

AY2023

# Internship Handbook

Shape your world



Ritsumeikan  
Asia Pacific University



2023

# Internship



## Educational Purposes of Internships at APU

Internships are professional experiences within companies/organizations that allow students to build their career before they graduate. Within APU, we are also working with companies/organizations on implementing internships for students to allow them to gain critical experiences, learning, and understanding to further develop their studies as students. The following three points summarize the main purposes of the internship program in APU.

- ① To apply what you have learned in APU's multicultural environment in on-campus and off-campus programs to the real world and reflect on your overall learning;
- ② In being aware of your role in society, to begin to recognize and reason on matters and issues that surround you within the real world;
- ③ Through the real-world experiences, to further deepen your knowledge to achieve learning accomplishments in various forms.

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# Contract-type Internships

APU has concluded contracts and signed memorandums of understanding with host institutions to provide students with this type of internship. If you are able to fulfill certain terms and conditions for the internship, you may also apply for course credit with APU. Make sure you clearly understand the application process prior to submitting your application.

## ● Schedule

Summer	Spring		
May - June	November - December	<b>Attend the Internship Guidance session</b> <b>Apply for Contract-type Internships</b> Submit required documents	» P.4 P.5
June - July	December - January, 2024	<b>Preparation and Review</b> Pre-Internship Class & Business Manners Seminar <b>Initial screening on campus</b> <b>Final screening by the host institution</b> <b>Pre-Internship Preparation Procedure</b> <b>Prior to the Internship</b> Submit required documents	» P.8 P.9 » P.15 P.16 » P.17
August - September	February - March, 2024	<b>Participate in the Internship</b>	
October - November	April - May, 2024	<b>After the Internship</b> Submit required documents Post-Internship Class	» P.8 P.17
December	June, 2024	<b>Course Registration</b> (If you wish to apply for credits you have to submit all required documents by the designated deadline.)	» P.6 P.17
March, 2024	September, 2024	<b>Release of Grades</b>	» P.17

The above information is subject to change.  
Please refer to Career Office's website, Campus Terminal or contact the office in charge by email for the complete schedule.

# Application

The three patterns for applying for Contract-type Internships are shown below:

Contract-type Internship		
Course Registration [None]	Course Registration [Available]	Course Registration [Available]
	Course name: Internship	Course name: Business Internship (APM students only)
Internship Period	Summer/Spring internships (Summer: August - September, Spring: February - March) are conducted mainly during the school holidays (Summer: August - September, Spring: February - March). However, there may be some that take place during the semester when classes are held. (In principle, internships during the semester do not count toward course registration.)	
Working hours	In principle, the total number of internship hours for "internship course" must be at least 40 hours (5 working days), and the total number of internship hours for "Business Internship course" must be at least 80 hours (10 working days).	
Content	Internship content will vary by host institution. Your work may include administrative work, implementation of special projects, assistance in sales and marketing, conducting research for the host institution, observing the work place, etc.	
Host institutions	Details can be found on the Career Office's website or Campus Terminal and are easily researched online.	

## Requirements

Students are eligible to apply for ("Internships" as well as "Business Internships") if they meet the following requirements:

1. Applicants should be in their second semester or higher but not in their graduating semester, or currently enrolled in graduate school.

(Students who are taking leave of absence are not eligible to apply)

- \* Exchange students who are currently enrolled in APU or APU students who are on the exchange program with Ritsumeikan University are eligible to apply. However, the students are required to meet all requirements such as attending screening interviews and classes which will be held at APU.
  - \* APU students who are on an exchange program with Ritsumeikan University and intend to apply for internships offered by the Internships Office at Ritsumeikan University should consult with the office there.
  - \* A student whose student status is currently suspended is eligible to apply if the period of their suspension will end before the program's application deadline date.
2. Cumulative GPA should be 2.00 or above.
  3. Meet at least one of the following requirements

### For Internships mainly conducted in Japanese

Advanced Level	Intermediate Level
Pre- Advanced Japanese Course	Japanese Intermediate Course
Advanced Japanese Course	
JLPT N1	JLPT N2
BJT/Business Japanese Proficiency Test Level J2 (420 or above)	BJT/Business Japanese Proficiency Level J3 (320 or above)
—	EJU (200 or above)
Possess any documents equivalent to above certifications	Possess any documents equivalent to above certifications

\* Requirements for language proficiency vary from one host institution to another. However, many host institutions may require interns to have advanced level of Japanese proficiency.

## For Internships mainly conducted in English

Advanced Level	Intermediate Level
Advanced English 2A & 2B Course	Upper Intermediate English A & B Course
TOEFL® (including ITP) 550 or above	TOEFL® (including ITP) 500 or above
TOEIC® (including IP) 730 or above	TOEIC® (including IP) 584 or above
IELTS 6.5 or above	IELTS 5.5 or above
Possess any documents equivalent to above certifications	Possess any documents equivalent to above certifications

### 4. Requirements for Business Internships Only

Must be a College of International Management (APM) student

< AY 2017 Curriculum Students > Must have completed 6 courses among the 12 APM required courses. Must have completed "Fundamental Mathematics" or "Advanced Mathematics" among those 6 courses

< AY 2011 Curriculum Students > Must have completed at least one Mathematics course and 5 of the APM Core courses. (Introduction to Management, Introduction to Economics, Introduction to Marketing, Accounting I, Finance)

## Submitting the Contract-type Internship Application

You can easily download the documents from the Career Office's website at

[https://en.apu.ac.jp/careers/internship\\_guide/contract\\_type/](https://en.apu.ac.jp/careers/internship_guide/contract_type/)

All inquiries regarding the internships should be sent to : career2@apu.ac.jp

To apply, simply access the URL listed on the company's 'Internship Application' page and upload the documents listed below.

\* Please note that the deadlines for submission of necessary documents vary by company.

Check student announcements carefully as you prepare your application(s).

1. Entry Sheet for Contract-type Internships
2. Application form for Contract-type Internships
3. Transcript of Academic Record (most recent) – copies are accepted
4. Any certifications for proof of your language ability - copies are accepted
5. A Copy of your Residence Card (both sides)  
\*Only for international students undertaking internships in Japan
6. Other necessary documents – as requested by the host institution
7. Internship Course Registration Form (if you want to apply for course registration)



\* Application dates vary from one company to another. Please refer to Campus Terminal or the Career Office's website for the latest updates!

