

## 2 授業科目及び担当者

授業科目		キャンパス	開講期	単位	担当教員	
国際系科目群						
学術英語 コミュニケーション	(1)	初級	駿河台	春	2	特任講師 博士(学術) 中井真木
	(2)			秋	2	特任講師 博士(学術) 中井真木
	(3)	中級	駿河台	春	2	特任講師 博士(学術) 中井真木
	(4)			春	2	特任講師 Ph.D 河 庚希
	(5)	中級	駿河台	秋	2	特任講師 Ph.D 河 庚希
	(6)			春	2	特任講師 Ph.D 河 庚希
	(7)	上級	駿河台	秋	2	特任講師 Ph.D 河 庚希
	(8)			春	2	兼任講師 スティーブンス, サイモン A.
	(9)	初級	生田	秋	2	兼任講師 スティーブンス, サイモン A.
	(10)			春	2	兼任講師 ウルフ, ゲーリー J.
	(11)	初級	生田	秋	2	兼任講師 ウルフ, ゲーリー J.
	(12)			春	2	特任講師 博士(学術) 中井真木
	(13)	中級	生田	春	2	特任講師 博士(学術) 中井真木
	(14)			秋	2	特任講師 Ph.D 河 庚希
	(15)	初級	中野	春	2	特任講師 博士(学術) 中井真木
	(16)			春	2	特任講師 博士(学術) 中井真木
	(17)	初級	中野	秋	2	特任講師 Ph.D 河 庚希
	(18)			秋	2	特任講師 Ph.D 河 庚希
英文学術論文 研究方法論	(1)	初級	駿河台	春	2	特任講師 博士(学術) 中井真木
	(2)			秋	2	特任講師 博士(学術) 中井真木
	(3)	中級	駿河台	秋	2	特任講師 博士(学術) 中井真木
	(4)			春	2	特任講師 Ph.D 河 庚希
	(5)	中級	駿河台	秋	2	特任講師 Ph.D 河 庚希
	(6)			春	2	特任講師 Ph.D 河 庚希
	(7)	研究方法論	駿河台		2	<2018年度未開講>
	(8)				2	<2018年度未開講>
	(9)	初級	生田	春	2	兼任講師 スティーブンス, サイモン A.
	(10)			秋	2	兼任講師 スティーブンス, サイモン A.
	(11)	中級	和泉	秋	2	特任講師 博士(学術) 中井真木
	(12)			初級	和泉	秋
	(13)	初級	中野	春	2	特任講師 Ph.D 河 庚希
	(14)			中級	中野	秋
国際系総合研究 A		駿河台	春	2	専任教授 博士(経済学) 鈴木研一 [コーディネーター]	
国際系総合研究 B		生田	春	2	専任講師 博士(医学) 川口真以子 [コーディネーター]	
国際系総合研究 C		駿河台	春	2	専任教授 八木尚志 [コーディネーター]	
国際系総合研究 D				2	<2018年度未開講>	
学際系科目群						
学際系総合研究 A		駿河台	春	2	専任教授 高田幸男 [コーディネーター]	
学際系総合研究 B		駿河台	春	2	客員教授 山口 亨 [コーディネーター]	
学際系総合研究 C		駿河台	春	2	専任教授 八木尚志 [コーディネーター]	
学際系総合研究 D				2	<2018年度未開講>	

Subject	学術英語コミュニケーション(1)・(2) (初級) Fundamentals of English Communication Skills for Academic Settings (Elementary)				
Campus	Surugadai	Semester	Spring/Fall	Credits	2
Instructor	中井 真木(Maki NAKAI) 大学院特任講師				

## 授業の概要・到達目標 (Course Summary and Objectives)

This course is designed to develop the English communication skills needed in settings such as international conferences, seminars, and workshops for students who have had little exposure to such occasions. First students will be introduced to the basics of communication with scholars of various backgrounds at different levels of formality, including manners both in oral and written communication, and also to ways to improve communication skills by themselves. Then students will practice presentation and discussion skills through copying models, discussing various issues, and organizing their own presentations. The objective of the course is for students to acquire basic skills in communication and self-training and to gain confidence in communicating in English. 本講義では、国際学会やセミナー、ワークショップ等で必要となる英語でのコミュニケーション技能を向上させます。講義の前半では、これまでこういった場で英語を使用した経験の乏しい学生のために、メールの書き方、会話の始め方やマナー、またコミュニケーション技能を自習する手段を学びます。後半では、手本となる講演の模倣や討論、短い口頭発表の作成および他の受講者と協力しての練習を重ねることで、英語での講演や議論の実践的スキルを学びます。授業の到達目標は、基本的なコミュニケーション技能および自習手段を習得し、英語で交流するための自信を得ることです。

## 授業内容 (Course Contents)

- Week 1: Introduction: Academic settings in which you need to use English and ways of finding models and self-exercise materials
  - Week 2: Beginning communication in English: email greetings; starting a conversation
  - Week 3: Developing communication in English: writing requests and replies; asking, answering, and avoiding answers in conversation
  - Week 4: Cover letter, short presentation (self-introduction), listening to and analysis of model presentation
  - Week 5: Cover letter 2, short presentation (research interests), listening to and analysis of model presentation 2
  - Week 6: Cover letter 3, short presentation (hot topics), listening to and analysis of model presentation 3
  - Week 7: Speech shadowing 1, organization of effective presentations
  - Week 8: Speech shadowing 2, slides and scripts
  - Week 9: Speech shadowing 3, improving speech style
  - Week 10: Speech shadowing 4, meaningful questions and responses
  - Week 11: Speech shadowing 5, gaining useful feedback
  - Week 12: Rehearsals
  - Week 13: Final presentation
  - Week 14: Final presentation and wrap up
- \* The content will be adjusted to the size of the class and the level and needs of the students. The above schedule is subject to change.  
 \* This is not a lecture course. Students' active participation in writing, presenting, and discussing is essential to the success of the course. Students will be required
- 1) to write mock correspondence,
  - 2) to copy a model presentation,
  - 3) to give several brief presentations, and
  - 4) to give a short mock original presentation (final presentation).

They must also act as a committed audience for other students' presentations. The schedule and the length of presentations will depend on the size of the class.  
 \* 講義内容は受講者の数や関心、レベルに合わせて調整します。そのため、上記の日程は変更する可能性があります。  
 \* 本講義は演習形式で行われるので、受講者には主体的な参加が求められます。講義期間中、受講者は以下のような課題に取り組みます。  
 1) 書簡・電子メールの作文  
 2) モデル講演の模倣  
 3) 複数のごく短いプレゼンテーション  
 4) 短い研究発表 (最終発表)  
 また、受講者には他の受講者の発表を聞き、理想的な聴衆として振る舞うことが求められます。各発表の長さや日程は受講者数に応じて調整します。

## 履修上の注意 (Prerequisites and registration requirements)

- \* This course is designed for students at the level of TOEFL 50, IELTS 4.0, or TOEIC 500.
- \* The course is limited to 20 students. If more than 20 apply to take it, a selection will be made among those who attend the first class. If a student wants to take the course but for some unavoidable reason cannot attend the first class, he or she should contact the instructor beforehand.
- \* This course focuses on communication skills for academic settings. Students are required to participate in academic discussions as well as talk and write about their research.
- \* The class will be conducted in English and students are required to use as much English as possible.
- \* 本講義が想定する受講者の英語レベルはおおよそ次の通りです。TOEFL 50, IELTS 4.0, TOEIC 500
- \* 本講義は、受講者を20人に制限します。受講希望者が20人を超える場合、初回の授業で選抜を行います。初回授業を欠席する特段の理由がある場合には、事前に担当教員に連絡を取ってください。
- \* 本講義は、研究者や職業人としてのコミュニケーションスキルを学ぶことを目的としています。受講者には専門性の高い議論に参加することや、自身の研究について発表することを求めます。
- \* 講義はすべて英語で行います。

## 準備学習 (予習・復習等) の内容 (Preparation and Review)

Students will be required to submit an assignment before class and/or present it in class and review the feedback from the instructor after class every week. Submitted assignments will be used as discussion materials and shared with other students. 毎回の講義で課題を出します。課題は、その種類に応じて、次の講義前に提出、または講義中に発表してもらいます。講義後には、講義の内容および課題へのコメントを復習してもらいます。提出課題の内容は、講義中に討論の題材として用いることがあります。

## 教科書 (Textbook(s))

None. The instructor will provide class materials.

## 参考書 (Reference(s))

- ・ Swan, Michael. Practical English Usage. Fourth ed. Oxford University Press, 2016.
- ・ Wallwork, Adrian. English for Academic Correspondence. Second ed. Springer, 2016.
- ・ Wallwork, Adrian. English for Presentations at International Conferences. Second ed. Springer, 2016.

## 成績評価の方法 (Grading and Evaluation)

- \* Weekly assignments (presentations, correspondence, slides, scripts, etc.): 40%
  - \* Participation during class: 40%
  - \* Final presentation: 20%
- Evaluation will be based on the student's efforts and improvement during the term.  
 \* 毎週の課題: 40%  
 \* 講義への参加態度: 40%  
 \* 最終発表: 20%

評価は、学生の取り組み方および講義期間中の成長に対して行います。

## その他 (Other)

Always bring a good dictionary to class. Either paper or electronic is acceptable.

Subject	学術英語コミュニケーション(3) (中級) Fundamentals of English Communication Skills for Academic Settings (Intermediate)				
Campus	Surugadai	Semester	Spring	Credits	2
Instructor	中井 真木(Maki NAKAI) 大学院特任講師				

### 授業の概要・到達目標 (Course Summary and Objectives)

This course is designed to develop oral and writing skills needed to communicate with other scholars in English for students who have some experience in such settings or substantial experience of English communication in non-academic settings. Students will practice presentation, discussion, and writing correspondence through copying models, writing on their own, and organizing a mock panel discussion. The objective of the course is for students to acquire the skills and confidence needed to publish their scholarly achievements, to gain useful feedback from other scholars, and to build a global human network.

### 授業内容 (Course Contents)

Week 1: Introduction: Sharing experiences and challenges

Week 2: Cover letter 1, speech shadowing 1, listening to and analysis of model presentation 1

Week 3: Cover letter 2, speech shadowing 2, listening to and analysis of model presentation 2

Week 4: Correspondence with editors, organizers, and referees 1, speech shadowing 3, listening to and analysis of model presentation 3

Week 5: Correspondence with editors, organizers, and referees 2, speech shadowing 4, listening to and analysis of model presentation 4

Week 6: Presentation of copied model presentation

Week 7: Organizing a panel: writing proposals, finding ways to connect your research interests with larger themes

Week 8: Finding participants and refining the topic: application, requests, and replies

Week 9: Writing scripts and preparing slides

Week 10: Peer-reviewing: constructive exchanges

Week 11: Peer-reviewing and presentation skills

Week 12: Rehearsals

Week 13: Panel discussions

Week 14: Panel discussions and wrap up

\* The content will be adjusted to the size of the class and the level and needs of the students. The above schedule is subject to change.

\* This is not a lecture course. Students' active participation in writing, presenting, and discussing is essential to the success of the course. Students will be required

1) to write mock correspondence,

2) to copy a model presentation, and

3) to organize a mock panel discussion with other students (final project).

They must also act as a committed audience for other students' presentations. The schedule and length of presentations will depend on the size of the class.

### 履修上の注意 (Prerequisites and registration requirements)

\* This course builds on the Fundamentals of English Communication Skills for Academic Settings (Elementary).

\* It is designed for students at the level of TOEFL 57-86, IELTS 5.0, or TOEIC 550.

\* The course is limited to 20 students. If more than 20 apply to take it, a selection will be made among those who attend the first class. If a student wants to take the course but for some unavoidable reason cannot attend the first class, he or she should contact the instructor beforehand.

\* This course focuses on communication skills for academic settings. Students are required to participate in academic discussions as well as talk and write about their research.

\* The class will be conducted in English and students are required to use as much English as possible.

