIL Mentors' offices are located in Hongo, on the 3<sup>rd</sup> floor of Dai-2 Honbu-to ([https://www.u-tokyo.ac.jp/campusmap/cam01\\_06\\_05\\_j.html](https://www.u-tokyo.ac.jp/campusmap/cam01_06_05_j.html))

# SUSTAINABLE DEVELOPMENT GOALS



<https://www.un.org/sustainabledevelopment/news/communications-material/>

## ***Reading and Visual Material for Preparation (\*compulsory reading)***

\*UN Sustainable Development Goals - Knowledge Platform (click on the SDG icons for further information) <https://sustainabledevelopment.un.org/sdgs>

\*Check out the website The 17 Goals <https://www.globalgoals.org/> for information on each of the SDGs

\*Post 2015 [KANIE Norichika]. 2016. *Prescriptions for effective implementation of the Sustainable Development Goals in Japan*. Available online [for download] in English: [http://kanie.sfc.keio.ac.jp/post2015/wp-content/uploads/2016/02/SDGs-prescriptions\\_english.pdf](http://kanie.sfc.keio.ac.jp/post2015/wp-content/uploads/2016/02/SDGs-prescriptions_english.pdf)

Institute for Global Environmental Strategies (IGES). 2018. *SDG Interlinkages Analysis & Visualisation Tool (V3.0)* <https://sdginterlinkages.iges.jp/visualisationtool.html>

A Determined Path to the SDGs in 2030 Despite the COVID-19 Pandemic,  
by the United Nations Economic and Social Commission for Asia and the Pacific  
<https://www.unescap.org/op-ed/determined-path-sdgs-2030-despite-covid-19-pandemic#>

COVID-19 and Human Development: Assessing the Crisis, Envisioning the Recovery,  
by United Nations Development Programme  
[http://hdr.undp.org/sites/default/files/covid-19\\_and\\_human\\_development\\_0.pdf](http://hdr.undp.org/sites/default/files/covid-19_and_human_development_0.pdf)

Comprehensive and coordinated response to the coronavirus disease (COVID-19)  
pandemic, by the General Assembly of the United Nations  
<https://undocs.org/A/74/L.92>

From Insights to Action: Gender Equality in the Wake of COVID-19, by UN Women  
<https://www.unwomen.org/-/media/headquarters/attachments/sections/library/publications/2020/gender-equality-in-the-wake-of-covid-19-en.pdf?la=en&vs=5142>

***Introductory videos:***

2018 Update on The World's Largest Lesson: \*compulsory viewing!  
<https://www.youtube.com/watch?v=ZdOQf0nOB6A>

**NOTE:**

All workshops and meetings will be conducted by Zoom until face-to-face workshops are available, depending on the COVID-19 situation.



## PHASE 1 Schedule for November 2020 to May 2021

### Entrance Ceremony & Team Building: Saturday, 28 November 13:00 – 17:30

13:00-15:45 Entrance Ceremony

16:00-17:30: Team building exercise

#### **Assignment 1 for 5 December Workshop:**

Please familiarize yourself with the SDG basics.

**STEP 1:** Carefully read the Post-2015 [Kanie] report *Prescriptions for effective implementation of the Sustainable Development Goals in Japan* (available in both English and Japanese, see links in the reading list on page 7).

**STEP 2:** Choose an SDG you are particularly interested in:

- What are the targets related to that SDG?
- What are the indicators to measure achievements?
- Which measures are already taken in Japan to achieve a specific target for that SDG?
- What still needs to be done or is lacking from the measures in Tokyo?
- Which specific areas and/or target populations of Tokyo are particularly affected by or related to your chosen SDG?

**Use SLACK to communicate with your team members and peers, and to receive advice from GLP-GEFIL Mentors and Teaching Assistants.**

### Workshop 1: Saturday, 5 December 13:30 – 17:30

(1st Expert Mentor Lecture: 9:30-12:30)

13:30-14:20 Introduction to Phase 1: explanation of schedule, objectives, research flow, attendance requirement, assessments, and SLACK.

14:30-16:00 Good Practices of Teamwork and its relation with Global Leadership: showcasing how previous students developed their projects to achieve SDGs.

16:15-17:30 Teamwork skills, team project development, research ethics.