## Important points when writing your applications

1. Your first impression is made through the application documents you submit. Follow the basics: write in an easy-to-read manner, be respectful and ask yourself if your application sounds intriguing. Proofread and check for spelling and grammar errors. Also, have other people proofread your application as well. Then submit ALL completed application documents. You may refer to the Job Hunting Handbook – Web edition (available on the Career Office website) for instructions on writing Resumes and Entry Sheets.
2. Students may only apply up to TWO internships at one time.
  - \* If one of your applications does not proceed to the next step, you may submit another application for another internship. At one time, only 2 of your applications may be under evaluation at the Career Office. So you may keep applying for internships only after getting results back (not possible if you are accepted to both internships).
  - \* It is the applicant's responsibility to check the internship periods of the different internships if you intend to apply to multiple internships. Please manage your schedules efficiently and check to make sure that the internships don't overlap with each other or with any other schedules.
3. Please make sure to check the format of the internship before applying.
 

Some companies will only host their internships online, while others may switch their format from in-person to online due to further outbreaks of Covid-19.

There is also the possibility that some internships will be outright cancelled if the government announces another state of emergency or any other measures so please check and confirm the information for each host institution before applying.



# Conditions for Course Registration

Contract-type Internships include the Common Liberal Arts course “Internship” and the APM Major Education course “Business Internship”.

Internship Type	Contract-type Internship	
Course name	Internship	Business Internship
Course field	Common Liberal Arts course	APM Major Education course
College offered	APS / APM / ST	APM only
Language offered	Japanese and English	Japanese and English
Hours of practice	40 hours or more	80 hours or more

**Course Registration Period** Internships in August - September 2023: AY2023 Summer Contract-type Internship (Course registration / credits received: AY2023 Fall Semester)  
Internships in February - March 2024: AY2023 Winter Contract-type Internship (Course registration / credits received: AY2024 Spring Semester)  
• Credits for this subject are not included in the Maximum Number of Credits. Based on student applications, this subject will be registered by the university after Course Registration Correction Period 2.

**Requirements**

- Internships that may be approved for registration are limited to those that begin and end during the periods below. (from the end of the Session until the beginning of the next semester)  
Period: AY2023 Summer Contract-type Internship: August 8 (Tues.) - September 20 (Wed.), 2023  
AY2023 Winter Contract-type Internship: February 14 (Wed.) - March 31 (Sun.), 2024
- 2nd semesters or above of undergraduate at the time of application.
- Students in their graduating semester and graduate school students are not eligible to apply.
- Students must be in attendance at the university during the semester in which the internship takes place, or in “Study Abroad” status that meets the condition shown in \*1.
- Students must be in attendance at the university during the semester for which it was registered.

\*1 (Students who will be in “Study Abroad” status during the semester in which the internship takes place) If the study abroad period (including travel period) overlaps with the Pre and Post-Internship classes, students will not be able to register for the Internship course. However, if there is no overlap with their study abroad period (including travel period) and they can meet the requirements for course registration, they may register for the Internship course.

\*2 (Students who will take a leave of absence, study abroad during the course registration semester, or do not meet the course registration requirements) Course registration is not available.

**Language** Japanese or English  
• Choose the subject language according to the language used in the internship. Refer to the table below to know which class you have to attend.

language used \ Subject Lang.	Japanese subject	English subject
Japanese	○	×
English	×	○
Other	×	○

※ An internship in English may be counted into the required 20 credits of English subjects for Japanese-basis domestic students.

(Notes)

- You are not allowed to change classes after the 1<sup>st</sup> class finishes.
- If the class you took does not match the language that the internship is held in, you are not eligible to apply for course registration.
- If the course may change due to the result of the internship screening, you have to attend both classes in English and Japanese.

**Number of Credits** 2 or 4 credits

Internship		Business Internship	
Internship hours	Credits	Internship hours	Credits
More than 40 hours less than 130 hours	2	More than 80 hours less than 160 hours	2
More than 130 hours	4	More than 160 hours	4

- In the case 4 credits are received, they will be counted as two 2-credit “Internship” courses.
- Students may only register for one company/organization for “Internship Courses” and one company/organization for “Business Internship” in one semester.
- “Business Internship” can be included up to 8 credits in the 124 required graduation credits. “If a student earns enough of these credits to exceed the maximum credit limits, the surplus credits will be added to the “subjects not counted towards graduation” subject field.

**Evaluation** P/F

## NOTE

Please submit “the Course Registration” form at the time of application. Please note that the course registration cannot be cancelled after submitting “the Course Registration” form. Courses registered for cannot be changed after the “Course Registration Application” is submitted.

## Class and Internship Hours:

1. Calculation of internship hours will be done from the start time until the end time on working days (including the lunch break). Working days could be weekdays or weekends.
2. If the final number of internship hours differs from the originally planned number of hours, the following will apply.  
Example 1) If your internship was less than 40 hours for "Internship" / 80 hours for "Business Internship"  
⇒ Credits will not be awarded.  
Example 2) If your internship was intended to cover 130 hours or more, but actually covered only 40 to 129 hours / if your business internship was intended to cover 160 hours or more, but actually covered only for 80 to 159 hours  
⇒ Two credits are awarded.
3. (Only for students who have submitted the course registration) Measures to be taken in such cases that final internship hours were less than originally planned due to unavoidable circumstances: (If minimum internship hours: 40 hours for Internship courses and 80 hours for Business Internship courses are fulfilled)  
Please follow the instruction listed below according to your case. The university will decide whether or not to allow you to register for courses.  
A) If the reason is that the internship was cancelled or temporarily suspended due to a work order of the host organization.:  
Submit the explanatory document (signed or stamped in PDF format) issued by the host organization via email.  
B) In case of illness or bereavement as a reason:  
If you meet the application requirements listed in the Undergraduate Academic Handbook ([https://en.apu.ac.jp/academic/class\\_info/class\\_absences/](https://en.apu.ac.jp/academic/class_info/class_absences/)), please submit the following items via email;  
① the required official certificates as listed on the same page in PDF format and  
② "Report of Absence"  
※ "Report of Absence" format is available on "Contract-type Internship" page of the Career Office website. ([https://en.apu.ac.jp/careers/internship\\_guide/contract\\_type/](https://en.apu.ac.jp/careers/internship_guide/contract_type/))  
C) In case of other reasons such as bad weather, strikes, epidemics, etc:  
Please contact the Academic Office.  
Email submissions to: Academic Office, Contract-type Internship ([atfs@apu.ac.jp](mailto:atfs@apu.ac.jp))  
Submission deadline: Within 3 business days after the end of the missed class or internship. No applications will be accepted after the deadline.
4. In the case of absence from pre or post-internship classes due to illness or bereavement, the procedure is the same as 3-B).
5. International students enrolled at APU under college student visas may only be permitted to work within the limits of their visa. Please make sure to abide by these regulations.