### 準備学習 (予習・復習等) の内容 (Preparation and Review)

Students will be required to submit an assignment before class and/or present it in class and to review the feedback from the instructor after class every week. Submitted assignments will be used as discussion materials and shared with other students.

### 教科書 (Textbook(s))

None. The instructor will provide class materials.

### 参考書 (Reference(s))

・ Swan, Michael. Practical English Usage. Fourth ed. Oxford University Press, 2016.

・ Wallwork, Adrian. English for Academic Correspondence. Second ed. Springer, 2016.

・ Wallwork, Adrian. English for Presentations at International Conferences. Second ed. Springer, 2016.

### 成績評価の方法 (Grading and Evaluation)

\* Weekly assignments (presentations, correspondence, slides, scripts, etc.): 40%

\* Participation during class: 40%

\* Final presentation: 20%

Evaluation will be based on the student's efforts and improvement during the term.

### その他 (Other)

Always bring a good dictionary to class. Either paper or electronic is acceptable.

Subject	学術英語コミュニケーション(4)・(5) (中級) Fundamentals of English Communication Skills for Academic Settings (Intermediate)				
Campus	Surugadai	Semester	Spring/Fall	Credits	2
Instructor	河 庚希 (Kyung Hee HA) 大学院特任講師				

### 授業の概要・到達目標 (Course Summary and Objectives)

This course aims to give students experience of communication and active participation in seminars and academic settings in English with a focus on 1) listening for main points in short lectures; 2) discussing values and opinions with others; and 3) short presentations -individual and in small groups (if appropriate). The general theme of the course is “Contemporary Japanese Society.” The students will develop confidence and strategies for active participation in various academic settings in English, and make a final presentation on their current research projects.

### 授業内容 (Course Contents)

The schedule is subject to change. The instructor will inform the students of any possible changes.

- Week 1: Introduction to the course & on English communication
- Week 2: Self introduction and presenting research projects
- Week 3: Contemporary Japanese society -various issues and challenges
- Week 4: Japan’s imperial past and beginning of multiculturalism
- Week 5: Collapse of Japanese empire and the birth of “homogeneous” Japan
- Week 6: Topical discussion I: Same-sex marriage
- Week 7: Topical discussion II: Newer immigrants and refugees
- Week 8: Current issues: topics of students’ choice 1
- Week 9: Current issues: topics of students’ choice 2
- Week 10: Preparing for group presentations
- Week 11: Group presentations
- Week 12: Individual Presentations on research 1
- Week 13: Individual Presentations on research 2
- Week 14: Review, reflection and wrap up

### 履修上の注意 (Prerequisites and registration requirements)

The class will be limited to 20 students and will be conducted in English. It is designed for students with around TOEIC 600, IELTS 4.5 or TOEFL 80. Students are required to use as much English as possible. Some of the topics may change to better meet students’ needs.

### 準備学習 (予習・復習等) の内容 (Preparation and Review)

Required

### 教科書 (Textbook(s))

None

### 参考書 (Reference(s))

A good dictionary

### 成績評価の方法 (Grading and Evaluation)

- Participation: 30%
- Weekly Assignment: 40%
- Final Presentation: 30%

### その他 (Other)

Weekly assignment will be given. 3 or more absences will result in zero score for attendance and participation. Missing 5 classes will result in a failing/no pass grade. 2 late arrivals = 1 absence. Leaving early = 1 absence. Auditing students must fulfill all requirements for the course.

Subject	学術英語コミュニケーション(6)・(7) (上級) Fundamentals of English Communication Skills for Academic Settings (Advanced)				
Campus	Surugadai	Semester	Spring/Fall	Credits	2
Instructor	河 庚希 (Kyung Hee HA) 大学院特任講師				

### 授業の概要・到達目標 (Course Summary and Objectives)

This course aims to give students experience of communication and active participation in seminars and academic settings in English with a focus on 1) listening for main points in short lectures; 2) discussing values and opinions with others; and 3) short presentations -individual and in small groups (if appropriate). The general theme of the course is “Contemporary Japanese Society.” The students will develop confidence and strategies for active participation in various academic settings in English, and make a final presentation on their current research projects.

### 授業内容 (Course Contents)

The schedule is subject to change. The instructor will inform the students of any possible changes.

Week 1: Introduction to the course & on English communication

Week 2: Self introduction and presenting research projects

Week 3: History of scientific development

Week 4: Rules and tips for oral communication

Week 5: Topical discussion: Reproductive rights

Week 6: Topical discussion: Nuclear power/weapons

Week 7: Topical discussion: Environmental issues

Week 8: Current issues: topics of students' choice 1

Week 9: Current issues: topics of students' choice 2

Week 10: Current issues: topics of students' choice 3

Week 11: Preparing for group presentations

Week 12: Group presentations

Week 13: Preparing for individual presentations

Week 14: Individual presentations on research; Q&A

### 履修上の注意 (Prerequisites and registration requirements)

The class will be limited to 20 students and will be conducted in English. It is designed for students with around TOEIC 800, IELTS 6 or TOEFL 100. Students are required to use as much English as possible. Some of the topics may change to better meet students' needs.

### 準備学習 (予習・復習等) の内容 (Preparation and Review)

Required

### 教科書 (Textbook(s))

None

### 参考書 (Reference(s))

A good dictionary

### 成績評価の方法 (Grading and Evaluation)

Participation: 30%

Weekly Assignment: 40%

Final Presentation: 30%

### その他 (Other)

Weekly assignment will be given. 3 or more absences will result in zero score for attendance and participation. Missing 5 classes will result in a failing/no pass grade. 2 late arrivals = 1 absence. Leaving early = 1 absence. Auditing students must fulfill all requirements for the course.

Subject	学術英語コミュニケーション(8)・(9) (初級) Fundamentals of English Communication Skills for Academic Settings (Elementary)				
Campus	Ikuta	Semester	Spring/Fall	Credits	2
Instructor	Simon A. STEVENS 経営学部兼任講師				

### 授業の概要・到達目標 (Course Summary and Objectives)

The aim of this course is to improve the students' presentation skills both in academic contexts (at universities, conferences) as well as working situations. Learning to present is a life skill, not just a study skill, so it will be a very practical course.

Students will learn how to plan and organize their ideas with a concrete central focus. We shall also work on using gestures and voice inflection to make the presentations clear and persuasive. Additionally, students will use visuals (graphs, charts and images) to make their information/data more accessible to their audience. Initially starting with poster presentations in pairs and groups to build self-confidence, we will then move onto computer-based presentations.

この講義は、学術的な場（大学、学会等）や職場におけるプレゼンテーションスキルを向上することが目的である。プレゼンテーションを学ぶことは、単なる学習スキルではなく、生きていく上で必要なスキルなので、大変実用的な講義である。講義では、学生が明確に自分自身のアイデアを計画・整理することを学び、プレゼンテーションをより明確及び説得力のあるものにするためのしぐさや声の抑揚も練習する。そして、聴衆がより理解しやすいように、情報やデータに視覚（図、表及び画像）を用いる。前半は自信を身につけるために、ペアやグループに分かれてポスタープレゼンテーションを行い、後半からはコンピュータープレゼンテーションの実習を予定している。

### 授業内容 (Course Contents)

The class schedule is as follows but may change according to student needs:

講義スケジュールは以下のとおりだが、履修者の希望によって内容を変更する場合もある；

- Week 1: Introduction to the course (オリエンテーション)
- Week 2: Posture & Eye Contact (姿勢とアイコンタクト)
- Week 3: Mini-Presentation 1 (ミニ・プレゼンテーション1)
- Week 4: Gestures (しぐさ)
- Week 5: Voice inflection (声の抑揚)
- Week 6: Mini-Presentation 2 (ミニ・プレゼンテーション2)
- Weeks 7 & 8: Effective visuals (効果的なビジュアル)
- Week 9: Mini-Presentation 3 (ミニ・プレゼンテーション3)
- Week 10: The Introduction (導入)
- Week 11: The Body (本文)
- Week 12: The Conclusion (まとめ)
- Week 13: Preparation for final presentations (最終プレゼンテーション準備)
- Week 14: Final Presentations (最終プレゼンテーション)

### 履修上の注意 (Prerequisites and registration requirements)

The class will be limited to 20 students and will be conducted in English.

履修定員を20名とし、授業は英語で実施する。

### 準備学習 (予習・復習等) の内容 (Preparation and Review)

Assignments will be given for each session.

各講義において課題を課す予定です。

### 教科書 (Textbook(s))

Speaking of Speech by Harrington & Beau, Macmillan

### 参考書 (Reference(s))

Please bring a good dictionary. 良い辞書を持参すること。

### 成績評価の方法 (Grading and Evaluation)

50% Class participation; 50% class assignments and presentations

50%参画度, 50%課題及びプレゼンテーション

### その他 (Other)

Subject	学術英語コミュニケーション(10)・(11) (初級) Fundamentals of English Communication Skills for Academic Settings (Elementary)				
Campus	Ikuta	Semester	Spring/Fall	Credits	2
Instructor	Gary J. WOLFF 理工学部兼任講師				

### 授業の概要・到達目標 (Course Summary and Objectives)

The objective of this course is to assist Japanese graduate students who are studying engineering, science, or a related field acquire the necessary technical communication and presentation skills to compete effectively in the globalized world of science and engineering. With Japan's prominent role in the world economy, there is an ever pressing need for Japanese engineers and scientists to possess those communication skills necessary to explain technical concepts and give presentations in English to international colleagues.

この講義の目的は、理工系分野を研究している大学院生に対し、研究分野において国際的に通用するコミュニケーション能力やプレゼン能力を養うためである。世界経済において突出した立場にある日本にとっては、日本人技術者や研究者が国際舞台において技術的な説明やプレゼンを英語で行う能力が必要とされている。

We will use a textbook where through a series of classroom mini-presentations, students will learn presentation basics, acquire pertinent technical vocabulary, improve listening comprehension skills, and be given sufficient pronunciation practice to boost their confidence in communicating with English speakers at academic conferences, poster sessions, and international symposiums.

授業では、教科書やミニプレゼンを用いながら、プレゼンの基礎、適切な専門用語の習得、聴解力強化について勉強します。また、学会、ポスターセッションや国際シンポジウム等での英語によるコミュニケーションへの自信をつけるために十分な発音練習も行なう。

By using our textbook, the internet, and other resources, students will gain real-life experience in actually communicating in technical English, where they will benefit from the instructor's many years of experience as a professional engineer.

また、教科書、インターネットやその他の媒体を用いながら、長年技術者としての経験を持つ担当教員により、受講者は実際に技術的な英語によるコミュニケーションを経験していく。

### 授業内容 (Course Contents)

- Class 1: Introduction of course content and class requirements
- Class 2: Vehicles (車両)
- Class 3: Space Station (宇宙ステーション)
- Class 4: Thermometer Scales (温度計)
- Class 5: Combustion Engine (燃焼エンジン)
- Class 6: Types of Bridges (橋の種類)
- Class 7: Ruby Laser (固体レーザー)
- Class 8: Technical Vocabulary Quiz 1 & course feedback (専門用語小テスト/前半の復習)
- Class 9: Experiment 1 (体験その1)
- Class 10: Pinhole Camera (ピンホールカメラ)
- Class 11: Electroplating (電気メッキ)
- Class 12: Gravity (重力)
- Class 13: Experiment 2 (体験その2)
- Class 14: Technical Vocabulary Quiz 2 & final wrap-up (専門用語小テスト/まとめ)

### 履修上の注意 (Prerequisites and registration requirements)

The class will be limited to 20 students and will be conducted in English. The content may be modified to better meet student needs. The recommended minimum TOEIC score is 500.

履修定員を20名とし、授業は英語で実施する。履修者の要望により、授業内容を変更する可能性もある。なお、履修者は TOEIC テストのスコアが500点以上であることが望ましい。

### 準備学習 (予習・復習等) の内容 (Preparation and Review)

After each week's class, students should review that day's classroom learning materials to prepare for the next class, focusing on key vocabulary from the textbook.

### 教科書 (Textbook(s))

"Presenting Science: Second Edition," Macmillan LanguageHouse, Timothy Kiggell/Kevin Cleary, 2008.

