

# **Fu Jen Catholic University**

## **Department of Japanese Language and Culture**

### **Guidelines Governing the Graduation Project**

Amended at the Third Meeting of the Departmental Affairs Council for the First Semester of the 2018-2019 Academic Year on November 18, 2018

1. The objective of the graduation project is to help students become Japanese language experts who are equipped with research skills and are socially adaptable. The graduation project is a means to improve and assess students' listening, speaking, reading, writing, and translation skills. It likewise aims to enhance students' research skills and social adaptability skills, such as auto didacticism, innovative thinking, problem-solving, ability to deal with pressure, competency at digital learning, and cross-disciplinary expertise.
2. The graduation project has the following four purposes: integration, conclusion, reflection, and transition.
  - Integration: The project allows students to integrate what they have learned over their four years in the program.
  - Conclusion: The project allows students to wrap up their undergraduate education and put a decisive end to the experience.
  - Reflection: The project allows students to combine what was learned in all courses, and reflect upon both what they have learned and upon which areas they should improve.
  - Transition: The project allows students to realize what they have learned in concrete form, which will help them make the transition to a career.
3. The graduation project is classified into the following categories: thesis; workplace experience; translation; audiovisual product; teaching materials; literary work; theatrical performance; service learning; and other options.
4. Schedule
  - (1) The Department Director will host an information session to explain the graduation project to students during their first semester of third year. Students may request a preferred instructor to serve as their advisor. The Department will review requests, assign advisors, and announce the results in November. Students must meet with their advisors before the end of December.
  - (2) During the second semester of the third year of the program, students learn about

research motivation, research goals, and how to conduct a literature review. Students must conduct a second meeting with their advisor by the end of April, and submit their finalized research topic during the first week of June.

- (3) During the first semester of the fourth year of the curriculum, students will be able to gauge their progress and practice presenting their project in Japanese. Students must meet with their advisor for the third time by the end of November, and submit their project and final report by the end of December.
- (4) Students must present their graduation project publicly by the end of March in the second semester of fourth year.

## 5. Advisors

Advisors and instructors teaching the Graduation Project course should be full-time faculty members at the Department, with each full-time faculty member advising approximately eight students. If a graduation project is being produced by a team of students, an instructor may advise more than eight students. (Students producing a graduation project as a team must have the same advisor.) Instructors who have already reached their advising quota may discuss arrangements with students. An instructor may, for personal reasons, apply for an exemption from the duty to serve as advisor for an academic year; however, the application must be discussed and approved at a meeting of the Departmental Affairs Council. Based on unique needs, a student may request a part-time instructor to serve as their advisor.

## 6. Writing and production regulations for the graduation project:

### (I) Thesis

#### (1) Word count

A thesis written in Japanese must be a minimum of 10,000 words and accompanied by a Chinese abstract of at least 1,000 words.

A thesis written in Chinese must be a minimum of 8,000 words with a Japanese abstract of 2,000 words.

#### (2) Required documents

One digital copy of the thesis; one hard copy of the authorization form; and one hard copy of the declaration form.

### (II) Production

#### (1) Translation

- (i) In principle, only works that have not been previously translated are permitted. The translation must be a complete work from one of the following genres: literary, academic, popular, or general interest. A Chinese translation of a Japanese work must be at least 20,000 words; a Japanese translation of a Chinese work must be at least 10,000 words.

- (ii) Report: A report written in Japanese must be a minimum of 2,000 words; a report written in Chinese must be a minimum of 1,000 words.
- (iii) Required documents: the translation; the original work; one digital copy of the report; one hard copy of the authorization form; and one hard copy of the declaration form.