## [Precaution]

### 1. Cancellation of Participation

In the event any of the following apply, a participant's participation in a program may be cancelled even after the announcement of acceptance. In the event a participant's participation in a program is cancelled, as a rule a grade of "F" will be assigned.

- A) In the event a participant's course participation is judged inappropriate, taking into consideration the participant's behavior and attendance.
- B) In the event the participant becomes subject to disciplinary action after the announcement of screening results.
- C) In the event the designated overseas travel and accident insurance is not taken out, and/or in the event that university instructions concerning the submission of documents, attendance at required guidance sessions, etc. are not followed.
- D) In the event of misconduct.
- E) In the event of other violations of the participant's duty as a student.

### 2. Withdrawal After the Announcement of Screening Results

The university undertakes screening on the assumption that, at the time of application, everyone who applies to a program wishes to participate. Therefore, as a general rule, withdrawal after the announcement of screening results is not permitted.

When applying, students should carefully review the program contents in advance and make their preparations assuming they will not withdraw.

### 3. Registration Plan

Students should thoroughly review their registration plan and number of credits to be earned through the program and confirm that this plan will not cause any problems with their registration plan for graduation. No special consideration will be given in the event that problems are identified after the screening results have been announced and also that an item listed in "1. Cancellation of Participation" has arisen. Students should take personal responsibility when applying to any program.

Note: Students wishing to participate at the same internship organization multiple times will only be able to register a credit bearing course with that organization once.

# Preparation and Review

The class schedule will be notified to your APU email.

	Business Manners Seminar 〔 Summer : July 〕 〔 Spring : January 〕	Pre-Internship Class 〔 Summer : June-July 〕 〔 Spring : December-January 〕	Post-Internship Class 〔 Summer : October-November 〕 〔 Spring : April-May 〕	Documents to be submitted
Course Registration	<u>Required</u>	<u>Required</u>	<u>Required</u>	Refer to P.17
Non Course Registration	<u>Required</u>	No	No	

(Notes)

- Classes are held separately in Japanese and English. Please refer to P.6 for further information.
- Even if your internship screening result is not yet announced and you desire to apply for course registration, you have to attend all the Pre-Internship Classes and Business Manners Seminar.
- All classes will be conducted in-person.
- All documents must be submitted by the designated deadlines.

## Syllabus for Contract-type “Internship” Course (Japanese-based)

\*The application guideline is based on the AY2023 Spring Semester and may be subject to change.

開講年度	2023, 2024
講義コード	
科目ナンバー	【2023年度カリキュラム】 [23]-[LIB]-[GCF]-2 【2017年度カリキュラム】 [17]-[LIB]-[RSN]-2
開講セメスター	2023年度 夏インターンシップ (科目登録・単位授与；2023年度秋セメスター) 2023年度 冬インターンシップ (科目登録・単位授与；2024年度春セメスター)
科目名・クラス名	インターンシップ 01/02
プログラム名	インターンシップ
担当教員	土橋 卓也
実習地	事前事後授業: APU インターンシップ: それぞれの実習先
単位数	40時間以上130時間未満: 2単位 130時間以上: 4単位
備考	
講義分野	共通教養科目
履修の目安	協定型インターンシップに参加する学生を対象とした授業です。「協定型インターンシップ科目」登録願を提出した学生のみ受講可能です。
授業概要	「働くこと」「生きること」「学ぶこと」について様々な視点から掘り下げ全員で考えていきます。企業勤務の経験を踏まえ、組織で働くとはどのようなものか？困難やストレスをどのように克服してゆくのかなど、体験に基づき共有します。
到達目標	「人は何のために働くのか」ということについて、自分の価値基準で一定の結論を導き出せるようになること。
授業方法	学生相互で働く意味について議論し、将来のキャリアビジョンなどを深めるグループワーク中心の授業です。
毎回の授業の概要	<p>【事前授業】</p> <ol style="list-style-type: none"> <li>1. 「働くこと」「生きること」「学ぶこと」について考える</li> <li>2. 仕事を通じて自己の成長をはかる</li> <li>3. キャリア形成について</li> <li>4. インターンシップの目的・企業実習の心構え</li> </ol> <p>【事後授業】</p> <ol style="list-style-type: none"> <li>1. インターンシップ実習の振り返り・大学生のキャリア形成の課題</li> <li>2. 企業という組織について理解する</li> <li>3. 自己吟味の大切さ～自分を理解し進路を明確にする</li> <li>4. 企業を観察する目を養う～企業を見る5つの視点</li> </ol> <p>*なお、各回の授業は以下の通り構成されます。日程・教室など詳細については追って、APUのメールアドレス宛に連絡をします。</p> <p>&lt;事前・事後授業 各4回 (計8回)&gt;</p> <ol style="list-style-type: none"> <li>1: はじめに (講師より)</li> <li>2: ①個人ワーク・グループディスカッション</li> </ol> <p>休憩</p> <ol style="list-style-type: none"> <li>3: ②個人ワーク・グループディスカッション</li> <li>4: ミニレポート提出 (事前授業2回・事後授業2回)</li> </ol>