### 参考書 (Reference(s))

A good E→J/J→E dictionary would be useful. 良い辞書 (英和・和英) を使用すること。

### 成績評価の方法 (Grading and Evaluation)

- Class participation (参画度) —50%
- Homework and mini-presentations (課題・小プレゼンテーション) —40%
- Technical vocabulary quizzes (専門用語の小テスト) —10%

### その他 (Other)

Gary Wolff is a native of Houston, Texas, USA. He has a Master's degree from the University of Texas and is a former registered professional engineer. He has lived and worked in Tokyo since 1991 and has taught at over 80 different companies, schools, and agencies. In his free time, Gary is passionate about mountain climbing and has scaled all of Japan's 25 highest peaks. More details on Gary's background and life in Japan can be found at <http://garyjwolff.com>.

Subject	学術英語コミュニケーション(12)・(13) (中級) Fundamentals of English Communication Skills for Academic Settings (Intermediate)				
Campus	Ikuta	Semester	Spring	Credits	2
Instructor	中井 真木(Maki NAKAI) 大学院特任講師				

### 授業の概要・到達目標 (Course Summary and Objectives)

This course is designed to develop oral and writing skills needed to communicate with other scholars in English for students who have some experience in such settings or substantial experience of English communication in non-academic settings. Students will practice presentation, discussion, and writing correspondence through copying models, writing on their own, and organizing a mock panel discussion. The objective of the course is for students to acquire the skills and confidence needed to publish their scholarly achievements, to gain useful feedback from other scholars, and to build a global human network.

### 授業内容 (Course Contents)

Week 1: Introduction: Sharing experiences and challenges

Week 2: Cover letter 1, speech shadowing 1, listening to and analysis of model presentation 1

Week 3: Cover letter 2, speech shadowing 2, listening to and analysis of model presentation 2

Week 4: Correspondence with editors, organizers, and referees 1, speech shadowing 3, listening to and analysis of model presentation 3

Week 5: Correspondence with editors, organizers, and referees 2, speech shadowing 4, listening to and analysis of model presentation 4

Week 6: Presentation of copied model presentation

Week 7: Organizing a panel: writing proposals, finding ways to connect your research interests with larger themes

Week 8: Finding participants and refining the topic: application, requests, and replies

Week 9: Writing scripts and preparing slides

Week 10: Peer-reviewing: constructive exchanges

Week 11: Peer-reviewing and presentation skills

Week 12: Rehearsals

Week 13: Panel discussions

Week 14: Panel discussions and wrap up

\* The content will be adjusted to the size of the class and the level and needs of the students. The above schedule is subject to change.

\* This is not a lecture course. Students' active participation in writing, presenting, and discussing is essential to the success of the course. Students will be required

1) to write mock correspondence,

2) to copy a model presentation, and

3) to organize a mock panel discussion with other students (final project).

They must also act as a committed audience for other students' presentations. The schedule and length of presentations will depend on the size of the class.

### 履修上の注意 (Prerequisites and registration requirements)

\* This course builds on the Fundamentals of English Communication Skills for Academic Settings (Elementary).

\* It is designed for students at the level of TOEFL 57-86, IELTS 5.0, or TOEIC 550.

\* The course is limited to 20 students. If more than 20 apply to take it, a selection will be made among those who attend the first class. If a student wants to take the course but for some unavoidable reason cannot attend the first class, he or she should contact the instructor beforehand.

\* This course focuses on communication skills for academic settings. Students are required to participate in academic discussions as well as talk and write about their research.

\* The class will be conducted in English and students are required to use as much English as possible.

### 準備学習 (予習・復習等) の内容 (Preparation and Review)

Students will be required to submit an assignment before class and/or present it in class and to review the feedback from the instructor after class every week. Submitted assignments will be used as discussion materials and shared with other students.

### 教科書 (Textbook(s))

None. The instructor will provide class materials.

### 参考書 (Reference(s))

・ Swan, Michael. Practical English Usage. Fourth ed. Oxford University Press, 2016.

・ Wallwork, Adrian. English for Academic Correspondence. Second ed. Springer, 2016.

・ Wallwork, Adrian. English for Presentations at International Conferences. Second ed. Springer, 2016.

### 成績評価の方法 (Grading and Evaluation)

\* Weekly assignments (presentations, correspondence, slides, scripts, etc.): 40%

\* Participation during class: 40%

\* Final presentation: 20%

Evaluation will be based on the student's efforts and improvement during the term.

### その他 (Other)

Always bring a good dictionary to class. Either paper or electronic is acceptable.

Subject	学術英語コミュニケーション(14) (中級) Fundamentals of English Communication Skills for Academic Settings (Intermediate)				
Campus	Ikuta	Semester	Fall	Credits	2
Instructor	河 庚希 (Kyung Hee HA) 大学院特任講師				

### 授業の概要・到達目標 (Course Summary and Objectives)

This course aims to give students experience of communication and active participation in seminars and academic settings in English with a focus on 1) listening for main points in short lectures; 2) discussing values and opinions with others; and 3) short presentation -individual and in small groups (if appropriate). The general theme of the course is “Scientific Development and Challenges.” The students will develop confidence and strategies for active participation in various academic settings in English, and make a final presentation on their current research projects.

### 授業内容 (Course Contents)

The schedule is subject to change. The instructor will inform the students of any possible changes.

Week 1: Introduction to the course & on English communication

Week 2: Self introduction and presenting research projects

Week 3: History of scientific development

Week 4: Rules and tips for oral communication

Week 5: Topical discussion: Reproductive rights

Week 6: Topical discussion: Nuclear power/weapons

Week 7: Topical discussion: Environmental issues

Week 8: Current issues: topics of students' choice 1

Week 9: Current issues: topics of students' choice 2

Week 10: Current issues: topics of students' choice 3

Week 11: Preparing for group presentations

Week 12: Group presentations

Week 13: Preparing for individual presentations

Week 14: Individual presentations on research; Q&A

### 履修上の注意 (Prerequisites and registration requirements)

The class will be limited to 20 students and will be conducted in English. It is designed for students with around TOEIC 550, IELTS 5 or TOEFL 70. Students are required to use as much English as possible. Some of the topics may change to better meet students' needs.

### 準備学習 (予習・復習等) の内容 (Preparation and Review)

Required

### 教科書 (Textbook(s))

None

### 参考書 (Reference(s))

A good dictionary

### 成績評価の方法 (Grading and Evaluation)

Participation: 30%

Weekly Assignment: 40%

Final Presentation: 30%

### その他 (Other)

Weekly assignment will be given. 3 or more absences will result in zero score for attendance and participation. Missing 5 classes will result in a failing/no pass grade. 2 late arrivals = 1 absence. Leaving early = 1 absence. Auditing students must fulfill all requirements for the course.

Subject	学術英語コミュニケーション(15)・(16) (初級) Fundamentals of English Communication Skills for Academic Settings (Elementary)				
Campus	Nakano	Semester	Spring	Credits	2
Instructor	中井 真木(Maki NAKAI) 大学院特任講師				

## 授業の概要・到達目標 (Course Summary and Objectives)

This course is designed to develop the English communication skills needed in settings such as international conferences, seminars, and workshops for students who have had little exposure to such occasions. First students will be introduced to the basics of communication with scholars of various backgrounds at different levels of formality, including manners both in oral and written communication, and also to ways to improve communication skills by themselves. Then students will practice presentation and discussion skills through copying models, discussing various issues, and organizing their own presentations. The objective of the course is for students to acquire basic skills in communication and self-training and to gain confidence in communicating in English. 本講義では、国際学会やセミナー、ワークショップ等で必要となる英語でのコミュニケーション技能を向上させます。講義の前半では、これまでこういった場で英語を使用した経験の乏しい学生のために、メールの書き方、会話の始め方やマナー、またコミュニケーション技能を自習する手段を学びます。後半では、手本となる講演の模倣や討論、短い口頭発表の作成および他の受講者と協力しての練習を重ねることで、英語での講演や議論の実践的スキルを学びます。授業の到達目標は、基本的なコミュニケーション技能および自習手段を習得し、英語で交流するための自信を得ることです。

## 授業内容 (Course Contents)

- Week 1: Introduction: Academic settings in which you need to use English and ways of finding models and self-exercise materials
  - Week 2: Beginning communication in English: email greetings; starting a conversation
  - Week 3: Developing communication in English: writing requests and replies; asking, answering, and avoiding answers in conversation
  - Week 4: Cover letter, short presentation (self-introduction), listening to and analysis of model presentation
  - Week 5: Cover letter 2, short presentation (research interests), listening to and analysis of model presentation 2
  - Week 6: Cover letter 3, short presentation (hot topics), listening to and analysis of model presentation 3
  - Week 7: Speech shadowing 1, organization of effective presentations
  - Week 8: Speech shadowing 2, slides and scripts
  - Week 9: Speech shadowing 3, improving speech style
  - Week 10: Speech shadowing 4, meaningful questions and responses
  - Week 11: Speech shadowing 5, gaining useful feedback
  - Week 12: Rehearsals
  - Week 13: Final presentation
  - Week 14: Final presentation and wrap up
- \* The content will be adjusted to the size of the class and the level and needs of the students. The above schedule is subject to change.  
 \* This is not a lecture course. Students' active participation in writing, presenting, and discussing is essential to the success of the course. Students will be required
- 1) to write mock correspondence,
  - 2) to copy a model presentation,
  - 3) to give several brief presentations, and
  - 4) to give a short mock original presentation (final presentation).

They must also act as a committed audience for other students' presentations. The schedule and the length of presentations will depend on the size of the class.  
 \* 講義内容は受講者の数や関心、レベルに合わせて調整します。そのため、上記の日程は変更する可能性があります。  
 \* 本講義は演習形式で行われるので、受講者には主体的な参加が求められます。講義期間中、受講者は以下のような課題に取り組みます。  
 1) 書簡・電子メールの作文  
 2) モデル講演の模倣  
 3) 複数のごく短いプレゼンテーション  
 4) 短い研究発表 (最終発表)  
 また、受講者には他の受講者の発表を聞き、理想的な聴衆として振る舞うことが求められます。各発表の長さや日程は受講者数に応じて調整します。

## 履修上の注意 (Prerequisites and registration requirements)

- \* This course is designed for students at the level of TOEFL 50, IELTS 4.0, or TOEIC 500.
- \* The course is limited to 20 students. If more than 20 apply to take it, a selection will be made among those who attend the first class. If a student wants to take the course but for some unavoidable reason cannot attend the first class, he or she should contact the instructor beforehand.
- \* This course focuses on communication skills for academic settings. Students are required to participate in academic discussions as well as talk and write about their research.
- \* The class will be conducted in English and students are required to use as much English as possible.
- \* 本講義が想定する受講者の英語レベルはおおよそ次の通りです。 TOEFL 50, IELTS 4.0, TOEIC 500
- \* 本講義は、受講者を20人に制限します。受講希望者が20人を超える場合、初回の授業で選抜を行います。初回授業を欠席する特段の理由がある場合には、事前に担当教員に連絡を取ってください。
- \* 本講義は、研究者や職業人としてのコミュニケーションスキルを学ぶことを目的としています。受講者には専門性の高い議論に参加することや、自身の研究について発表することを求めます。
- \* 講義はすべて英語で行います。

## 準備学習 (予習・復習等) の内容 (Preparation and Review)

Students will be required to submit an assignment before class and/or present it in class and review the feedback from the instructor after class every week. Submitted assignments will be used as discussion materials and shared with other students. 毎回の講義で課題を出します。課題は、その種類に応じて、次の講義前に提出、または講義中に発表してもらいます。講義後には、講義の内容および課題へのコメントを復習してもらいます。提出課題の内容は、講義中に討論の題材として用いることがあります。

## 教科書 (Textbook(s))

None. The instructor will provide class materials.

## 参考書 (Reference(s))

- ・ Swan, Michael. Practical English Usage. Fourth ed. Oxford University Press, 2016.
- ・ Wallwork, Adrian. English for Academic Correspondence. Second ed. Springer, 2016.
- ・ Wallwork, Adrian. English for Presentations at International Conferences. Second ed. Springer, 2016.