(2) Audiovisual Product

- (i) The audiovisual product may be a live-action film or animated film about environmental or other issues in the public interest; a motivational film; a promotional film about Taiwanese culture; or a film about Fu Jen Catholic University. A live-action film must be 10 to 15 minutes in length, while an animated film must be five to ten minutes in length. Films which are narrated/spoken in Chinese must include Japanese subtitles, while films which are narrated/spoken in Japanese must include Chinese subtitles. Films may be produced individually or in teams of up to five students.
- (ii) Report: A report written in Japanese must be a minimum of 2,000 words; a report written in Chinese must be a minimum of 1,000 words.
- (iii) Required documents: One copy of the film; one digital copy of the report; one hard copy of the authorization form; and one hard copy of the declaration form.

(3) Teaching materials

- (i) Includes teaching materials for Japanese or Chinese language instruction; promotional materials for tourism or culture; or an educational app.
- (ii) Report: A report written in Japanese must be a minimum of 2,000 words; a report written in Chinese must be a minimum of 1,000 words.
- (iii) Required documents: the teaching material(s); one digital copy of the report; one hard copy of the authorization form; and one hard copy of the declaration form.
- (iv) **The development and design of the teaching materials or teaching aid described above must be original and must not infringe on copyrights.**

(4) Literary Work

- (i) Includes comics, short stories, and magazines. Comics must be at least thirty pages in length; short stories must be at least 15,000 words in length; and magazines must be at least thirty pages in length. A literary work may be produced individually or in teams of two.
- (ii) Report: A report written in Japanese must be a minimum of 2,000 words; a report written in Chinese must be a minimum of 1,000 words.
- (iii) Required documents: the literary work; one digital copy of the report; one hard copy of the authorization form; and one hard copy of the declaration

form.

(III) Practical Experience

(1) Workplace experience

(i) Internships

Business internship: Students must perform a minimum of seventy-two hours in the internship.

Tourism internship: Students must serve as tour guide for a minimum of six trips.

Japanese language instruction: Students must complete the internship under the supervision of an advisor.

(ii) Report: A report written in Japanese must be a minimum of 2,000 words; a report written in Chinese must be a minimum of 1,000 words.

(iii) Required documents: internship certificate and one digital copy of the report.

(2) Theatrical Performance

(i) Under the supervision of an advisor, students write a script, put on a public performance, and provide back-stage assistance.

(ii) Report: A report written in Japanese must be a minimum of 2,000 words; a report written in Chinese must be a minimum of 1,000 words.

(iii) Required documents: album (including photographs and a written description in Japanese of at least 1,500 words); one digital copy of the report.

(3) Service Learning

(i) Students must engage in a minimum of seventy-two hours of service learning activities related to Japan.

(ii) Report: A report written in Japanese must be a minimum of 2,000 words; a report written in Chinese must be a minimum of 1,000 words.

(iii) Required documents: record of service; album (including photographs and a written description in Japanese of at least 1,500 words); and one digital copy of the report.

(4) Other options

(i) Other options include video games, musical pieces, etc. (Please discuss potential ideas with an advisor.)

(ii) Report: A report written in Japanese must be a minimum of 2,000 words; a report written in Chinese must be a minimum of 1,000 words.

(iii) Required documents: the finished work; one digital copy of the report; one hard copy of the authorization form; and one hard copy of the

## declaration form

7. Theses and graduation reports must be written in conformance with the stylistic guidelines of the Department.

### 8. Presentation

(1) Date: Graduation projects are presented before the end of March in the student's fourth year.

(2) Students must orally defend their graduation project.

(3) The examination committee is composed of the student's advisor and other full-time faculty members from the Department.

(4) A defense is fifteen minutes long. (The first five minutes involves the student delivering a PowerPoint presentation, while the final ten minutes are devoted to questions and answers.)

(5) Graduation projects are compiled into a booklet and published on the Department website. They are also stored in the Department's Google Drive account.

### 9. Grade Assessment

(1) A student's grade in the first semester of the Graduation Project course during fourth year is calculated as follows: individual performance (30%); graduation project and report (70%).

(2) A student's grade in the second semester of the Graduation Project course during fourth year is calculated as follows: individual performance (30%); presentation and oral defense (70%).

10. These Guidelines were passed and implemented by the Departmental Affairs Council.