実習スケジュール	セッション終了後、次のセメスター開始まで、とします。 *2023年度 夏インターンシップ(科目登録・単位授与;2023年度秋セメスター): 2023年8月8日(火)~9月20日(水) *2023年度 冬インターンシップ(科目登録・単位授与;2024年度春セメスター): 2024年2月14日(水)~3月31日(日)
予習・復習の内容と分量	予習の必要はありません。授業の資料を復習し、テーマごとの課題について各自が考え進路選択に生かしてください。
成績評価方法	P/F 評価 授業への参画:80% (事前授業:40% 事後授業:40%) 小レポート:20% 留意事項:2時限連続で1回分の授業内容のため、1回の授業に欠席した場合、2時限分の欠席扱いとなります。
多文化協働学修の実践方法	グループディスカッションでは内際学生を半々に行い相互理解を促進する。授業内で行う質問の回答を全員でシェアし内際学生に意見を聴き、受けとめの違いを理解してもらう。
授業担当教員の実務経験	日本航空(株)に35年勤務。東京・大阪支店国際団体販売部、本社宣伝部、国内営業部、北海道旅客鉄道(株)に出向 1997年~2000年 クアラルンプール支店勤務 2010年~2015年
学生への要望事項	インターンシップ の成果を出すためには、授業・実習への積極的な取り組みが求められます。意義をよく理解した上での参加をお願いします。
テキスト (授業を履修する上で、購入が必須となる書物)	特になし
備考	
テキスト (授業を履修する上で、購入が必須となる書物)	特になし
参考文献備考	特になし
参考文献 (図書、視聴覚資料) ライブラリリザーブコーナーに設置	特になし
参考文献 (雑誌、年鑑白書等)	特になし
備考	5名以上で開講
担当教員研究室電話番号	4509
担当教員E-mail アドレス	ts21013c@apu.ac.jp
E-Book および 関連ページ	特になし



## Syllabus for Contract-type “Internship” Course (English-based)

Year	2023, 2024
Subject Code	—
Course Number	[2023 Curriculum.] [23]-[LIB]-[GCF]-2 [2017 Curriculum.] [17]-[LIB]-[RSN]-2
Semester	AY2023 Summer Internship (credits awarded in AY2023 FA) AY2023 Winter Internship (credits awarded in AY2024 SP)
Subject / Class	Internship 03/04
Program Name	Internship
Instructor	HAIDAR Ali
Program Venue	Pre and post internship classes: APU Internship: Respective site
The number of credits	More than 40 hours and less than 130 hours: 2 credits More than 130 hours: 4 credits
Misc. Notes	—
Subject Field	Common Liberal Arts Subjects
Recommended Qualifications / Knowledge	No specific knowledge/skills are required. Only students who participate in the Contract-type Internship and also submitted the Course Registration Form will be allowed to take the course.
Course Overview	This course defines internship, identifies roles of stakeholders, discusses realities or workplaces based on real word experiences of interns and explores careers options.
Course Objectives	The objective of this course is to get acquainted with the insights of real business through internships, and provide an opportunity to think about the participating students' own vision on the work.
Teaching Methods	Lectures and Group discussions
Overview of Each Class	*Further details, including dates and classrooms, will be announced by APU email. [Pre-Internship Classes] 1. Internship - Definition and assessment 2. Career decision making and planning 3. Realities of work organizations: Individuals and groups 4. Realities of work organizations: Culture, leadership and structure [Post-Internship Classes] 1. Individual presentations on internship experiences (1) 2. Individual presentations on internship experiences (2) 3. Career decision making and internship experiences 4. Plan for the future: Students, employers and APU
Practice Schedule	(from the end of the Session until the beginning of the next semester) AY2023 Summer Internship (credits awarded in AY2023 FA): Tuesday, August 8th - Wednesday, September 20th, 2023 AY2023 Winter Internship (credits awarded in AY2024 SP): Wednesday, February 14th - Sunday, March 31st, 2024
Pre-class Study Load [preparation & review]	Students are required to read cases that describes experiences of interns and explores career options.
Method of Grade Evaluation	P/F Written Assignment 1 – Internship Proposal: 25% Class readings and participation: 25% Written Assignment 2 – End of Internship Report: 50%
Method of Implementing Multicultural Collaborative Learning	Students will be asked to form groups taking members from different nationalities.
Instructor's professional experience/ involvement (outside academia)	None
Requirements for Students	Students taking this course should participate proactively in all classes. In some class, students will be assigned to make a presentation and lead discussion.
Textbook Notes	None
Textbook (Students will need to purchase these textbooks when registering for this course.)	None
Further Reading Notes	None
Further Reading (Books, audiovisual materials) (Available at Reserved Corner in the APU Library)	None
Further Reading (Journal articles, white papers, year books, etc.)	None
Misc. Notes	Minimum 5 students
Office Phone No.	4354
E-mail Address	alhaidar@apu.ac.jp
E-Book & Course-related links	None