## 成績評価の方法 (Grading and Evaluation)

- \* Weekly assignments (presentations, correspondence, slides, scripts, etc.): 40%
  - \* Participation during class: 40%
  - \* Final presentation: 20%
- Evaluation will be based on the student's efforts and improvement during the term.  
 \* 毎週の課題: 40%  
 \* 講義への参加態度: 40%  
 \* 最終発表: 20%

評価は、学生の取り組み方および講義期間中の成長に対して行います。

## その他 (Other)

Always bring a good dictionary to class. Either paper or electronic is acceptable.

Subject	学術英語コミュニケーション(17) (初級) Fundamentals of English Communication Skills for Academic Settings (Elementary)				
Campus	Nakano	Semester	Fall	Credits	2
Instructor	河 庚希 (Kyung Hee HA) 大学院特任講師				

### 授業の概要・到達目標 (Course Summary and Objectives)

This course trains students who have had little exposure to English with presentation and communication skills in such settings as international conferences and symposiums. The students will learn how to effectively convey their opinions, interact with people in different situations -both academic and non-academic, and confidently present their research papers.

本講義は、英語を使用する機会が少なかったり、しばらく英語を話していない学生のための英語のコミュニケーションスキルを向上させるためのものである。国際学会やシンポジウムで、自信を持って研究成果を発表し、他の参加者たちと会話ができるように一学期を通して様々なトレーニングを行う。

### 授業内容 (Course Contents)

The schedule is subject to change. The instructor will inform the students of any possible changes.

内容は変わることがある。

Week 1: Introduction オリエンテーション

Week 2: Self-introduction and talking about your research 自己紹介・自分の研究について

Week 3: Conversation strategies 会話の手順

Week 4: Small talk 1-Japan 日本について

Week 5: Small talk 2-hobbies 趣味について

Week 6: Small talk 3-current issues 時事問題について

Week 7: Rules and tips for oral communication -英語コミュニケーションのルールとコツ

Week 8: Preparing for group presentation -グループ・プレゼンテーションの準備

Week 9: Group Presentation 1 -グループ・プレゼンテーション 1

Week 10: Group Presentation 2 -グループ・プレゼンテーション 2

Week 11: Student topics 個別テーマ準備

Week 12: Presentation skills プレゼンテーション・スキル

Week 13: Student presentation -introducing your research 1—個別プレゼンテーション 1

Week 14: Student presentation -introducing your research 2—個別プレゼンテーション 2

### 履修上の注意 (Prerequisites and registration requirements)

The class will be limited to 20 students and will be conducted in English. It is designed for students with around TOEIC 500, IELTS 4.0 or TOEFL 60. Students are required to use as much English as possible. Some of the topics may change to better meet students' needs.

### 準備学習 (予習・復習等) の内容 (Preparation and Review)

Required

### 教科書 (Textbook(s))

None

### 参考書 (Reference(s))

A good dictionary

Murphy, Raymond. *English Grammar in Use: A Self Study Reference and Practice Book for Intermediate Students*. Cambridge: Cambridge University Press, 2012.

### 成績評価の方法 (Grading and Evaluation)

Participation: 30%

Weekly Assignment: 40%

Final Presentation: 30%

### その他 (Other)

Weekly assignment will be given. 3 or more absences will result in zero score for attendance and participation. Missing 5 classes will result in a failing/no pass grade. 2 late arrivals = 1 absence. Leaving early = 2 absence. Auditing students must fulfill all requirements for the course.

毎週課題が出ます。欠席3回で、Attendance & Participation ポイントがゼロになり、5回以上で落第となります。

遅刻2回=欠席1回、早退=欠席1回

聴講生も、受講生と同じように出席、課題に取り組んでください。

Subject	学術英語コミュニケーション(18) (中級) Fundamentals of English Communication Skills for Academic Settings (Intermediate)				
Campus	Nakano	Semester	Fall	Credits	2
Instructor	河 庚希 (Kyung Hee HA) 大学院特任講師				

### 授業の概要・到達目標 (Course Summary and Objectives)

This course aims to give students experience of communication and active participation in seminars and academic settings in English with a focus on 1) listening for main points in short lectures; 2) discussing values and opinions with others; and 3) short presentations -individual and in small groups (if appropriate). The general theme of the course is “Contemporary Japanese Society.” The students will develop confidence and strategies for active participation in various academic settings in English, and make a final presentation on their current research projects.

### 授業内容 (Course Contents)

The schedule is subject to change. The instructor will inform the students of any possible changes.

- Week 1: Introduction to the course & on English communication
- Week 2: Self introduction and presenting research projects
- Week 3: Contemporary Japanese society -various issues and challenges
- Week 4: Japan’s imperial past and beginning of multiculturalism
- Week 5: Collapse of Japanese empire and the birth of “homogeneous” Japan
- Week 6: Topical discussion I: Same-sex marriage
- Week 7: Topical discussion II: Newer immigrants and refugees
- Week 8: Current issues: topics of students’ choice 1
- Week 9: Current issues: topics of students’ choice 2
- Week 10: Preparing for group presentations
- Week 11: Group presentations
- Week 12: Individual Presentations on research 1
- Week 13: Individual Presentations on research 2
- Week 14: Review, reflection and wrap up

### 履修上の注意 (Prerequisites and registration requirements)

The class will be limited to 20 students and will be conducted in English. It is designed for students with around TOEIC 550, IELTS 5 or TOEFL 70. Students are required to use as much English as possible. Some of the topics may change to better meet students’ needs.

### 準備学習 (予習・復習等) の内容 (Preparation and Review)

Required

### 教科書 (Textbook(s))

None

### 参考書 (Reference(s))

A good dictionary

### 成績評価の方法 (Grading and Evaluation)

Participation: 30%

Weekly Assignment: 40%

Final Presentation: 30%

### その他 (Other)

Weekly assignment will be given. 3 or more absences will result in zero score for attendance and participation. Missing 5 classes will result in a failing/no pass grade. 2 late arrivals = 1 absence. Leaving early = 1 absence. Auditing students must fulfill all requirements for the course.

Subject	英文学術論文研究方法論(1)・(2) (初級) Fundamentals of Writing Academic Papers in English (Elementary)				
Campus	Surugadai	Semester	Spring/Fall	Credits	2
Instructor	中井 真木(Maki NAKAI) 大学院特任講師				

## 授業の概要・到達目標 (Course Summary and Objectives)

This course consists of a sequence of exercises in drafting and editing that will help students to enhance their vocabulary, grammar, and stylistic knowledge of academic English. The content of the class will be tailored to meet students' needs. Students are encouraged to bring to class English writings they need to work on, such as an abstract or an introduction to a paper. As a final essay, students will refine one of the class assignments and submit it.

The objective of the course is for students to develop basic skills in academic writing and gain confidence in writing in English.

本講義では、作文と校正の繰り返しを通して、学術英語の語彙、文法、スタイル等の知識を向上させます。講義内容は受講生の必要に応じて調整します。論文の要旨や序論等、現在取り組んでいる、あるいはこれから取り組みたいものがある場合には、ぜひ担当教員に相談してください。学期末には、期末課題として、学期中に取り組んだ作文の中から1つを完成させて提出します。

本講義の到達目標は、今後、英文学術論文を執筆していく拠り所となる基礎技能を獲得することです。

## 授業内容 (Course Contents)

The course consists of four units. In each unit, students will watch a short film and write a short essay on it. They will analyze the film from a perspective related to their research field and cite sources to back up their analysis. Through this process, they will learn how to structure an academic essay, cite sources in English, compile a bibliography, and use style guides.

- Week 1: Introduction: Tools for writing academic English
- Week 2: Unit 1-1; Structure of academic papers
- Week 3: Unit 1-2; Paragraph writing
- Week 4: Unit 1-3; Topic sentences
- Week 5: Unit 2-1; Citations and notes - how to use style guides
- Week 6: Unit 2-2; Annotated bibliography
- Week 7: Unit 2-3; Formulating research questions
- Week 8: Unit 3-1; Research question and thesis
- Week 9: Unit 3-2; Outlining a research paper
- Week 10: Unit 3-3; Improvement of outline
- Week 11: Unit 4-1; Writing an introduction
- Week 12: Unit 4-2; Writing a conclusion
- Week 13: Unit 4-3; Writing an abstract
- Week 14: Wrap up

\* The content will be adjusted to the size of the class and the level and needs of the students, and the above schedule is subject to change. In particular, priority will be given to students' requests for assistance in improving their research papers or abstracts.

\* This is not a lecture course. Students' active participation in writing, reviewing, and discussing is essential to the success of the course.

\* 本講義は4つのユニットから成ります。各ユニットでは、短い動画を1本視聴し、受講生それぞれの専門分野の視点から分析した短い論考を書きます。この作業を通じて、英語学術論文の構成、文献の引用、参考文献表の作成、スタイルガイドの利用について学びます。

\* 講義内容は受講者の数や関心、レベルに合わせて調整します。そのため、上記の日程は変更する可能性があります。特に、英語の論文・要旨の執筆指導の希望がある場合には、それらを優先します。

\* 本講義は演習形式で行われるので、受講者には主体的な参加が求められます。

## 履修上の注意 (Prerequisites and registration requirements)

\* This course is designed for students at the level of TOEFL 50, IELTS 4.0, or TOEIC 500.

\* The course is limited to 20 students. If more than 20 apply to take it, a selection will be made among those who attend the first class. If a student wants to take the course but for some unavoidable reason cannot attend the first class, he or she should contact the instructor beforehand.

\* The class will be conducted in English and students are required to use as much English as possible.

\* 本講義が想定する受講者の英語レベルはおおよそ次の通りです。TOEFL 50, IELTS 4.0, TOEIC 500

\* 本講義は、受講者を20人に制限します。受講希望者が20人を超える場合、初回の授業で選抜を行います。初回授業を欠席する特段の理由がある場合には、事前に担当教員に連絡を取ってください。

\* 講義はすべて英語で行います。

## 準備学習 (予習・復習等) の内容 (Preparation and Review)

Students will be required to submit an assignment before every class and to review the feedback from the instructor after class. Submitted assignments will be used as discussion materials and shared with other students.

毎回の講義前に課題を提出してもらいます。講義後には、講義の内容および課題へのコメントを復習してもらいます。提出課題の内容は、講義中に討論の題材として用いることがあります。

## 教科書 (Textbook(s))

None. The instructor will provide class materials.

## 参考書 (Reference(s))

- ・ A standard style guide such as the following or one used in the student's particular field
- ・ MLA Handbook for Writers of Research Papers. Eighth ed. Modern Language Association of America, 2016.
- ・ Turabian, Kate L. A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers. University of Chicago Press, 2013.
- ・ Concise Rules of APA Style. American Psychological Association, 2010.
- ・ Swan, Michael. Practical English Usage. Fourth ed. Oxford University Press, 2016.
- ・ Murphy, Raymond. English Grammar in Use: A Self Study Reference and Practice Book for Intermediate Students of English. Fourth ed. Cambridge University Press, 2015.

## 成績評価の方法 (Grading and Evaluation)

Weekly assignments: 40%

Participation during class: 40%

Final paper: 20%

Evaluation will be based on the student's efforts and improvement during the term.

\* 毎週の課題: 40%

\* 講義への参加態度: 40%

\* 最終課題: 20%

評価は、学生の取り組み方および講義期間中の成長に対して行います。

## その他 (Other)

Always bring a good dictionary and a style guide to class. Either paper or electronic is acceptable.

Subject	英文学術論文研究方法論(3) (中級) Fundamentals of Writing Academic Papers in English (Intermediate)				
Campus	Surugadai	Semester	Fall	Credits	2
Instructor	中井 真木(Maki NAKAI) 大学院特任講師				

### 授業の概要・到達目標 (Course Summary and Objectives)

This course consists of a sequence of exercises in drafting, editing, and peer-reviewing a research paper. As a final project, the students will write a book review, a review article, or a short research paper in their specialized areas of study. The objective of the course is for students to strengthen their skills in academic writing and gain confidence in writing research papers in English.

