

Global Leadership Program – The University of Tokyo



Global Education for Innovation & Leadership

PHASE 1
GEfIL INDEPENDENT RESEARCH PROJECT
(実践研究)

2021-2022

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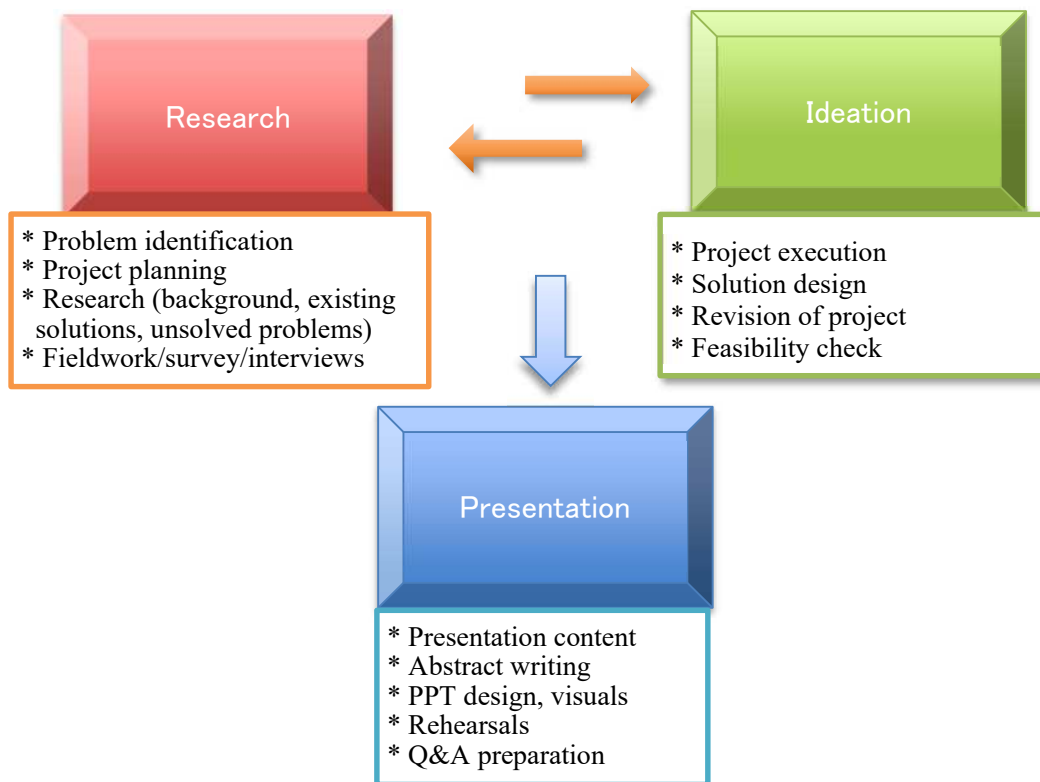
INDEPENDENT RESEARCH PROJECT PHASE 1 – SYLLABUS

Aim of the course

This course aims to provide you with interdisciplinary 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 these skills for your own research project in PHASE 2, and for becoming 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, determine the related target the team wants to achieve in Tokyo by 2030, and conduct in-depth research on how to reach the target.

The goal of the team project is to create an idea for a policy/activity/enterprise/product/service in order to achieve the target. 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-backgrounds, the research projects of PHASE 1 will be carried out in interdisciplinary teams of students with similar interests but from different majors. Both as a team and individually, you will experience a research project on a “real world” issue, from the planning stages to the presentation of your findings and action plans. 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 and explore solutions for “real” problems,
- 4) select and apply appropriate methods of analysis and innovation,
- 5) conduct feasibility and applicability assessments,
- 6) manage project time efficiently,
- 7) communicate and work in interdisciplinary and international teams,
- 8) debate on research issues with peers and critics,
- 9) present findings and solutions in English for 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 **28 February 2022 (Mon.), noon**. The paper should display your individual contribution to the team project.
- 40% Final Team Presentation on 21 May (Sat.);
- 20% Interim presentation of teamwork on 12, 13 February (Sat. & Sun.);

IMPORTANT - Attendance Requirement:

Students shall make effort to attend 75% of the workshops. Workshops 1, 2, 3 are crucial to your team's success. Workshop 7 requires everyone's attendance for their teams' final presentation. Missing one of these four compulsory workshops will result in a fail in PHASE 1, thus no longer be eligible to receive a GEFIL scholarship for the Abroad Programs, neither to progress to PHASE 2.

If you miss other workshops for valid reasons, you will be required to conduct an **alternative task** on each missed workshop.