## Syllabus for Contract-type “Business Internship” Course (Japanese-based)

開講年度	2023, 2024
講義コード	—
科目ナンバー	【2023年度カリキュラム】 [23]-[M]-[COM]-2 【2017年度カリキュラム】 [17]-[M]-[COM]-3
開講semester	2023年度 夏インターンシップ (科目登録・単位授与; 2023年度秋semester) 2023年度 冬インターンシップ (科目登録・単位授与; 2024年度春semester)
講義名・クラス名	ビジネスインターンシップ 01/02
プログラム名	ビジネスインターンシップ
担当教員	ALCANTARA Lailani L.
実習地	事前事後授業: APU インターンシップ: それぞれの実習先
単位数	80時間以上160時間未満: 2単位 160時間以上: 4単位
備考	—
講義分野	APM専門教育科目
履修の目安	協定型インターンシップに参加する学生を対象とした授業です。「協定型インターンシップ科目」登録願を提出した学生のみ受講可能です。
授業概要	ビジネスインターンシップは、APMの全学生（申請時2-7semester）を対象に実施され、実際のビジネスがどのように運営されているかについて知識を得、APUで学んだビジネスやマネジメントの概念や理論を振り返ることができる実践的な場である。 また、インターンシップに参加することにより、どのような職業に就きたいか、これから何を学ぶべきかを明確にすることができ、仕事上のネットワークを構築する機会にもなる。
到達目標	ビジネスインターンシップ を履修することで、学生は次のような力が身に付きます： ①ビジネス環境での実践的な経験を得る。 ②インターンシップ先の業界に関する知識を得る。 ③キャリアの選択肢についての理解を深め、自らのキャリア目標を明確にし、今後の知識・スキル向上のための分野を特定する。 ④ビジネススキルを向上させ、自信を付ける。 ⑤国際経営学部での専門的な学修を深めるよう努力する。 ⑥雇用者から見た人材としての採用可能性を強化し、社会における自らの役割についてより責任を持つ。
授業方法	授業は、講義とアドバイジングセッションを通じて行われます。
毎回の授業の概要	* なお、各回の授業は以下の通り構成されます。日程・教室など詳細については追って、APUのメールアドレス宛に連絡をします。 【事前授業】 Class 1: Pre-Business Internship I Class 2: Pre-Business Internship II Class 3: Pre-Business Internship III 【事後授業】 Class 4: アドバイジングセッション
実習スケジュール	セッション終了後、次のsemester開始まで、とします。 * 2023年度 夏インターンシップ (科目登録・単位授与; 2023年度秋semester): 2023年8月8日 (火)～9月20日 (水) * 2023年度 冬インターンシップ (科目登録・単位授与; 2024年度春semester): 2024年2月14日 (水)～3月31日 (日)
予習・復習の内容と分量	ビジネスインターンシップは体験型学習であるため、学生はインターンシップを開始する前に、与えられたタスクについて勉強し、受け入れ先と相談する必要があります。そのため、インターンシップ開始前に少なくとも15～20時間の準備時間が必要となる場合があります。
成績評価方法	1) インターンシップ最終報告書、2) インターンシップ・スーパーバイザーによる評価書によって、成績が決まる。成績はP/Fとする。
多文化協働学修の実践方法	学生は、受け入れ先の多文化な環境の中でAPUで学んだビジネスやマネジメントの概念や理論を応用し、実際のビジネスの知識やスキルを学びます。
授業担当教員の実務経験	—
学生への要望事項	インターンシップハンドブックを参考にしてください。
テキスト	— (授業を履修する上で、購入が必須となる書物)
備考	—
テキスト	— (授業を履修する上で、購入が必須となる書物)
参考文献備考	—

参考文献 (図書、視聴覚資料)	—
ライブラリコーナーに設置	
参考文献 (雑誌、年鑑白書等)	—
備考	—
担当教員研究室電話番号	内線番号 : 4320
担当教員E-mail アドレス	lanipark@apu.ac.jp
E-Book および 関連ページ	(1) 大学1年からのキャリアデザイン実践 <a href="https://elib.maruzen.co.jp/elib/html/Viewer/Id/3000126513/Page/3?8">https://elib.maruzen.co.jp/elib/html/Viewer/Id/3000126513/Page/3?8</a> ; (2) Grit: The Power of Passion and Perseverance: <a href="https://search.ebscohost.com/login.aspx?direct=true&amp;db=nlebk&amp;AN=1966383&amp;site=ehost-live">https://search.ebscohost.com/login.aspx?direct=true&amp;db=nlebk&amp;AN=1966383&amp;site=ehost-live</a> (3) 「外国人留学生のための就活ガイド2024」 <a href="https://www.jasso.go.jp/ryugaku/after_study_j/job/guide.html">https://www.jasso.go.jp/ryugaku/after_study_j/job/guide.html</a>



### Syllabus for Contract-type “Business Internship” Course (English-based)

Year	2023, 2024
Subject Code	—
Course Number	【2023 Curriculum.】 [23]-[M]-[COM]-2 【2017 Curriculum.】 [17]-[M]-[COM]-3
Semester	AY2023 Summer Internship (credits awarded in AY2023 FA) AY2023 Winter Internship (credits awarded in AY2024 SP)
Subject / Class	Business Internship 03/04
Program Name	Business Internship
Instructor	ALCANTARA Lailani L.
Program Venue	Pre and post internship classes: APU Internship: Respective site
The number of credits	More than 80 hours and less than 160 hours: 2 credits More than 160 hours: 4 credits
Misc. Notes	—
Subject Field	APM Major Education Subjects
Recommended Qualifications / Knowledge	Only students who participate in the Contract-type Internship and also submitted the Course Registration Form will be allowed to take the course.
Course Overview	Business internship is offered to all APM students (must be 2-7 semesters at time of application) , providing an opportunity for practical settings where students can gain knowledge about the way the actual world of business operates and reflect on the business and management concepts and theories that they have learnt in APU. By participating in internships, it also allows students to clarify the types of careers that they would like to pursue, develop management knowledge and skills, gain a clearer sense of what they still need to learn, and provides an opportunity to build professional networks.
Course Objectives	By completing the Business Internship, students will be able to: 1. Gain practical experience within the business environment. 2. Acquire knowledge of the industry in which the internship is done. 3. Develop a greater understanding about career options while more clearly defining personal career goals as well as identifying areas for future knowledge and skill development. 4. Develop business skills and increase self confidence 5. Endeavor to deepen their specialized learning at the College of International Management. 6. Strengthen marketability to employers and become more responsible in regard to their role in society.
Teaching Methods	The class will be delivered through lectures and advising sessions.
Overview of Each Class	*Further details, including dates and classrooms, will be announced by APU email. 【Pre-internship】 Class 1: Pre-Business Internship I Class 2: Pre-Business Internship II Class 3: Pre-Business Internship III 【Post-internship】 Class 4: Advising session
Practice Schedule	(from the end of the Session until the beginning of the next semester) AY2023 Summer Internship (credits awarded in AY2023 FA): Tuesday, August 8th - Wednesday, September 20th, 2023 AY2023 Winter Internship (credits awarded in AY2024 SP): Wednesday, February 14th - Sunday, March 31st, 2024
Pre-class Study Load [preparation & review]	Business Internship is an experiential based learning, thus, students must study about the assigned tasks and communicate with the host institutions before starting the internship program. This may require at least 15-20 hours for preparation before the internship program starts.
Method of Grade Evaluation	Students will be evaluated based on: 1) Internship Final Report and 2) Internship supervisor evaluation form. The grade will be P/F.



