

**Outline of Proposal for SDGs Online Cross-Registration:  
Online Exchange Program (OEP) focusing on SDGs**

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| <b>General Information</b> | <b>Name of University/ Institution</b>                  |                            | <b>Toyo University</b>   |  |   |
|                            | <b>Brief Introduction of the University/Institution</b> |                            | <p>Toyo University is a comprehensive private university in central Tokyo. Toyo was selected for Top Global University Project by the Japanese government and has been striving for internationalization of the university.<br/>The Faculty of Information Sciences and Arts is.....</p> <ul style="list-style-type: none"> <li>· We provide education that integrates the humanities and sciences, where you will learn based on information in a wide range of fields such as AI, data science, psychology, sports, media, and art.</li> <li>· You can acquire a wide variety of valuable qualifications (the High School Teaching Certificate in Information, Information Technology Engineers Examination, Psychologist Certification, NSCA-CPT, NSCA-CSCS, etc.)</li> <li>· Regardless of whether you are a humanities or science major, you will learn everything about information, from the basics to the latest developments.</li> <li>· We give detailed educational instructions to students from their first year. (Classes and seminars are friendly, attentive to each student, and easy to understand.)</li> </ul>  |  |   |
|                            | <b>Country/Territory</b>                                |                            | Japan  | <b>City</b>                                    | Tokyo   |
|                            | <b>Address</b>  |                            | 5-28-20 Hakusan, Bunkyo-ku   | <b>Telephone Number</b>                        | N/A   |
|                            | <b>Fax Number</b>                                       |                            | N/A  | <b>Official University/Institution Website</b> | <a href="https://www.toyo.ac.jp/">https://www.toyo.ac.jp/</a> |
|                            | <b>UMAP Contact Person</b>                              | <b>Name</b>                | International Affairs Office   |  |   |
|                            |   | <b>Organization/Office</b> | N/A  |  |   |
| <b>Email Address</b>       |   | ml-sgu@toyo.jp             |  |  |   |
| <b>Program Information</b> | <b>Name of Subject</b>                                  |                            | <b>Environmental Communication / Social Responsibility ENG</b>   | <b>Name of Faculty</b>                         | The Faculty of Information Sciences and Arts                  |
|                            | <b>Name of Department</b>                               |                            | The Department of Information Sciences and Arts  |  |   |
| <b>Program Information</b> | <b>Program Description &amp; syllabus</b>               |                            | <p><b>【Sub-title】</b><br/>How an organization contributes to sustainable development</p> <p><b>【Course Purpose and Description】</b><br/>Organizations such as companies are expected to properly fulfill social responsibilities (SR). The social responsibilities of companies are called corporate social responsibilities (CSR). This term is mentioned on almost all company websites; CSR has become an important factor in business administration. SR is also essential for non-company organizations such as Toyo University in the determination of basic administration policies. Efforts to realize the sustainable development goals (SDGs), which share fundamental principles, are also rapidly spreading.</p> <p>The purpose of this course is to provide students with an understanding of the seven principles of social responsibilities and seven core subjects based on ISO26000: 2010 Guidance on Social Responsibility that was standardized by the International Organization for Standardization (ISO) (Japan Industrial Standard JIS Z 26000:2012). Also, by learning specific examples of initiatives, we will help them understand the social responsibility of the organization.</p> <p>By taking this course, students will gain a comprehensive understanding of social responsibility in organizations. Students will also gain hands-on experience with the lecture contents through exercises. This course aims to cultivate students' organizational management skills, administrative and financial management skills, and skills for planning products and services from the perspective of the users of systems that are based on ICT, which is a concept provided in Curriculum Policy. In addition, students will learn to identify problems in the relationship between various human activities and information and to logically analyze such problems from multiple perspectives, such as those of engineering, social studies, and the humanities.</p> <p><b>【Learning Objectives】</b></p> <ol style="list-style-type: none"> <li>(1) Knowledge: To comprehensively understand social responsibilities of organizations, including companies</li> <li>(2) Skill: To propose aspects on which organizations should focus as their social responsibilities</li> <li>(3) Attitude: To become interested in the social responsibilities of organizations including companies and relevant activities</li> <li>(4) Expression: To express challenges and proposals concerning the social responsibilities of organizations including companies through writing and diagrams</li> <li>(5) Other skills: To explain how ICT systems can be used in social responsibility</li> </ol> <p><b>【Schedule】</b><br/>           Session 1 (9/27) Introduction<br/>           Session 2 (10/4) What is social responsibility?<br/>           Session 3 (10/11) Principles of social responsibility<br/>           Session 4 (10/18) Recognition of social responsibility<br/>           Session 5 (10/25) Identification of stakeholders and stakeholder engagement<br/>           Session 6 (11/1) Trends in corporate efforts<br/>           Session 7 (11/8) Core subjects of social responsibility (1) Organizational governance<br/>           Session 8 (11/15) Core subjects of social responsibility (2) Human rights<br/>           Session 9 (11/22) Core subjects of social responsibility (3) Labour practices<br/>           Session 10 (11/29) Core subjects of social responsibility (4) The environment<br/>           Session 11 (12/6) Core subjects of social responsibility (5) Fair business practices<br/>           Session 12 (12/13) Core subjects of social responsibility (6) Consumer issues<br/>           Session 13 (12/20) Core subjects of social responsibility (7) Participation in and development of the community<br/>           Session 14 (1/10) Integrating social responsibility throughout the organization<br/>           Session 15 (1/17) Conclusion</p> <p><b>【Instructional Methods】</b><br/>This course explores social responsibilities using actual examples concerning the ISO26000: 2010 Guidance on Social Responsibilities (Japan Industrial Standard JIS Z 26000: 2012) to facilitate students' understanding. Short reports will be assigned and will be evaluated as one assignment; one long report will be composed of an accumulation of short reports.</p> <p>Although social responsibility is difficult to understand, it is essential knowledge for members of society. The contents of this course are not only designed to interest students in the System Information Course but also for students in the Psychology and Sports Information Course and Media Culture Course.</p> <p><b>【Self-study before/after classes】</b><br/>Students are required to browse materials available online before and after each class and prepare and organize class notes. In addition, it is necessary to write a questionnaire at the beginning of the class, during the class, and at the end of the class to organize one's thoughts about the lecture. Students must be always interested in social responsibilities of organizations and check the news regarding these topics.</p> <p>contents, although this may vary depending on lecture contents and assignments.</p> <p><b>【Methods of Evaluation and Grading Criteria】</b></p> <ol style="list-style-type: none"> <li>(1) In-class questionnaire (55%)</li> <li>(2) Medium Report 1 (10%)</li> <li>(3) Medium Report 2 (10%)</li> <li>(4) Final report (25%)</li> </ol> <p>((1)+(2)+(3)+(4)=100%)</p> <ol style="list-style-type: none"> <li>(1) In the "in-class questionnaire", use "respon" to evaluate "attitude". Information on the answers will be disclosed and shared within the class.</li> <li>(2) In "Medium Report 1", the contents of "ISO 26000:2010 Guidance on Social Responsibility" (Japanese Industrial Standards JIS Z 26000:2012) will be summarized in an easy-to-understand manner, and "knowledge" and "expression" will be evaluated.</li> <li>(3) In "Medium Report 2", we will have a summary of the social responsibility efforts of companies and other organizations, and evaluate "knowledge" and "skills".</li> <li>(4) In "Term-end Report", we ask the author to write a short paper including charts on how organizations should contribute to sustainable development, and to comprehensively evaluate their achievement goals. Required for credit approval.</li> </ol> <p>Evaluation is conducted in accordance with Toyo University's grading criteria.<br/>Students that are absent for more than one-third of all classes will not receive a grade.</p> |  |   |