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. Nanyan Guo (u-nanyan.guo@g.ecc.u-tokyo.ac.jp) the GEFIL Program Director

Prof. Pavel Hejcik (hejcik.gefil@gmail.com)

Prof. Yuko Itatsu (itatsu@boz.c.u-tokyo.ac.jp)

Prof. Shunsaku Komatsuzaki (komatsuzaki@civil.t.u-tokyo.ac.jp)

GEFIL Mentors' offices are located in Hongo, on the 3rd floor of Dai-2 Honbu-to
(https://www.u-tokyo.ac.jp/campusmap/cam01_06_05_j.html)

Teaching Assistants in 2021-2022

Vu Quynh Anh Cao (Graduate School of Frontier Sciences, D3)

Ruth Anne Gonocruz (Graduate School of Frontier Sciences, D3)

Ariel Lavilla (Graduate School of Frontier Sciences, D1)

Junxiao Leng (Graduate School of Interdisciplinary Information Studies, D3)

Hanako Lowry (Graduate School of Interdisciplinary Information Studies, M2)

Alona Zhao (Graduate School of Interdisciplinary Information Studies, D2)



Reading Material for Preparation (*compulsory reading)

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

The SDGs in Action

https://www.undp.org/sustainable-development-goals?c_src=CENTRAL&c_src2=GSR

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

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>

NOTE:

The workshops and meetings will be conducted by Zoom until face-to-face workshops become possible, depending on the COVID-19 situation.

PHASE 1 Schedule for November 2021 to May 2022

Entrance Ceremony & Team Building: Saturday, 27 November 13:30 – 18:00

13:30-15:40 Entrance Ceremony

16:00-18:00: Team building exercise

Assignment 1 (individual), for 4 December Workshop:

Please familiarize yourself with the SDGs basics.

STEP 1: Carefully read the Reading Material the Post-2015 [Kanie] report *Prescriptions for effective implementation of the Sustainable Development Goals in Japan* (see links in the reading list on page 6).

STEP 2: Choose one SDG you are particularly interested in and consider the following **Guiding Questions**:

- What targets you like to reach?
- Which measures are already taken to achieve the chosen target?
- What still needs to be done or is lacking from the measures in Tokyo?
- Which specific areas and target populations of Tokyo are particularly affected by your chosen SDG?

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

Workshop 1: Saturday, 4 December 13:30 – 17:30

Expert Mentor Lecture 1, Prof. Fujiwara: 10:00-12:00

- 13:30-15:15 A) Four GLP Mentors' self-introduction,
B) On teamwork, attendance requirement, assessment, SLACK,
C) On schedule keeping, research flow, Abroad Programs, etc.
D) on Global Leadership
- 15:30-17:30 Teamwork: discussion on SDGs and team projects
(bearing the above-stated **Guiding Questions** in mind)

Saturday, 11 December

Expert Mentor Lecture 2, Prof. Gasparatos: 10:00-12:00

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

Assignment 2 (individual), by Friday, 17 December:

The following two steps are needed for the “Team Project Planning” session on Saturday, 18 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. Mentors and TAs will provide you with feedback.

Workshop 2: Saturday, 18 December 10:00 – 12:30, 13:30 – 17:30

10:00 – 11:30 Lecture: Design Thinking

11:30 – 12:30 Reflection on Design Thinking

13:30 – 14:45 Teamwork

15:00 – 15:45 Two teams getting feedback from each other

15:45 – 16:45 Returning to teamwork

17:00 -- 17:30 Report session on the teamwork

Assignment 3 (as a team), complete the following tasks and be ready for the Individual Team Advisory Meeting between 6 – 31 January:

Task 1, Please (A) further familiarize yourselves with your chosen SDGs and targets, (B) understand the problem more specifically, and (C) critically analyze the validity of your plan to solve the problem.

Task 2, **As a team**, please develop a **Project Plan** (that can be completed by Friday, 20 May, 2022) that shall:

- a. Describe the purpose of your project and the method of achieving the goal.
- b. List the research questions and assign them to each member, which shall provide a topic for her/his **Individual Research Report** (due 28 Feb. 2022).
- c. Specify the **dates** of teamwork and assignments (setting the target, revising the idea, proposing solutions, preparing slides to share information on SLACK, writing the Individual Research Report, having rehearsals for the Interim Presentation, meeting the Mentor and TA, the Final Presentation...)
- d. Decide on who will send reminders, who will check the teamwork progress, and who will alert the team, Mentor and TA to unexpected absence, etc.
- e. Plan a fieldwork, or a survey or an interview and schedule a meeting with your Mentor to **obtain a permission**.
- f. Conduct the fieldwork /survey/ interview between February and April.
- g. Prepare a bibliography of academic and media articles, books, audio/visual materials, and surveys, etc. that is relevant to your chosen SDG.

Submit this **Project Plan** on your SLACK channel on by 30 December.

Individual Team Advisory Meetings (Thursday, 6 January. – Monday, 31 January 2022)

In this period, GLP Mentors and Teaching Assistants will meet with teams individually to provide advice, support, and feedback for each team's **Project Plan**. Meetings will be arranged in consultation with all team members.