### Saturday, 12 December: (2nd Expert Mentor Lecture: 9:30-12:30)

**Abroad Program Info Session: 15:00 – 17:30**

***Assignment 2 (individual) by Saturday, 19 December:***

**The following two steps are needed for the “Team Project Planning” session on Saturday, 19 December:**

**STEP 1:** Prepare one PPT slide to indicate your initial ideas for a project.

**STEP 2:** Share your slides on your SLACK team channel with your team members and discuss your ideas with them. GEFIL Mentors and Teaching Assistants will provide you with feedback.

**Preparation for Prof. Pennington’s lecture (To be announced later).**

**Workshop 2: Saturday, 19 December 9:00 – 12:00, 13:30 – 17:30**

9:00 – 12:00 Prof. Miles Pennington: Design Thinking Workshop

13:30 – 15:00 Design Thinking: Reflection

15:15-17:30 Team Project Planning on SDGs for Tokyo, discussing your team’s target:

- (1) What do you think sustainable development means in Tokyo?
- (2) Which SDGs seem particularly relevant for Tokyo?
- (3) Which SDG would you like to choose for your team project?
- (4) Write a list of questions.

***Assignment 3 (individual and as team) for team advisory meetings between Monday, 4 January – Saturday, 30 January:***

1. All the teams continue to identify the problems of SDGs in Tokyo by using the design thinking methods delivered in the previous workshops.
2. For the idea creation and/or validation of created idea, you need to (A) familiarize yourselves in depth with your chosen SDGs and specific targets, (B) understand the problems more deeply/specifically, and (C) critically analyze the validity of your idea.

Suggested guideline to work on #2:

**As a team**, please develop a project plan with a bibliography and a timetable.

- a. A project plan and a bibliography: Describe the purpose of your project and the methods (what evidence would be collected in what way). Explain the rationale of the purpose and methods, based on the bibliography of academic and media articles, books, audio/visual materials, and surveys.
- b. A workable timetable: Have an effective strategy and management in order to finish the team project by 20 May 2021.
- c. Start planning with your GLP-GEFIL Mentors and Teaching Assistants any fieldwork, surveys or interviews as early as possible, but latest at the individual meeting by 30 January. All interviews and surveys must be conducted AFTER consultation with the GEFIL Mentors.
- d. List the research questions within your team and assign them to each member. This will provide each member with the topic for her/his individual research paper due on Sunday, 28 February 2021!

**Individual Team Advisory Meetings (Monday, 4 Jan. – Saturday, 30 Jan.)**

In this period, GEFIL Mentors and Teaching Assistants will meet with teams individually to provide advice, support, and feedback for the team projects. Meetings will be arranged in consultation with all team members.

Teamwork:

- Teams will discuss with Teaching Assistants and GEFIL Mentors their ideas for the practical solution of their chosen SDG target(s) in Tokyo;
- Determine the form and design of their practical solution;
- Consider needs of and impact on stakeholders;
- Map out the timeframe and possible costs of implementing their project;
- Divide tasks among team members to create the practical solution (i.e. policy, activity, service, product, enterprise, etc.)

### **Assignment 4 until Thursday, 4 February:**

1. Prepare an interim presentation by ALL team members.  
Format: A 20-minute presentation followed by a 20-minute Q&A, including: topic, SDG, the specific problem identified and its structure, and if any, your initial idea(s) of “solution”.
2. Make yourself familiar with the assessment criteria for team presentations and peer assessment (see Appendix on pp. 16-20).

### **Workshop 3: Saturday, 6 February 10:00 – 17:30** **(Interim Presentations)**

10:00 – 12:30 Two parallel sessions for Interim Presentation

13:30 – 16:30 Two parallel sessions for Interim Presentation

16:45 - 17:30 Peer reviewing and reflection

★ Please see the “Evaluation Criteria: Team Presentation” (pp. 16-18) and “PHASE 1 Team Presentation Marking Sheet” (p. 19)

***ALL team members must participate in the presentation.***

### **Workshop 4: Sunday, 7 February 10:00 – 17:30**

10:00 – 12:30 SDG Case Studies Workshop, causal analysis, research methods

[Profs Komatsuzaki & Hejcik]

13:30-14:00 Lecture on how to write a higher-level research paper, abstract, and referencing [Prof. Itatsu]

14:00 -15:30 Reflection, team project development,

1. Revise the slides presented in Workshop 3 (Interim Presentation),
2. Decide on details of the team project.

15:45-17:30 Team Project: the first iteration

**Saturday, 20 February: (3rd Expert Mentor Lecture: 9:30-12:30)**

**Saturday, 27 February: (4th Expert Mentor Lecture: 9:30-12:30)**

### **Assignment 5 Individual Research Paper submission**

**Sunday, 28 February 2021, Noon**

Minimum 1,800 words, max. 2,200 words (excluding footnotes and bibliography) in English to be submitted in your Activity Log on LPS.

