

## **Guidelines for research plans, course registrations, and assignments**

### **Field Research 1 / Field Research 2**

Students who wish to register for Field Research 1 / Field Research 2 must read these guidelines carefully and follow the prescribed procedures.

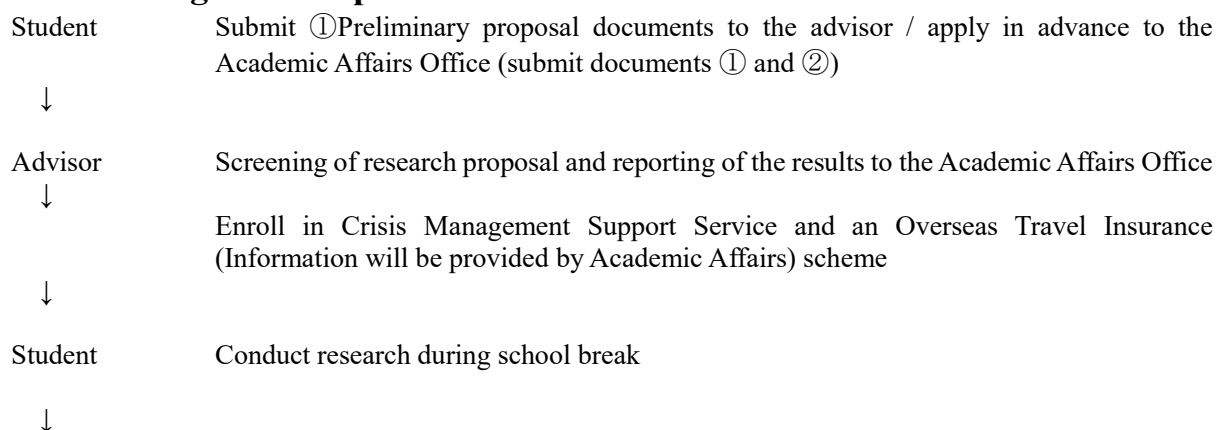
#### **— Course outline —**

- (1) Course Title: Field Research 1 / Field Research 2
- (2) Number of units: 2 units each
- (3) Field: Research Seminars
- (4) Students can register the said subjects to conduct either fieldwork (practical research) or internships (work experience). (See below for the conditions for fieldwork and internship activities.)
- (5) If this is your first registration, register for Field Research 1. If this is your second time, register for Field Research 2.  
It is not required for Field Research 1 and Field Research 2 to have the same theme.
- (6) Students may take only one course, either Field Research 1 or Field Research 2, per semester.

#### **— Definition and conditions —**

- (1) Both fieldwork and internship activities should be based on the individual's research theme. It does not matter whether they are conducted in Japan or overseas.
- (2) When the research activity involves several people, the task of each member should be clearly defined and be carried out individually.
- (3) Each student should select a faculty member as an Advisor for his/her fieldwork research. (The Advisor must be a faculty member of either the Faculty of Policy Management or Faculty of Environment and Information Studies. If you are unable to find an appropriate academic advisor, consult your Academic Advisory Board.) Students are expected to undergo a pre-orientation with their advisors for durations of three hours or more before each research activity.
- (4) The research activity **must be carried out during the spring or summer break as determined by the university.**
- (5) The duration of each fieldwork should be at least 45 hours and a duration of at least 70 hours for internships. Please note that the standard time for internships should be seven hours per day.
- (6) In principle, internship locations should be organizations (companies) that have already established a relationship of trust with SFC faculty members and are recommended by the faculty. Students are free to find internship locations on their own, assuming that the advisor has reviewed and is familiar with his/her activities at that location. Otherwise, these fall outside the current scope for eligibility.
- (7) Students who have submitted the required documents and passed the screening are eligible to register for Field Research courses during the subsequent semester. This course cannot be canceled.

#### **— Course and registration process —**



Student	Course registration (Field Research 1 or Field Research 2) during the following semester
↓	
Student	Submit the assignments and ③ activity evaluation sheet to the advisor
↓	
Grades	

### –Submission of Preliminary proposal documents–

**Submit the necessary documents to your advisor and the Academic Affairs Office in advance, and then request the Academic Affairs Office to notify you of the screening results by the designated date.** In principle, the documents will be screened by the advisor (only those who pass the screening will be allowed to register for the next semester).

If you are planning to take the course, you must prepare the documents ① and ② below, and submit ① to your advisor during the submission period, and apply in advance to the Academic Affairs Office. (Documents ① and ② can also be collected on the advance application form. Document ③ will be submitted after the research activity ends.) The relevant document formats should be obtained from the Keio University Student Website where these guidelines are posted, and the necessary information should be submitted to the Academic Affairs Office in the manner described in the message posted on keio.jp.

**Submission period: Mid-December or late June. Make sure to check the latest updates on keio.jp.**

\*Be sure to keep a copy of the submitted documents to hand.

#### Advance Application Form

Check the latest updates on keio.jp.

#### ① Plan for Field Research (1 and 2)

- The "Research and Activity Plan" should be as detailed as possible to allow an understanding of the content of the research.
- Students must select a faculty member as an advisor who specializes in themes related to the student's research and obtain approval from the advisor. Students are also required to get advice from their advisors throughout the entire process of their research activities.

#### ② Written Oath (Measures to prevent COVID-19)

- Students must sign and seal after consenting to the contents in the written oath.
- Undergraduate students must also get the Guarantor's signature and seal.

#### ③ Internship Evaluation Sheet (submitted after completion; attach when submitting assignment)

- The sheet must be filled out then sealed by the person in the organization/company in charge of the Internship after the students have completed their Internship. Students must attach this sheet to their assignments.

#### **【Insurance】**

It is mandatory for all students participating in activities overseas to enroll in the Overseas Students Safety Management Assistance Service designated by the Faculty of Policy Management, Faculty of Environment and Information Studies, and the Graduate school of Media and Governance (hereafter, the undergraduate and graduate schools), as well as a comprehensive overseas travel insurance policy that meets the requirements of the undergraduate and graduate schools.

If we are unable to confirm that you have enrolled in the aforementioned service and insurance, you will not be allowed to register for classes in the following semester. In addition, the university will not involve itself with any problems caused by failure to complete the procedures required to enroll in these services.

For details on the above service and insurance, refer to the post on the website titled "Overseas Students Safety Management Assistance service" and "Overseas Travel Insurance."

\*Although the above service and insurance are not required for domestic travel, we recommend that you enroll in liability insurance.

\*Those traveling abroad for internships are required to enroll in separate insurance in addition to comprehensive overseas travel insurance. For details, refer to the fieldwork application screening results email.

Submitted applications will then be subject to screening by the advisor. Course registration may not be approved depending on the content of the field research. Individual cases will be contacted separately.

— **Course registration** —

Students must register for either Field Research 1 or Field Research 2 during the following semester. Students who have passed the screening of the necessary documents and have completed the required activities **must register for a course in the semester immediately following the completion of the activities**. It is not possible to submit the application documents after the activities have already been conducted (retroactive application) or to cancel the course. Students must carefully familiarize themselves with the Keio student website [“Guide for Course Registration/ Course Summary /Timetable”](#) to ensure that they complete course registration in the correct manner.

— **Assignment** —

Those students who have registered Field Research 1 or Field Research 2 must submit a report of 10,000 characters in Japanese and an updated schedule of activities to their advisor (during the designated period; to be determined and announced at a later date).

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