Method of Implementing Multicultural Collaborative Learning	Students will work as an intern at the host institutions in a multicultural environment to apply the business and management concepts and theories that they have learnt in APU and gain knowledge and skills from the actual world of business.
Instructor's professional experience/involvement (outside academia)	—
Requirements for Students	Please make sure to check the Internship Handbook.
Textbook Notes	—
Textbook (Students will need to purchase these textbooks when registering for this course.)	—
Further Reading Notes	—
Further Reading (Books, audiovisual materials) (Available at Reserved Corner in the APU Library)	—
Further Reading (Journal articles, white papers, year books, etc.)	—
Misc. Notes	—
Office Phone No.	Extension: 4320
E-mail Address	lanipark@apu.ac.jp
E-Book & Course-related links	(1) 大学1年からのキャリアデザイン実践 <a href="https://elib.maruzen.co.jp/elib/html/Viewer/Id/3000126513/Page/3?8">https://elib.maruzen.co.jp/elib/html/Viewer/Id/3000126513/Page/3?8</a> ; (2) Grit: The Power of Passion and Perseverance: <a href="https://search.ebscohost.com/login.aspx?direct=true&amp;db=nlebk&amp;AN=1966383&amp;site=ehost-live">https://search.ebscohost.com/login.aspx?direct=true&amp;db=nlebk&amp;AN=1966383&amp;site=ehost-live</a> (3) 「外国人留学生のための就活ガイド2024」 <a href="https://www.jasso.go.jp/ryugaku/after_study_j/job/guide.html">https://www.jasso.go.jp/ryugaku/after_study_j/job/guide.html</a>

# The Screening Process and Pre-Internship Procedure

The initial screening for most Contract-type Internships is conducted internally. Interviews with the host institutions may proceed afterwards in the form of phone or online interviews. In addition, successful applicants are required to undergo procedures in preparation for their internship.

## Application

## Internal Screening

**Document Screening** Your application documents will be evaluated based on the internship requirements. Any incomplete applications will not proceed to the next level.

### Initial Online Interviews

Interview questions will be based on your application. Make sure you are well aware of the details mentioned and are able to talk about them confidently. Also, the internship should be related to your career plan and you must have a clear objective for applying. Your understanding about the program, host institution, communication and language skills will be evaluated.

Applicants will be recommended to the host institutions by the Career Office based on the overall evaluation results.

Points will be allocated for cumulative GPA, contents of the application and interview performance. Those recommended will then be introduced to the host institutions for final online interviews.

## Final Screening by the Host Institution

The final selection will be determined by the host institutions and not APU. The Career Office will notify you of the results once the decision is made.

**\*All results will be notified to applicants by the Career Office.**

**\*Please be advised that some screening results from companies may be delivered after the Pre-Internship classes. Those who wish to apply for credits, please be advised that attending all mandatory classes is important, regardless of the timing of the screening results.**

### How initial online interviews are scheduled:

The dates for interviews for each host institution are predetermined. However, you are able to decide the time of the interviews. On the application form, list your preferred times for the interview and the Career Office will then notify you of the finalized schedule and meeting ID at a later date.

\*There may be cases in which the interview may not be scheduled on your preferred times or you may be asked to reschedule.

\*Please understand that we will not accept interview rescheduling once the schedule has been confirmed.

### On the day of the online interview:

\*Do NOT be late!

\*Formal business wear is not required.

\*No-show without prior notification will automatically result in being dropped from further selection screenings.

If you are unable to attend due to an emergency or unforeseen circumstances, contact the Career Office as soon as possible.

Please notify us in-person or through phone at 0977-78-1128 (or via email for students residing outside Japan).

## Pre-Internship Preparation Procedure

A session is held before final exam period.

Successful candidates are required to fill out documents for both their host institution and the Career Office, along with getting an insurance coverage. This step is necessary in order to participate in an internship, therefore participation is required.

### Types of Insurance

(In most instances only required if the internship is conducted in-person)

Internships in Japan • *Liability Insurance for Internships, Professional Qualification Activities, etc.*  
("Intern-bai")

Internships abroad • *Liability Insurance for Internships, Professional Qualification Activities, etc.*  
("Intern-bai")  
• *Overseas Travel Insurance*, from Tokio Marine Nichido Fire Insurance Co., Ltd  
• Risk and health management support and health issues support, and helpline

# Before and After the Contract-type Internships

When you are accepted into an internship, there are certain documents that you need to submit before and after. Furthermore, there are sessions that you are required to attend. Please note that the documents you need to submit and the sessions you need to attend vary depending on whether or not you apply for credits.



**Please download the necessary documents from the Career Office homepage.**

[https://en.apu.ac.jp/careers/internship\\_guide/contract\\_type/](https://en.apu.ac.jp/careers/internship_guide/contract_type/)

- \* As a rule, all documents must be submitted through Forms (a link will be provided at a later date).
- \* It is your responsibility to check whether or not you have all documents before you submit them.
- \* Documents must be submitted by the designated deadlines.

## To be Submitted before Departure

Course Registration		Documents	Where to Submit / Inquiries	Deadline	Note
Yes	No				
●	●	Internship Statement of Intent	Career Office	To be submitted before your internship starts	
●	●	Money Certificate for Internship Insurance (¥210)			
●	—	Course Registration Form			
●	●	Pledges (2 copies: 1 for the company and 1 to APU)			Your personal stamp (inkan) will be required.

## To be Submitted upon Return

Course Registration		Documents	Where to Submit / Inquiries	Deadline	Note
Yes	No				
●	●	Internship Log	Career Office	After summer/ spring vacation	
●	●	Career Check Sheet			
●	●	Internship Evaluation			

### NOTE

Students participating in the GAIA Internship Program should also check required document submission on P.19.

\* For more information about GAIA Internship Program, kindly refer to P.18.

Please fill in the following documents in the language that your class is held in if you desire to apply for course registration.

