“College Across the Pacific” Project Syllabus

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Intro:

Hello SJEC Participants! I am Zane Zook, and I will be the head advisor for the SJEC research project. I hope you are all excited to come to Stanford! In preparation for your SJEC academic experience, please read this SJEC project “syllabus.” If you have questions at any point, please contact me at the email stated above.

Goals:

1. Learn about a topic of interest involving the U.S. and Japan
2. Learn about how research is conducted and how this process differs in the U.S. and Japan
3. Improve your own research communication skills
4. Create meaningful insights/solutions into the different issues in Japan and the U.S.
5. Have fun and be confident in sharing about your experiences to the other participants and your new friends
6. Engage with the Stanford community and have a meaningful Stanford academic experience

Project Overview:

During the SJEC program, students from Stanford, Keio, Doshisha and Kyoto Universities will work side by side at Stanford University to explore and tackle a variety of issues present in the Japan and U.S.. This program will consist of three separate but equally important “stages”

Stage One (Before Feb. 12th) : Preparing for this program, participants will write about what kind of topics they are interested in pursuing once they come to Stanford campus. Participants will also get their first taste of the “Check-In” assignment they will be expected to complete every week during the program.

Stage Two (Feb. 12th - 23rd): Participants will convene at Stanford and will be put into a team of 4 participants with an officer/advisor based on topic interest and english ability. Within your team you will write an unique research question and then prepare sources and interview questions. The team will have the opportunity to interview Stanford students, meet with a
Stanford Professor specializing in their topic and take advantage of other Stanford resources to thoroughly investigate their topics.

Stage Three (Feb. 23rd - March 9th): Participant groups will then create a presentation to explain their research. This culminating research presentation will be the official finale of the project portion of the program. Guests ranging from participant hosts to faculty supporters of SJEC will be present. These reports and the presentations will represent the culmination of the project and will be made publicly available to any and all interested in these issues.

Resources:

Please do not worry if you have not done a “research project” before. This is meant to be a learning experience for you and we are happy to help. All of the Stanford officers have experience with Stanford research projects and presentations. We will also have workshops and tutor meetings put on by Stanford staff to help you along the way. Additionally, Stanford (Oral Communication Tutors (OCTs) will be available to meet with you. These outside resources can especially help with doing presentations in English as a foreign language.

Components of this Project:

1. **Homework**
   Homework will be given over the course of your four week stay at Stanford to help you and your group work through the different aspects of the project at a reasonable pace. Please send all of your homework (including your check-ins, explained below) by email to: sjec.contact@gmail.com. I will be sending out weekly emails reminding you of these deadlines. In each email, please include your advisor’s name and the title of the homework. For the details on every assignment please see the “Deadlines” section.

2. **Check-In**
   The check-in is separate to the research and presentation portions of the project. Every week you will be sent a link to a google form where you will focus on your personal thoughts about the week. Every week, please reflect on your experiences that week – what impacted you, what do you wish went better, what are you looking forward to. These check-ins will act as your official feedback to officers during the program so we can improve your experience during the rest of the program as well as create a better program for the future.

3. **Advisor Meetings**
   Advisor meetings are your group’s opportunity every week to refocus and work with your advisor to help you with any trouble you may be having with the project. Your
group must meet at least once a week with your assigned advisor to check in with them. Your group will be responsible for maintaining contact with your advisor via email or some other form of communication to set up further meetings. During these meetings, your advisor will ask about your progress through the project and answer any questions you might have about the project. Advisor meetings will generally take place on Wednesday every week however this may differ between weeks and between advisors so please be sure to maintain communication with your assigned advisor.

4. **Interviews**

   There is no set number of questions or length for the interviews, but we hope that you talk to enough people to confidently answer your research question. The best questions are ones that are open-ended (Why, How, Etc.). If a person says something interesting, please ask a follow up: “Please tell us more about _____. What do you mean by ____?” We understand in-person interviews can be a difficult challenge, especially in a non-native language. However, Stanford students and staff understand interview research and will usually be happy to help you. Be sure to talk with your advisor to go over ways to approach people and questions to ask.

5. **Presentation**

   Your group’s presentation will be the final product of this entire project. You will be presenting at the end of your four weeks at Stanford to the other participants, the SJEC officers, any friends you made during your stay at Stanford and special guests from Stanford faculty and others.