Your research paper should consist of:

- Introduction: topic, background and/or rationale for your topic,
- Research question and approach/methodology,
- How the aspects of your research are related to your team's project,
- Short review of existing research or measures taken,
- Development of your own ideas in answer to the research question(s), substantiated by critical analyses of collected data and literature review,
- Conclusion and outlook (e.g. open questions or aspects you want to pursue hereafter).

Please see the "Evaluation Criteria: Individual Research Report" in pp. 20-21.

**You MUST provide references for all the sources you use or paraphrase (see Referencing Guide uploaded on the Slack general channel).**

### **Assignment 6 (as a team) until Friday, 9 April:**

1. Read through all the individual research papers in your team.
2. Submit on your Slack channel, a "progress report" (500 words) of your team project.
3. This report should indicate each member's contributions.
4. Please complete the problem analysis including the following items:
  - a. Form and design of their solution;
  - b. Needs of, and impact on, stakeholders;
  - c. Possible costs of production and implementation and how to fund the project;
  - d. Consideration of wider ramifications or impact of the team's solution and its application (e.g. environmental, social, economic, political,

**Saturday, 3 April: (5th Expert Mentor Lecture: 9:30-12:30)**

## Workshop 5: Saturday, 10 April 13:30 – 17:30

(6th Expert Mentor Lecture: 9:30-12:30)

- 13:30-14:30 Lecture on how to effectively present a research in English [Prof Hejcik]
- 14:45-17:30 Teamwork: Teams discuss their “progress reports” with their GEfIL Mentor and Teaching Assistants, and revise their solution and work towards finalizing their project.

## Workshop 6: Saturday, 24 April 13:30 – 17:30

(7th Expert Mentor Lecture: 9:30-12:30)

- 13:30-15:00 Lecture by Dr. Kazumasa Nomoto, Chief UI device researcher / Distinguished Engineer R&D Center, Sony Corporation
- 15:15-17:30 Team Project: Teams discuss their reports with their GEfIL Mentor and Teaching Assistants, revise their solution, and work towards finalizing their project.

### ***Assignment 7 (as a team) by Monday, 10 May, Noon:***

Teams must submit an abstract (250-300 words) of their project-presentation on their Slack channel, which includes (a) the team presentation topic and (b) team members' names.

This will be published as a pamphlet and distributed at the Final Presentation Event on 22 May.

**Start working early on your abstract! Your Teaching Assistants will help you with editing it.**

## Individual Team Meetings (Monday, 26 April – Thursday, 20 May):

During this period your team should focus on preparing your final presentation.

GLP-GEfIL Mentors and Teaching Assistants will meet with your team to discuss the contents of your presentation and to help you with presentation rehearsals.

## Saturday, 8 May 10:00 – 18:00

### **PHASE 2 Final Presentations:**

Students from the FIVE thematic fields of Phase 2 give their final presentation in front of peers and representatives of the GLP Sponsor Companies.

***Please note: Attendance is compulsory for ALL GEfIL students.***

**Workshop 7: Saturday, 22 May, FINAL PRESENTATIONS**  
**10:00 – 18:00**

10:00 – 12:30 Final presentations  
13:30 - 16:30 Final presentations  
16:45 – 17:15 Peer review  
17:15 – 17:40 Closing marks  
17:40 – 18:00 Evaluation of GEFIL program

★ Please see the “Evaluation Criteria: Team Presentation” (pp. 16-18) and “PHASE 1 Team Presentation Marking Sheet” (p. 19)

***ALL GEFIL students must participate in their team presentations.***

**Tuesday, Afternoon, 28 September:**  
**Dialogue Event with Sponsor Companies**

***ALL GEFIL students must participate actively to express interest in and gratitude to the companies.***

(Absence is NOT accepted without written evidence to justify conflicting activities.)

Total workshop hours: 40