1. Internship Statement of Intent
2. Course Registration Form
3. Internship Log

## Pre-Internship Class and Learning

Course Registration		Class • Guidance	Inquiries	Time	Note
Yes	No				
●	—	Pre-internship classes for “Internship” course or “Business Internship” course	Academic Office	Summer : June-July Spring : December-January *Please check the email sent to your APU email.	You must attend all classes.
●	●	Pre-Internship Business Manners Seminar	Career Office		

## Post-Internship Class and Review

Course Registration		Class • Guidance	Inquiries	Time	Note
Yes	No				
●	—	Post-internship classes for “Internship” course or “Business Internship” course	Academic Office	Summer : October-November Spring : April-May *Please check the email sent to your APU email.	You must attend all classes.

### Course Registration / Release of Grades

The university will register the course on your behalf based on your Internship Course Registration Form. Please confirm your registration details on Campusmate after Course Registration Correction Period 2 of the semester the internship is registered in.

Grades will be evaluated by the instructor on a P/F basis. Please check the syllabus on P.8-14 for details.

# GAIA (GlobAl Internship with Alumni) Overview

GAIA is an internship program in which you will develop your career working alongside APU graduates within and outside of Japan. This initiative was initially established and implemented from 2016 with APU being selected as a “Top Global University Project” (SGU) in 2014.

Different from regular internships, this is a unique program that allows current students to see firsthand how APU alumni are applying their APU experiences in their careers and contributing to the development of society. This is so that current students may then reevaluate their own experiences in life and define their career path going forward. Furthermore, for APU graduates, GAIA provides an opportunity for them to be involved in the education at APU in supporting their juniors.

## 1 Purpose of GAIA

- (1) In getting in contact with alumni who are working professionals, students may envision their own future career more clearly.
- (2) With alumni as their role models, students gain practical knowledge useful for their careers.
- (3) In learning how the alumni applied their studies and utilized their networks after graduation, students may in return apply this knowledge to their current school life.

## 2 Target participants, Conditions of Registration, Course Registration

Registration conditions for GAIA are the same as Contract-type Internships, please refer to P.4-7 for more information. In general, students are responsible for their own travel, accommodation and related expenses. However, there have been cases where host institutions have provided financial assistance for the students.

## 3 Before and After the internship assignments during the internship

We will be implementing the following GAIA Pre and Post-Internship Sessions as well as assign several tasks during the internship for GAIA participants.

### Before the internship

Participate in the GAIA Pre-Internship Session and learn about the alumni, the alumni association (\*association for university students after they graduate). Learn the initiatives of APU and form your mindset and set your own goals for GAIA.

### During the internship

- ① Work alongside the APU alumni and observe how they work (their actions and mindsets, thinking process, etc).
- ② Interview the APU alumni and based on their answers, reflect on how you will shape your own future and what experiences you should do while you are in APU to make that future a reality.
- ③ Set aside time to discuss with alumni and receive feedback on your progress.

### After the internship

- ① Participate in the GAIA Post-Internship Session and present your findings on what you learned and how it connects to your future career to university faculty and staff. Then receive advice in regards to the next step in building your career after your internship.



② Submit the following documents (together with documents listed on P.17) to the Career Office

Course Registration		Documents	Where to Submit / Inquiries	Deadline	Notes
Yes	No				
●	●	GAIA Career Interview Sheet	Career Office	After summer/spring vacation	Notes taking during interview with APU alumni
●	●	GAIA Internship Final Report	Career Office	After summer/spring vacation	Submit with photos taken during the internship via email

#### 4 Examples of past host companies/organizations

Company/Organization Name	Internship Location	Industry
PT. IKUZO INDONESIA	Jakarta, Indonesia	Education
MONOVA TRADE LLC	Ulaanbaatar, Mongolia	Trading/Sales
Sysmex Corporation	Kobe, Japan	Cybersecurity



# Independently-arranged type Internships

This category of internships refer to those that do not have a special relationship with APU and the internships are open to all college students. Those that we introduce to you or those that you find on your own, to which you must apply directly by yourselves are all under independently-arranged type internships. Please be advised that the applicant (YOU) is responsible in arranging all details of the internship, from application to actual participating. This includes finding accommodation and applying for visas (if conducted overseas). Follow exactly as instructed by the host institution and directly pose questions to them if you need any clarifications.

## ▼ Attend the Internship Guidance

Summer: Mid May

Spring: Mid November

## ▼ Business Manners and Etiquette (Business Manners Seminar)

For questions: Career Office

Summer: Mid July

Spring: Late January

## ▼ Application ~ Screening

## ▼ Before attending the internship

1. Purchase internship insurance.

\*If you take part in an independently-arranged internship, we recommend purchasing the *Liability Insurance for Students* (学生賠償責任保険) at COOP or CREOTECH. The Career Office deals with *Liability Insurance for Internships, Professional Qualification Activities, etc.* (インターンシップ・教職資格活動等賠償責任保険) but it only covers students who take part in Contract-type Internships.

2. Submit the Internship Notification Form

For questions / where to submit: Career Office

\*if there are any other necessary documents required by the host institution, please submit directly to them.

## ▼ Participate in the internship

## ▼ Submit the following documents after the internship

• Internship Report

For questions / where to submit: Career Office.

## ▼ Finally

\* Please download these documents from the Career Office's website.

(URL: <https://en.apu.ac.jp/careers/>)

1. Application procedures and deadlines vary from one host institution to another. Make sure to follow the instructions carefully.
2. Information on overseas internship opportunities can be found via internship search engines. Some of the information can also be found in the Career Office. Since overseas internships often require a visa, please start preparing well in advance.