   **Requirements**
   - English (you may use key Japanese phrases with English explanations)
   - 8-10 minutes long, each person must talk for at least 2 minutes.
   - At least 1 visual aid (PowerPoint, poster, writing on the chalkboard, printed handout, fun dance, toy model, etc.)
   - Be prepared for 2 minutes of questions after your presentation has ended
   - You must have at least 2 kinds of sources: Print and “Live”
     - Print: includes websites, brochures, news articles, textbooks
     - “Live”: We ask that your group discusses your topic **in-person** with at least 3 members of the Stanford community in an interview.
Deadlines:

➢ **Topic Interest Email (Monday 1/18, 11:00pm JST):** Please send me an email listing your top 3 topic interests (make sure they are from different “categories”) and explaining them in a few sentences. Please also list some of your own personal academic interests and backgrounds (ex. economics, education, computer science etc.). Lastly, send me a picture of your favorite fictional character and its name.

➢ **Check-In Entry 1 (Friday 2/10, 11:00pm JST)**

➢ **Group Research Question (Wednesday 2/15, 11:00pm PST):** Please send your advisor and me your unique research question. It cannot be a “yes/no” question. Only one email needs to be sent per group. In the email, please indicate your group member names, topic, and question.

➢ **List of Interview Questions (Thursday 2/16, 11:00pm PST):** List at least 5 questions you want to ask Stanford students during Interview Day the following week (Yes/No questions do not count). Also think of types of people who would be able to answer your questions. Please ask your advisor to review your interview questions before submitting them. In the email, please indicate your group member names, topic, and question.

➢ **Check-In Entry 2 (Friday 2/17, 11:00pm PST)**

➢ **Interview Log and List of Sources (Wednesday 2/22, 11:00pm PST):** Turn in your log of at least 3 interviews. Please indicate who you interviewed, who was the lead interviewer, some interesting points from the interview, and at least one unique quote from the interview. Underneath the Interview Log include all sources you have looked at so far in MLA format (Ask your advisor if you are not familiar with this style). In the email, please indicate your group member names, topic, and question.

➢ **Check-In Entry 3 (Friday 2/24, 11:00pm PST)**

➢ **Script Outline (Friday 2/24, 11:00pm PST):** List in bullet points the main speaking points each member of your group will be responsible for during the presentation. We will be sending back feedback to each group on what portions of your presentation need improvement based on this outline. In the email, please indicate your group member names, topic, and question.

➢ **Oral Communication Tutor (OCT) Session (at some point between 2/26-3/3 PST):** You must meet with an OCT tutor at least once during week 3. You will be responsible to emailing your advisor to set-up a session time that will work with your team. It is also highly recommended that you attend your tutor session with your advisor. The OCT tutor will help you develop your presentation from any point – from scripting, to visual aids, to presenting. Please come prepared with questions for how to improve your presentation. If you would like to schedule more than one meeting, feel free to let your advisor know.

➢ **First Draft of Script (Wednesday 3/1, 11:00pm PST):** Each person must write and present for at least 2 minutes, and the team as a whole must present for at least 8 minutes. 2 minutes in English is about 1 8.5x11 inch page, 12-point font, double-spaced. Practice by reading your script out loud. Make sure your presentation covers key points such as the research question, why you were interested in the project, background research, live research, events, comparisons to your life back in Japan, and key takeaways.
Send your draft of the script with notes explaining who wrote what part. In the email, please indicate your group member names, topic, and question.

➢ Check-In Entry 4 (Friday 3/3, 11:00pm PST)

➢ Final Draft of Script and Visual Aid (Saturday 2/28, 11:00pm PST): While you are writing your script, you must also consider a visual aid. This can be a PowerPoint (PPT), a printed handout, a drawing on a chalkboard, or even a dance – something that helps the audience see what you are talking about and also something that helps you explain the subject. Please send your final version of your script and your chosen visual aid in this email. In the email, please indicate your group member names, topic, and question.

➢ Presentation Dress Rehearsal (Wednesday 3/8 6:00PM PST): Go through your entire presentation for a set of SJEC officers. Please work on memorizing the script to the best of your abilities. You may print out a written copy, but do your best to keep your eyes on the audience. Prepare for questions! Your advisor will help you prepare for questions that people may ask you (your advisor may also be the one asking questions on Presentation Day).

➢ Presentation Day (Thursday 3/9, 2:00pm PST): You will be presenting your research to the other participants, the officers, and your hosts. You’ve put a lot of work into your project – now it’s time to show everyone what you learned. You will also get to see everyone else’s presentation. If something interests you, ask a question!

➢ Check-In Entry 5 (Friday 3/3, 11:00pm PST)