### 授業内容 (Course Contents)

Week 1: Introduction to intermediate academic writing  
 Week 2: Conventions of research papers  
 Week 3: Reviews and formulation of research questions  
 Week 4: Annotated bibliography  
 Week 5: Analysis of model book reviews  
 Week 6: Writing a book review  
 Week 7: Improvement of book review  
 Week 8: Analysis of model review articles  
 Week 9: Writing a review article  
 Week 10: Improvement of review article  
 Week 11: Outlining a research paper  
 Week 12: Developing logical arguments  
 Week 13: Effective introduction and conclusion  
 Week 14: Wrap up

\* The content will be adjusted to the size of the class and the level and needs of the students. The above schedule is subject to change.

\* This is not a lecture course. Students' active participation in writing, reviewing, and discussing is essential to the success of the course.

\* For the final project, students will be required to set their own goal and actively commit themselves to achieving it.

### 履修上の注意 (Prerequisites and registration requirements)

\* This course builds on the Fundamentals of Writing Academic Papers in English (Elementary).

\* It is designed for students at the level of TOEFL 57-86, IELTS 5.0, or TOEIC 550.

\* The course is limited to 20 students. If more than 20 apply to take it, a selection will be made among those who attend the first class. If a student wants to take the course but for some unavoidable reason cannot attend the first class, he or she should contact the instructor beforehand.

\* The class will be conducted in English.

### 準備学習 (予習・復習等) の内容 (Preparation and Review)

Students will be required to submit an assignment before every class and to review the feedback from the instructor after class. Submitted assignments will be used as discussion materials and shared with other students.

### 教科書 (Textbook(s))

None. The instructor will provide class materials.

### 参考書 (Reference(s))

- A standard style guide such as the following or one used in the student's particular field
- MLA Handbook for Writers of Research Papers. Eighth ed. Modern Language Association of America, 2016.
- Turabian, Kate L. A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers. University of Chicago Press, 2013.
- Concise Rules of APA Style. American Psychological Association, 2010.
- Swan, Michael. Practical English Usage. Fourth ed. Oxford University Press, 2016.
- Wallwork, Adrian. English for Writing Research Papers. Second ed. Springer, 2016.
- Wallwork, Adrian. English for Research: Grammar, Usage and Style. Second ed. Springer, 2016.

### 成績評価の方法 (Grading and Evaluation)

\* Weekly assignments: 40%

\* Participation during class: 40%

\* Final paper: 20%

Evaluation will be based on the student's efforts and improvement during the term.

### その他 (Other)

Always bring a good dictionary and a style guide to class. Either paper or electronic is acceptable.

Subject	英文学術論文研究方法論(4)・(5) (中級) Fundamentals of Writing Academic Papers in English (Intermediate)				
Campus	Surugadai	Semester	Spring/Fall	Credits	2
Instructor	河 庚希 (Kyung Hee HA) 大学院特任講師				

### 授業の概要・到達目標 (Course Summary and Objectives)

This course builds on the “Fundamentals of Writing Academic Papers in English (Intermediate),” and aims to guide students through the process of drafting, writing, editing and peer-reviewing a research paper in the students’ specialized areas of study. The paper length can be decided by consulting with the instructor. In the first half of the semester, the students will focus on reading and summarizing newspaper and academic articles in order to familiarize themselves with the logistical structure, appropriate linguistic features, and citation and bibliography conventions. In the second half, students will begin working on a research paper, develop argumentation, and write several drafts before they submit a final version. Students will peer-review each other’s paper and provide constructive feedback on it. The instructor will also provide support, feedback and evaluation.

### 授業内容 (Course Contents)

The schedule is subject to change. The instructor will inform the students of any possible changes.

- Week 1: Introduction on academic English writing
- Week 2: Formulating and refining research questions
- Week 3: Bibliography ?identifying key texts
- Week 4: Annotated bibliography
- Week 5: Literature review I
- Week 6: Literature review II
- Week 7: Abstract/research proposal
- Week 8: Review and catch up
- Week 9: Feedback and editing
- Week 10: Citations -deciphering academic journals and avoiding plagiarism
- Week 11: Feedback and editing
- Week 12: Feedback and editing
- Week 13: Student presentation
- Week 14: Review and evaluation

### 履修上の注意 (Prerequisites and registration requirements)

The class will be limited to 20 students and will be conducted in English. It is designed for students with around TOEIC 600, IELTS 4.5 or TOEFL 80. Students are required to use as much English as possible. Some of the topics may change to better meet students’ needs.

### 準備学習 (予習・復習等) の内容 (Preparation and Review)

Required

### 教科書 (Textbook(s))

None

### 参考書 (Reference(s))

Murphy, Raymond. *English Grammar in Use: A Self Study Reference and Practice Book for Intermediate Students*. Cambridge: Cambridge University Press, 2012.

Style guide for MLA, APA and others of student’s choice.

### 成績評価の方法 (Grading and Evaluation)

Participation: 30%

Writing Assignments: 40%

Final Paper and Presentation: 30%

### その他 (Other)

Weekly assignment will be given. 3 or more absences will result in zero score for attendance and participation. Missing 5 classes will result in a failing/no pass grade. 2 late arrivals = 1 absence. Leaving early = 1 absence. Auditing students must fulfill all requirements for the course.

Subject	英文学術論文研究方法論(6) (上級) Fundamentals of Writing Academic Papers in English (Advanced)				
Campus	Surugadai	Semester	Spring	Credits	2
Instructor	河 庚希 (Kyung Hee HA) 大学院特任講師				

### 授業の概要・到達目標 (Course Summary and Objectives)

This course builds on the “Fundamentals of Writing Academic Papers in English (Intermediate),” and aims to guide students through the process of drafting, writing, editing and peer-reviewing a research paper in the students’ specialized areas of study. The paper length can be decided by consulting with the instructor. In the first half of the semester, the students will focus on reading and summarizing newspaper and academic articles in order to familiarize themselves with the logistical structure, appropriate linguistic features, and citation and bibliography conventions. In the second half, students will begin working on a research paper, develop argumentation, and write several drafts before they submit a final version. Students will peer-review each other’s paper and provide constructive feedback on it. The instructor will also provide support, feedback and evaluation.

### 授業内容 (Course Contents)

The schedule is subject to change. The instructor will inform the students of any possible changes.

- Week 1: Introduction on academic English writing
- Week 2: Formulating and refining research questions
- Week 3: Bibliography -identifying key texts
- Week 4: Annotated bibliography
- Week 5: Literature review I
- Week 6: Literature review II
- Week 7: Abstract/research proposal
- Week 8: Review and catch up
- Week 9: Feedback and editing
- Week 10: Citations -deciphering academic journals and avoiding plagiarism
- Week 11: Feedback and editing
- Week 12: Feedback and editing
- Week 13: Student presentation
- Week 14: Review and evaluation

### 履修上の注意 (Prerequisites and registration requirements)

The class will be limited to 20 students and will be conducted in English. It is designed for students with around TOEIC 800, IELTS 6 or TOEFL 100. Students are required to use as much English as possible. Some of the topics may change to better meet students’ needs.

### 準備学習 (予習・復習等) の内容 (Preparation and Review)

Required

### 教科書 (Textbook(s))

None

### 参考書 (Reference(s))

Murphy, Raymond. *English Grammar in Use: A Self Study Reference and Practice Book for Intermediate Students*. Cambridge: Cambridge University Press, 2012.

Style guide for MLA, APA and others of student’s choice.

### 成績評価の方法 (Grading and Evaluation)

Participation: 30%

Writing Assignments: 40%

Final Paper and Presentation: 30%

### その他 (Other)

Weekly assignment will be given. 3 or more absences will result in zero score for attendance and participation. Missing 5 classes will result in a failing/no pass grade. 2 late arrivals = 1 absence. Leaving early = 1 absence. Auditing students must fulfill all requirements for the course.

Subject	英文学術論文研究方法論(9)・(10) (初級) Fundamentals of Writing Academic Papers in English (Elementary)				
Campus	Ikuta	Semester	Spring/Fall	Credits	2
Instructor	Simon A. STEVENS 経営学部兼任講師				

### 授業の概要・到達目標 (Course Summary and Objectives)

This course aims to consolidate academic writing skills covered at undergraduate level and then build on and develop these skills. We will work through all the stages of planning (brainstorming); structuring (introduction, body & conclusion); and producing an essay (formatting and citations). Other skills covered include note-taking and proofreading. The course will also look at different essay types, such as comparison and contrast, problem/solution and research report writing.

この講義はすでに学部レベルのライティングスキルをより強化することを目的としている。計画(ブレイクストーミング)、構成(序論、本文及び結論);そして論文作成(書式設定及び引用)の全てに取り組む予定である。その他ノートテイキングや構成に関するスキルについても学ぶ。

また、比較対比、問題解決や研究レポート等、様々な論文を取り上げる予定である。

### 授業内容 (Course Contents)

The class schedule will be as follows but may change according to student needs:

講義スケジュールは以下のとおり予定しているが、履修者の希望によって変更する場合もある:

Week 1: Introduction to the course (オリエンテーション)

Weeks 2 & 3: The Beginning – brainstorming techniques (冒頭—ブレイクストーミング技法)

Weeks 4 & 5: Paragraphing (unity and cohesion) (パラグラフ練習(統一及び結合))

Week 6: Making an outline (概要の作成)

Week 7: Thesis statements (主旨)

Week 8 & 9: Introductions (序論)

Week 10: Conclusions (結論)

Week 11: Supporting evidence (根拠となる証拠)

Week 12: Citations (引用)

Week 13: Writing workshop on problem areas (ライティング演習)

Week 14: Feedback (フィードバック)

### 履修上の注意 (Prerequisites and registration requirements)

The class will be limited to 20 students and will be conducted in English.

履修定員を20名とし、授業は英語で実施する。

### 準備学習(予習・復習等)の内容 (Preparation and Review)

Assignments will be given for each session.

各講義において課題を課す予定です。

### 教科書 (Textbook(s))

Write Ahead by Jane McElroy, *Macmillan*

### 参考書 (Reference(s))

Introduction to Academic Writing, Oshima & Hogue, *Longman*

Please also bring a good dictionary

### 成績評価の方法 (Grading and Evaluation)

50% class participation; 50% Writing assignments

50%参画度, 50%課題

### その他 (Other)

Subject	英文学術論文研究方法論(11) (中級) Fundamentals of Writing Academic Papers in English (Intermediate)				
Campus	Ikuta	Semester	Fall	Credits	2
Instructor	中井 真木(Maki NAKAI) 大学院特任講師				

### 授業の概要・到達目標 (Course Summary and Objectives)

This course consists of a sequence of exercises in drafting, editing, and peer-reviewing a research paper. As a final project, the students will write a review article or a short research paper in their specialized areas of study. The objective of the course is for students to strengthen their skills in academic writing and gain confidence in writing research papers in English.

### 授業内容 (Course Contents)

Week 1: Introduction to intermediate academic writing  
 Week 2: Conventions of research papers  
 Week 3: Reviews and formulation of research questions  
 Week 4: Analysis of model papers  
 Week 5: Outlining a research paper  
 Week 6: Introduction  
 Week 7: Introduction 2 and acknowledgement  
 Week 8: Methodology section  
 Week 9: Results  
 Week 10: Discussion  
 Week 11: Discussion 2  
 Week 12: Conclusion  
 Week 13: Abstract  
 Week 14: Wrap up

\* The content will be adjusted to the size of the class and the level and needs of the students. The above schedule is subject to change.

\* This is not a lecture course. Students' active participation in writing, reviewing, and discussing is essential to the success of the course.

\* For the final project, students will be required to set their own goal and actively commit themselves to achieving it.

### 履修上の注意 (Prerequisites and registration requirements)

\* This course is designed for students at the level of TOEFL 57-86, IELTS 5.0, or TOEIC 550.