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|                    | <p><b>【Pre-requisites】</b><br/>None</p> <p><b>【Textbooks】</b><br/>Lecture notes will be prepared and posted on ToyoNet:ACE.</p> <p><b>【Reference Materials】</b><br/>Japanese Standards Association : Guidance on Social Responsibility JIS Z 26000:2012 (ISO 26000:2010) Japan Standards Association (2012), Japanese Standard Association. 5200 JPY<br/>ISO : Guidance on social responsibility ISO26000:2010, ISO, 2010, 25740 JPY<br/>Social Stage 1, 2, 3 CSR Administration Evaluation and Support System Guide on Evaluation and Utilization (1st Edition). Eco Stage Association. 600 JPY with tax<br/>Tokyo Chamber of Commerce : Code of Business Conduct (3rd edition)<br/>Tokyo Chamber of Commerce : Check sheet for corporate code of conduct for managers<br/>(<a href="https://www.tokyo-ccci.or.jp/survey/csr/">https://www.tokyo-ccci.or.jp/survey/csr/</a>)<br/>Japan Exchange Group : Corporate Governance<br/>(<a href="https://www.jpx.co.jp/equities/listing/cg/">https://www.jpx.co.jp/equities/listing/cg/</a>)<br/>United Nations : Sustainable Development Goals: 17 Goals to Transform Our World<br/>(<a href="http://www.un.org/sustainabledevelopment/">http://www.un.org/sustainabledevelopment/</a>)</p> <p><b>【Related Study Fields and Courses】</b><br/>Special subjects of Systems Information Course (especially Community Design)</p> <p><b>【Notes】</b><br/>[Contribution to Sustainable Development Goals (SDGs)]<br/>This course is related to all 17 goals.</p> | Undergraduate  |  | Language of Instruction  | English          |  |
|                    | Degree Level and/or Grade  | Undergraduate  |  | Language of Instruction  | English          |  |
|                    | Number of Credits to Transfer<br>(Timing of credit issuance)   | University Credits   | UTCS converted into University Credits | Definition of UTCS   |                  |  |
|                    |  | 2  |  | <p>The definition of UCTS is as follows:<br/>One (1) UCTS = 38 ~ 48 hours of student workload.<br/>This includes 13-16 academic hours of instruction.<br/>*FYI, please refer to UCTS Users' Guide on UMAP website.<br/>(<a href="http://umap.org/ucts/">http://umap.org/ucts/</a>)</p> |                  |  |
|                    | Means of Transmission<br>(e.g. via Zoom, etc.)   | Online   |  | Number of Lectures   | 15               |  |
|                    | Number of class Hours  | 1.5  |  | Total Teaching Hours   | 22.5hours        |  |
|                    | Independent Study Hours  | 22.5hours  |  | Student's Total Workload   | 45hours          |  |
| Program Fee        | None   |  |  |  |                  |  |
| Requirement        | Language Proficiency   | None   |  |  |                  |  |
|                    |  | We accept native English speakers and/or a certificate issued by the home institution if English is used as the medium of instruction. | Yes                                    |  |                  |  |
| GPA                | None   |  | Others (if any)                        | None   |                  |  |
| Program Schedule   | Length   | 1 term   |  |  |                  |  |
|                    | From   | 27-Sep-22  |  | To   | 24-Jan-23        |  |
|                    | Day of week  | Every Tuesday  |  | Time of class(Standard Time)   | 16:30-18:00(JST) |  |
| Participants       | Number of acceptable participants  | Unlimited  |  |  |                  |  |
| Application Period | From   | 11-Jul-22  |  | Until (Deadline)   | 24-Jul-22        |  |
| Others             | If there are any other facts to inform, please specify.  | None   |  |  |                  |  |