Teamwork:

- Teams will discuss with Teaching Assistants and GLP Mentors their ideas for a 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, 10 February:

1. Prepare the **Interim Presentation** by ALL team members.

Format: A 20-minute presentation followed by a 20-minute Q&A.

The presentation will include: (1) project topic, (2) the number of SDGs, (3) the specific problem identified, and (4) your initial idea(s) of solution and goal.

2. Prepare your team presentation slides and submit it on your SLACK channel by Friday 11 February.

Workshop 3: Saturday, 12 February 10:00 – 17:30 (Interim Presentations)

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

13:30 – 15:45 TWO parallel sessions for Interim Presentation

16:00 – 17:30 Reflection, team project development,

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

Note: Please see the “Evaluation Criteria: Team Presentation” and “PHASE 1 Team Presentation Marking Sheet” in the *Student Handbook*.

ALL team members must participate in the presentation.

Workshop 4: Sunday, 13 February 9:00 – 16:30

9:00 – 11:00 Guest speaker's lecture and Q&A (Dr. Endo)

11:15 – 12:30 Reflection, team project development,

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

13:30 -- 15:45 Teamwork

16:00 – 16:30 Guidance for Writing an Individual Research Papers [Prof. Itatsu]

Assignment 5 (as an individual) Individual Research Papers due Noon Monday, 28 February 2022

Minimum 1,800 words, max. 2,200 words (excluding footnotes and bibliography) in English. Submit in your LPS's **Activity Log → 2022 S1 IRP PHASE1** → upload your paper.

Your research paper should consist of:

- Introduction: topic, background and rationale for your topic,
- Research question and approach/methodology,
- How the aspects of your research are related to your team's project,
- Short literature review of existing relevant research and measures taken,
- Development of your own ideas in answer to the research question(s), substantiated by critical analyses of collected data and the 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 the Appendix to the GEfIL Student Handbook.

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

Wednesday, 9 March:

Abroad Program Info Session: 17:00 – 19:30

Saturday, 26 March: Expert Mentor Lecture 3, Prof. Handa: 10:00-12:00

Saturday, 2 April: Expert Mentor Lecture 4, Prof. Yoshimi: 10:00-12:00

Assignment 6 (as a team) until Friday, 8 April:

1. Read 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 contribution.
4. Complete the problem analysis including the following items:
 - a. Form and design of your solution;
 - b. Needs of, and impact on, stakeholders;
 - c. Possible costs of your project product and implementation and how to fund the project;
 - d. Consideration of wider impact of the team’s solution and its application (e.g. environmental, social, economic, political, cultural).

Workshop 5: Saturday, 9 April 13:30 – 17:30

Expert Mentor Lecture 5, Prof. Jimba: 10:00-12:00

13:30-15:30 Workshop on Effective Presentation & Story Telling

15:45-17:30 Teamwork: discuss their “progress reports” with your GEfIL Mentor and Teaching Assistant, and revise your solution and work towards finalizing your project.

Workshop 6: Saturday, 23 April 13:30 – 17:30

Expert Mentor Lecture 6, Prof. Fukushi: 10:00-12:00

13:30-15:00 Lecture by a Guest speaker

15:15-17:30 Teamwork: discuss your “Progress Report” with your GLP Mentor and Teaching Assistant, revise your solution, and work towards finalizing your project.

Assignment 7 (as a team) by noon, Monday, 9 May:

Teams must submit an **abstract** (about 300 words) of your project-presentation on your Slack channel, which shall include (a) the presentation title, (b) team member names, (c) the number of SDG, (d) the identified problems, (e) research findings, (f) proposed solution, and (g) methods of achieving the goal.

All the abstracts will be published as a pamphlet and distributed at the Final Presentation on 21 May. **Start working early on your abstract!**

Individual Team Advisory Meetings (Monday, 25 April – Thursday, 20 May):

During this period your team should focus on preparing your final presentation. GLP Mentors and Teaching Assistants will meet with your team to discuss the contents of your presentation and to help you with presentation rehearsals.

Saturday, 7 May 9:30 – 18:00

PHASE 2 Final Presentations:

Students from PHASE 2 give their final presentation in front of peers and representatives of the GLP Sponsor Companies. These presentations will help PHASE 1 students to decide on their own thematic field starting from September 2022.

Attendance is compulsory for ALL GEfIL students.

Workshop 7: Saturday, 21 May, 9:30 – 18:00

PHASE 1 FINAL PRESENTATIONS

9:30 – 12:30 Final presentations

13:30 – 16:30 Final presentations

16:45 – 17:15 Team reflections

17:15 – 17:45 Mentors' feedback

17:45 – 18:00 Evaluation of GEfIL program

★ Please see the “Evaluation Criteria: Team Presentation” and “PHASE 1 Team Presentation Marking Sheet” in the Appendix to the “GEfIL Student Handbook.”

ALL GEfIL students must participate in your team presentations.

Evening, 27 September 2022:

Special Event with Sponsor Companies

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

Workshops: 38 hours in total