\* The course is limited to 20 students. If more than 20 apply to take it, a selection will be made among those who attend the first class. If a student wants to take the course but for some unavoidable reason cannot attend the first class, he or she should contact the instructor beforehand.

\* The class will be conducted in English.

### 準備学習 (予習・復習等) の内容 (Preparation and Review)

Students will be required to submit an assignment before every class and to review the feedback from the instructor after class. Submitted assignments will be used as discussion materials and shared with other students.

### 教科書 (Textbook(s))

・ Glasman-Deal, Hilary. Science Research Writing for Non-Native Speakers of English. Imperial College Press, 2010.

### 参考書 (Reference(s))

・ Wallwork, Adrian. English for Writing Research Papers. Second ed. Springer, 2016.

・ Swan, Michael. Practical English Usage. Fourth ed. Oxford University Press, 2016.

### 成績評価の方法 (Grading and Evaluation)

\* Weekly assignments: 40%

\* Participation during class: 40%

\* Final paper: 20%

Evaluation will be based on the student's efforts and improvement during the term.

### その他 (Other)

Always bring a good dictionary and a style guide to class. Either paper or electronic is acceptable.

Subject	英文学術論文研究方法論(12) (初級) Fundamentals of Writing Academic Papers in English (Elementary)				
Campus	Izumi	Semester	Fall	Credits	2
Instructor	中井 真木(Maki NAKAI) 大学院特任講師				

### 授業の概要・到達目標 (Course Summary and Objectives)

This course consists of a sequence of exercises in drafting and editing that will help students to enhance their vocabulary, grammar, and stylistic knowledge of academic English. The content of the class will be tailored to meet students' needs. Students are encouraged to bring to class English writings they need to work on, such as an abstract or an introduction to a paper. As a final essay, students will refine one of the class assignments and submit it.

The objective of the course is for students to develop basic skills in academic writing and gain confidence in writing in English.

本講義では、作文と校正の繰り返しを通して、学術英語の語彙、文法、スタイル等の知識を向上させます。講義内容は受講生の必要に応じて調整します。論文の要旨や序論等、現在取り組んでいる、あるいはこれから取り組みたいものがある場合には、ぜひ担当教員に相談してください。学期末には、期末課題として、学期中に取り組んだ作文の中から1つを完成させて提出します。

本講義の到達目標は、今後、英文学術論文を執筆していく拠り所となる基礎技能を獲得することです。

### 授業内容 (Course Contents)

The course consists of four units. In each unit, students will watch a short film and write a short essay on it. They will analyze the film from a perspective related to their research field and cite sources to back up their analysis. Through this process, they will learn how to structure an academic essay, cite sources in English, compile a bibliography, and use style guides.

- Week 1: Introduction: Tools for writing academic English
- Week 2: Unit 1-1; Structure of academic papers
- Week 3: Unit 1-2; Paragraph writing
- Week 4: Unit 1-3; Topic sentences
- Week 5: Unit 2-1; Citations and notes - how to use style guides
- Week 6: Unit 2-2; Annotated bibliography
- Week 7: Unit 2-3; Formulating research questions
- Week 8: Unit 3-1; Research question and thesis
- Week 9: Unit 3-2; Outlining a research paper
- Week 10: Unit 3-3; Improvement of outline
- Week 11: Unit 4-1; Writing an introduction
- Week 12: Unit 4-2; Writing a conclusion
- Week 13: Unit 4-3; Writing an abstract
- Week 14: Wrap up

\* The content will be adjusted to the size of the class and the level and needs of the students, and the above schedule is subject to change. In particular, priority will be given to students' requests for assistance in improving their research papers or abstracts.

\* This is not a lecture course. Students' active participation in writing, reviewing, and discussing is essential to the success of the course.

\* 本講義は4つのユニットから成ります。各ユニットでは、短い動画を1本視聴し、受講生それぞれの専門分野の視点から分析した短い論考を書きます。この作業を通じて、英語学術論文の構成、文献の引用、参考文献表の作成、スタイルガイドの利用について学びます。

\* 講義内容は受講者の数や関心、レベルに合わせて調整します。そのため、上記の日程は変更する可能性があります。特に、英語の論文・要旨の執筆指導の希望がある場合には、それらを優先します。

\* 本講義は演習形式で行われるので、受講者には主体的な参加が求められます。

### 履修上の注意 (Prerequisites and registration requirements)

\* This course is designed for students at the level of TOEFL 50, IELTS 4.0, or TOEIC 500.

\* The course is limited to 20 students. If more than 20 apply to take it, a selection will be made among those who attend the first class. If a student wants to take the course but for some unavoidable reason cannot attend the first class, he or she should contact the instructor beforehand.

\* The class will be conducted in English and students are required to use as much English as possible.

\* 本講義が想定する受講者の英語レベルはおおよそ次の通りです。TOEFL 50, IELTS 4.0, TOEIC 500

\* 本講義は、受講者を20人に制限します。受講希望者が20人を超える場合、初回の授業で選抜を行います。初回授業を欠席する特段の理由がある場合には、事前に担当教員に連絡を取ってください。

\* 講義はすべて英語で行います。

### 準備学習 (予習・復習等) の内容 (Preparation and Review)

Students will be required to submit an assignment before every class and to review the feedback from the instructor after class. Submitted assignments will be used as discussion materials and shared with other students.

毎回の講義前に課題を提出してもらいます。講義後には、講義の内容および課題へのコメントを復習してもらいます。提出課題の内容は、講義中に討論の題材として用いることがあります。

### 教科書 (Textbook(s))

None. The instructor will provide class materials.

### 参考書 (Reference(s))

- A standard style guide such as the following or one used in the student's particular field
- MLA Handbook for Writers of Research Papers. Eighth ed. Modern Language Association of America, 2016.
- Turabian, Kate L. A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers. University of Chicago Press, 2013.
- Concise Rules of APA Style. American Psychological Association, 2010.
- Swan, Michael. Practical English Usage. Fourth ed. Oxford University Press, 2016.
- Murphy, Raymond. English Grammar in Use: A Self Study Reference and Practice Book for Intermediate Students of English. Fourth ed. Cambridge University Press, 2015.

### 成績評価の方法 (Grading and Evaluation)

Weekly assignments: 40%

Participation during class: 40%

Final paper: 20%

Evaluation will be based on the student's efforts and improvement during the term.

\* 毎週の課題: 40%

\* 講義への参加態度: 40%

\* 最終課題: 20%

評価は、学生の取り組み方および講義期間中の成長に対して行います。

### その他 (Other)

Always bring a good dictionary and a style guide to class. Either paper or electronic is acceptable.

Subject	英文学術論文研究方法論(13) (初級) Fundamentals of Writing Academic Papers in English (Elementary)				
Campus	Nakano	Semester	Spring	Credits	2
Instructor	河 庚希 (Kyung Hee HA) 大学院特任講師				

### 授業の概要・到達目標 (Course Summary and Objectives)

In this course, students will develop skill in logically organizing their writing across a range of different academic essays through a guided process of drafting and editing to improve grammar and accuracy. Students will work on several drafts before submitting a final paper.

本講義では学術論文を執筆するための基礎知識・スキルの向上を目的とする。ライティングの立案，編集を重ね，最終的に期末ペーパーを提出する。

### 授業内容 (Course Contents)

The schedule is subject to change. The instructor will inform the students of any possible changes.

内容は変わることがある。

Week 1: Introduction on academic English writing オリエンテーション

Week 2: Writing compare/contrast essays 比較エッセイ

Writing professional e-mails Eメールの書き方

Week 3: Writing argumentative essays 自分の意見を書き，まとめる

Week 4: Brainstorming & formulating research questions リサーチ・クエスチョンの設定

Week 5: Bibliography -identifying key texts キー・テキストの選定

Week 6: Literature Review for Abstract 先行研究のまとめ

Week 7: Literature Review for Abstract 先行研究のまとめ

Week 8: Review and catch up

Week 9: Abstract/research proposal

Week 10: Citations: avoiding plagiarism 正しい引用方法

Week 11: Writing, feedback and editing I 執筆・編集・レビュー

Week 12: Writing, feedback and editing II 執筆・編集・レビュー

Week 13: Writing, feedback and editing III 執筆・編集・レビュー

Week 14: Final presentation プレゼンテーション

### 履修上の注意 (Prerequisites and registration requirements)

The class will be limited to 20 students and will be conducted in English. It is designed for students with around TOEIC 500, IELTS 4.0 or TOEFL 60. Students are required to use as much English as possible. Some of the topics may change to better meet students' needs.

### 準備学習 (予習・復習等) の内容 (Preparation and Review)

Required

### 教科書 (Textbook(s))

None

### 参考書 (Reference(s))

Murphy, Raymond. *English Grammar in Use: A Self Study Reference and Practice Book for Intermediate Students*. Cambridge: Cambridge University Press, 2012.

Style guide for MLA, APA and others of student's choice.

### 成績評価の方法 (Grading and Evaluation)

Participation: 30%

Writing Assignments: 40%

Final Paper and Presentation: 30%

### その他 (Other)

Weekly assignment will be given. 3 or more absences will result in zero score for attendance and participation. Missing 5 classes will result in a failing/no pass grade. 2 late arrivals = 1 absence. Leaving early = 1 absence. Auditing students must fulfill all requirements for the course.

毎週課題が出ます。欠席3回で，Attendance & Participation ポイントがゼロになり，5回以上で落第となります。遅刻2回=欠席1回，早退=欠席1回。聴講生も，受講生と同じように出席，課題に取り組んでください。

Subject	英文学術論文研究方法論(14) (中級) Fundamentals of Writing Academic Papers in English (Intermediate)				
Campus	Nakano	Semester	Fall	Credits	2
Instructor	河 庚希 (Kyung Hee HA) 大学院特任講師				

### 授業の概要・到達目標 (Course Summary and Objectives)

This course builds on the “Fundamentals of Writing Academic Papers in English (Intermediate),” and aims to guide students through the process of drafting, writing, editing and peer-reviewing a research paper in the students’ specialized areas of study. The paper length can be decided by consulting with the instructor. In the first half of the semester, the students will focus on reading and summarizing newspaper and academic articles in order to familiarize themselves with the logistical structure, appropriate linguistic features, and citation and bibliography conventions. In the second half, students will begin working on a research paper, develop argumentation, and write several drafts before they submit a final version. Students will peer-review each other’s paper and provide constructive feedback on it. The instructor will also provide support, feedback and evaluation.

### 授業内容 (Course Contents)

The schedule is subject to change. The instructor will inform the students of any possible changes.

Week 1: Introduction on academic English writing

Week 2: Formulating and refining research questions

Week 3: Bibliography ?identifying key texts

Week 4: Annotated bibliography

Week 5: Literature review I

Week 6: Literature review II

Week 7: Abstract/research proposal

Week 8: Review and catch up

Week 9: Feedback and editing

Week 10: Citations ?deciphering academic journals and avoiding plagiarism

Week 11: Feedback and editing

Week 12: Feedback and editing

Week 13: Student presentation

Week 14: Review and evaluation

### 履修上の注意 (Prerequisites and registration requirements)

The class will be limited to 20 students and will be conducted in English. It is designed for students with around TOEIC 600, IELTS 4.5 or TOEFL 80. Students are required to use as much English as possible. Some of the topics may change to better meet students’ needs.

### 準備学習 (予習・復習等) の内容 (Preparation and Review)

Required

### 教科書 (Textbook(s))

None

### 参考書 (Reference(s))

Murphy, Raymond. English Grammar in Use: A Self Study Reference and Practice Book for Intermediate Students. Cambridge: Cambridge University Press, 2012.

Style guide for MLA, APA and others of student’s choice.

### 成績評価の方法 (Grading and Evaluation)

Participation: 30%

Writing Assignments: 40%

Final Paper and Presentation: 30%

### その他 (Other)

Weekly assignment will be given. 3 or more absences will result in zero score for attendance and participation. Missing 5 classes will result in a failing/no pass grade. 2 late arrivals = 1 absence. Leaving early = 1 absence. Auditing students must fulfill all requirements for the course.

