

IMPORTANT: Points to Keep in Mind when Arranging Your Internship

1. About Internships as part of the Internship-based Case Study

Students who are considering choosing the Internship-based Case Study completion option are required to complete an internship. Students should clearly explain the purpose of the internship to the internship-host company/institution (hereinafter referred to as “Company”). Please also include a brief explanation of what a case study is as some Companies may not be familiar with that term.

Note: Japanese Companies usually do not provide internship programs for students who will use the internship experience to write a case study. If you are applying for an internship in a Japanese Company, it is ever more important to precisely explain the purpose of the internship!

2. Applying for Internships

Please make sure to include the following information in your internship application documents.

- ✚ The purpose and required duration of the internship (e.g. that you are going to write a case study based on the internship experience and you are required to spend at least 100 hours as an intern)
- ✚ The reason you chose that Company
- ✚ What you wish to accomplish or gain through the internship
- ✚ (Important) What and how you would be able to contribute to the Company
- ✚ Details of what is required of the Company if they accept you as an intern:
 - a) to approve your plan for research activities while on internship (specific form available).
 - b) to appoint you a supervisor.
 - c) to submit the following two (2) documents to the University: 1) “Internship Supervisor Report on the Intern’s Performance” and 2) “Internship Performance Rubrics” (specific forms available).
 - d) to check and approve the content of the case study when it is completed.

Note 1: Keep in mind that Companies are generally reluctant to accept students, especially graduate students, unless Companies can benefit from the activities of the students in return for all the costs involved.

Note 2: Students shall locate the internship destination on their own.

In principle, the APU will not provide support in arranging internships, e.g. introducing companies, visa applications, etc.

3. While on the Internship

Among your duties at the Company, you have to record your internship attendance at the end of every working day and receive the Company’s supervisor signature upon completion of the internship (specific form available).

4. Length of the Internships

Students should spend a total of 100 hours at the Company.

Note: In the case of a paid internship in Japan, international students are allowed to work a maximum of 28 hours per week during the semester and 40 hours per week during vacation periods.

5. Confidentiality Agreement

Given that the outcome of the internship will be a case study on the Company, it is expected that the Company will require you to sign a confidentiality (no-disclosure) agreement.

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6. Finalizing the Case Study

The Case Study should be submitted only after the Company approves its content. Confirmation of the Case Study by the Company is required regardless of how much organizational information is used in the Case Study.

7. Work Permits / Visas

Internship in Japan

International students planning on doing an internship in Japan should obtain a “Work Permit” before they begin their internship.

Internship outside Japan

Students who have found an internship outside Japan should confirm any requirements such as visa requirements, work permit, etc. and undertake any necessary procedures on their own.

Note: Visa requirements for any country depend on the nationality of the student. Information on whether you need a visa for a particular country can be found on through the Ministry of Foreign Affairs of your country or through the embassy of that country in Japan or in your country.

8. Insurance

All students going on an internship are required to obtain insurance for the entire duration of the internship. The required insurance type is “Travel Insurance” regardless of the destination of the internship (in or outside Japan).

Note: On campus, “Human Travel Insurance” can be purchased through Creotech (A bldg., 1st Floor, the entrance facing the Millennium Hall).

9. Internship Expenses

In principle, all expenses for the internship are covered by the student. However, some Companies may provide some or all of the following.

-  accommodation expenses
-  travel expenses
-  payment

10. Internship Implementation Schedule

There is no designated period during which students should complete their internships.

However, students are strongly advised to do their internship after starting their Management seminars.

Note: Internships may be conducted during the semester or during the vacation periods. If you are doing an internship during the semester, please make sure that it does not intervene your class attendance as no allowances will be made if the internship overlaps with a curricular course, a make-up class, final examinations, make-up examinations and course registration period.