科目名	国際系総合研究A				
講座タイトル	Project based Management control system for Japanese companies				
キャンパス	駿河台	開講期	春学期	単位	2
コーディネーター	鈴木 研一 経営学部専任教授				

### 授業の概要・到達目標 (Course Summary and Objectives)

High interest is being given to project management. The scope of adaptation of project management is large. It has been used in a wide range of fields including social infrastructure development and resource development, new product development, engineering, IT/information system construction, international cooperation business, management reform.

Furthermore, in recent years, along with the overseas expansion of Japanese companies following the globalization of the economy, projects including overseas subsidiaries have been constructed, and it is customary for them to be operated by multinational members, and management handling is required.

Meanwhile, companies are exposed to market uncertainties in strategy implementation, and have to continually review strategies and execution plans. On the premise of such a situation, traditional management control systems are being pressed for revision. In discussing the revision, there is a high possibility of referring to project management. In project management, it is assumed that a continuous review of the execution plan is assumed.

Based on the above problem consciousness, we will examine in particular how companies from Japan use the management control system to manage the enterprise and to try to solve the problem, and what kind of management is required in the future.

But, the course on this theme has been conducted in few universities. This course is organized to fill that gap.

Practitioners lead this theme, therefore, Masanobu Nakamura, who is now Associate Professor of Kagawa University and has 15 years career as management consultant, organized this class with Pro. Suzuki. The items of Project Management resemble those of management control system. This class is beneficial to understand Management Accounting in a deeper way.

This class is conducted on the premise of basic knowledge and understanding on traditional management control system and project management. It is desirable that participants have experience at the undergraduate level.

### 授業内容 (Course Contents)

	Lecturer
1 Course Guidance	Kenichi Suzuki & Masanobu Nakamura
2 Overview of Japanese Project Management	Kenichi Suzuki & Masanobu Nakamura
3 Project Management methodology 1	Masanobu Nakamura
4 Project Management methodology 2	Masanobu Nakamura
5 Project Management methodology 3	Masanobu Nakamura
6 Project Management methodology 4	Masanobu Nakamura
7 Management accounting for Project Management 1	Takeshi Saito
8 Management accounting for Project Management 2	Takeshi Saito
9 Management accounting for Project Management 3	Masanobu Nakamura
10 Project Management in Business environment of Asia	Bruce Gurd
11 Japanese Project Management	Masanobu Nakamura
12 QC for Project Management	Khairur Rijal Jamaludin
13 QA for Project Management	Khairur Rijal Jamaludin
14 Finance for Project Management	Jean-Laurent Viviani

\*Masanobu Nakamura (Kagawa University, Graduate School of Management, Associate Prof.)  
 \*Takeshi Saito (Chukyo University, School of Management, Lecture)  
 \*Bruce Gurd (University of South Australia, School of Management, Associate Professor of Management)  
 \*Khairur Rijal Jamaludin (UTM Razak School of Engineering & Advanced Technology, Associate. Prof.)  
 \*Jean-Laurent Viviani (University of Rennes 1 (IGR-IAE), Professor of finance)

### 履修上の注意 (Prerequisites and registration requirements)

This course is conducted in English.

Compared with a traditional Management Accounting, this class is conducted, therefore basic knowledge of Management Accounting is required.

Basis knowledge of Project Management at the undergraduate level is required.

### 準備学習 (予習・復習等) の内容 (Preparation and Review)

At the first class, corresponding part is indicated in PMBOKR Guide (refer to below)

### 教科書 (Textbook(s))

PMI (2010), PMBOKR Guide v.5, PMI

### 参考書 (Reference(s))

N/A

### 成績評価の方法 (Grading and Evaluation)

Participation in the class including Discussion/Presentation.

### その他 (Other)

N/A

科目名	国際系総合研究B				
講座タイトル	Effects of Environmental factors on creature (環境の生体影響)				
キャンパス	生田	開講期	春学期	単位	2
コーディネーター	川口 真以子 農学部専任講師				

## 授業の概要・到達目標 (Course Summary and Objectives)

There are various factors in the environment that can affect our body, e.g. chemical compounds contained in pesticide, medicine, food additive and industrial product, and food constituent. To understand these effects and problems, we need to think about it from multiple perspective beyond existing academic fields. This course will introduce several specialized fields: Environmental Science, Physiology, Neuroendocrinology and Immunology, to understand how environment affect human, domestic and wild animals body.

授業の概要 我々を取り巻く環境を構成する因子は農業・医薬品・食品や工業製品などに含まれる化学物質、あるいは同種他個体や異種動物など多岐にわたっている。その理解には単一の学問分野では不十分であり、既存の学問の垣根を越えて複合的視野に立ち理解することで初めて問題解決につなげることが出来る。本科目は、ヒトや家畜、野生動物を含めた生体に対して環境がどのような影響を及ぼしているか、環境科学、生理学、神経内分泌学、免疫学などの専門分野から理解する。

The objective of this course is to help students to acquire knowledge regarding environmental effect on our body, diversified viewpoints in order to enhance the problem-solving ability.

到達目標 環境の生体影響について多方面からの知的背景の強化を図るとともに、多角的な視野を醸成し、課題解決能力を向上させることを目標とする。

## 授業内容 (Course Contents)

13th April

1. Environmental Endocrine Disrupting. Taisen Iguchi (Guest Professor, Yokohama City Univ.)  
内分泌かく乱物質 井口泰泉 (横浜市立大学 客員教授)

20th April

2. Endocrine mechanisms responsible for environmental stress. Kazuyoshi Taya (Emeritus Professor, Tokyo University of Agriculture and Technology)  
環境ストレスの内分泌学的メカニズム 田谷一善 (東京農工大学 名誉教授)

27th April

3. The Hatano rats as an excellent animal model in the study of physiology of environmental stress. Kazuyoshi Taya  
環境ストレス研究に最適な実験動物モデルとしての Hatano rats 田谷一善

11th May

4. Influences of environmental stress and transport-related stress on quality of meat of domestic animals. Kazuyoshi Taya  
飼育や輸送ストレスが家畜の肉質に及ぼす影響 田谷一善

18th May

5. Endocrine disruptors having estrogenic bioactivity. Kazuyoshi Taya  
エストロゲン作用を有する内分泌攪乱化学物質 田谷一善

25th May

6. Environmental Toxicology. Taisen Iguchi  
環境毒性学 井口泰泉

1st June

7. Physiology of biological stress during pregnancy and lactation, and influences of environmental substances. Kazuyoshi Taya  
妊娠と泌乳の生理学及び環境因子の影響 田谷一善

8th June

8. Influence of Social Isolation on Gonadotropin-Inhibitory Hormone (GnIH) System Tomoko Soga (Associate Professor, Monash University Sunway campus)  
性腺刺激ホルモン阻害ホルモン (GnIH) 系に対する社会的分離の影響 曽我朋子 (Monash 大学 准教授)

15th June

9. Influence of meals on the biological function. Sayaka Akieda (Associate Professor, University of Miyazaki)  
食事が生体機能に及ぼす影響 秋枝さやか (宮崎大学 准教授)

22th June

10. The human animal bond. Kazuyoshi Taya  
ヒトと動物の絆 田谷一善

29th June

11. Effects of environmental factors on aggressive behavior. Tatsuya Hattori (Visiting researcher, Meiji University)  
環境因子が攻撃行動に及ぼす影響 服部達哉 (日本学術振興会特別研究員)

6th July

12. Effects of environmental factors on reproductive behavior. Tatsuya Hattori  
環境因子が繁殖行動に及ぼす影響 服部達哉

13th July

13. Environmental sound management of hazardous chemicals contained in electronic waste. Go Suzuki (Section Senior Researcher, National Institute for Environmental Studies)  
有害物質を含む廃棄物の環境上適正な管理にむけて ~家電製品ごみを例として~ 鈴木剛 (国立研究開発法人国立環境研究所 主任研究員)

20th July

14. Signal Toxicity. Taisen Iguchi  
シグナル毒性 井口泰泉

\*The content of lecture may be changed as needed.

## 履修上の注意 (Prerequisites and registration requirements)

The classes in this course will run unperiodically on Friday 3th periods. The exact class dates are shown in the Course Contents. In addition, this course will be taught in both Japanese and English. I hope that students will develop an interest in the relationship between humans, animals and the environment. I would like students to have an interest in the relationship between environment, animal and human being.

金曜3限。開講日は授業計画に記載。本科目は日本語及び英語を使用する。環境と動物、そしてヒトの関係に興味を持ってほしい。

## 準備学習 (予習・復習等) の内容 (Preparation and Review)

Students will be required to deepen their understanding by reading other books and materials, not only handout provided in the lecture. To prepare reports on each issue. 配布する資料だけでなく、参考書も読み、理解を深めること。各課題についてのレポートを作製すること。

## 教科書 (Textbook(s))

No course textbook.  
なし

## 参考書 (Reference(s))

Reference books will be recommended where appropriate during the course.  
必要に応じて授業中に紹介する。

## 成績評価の方法 (Grading and Evaluation)

Written Report  
レポート

## その他 (Other)

Laboratory of Animal Behavior and Environmental Science  
(Area 1 Building-5, Room No.502)

Office hour: about 10 minutes after the lecture

動物環境学研究室 (5号館5階502号室)

オフィスアワー: 講義終了後10分。

科目名	国際系総合研究C				
講座タイトル	Input-Output Analysis				
キャンパス	駿河台	開講期	春学期	単位	2
コーディネーター	八木 尚志 政治経済学部専任教授				

### 授業の概要・到達目標 (Course Summary and Objectives)

The lectures of this course explain Input-Output Tables and Input-Output Analysis. Input-Output Tables describe the inter-industry transactions of intermediate inputs, final demands, value-added. Input-Output analysis is a useful tool to analyze the economic structure, interindustry dependence, policy evaluation, etc. They are compiled for many countries, many regions, and many local economies. A number of Input-Output Tables are available for Input-Output analysis and various extended analytical methods. The aim of this course is to give introductory explanations of the structure of Input-Output Tables, and much understanding of applications of Input-Output Analysis to I-O data.

### 授業内容 (Course Contents)

	担当講師
Week 1 Input-Output Tables	Takashi YAGI (Professor, Graduate School of Political Science and Economics)
Week 2 Introduction to Input-Output Analysis	Mikio SUGA (Professor, Hosei University)
Week 3 What is the Economic Census?	Mikio SUGA (Professor, Hosei University)
Week 4 Input-Output Analysis: Basic Concepts and Applications	Satoshi INOMATA (Chief Senior Researcher, IDE-JETRO)
Week 5 Multi-regional Models, Global Value Chain Analysis and Trade in Value-added Analysis	Satoshi INOMATA (Chief Senior Researcher, IDE-JETRO)
Week 6 Social Accounting Matrix and CGE Model	Koichi NIDAIRA (Emeritus Professor, Keiai University)
Week 7 Input-Output Tables: Indonesia and Paraguay	Koichi NIDAIRA (Emeritus Professor, Keiai University)
Week 8 Input-Output Tables: Laos and Nepal	Katsuhiro SAITO (Associate Professor, University of Tokyo)
Week 9 Applications of CGE Analysis etc.	Katsuhiro SAITO (Associate Professor, University of Tokyo)
Week 10 China Input-Output Table	Nobuhiro OKAMOTO (Professor, Daito Bunka University)
Week 11 Chinese Inter-regional Input-Output Table	Nobuhiro OKAMOTO (Professor, Daito Bunka University)
Week 12 Environmental Input-Output Analysis	Yasushi KONDO (Professor, Waseda University)
Week 13 Waste Input-Output Analysis	Yasushi KONDO (Professor, Waseda University)
Week 14 Cost Structure Analysis	Takashi YAGI (Professor, Graduate School of Political Science and Economics)

### 履修上の注意 (Prerequisites and registration requirements)

- 1) The language of this course is English.
- 2) You will be asked to understand Matrix Algebra for Input-Output Analysis (introductory level) and to master skills in calculation of Input-Output Tables with Software (Microsoft Excel etc.).

### 準備学習 (予習・復習等) の内容 (Preparation and Review)

At the class of Week 1, the details will be explained by the coordinator.

### 教科書 (Textbook(s))

N/A

### 参考書 (Reference(s))

Miller and Blair, *Input-Output Analysis: Foundations and Extensions*, Cambridge University Press.  
*Journal of Economic Structures*, Springer,  
(<https://journalofeconomicstructures.springeropen.com/>)

### 成績評価の方法 (Grading and Evaluation)

- 1) Participation in classes
- 2) written reports

### その他 (Other)

科目名	学際系総合研究A				
講座タイトル	留学経験と近代東アジア「学知圏」の形成				
キャンパス	駿河台	開講期	春学期	単位	2
コーディネーター	高田 幸男 文学部専任教授				

### 授業の概要・到達目標 (Course Summary and Objectives)

戦前の東アジアでは、近代的な法学教育システムをいち早く導入していた日本を中心に、ヨーロッパの法学・諸科学の文献の翻訳・摂取が行われ、その結果東アジア「学知圏」ともいべき世界を形成しつつあった。そこでは、法概念・法律用語をはじめとするさまざまな学術用語が日本語、中国語、韓国語に取り入れられた。このことが、人材育成にいかなる影響を与え、戦前・戦後における各地域の国家・社会の建設と経済の発展などにどのように関わったのか講義する。

#### 到達目標

本講座では、東アジアにおける法学・関連諸科学のネットワーク、とくに学術思想の系譜や人的関係に焦点を当て、日本、中国、朝鮮、台湾等の相互交流がそれぞれの国家・社会・経済の人材基盤の形成に役立ったか、解明することが目的である。

具体的には、アジア各地から日本に留学した学生たちが、日本でいかなる知識・技術を身につけ、いかなる人的関係を築いたのか、留学経験や学術系譜が、国家・社会の建設、経済の発展にどのように活かされたのか、あるいは負の遺産となったのか検討する。

### 授業内容 (Course Contents)

- 第1回 (4月11日) 清末期中国人留學生の統計的分析 高田幸男 (文学部専任教授)
- 第2回 (4月18日) 留学経験とは何か 土屋光芳 (政治経済学部専任教授)
- 第3回 (4月25日) 民国期の政治家・ジャーナリストと留学経験 土屋光芳
- 第4回 (5月9日) 明治大学と韓国人留學生—その始まりから 李英美 (商学部専任教授)
- 第5回 (5月16日) 明治大学出身韓国人留學生の足跡 李英美
- 第6回 (5月23日) 中国文学者の留日体験 鈴木将久 (一橋大学言語社会研究科教授)
- 第7回 (5月30日) 近現代台湾の新世代法律青年と政治青年の誕生 紀旭峰 (早稲田大学地域・地域間研究機構主任研究員)
- 第8回 (6月6日) 台湾政財界人の留日体験 江旭本 (長栄大学応用日本語学部准教授)
- 第9回 (6月13日) 明治大学留學生の留學生活と帰国後 高田幸男
- 第10回 (6月20日) 中国社会主義と中国人留學生 三田剛史 (商学部専任准教授)
- 第11回 (6月27日) 周恩来・廖承志の対日外交と留日學生 王雪萍 (東洋大学社会学部准教授)
- 第12回 (7月4日) 弁護士資格を取得した台湾人留學生たち (1) 村上一博 (法学部専任教授)
- 第13回 (7月11日) 弁護士資格を取得した台湾人留學生たち (2) 村上一博
- 第14回 (7月18日) まとめ 高田幸男

#### 担当講師

- ・ 高田幸男 (明治大学文学部専任教授)
- ・ 土屋光芳 (明治大学政治経済学部専任教授)
- ・ 村上一博 (明治大学法学部専任教授)
- ・ 李英美 (明治大学商学部専任教授)
- ・ 三田剛史 (明治大学商学部専任准教授)
- ・ 江旭本 (長栄大学応用日本語学部准教授)
- ・ 鈴木将久 (一橋大学言語社会研究科教授)
- ・ 紀旭峰 (早稲田大学地域・地域間研究機構主任研究員)
- ・ 王雪萍 (東洋大学社会学部准教授)

### 履修上の注意 (Prerequisites and registration requirements)

少人数授業なので、質問や意見があれば積極的に発言してほしい。

### 準備学習 (予習・復習等) の内容 (Preparation and Review)

事前に東アジア近現代史に関する概説書を読んでおくこと。毎回の授業内容をまとめておくこと。

### 教科書 (Textbook(s))

教科書は使用しない。毎回資料を配付する。

### 参考書 (Reference(s))

本講座全体を通した参考書はない。とくに関連の深いものとして、以下のものがある。  
『明治大学の歴史』明治大学史資料センター、2017年、DTP出版  
『明治大学小史—人物編』明治大学史資料センター、2011年、学文社  
『中国の近代教育と明治日本』阿部洋、1990年、福村出版 (第2版は2002年、龍溪書舎)

### 成績評価の方法 (Grading and Evaluation)

授業への参加度65%、総括レポート35%

### その他 (Other)

科 目 名	学際系総合研究B				
講座タイトル	行政組織と会計検査・監査				
キャンパス	駿河台	開講期	春学期	単 位	2
コーディネーター	山口 亨 大学院客員教授				

### 授業の概要・到達目標 (Course Summary and Objectives)

国・地方公共団体とも、適正な予算の執行を通じて財政の健全性を確保する必要性はますます高まっており、国家機関においては会計検査院、地方公共団体においては監査委員が占める役割は極めて重要である。会計検査制度・監査委員制度の基本的な枠組み、過去取り組んできた事例等を分析することなどを通じて、会計検査・監査機能の基本的理解を得るとともに、その理解を踏まえ、より実効性のある会計検査・監査を実施するための方策などを議論することとしたい。

### 授業内容 (Course Contents)

- 第1回 会計検査院の位置づけと基本的役割
- 第2回 財政需要を充たすための財源の配分 一国と地方公共団体・法人（含大学）等
- 第3回 監査委員の位置づけと基本的役割
- 第4回 地方自治法改正の趣旨とその背景にある会計検査院による指摘
- 第5回 会計検査院・監査委員のその他の権限（審査要求・監査請求・住民訴訟など）
- 第6回 会計検査・監査の観点（3E）事例研究① 正確性の検査
- 第7回 事例研究② 合規性の検査
- 第8回 事例研究③ 効率性の検査
- 第9回 事例研究④ 経済性の検査（レポート課題の提示）
- 第10回 事例研究⑤ 有効性の検査（1）
- 第11回 事例研究⑥ 有効性の検査（2）
- 第12回 昨今の注目すべき検査報告事案の紹介・検討
- 第13回 さらに実効性のある会計検査・監査をすすめるための制度設計
- 第14回 受講者からのレポートの報告・本講義のまとめ

### 履修上の注意 (Prerequisites and registration requirements)

検討内容は、行政組織法・公監査論の一部という位置付けになるが、これらを履修済であることは不要である。この分野に初めて触れる受講生・公務員試験に興味がある受講生も歓迎する。各受講生の興味内容・専攻分野等に配慮した授業を進めることとしたい。

### 準備学習（予習・復習等）の内容 (Preparation and Review)

各回ごとに、次回までに会計検査院・各監査委員事務局が開設しているウェブサイトに掲載されている検査報告事例等の参照を求め、あらかじめ当該事例等の一読をお願いしたい。

### 教科書 (Textbook(s))

特に指定しない。配布する資料をよく読み理解を深めて欲しい。

### 参考書 (Reference(s))

会計検査制度研究会編『会計検査制度 会計検査院の役割と仕組み』（2015年、中央経済社）  
 会計検査制度全般の理解を図る上で極めて有用である。

### 成績評価の方法 (Grading and Evaluation)

設定したテーマに沿ったレポートの作成・報告（40%）、授業における質疑内容・コメント内容（60%）による。

### その他 (Other)

受身になることなく、質問・コメント等を積極的に寄せて欲しい。そのことにより担当者も受講生が興味を有する分野等を早期に把握でき、一層中身の濃い授業を進めることができる。

科目名	学際系総合研究C				
講座タイトル	産業連関表とその活用				
キャンパス	駿河台	開講期	春学期	単位	2
コーディネーター	八木 尚志 政治経済学部専任教授				

### 授業の概要・到達目標 (Course Summary and Objectives)

産業連関表は、日本では全国表、地域間表、都道府県表、市役所（一部）の4つのレベルで作成されてきた。中国では全国表、地域間表、省・市・自治区などで作成されている。世界でも非常に多くの国で作成されており、海外の各国の表に関する代表的なデータベースではWIOD, EUROSTAT, OECDの表などがある。産業連関表は、経済構造の分析、経済政策の効果の把握、環境への影響、など非常に広く活用されている。

この講義では、特に日本の産業連関表（全国表）や都道府県などの産業連関表の特徴やそれらの表を用いた産業連関分析の方法などを取り上げて、産業連関表の基本構造の説明、産業連関分析の方法、日本の産業連関表（全国表）の説明と経済構造の分析、東京都などの地域産業連関表とその活用例などを取り上げる。分析手法についても、レオンチェフの数量モデル、価格モデル、生産波及効果、影響力・感応度分析やスカイライン分析などのような基本的な分析手法から、地域産業連関分析の事例や政策効果の分析、多地域間産業連関表の分析手法、廃棄物や環境に関する産業連関分析など、最近の産業連関分析の手法について、取り上げる。

### 授業内容 (Course Contents)

	担当講師
第1回 産業連関表と産業連関分析について	八木尚志 (政治経済学部専任教授)
第2回 産業連関表とGDP統計	宮川幸三 (立正大学経済学部教授)
第3回 産業連関表による波及効果分析	宮川幸三 (立正大学経済学部教授)
第4回 地域産業連関表によるスカイライン分析	宮川幸三 (立正大学経済学部教授)
第5回 産業連関表の作成および活用例について	仁平耕一 (敬愛大学名誉教授)
第6回 拡張産業連関モデルについて	仁平耕一 (敬愛大学名誉教授)
第7回 生産性分析 (労働生産性, TFP)	中野諭 (労働政策研究・研修機構副主任研究員)
第8回 国際間波及分析	中野諭 (労働政策研究・研修機構副主任研究員)
第9回 地域間産業連関表の分析	居城琢 (横浜国立大学経済学部准教授)
第10回 小地域産業連関表の作成・分析	居城琢 (横浜国立大学経済学部准教授)
第11回 地球環境問題と産業連関分析	筑井麻紀子 (東京国際大学教授)
第12回 サプライチェーンと産業連関分析	筑井麻紀子 (東京国際大学教授)
第13回 地域政策評価のための産業連関分析	筑井麻紀子 (東京国際大学教授)
第14回 まとめ	八木尚志 (政治経済学部専任教授)

### 履修上の注意 (Prerequisites and registration requirements)

複数の講師で担当する講義科目ですので、出席を重視します。また授業には積極的に参加してください。

### 準備学習 (予習・復習等) の内容 (Preparation and Review)

特定の教科書は使用しません。毎回講義資料を配布します。

### 教科書 (Textbook(s))

特に指定しません。

### 参考書 (Reference(s))

仁平耕一『産業連関分析の理論と適用』敬愛大学学術叢書  
 藤川清史『産業連関分析入門—ExcelとVBAでらくらくIO分析』日本評論社  
 穴戸駿太郎編著『産業連関分析ハンドブック』東洋経済新報社  
 中村慎一郎『Excelによる産業連関分析』エコノミスト社  
 石村・玉村・劉『Excelでやさしく学ぶ産業連関分析』日本評論社  
 『産業連関』J-stage: <https://www.jstage.jst.go.jp/browse/papaiois/-char/ja/>  
 など。

### 成績評価の方法 (Grading and Evaluation)

担当講師ごとに簡単なレポートを提出していただきます。それらを総合して成績評価を行います。

### その他 (Other)

産業連関表及び産業連関分析は、政策評価・地域分析などに適用される非常に有用な分析手法です。この講義を通じて、産業連関分析への理解を深め、実際にどのようなことに応用され役立っているかをぜひ学修してください。