## Internship Search Engines

Internships in Japan	• FAVOita	<a href="https://favoita.com/interns">https://favoita.com/interns</a>
	• Oita Prefecture Overseas Student Personnel Information Bank (Active Net)	<a href="https://activenet.ucon-oita.jp/">https://activenet.ucon-oita.jp/</a>
	• Incorporated nonprofit organization, ETIC	<a href="https://drive.media/intern">https://drive.media/intern</a>
	• Mynavi (Internships)	<a href="https://job.mynavi.jp/">https://job.mynavi.jp/</a>
	• Rikunabi (Internships)	<a href="https://www.rikunabi.com/">https://www.rikunabi.com/</a>
	• Career-tasu (Internships)	<a href="https://job.career-tasu.jp/">https://job.career-tasu.jp/</a>
	• Incorporated nonprofit organization, Dot-jp	<a href="https://www.dot-jp.or.jp/">https://www.dot-jp.or.jp/</a>
	• Gaishi-shukatsu.com (Internships)	<a href="https://gaishishukatsu.com/">https://gaishishukatsu.com/</a>
Overseas Internships	• Highered	<a href="https://en.apu.ac.jp/careers/job_hunting_guide/highered/">https://en.apu.ac.jp/careers/job_hunting_guide/highered/</a>
	• INOMICS	<a href="https://inomics.com/">https://inomics.com/</a>
	• GoinGlobal	<a href="https://www.goinglobal.com/">https://www.goinglobal.com/</a>
	• Bloomberg	<a href="https://www.bloomberg.com/company/">https://www.bloomberg.com/company/</a>
	• CareerCross	<a href="https://www.careercross.com/en/">https://www.careercross.com/en/</a>
	• Daijob	<a href="https://www.daijob.com/en/">https://www.daijob.com/en/</a>
	• KOPRA	<a href="https://www.kopra.org/">https://www.kopra.org/</a>

# Frequently Asked Questions

## Q1. Where can I find information on internships?

A. "Internship Guide" on Career Office's website, details on Campus Terminal, or "Internship Information" on Campusmate Web (information on Independently-arranged Internships are on Campusmate Web). Internship information (host institution, period, content, etc.) will be advertised on Campusmate Web and at the Career Office front desk. Please read thoroughly before applying.

## Q2. Where can I download the necessary documents?

A. Please download them from the following link

Contract-type Internships: [https://en.apu.ac.jp/careers/internship\\_guide/contract\\_type/](https://en.apu.ac.jp/careers/internship_guide/contract_type/)

Independently-arranged Internships: [https://en.apu.ac.jp/careers/internship\\_guide/independently\\_arranged/](https://en.apu.ac.jp/careers/internship_guide/independently_arranged/)

### Points to Remember When Submitting Documents

1. In general, all documents must be submitted via email.

Contract-type/ Independently arranged Internships: Career Office (career2@apu.ac.jp)

Business Internships: Academic Office (atfs@apu.ac.jp)

2. In the case a language is specified, please fill in the form according to the specified language (only for students who wish to register courses).

3. Students are also responsible for keeping the document submission deadlines even for documents that have to be filled out by their internship supervisors.

4. Regardless of the reason, late submissions will NOT be accepted (e.g. transportation problems, technical difficulties, illness, etc.).

## Q3. I don't know how to write a Japanese resume.

A. For guidance, you can refer to the Job Hunting Handbook (Japanese & English).

URL: [https://en.apu.ac.jp/careers/job\\_hunting\\_guide/handbook/](https://en.apu.ac.jp/careers/job_hunting_guide/handbook/)

A resume is a tool for application screening and a reference for interviewers when interviewing. A resume that only you are satisfied with may not be true for the people hiring. We encourage you to get as much feedback as possible such as from your professors, advisors at the Career Office, friends and family.

## Q4. I have been accepted into a Contract-type or Business internship, but the schedule conflicts with my other activities, so I want to cancel.

A. You CANNOT withdraw from an internship once you have been accepted. It will trouble the host institutions greatly to have you withdraw after being accepted. Especially for job hunters, please pay extra attention to this matter.

Moreover, you are obliged to attend the entire training. You are not allowed to be absent due to part-time jobs or extracurricular activities.

Therefore, make sure to check your own schedule before applying.

## Q5. I have a guidance session / class during the same period as one of the Pre and/or Post-(Business) Internship Classes.

A. Those who intend to apply for course registration MUST attend all lecture sessions. If you have any concerns about attendance, please come to the Academic Office before the sessions are held.

If you participate in a Contract-type Internship and do not intend to apply for course registration, attendance is not mandatory.

**Q6. What should I wear during the internship?**

A. On the first day of your internship, we suggest going in business attire/suit. For reference of standard business attire, refer to the Job Hunting Handbook (Japanese & English). However, rather than what you wear, what is most important is your manners and business etiquette that show who you are. Be respectful as you will not be just a university student, but you will be taking a step closer to becoming a member of society.

**Q7. What should I do if I become ill? What if I feel too unwell to attend or continue my internship training?**

A. During the internship, you will be engaging in work under an unfamiliar environment. Please do your best to take care of your health. In the event you become too unwell to continue your internship, make sure to contact the Career Office and Academic Office as soon as possible. You should also contact your host institution to explain the situation. In principle, absence without notice is not allowed.

**Q8. What should I do if a natural disaster or accident occurs during my internship?**

A. If a disaster or accident occurs during your internship, make sure to contact the Career Office and Academic Office as soon as possible. Furthermore, make sure to contact your host institution. If necessary, you should also proceed with your insurance procedures. In case of emergency, APU may contact you to confirm your safety. Under the Emergency Contact Information column, please fill in a contact detail which you guarantee can be reached.

(In the event of participating in an overseas internship)

- Be sure to research your internship properly and select a safe environment in which to work.
- If your internship is abroad, please consult with the Ministry of Foreign Affairs foreign safety website (<https://www.anzen.mofa.go.jp/>) and regularly check information updates from the country's foreign ministry and embassy.

**Q9. I would like to know more about insurance for internships.**

A. Internship insurance that is available through the Career Office is *Liability Insurance for Internships, Professional Qualification Activities, etc.* (インターンシップ・教職資格活動等賠償責任保険). General information is as follows:

Eligible for: inside Japan and overseas

Contents: Coverage up to 100 million yen (personal & property)

Term of Validity: from the date of purchase until March 31st

\* The insurance can be purchased at the Career Office

\* For those who go on Independently-arranged type Internships, please make sure to obtain an insurance through COOP or CREOTECH. Mention the type of internship and the duration in order to obtain the most accurate insurance policy.

**Q10. How will I be contacted by the office?**

A. You will be contacted through your APU email or Campus Terminal in regards to Pre and Post-(Business) Internship Classes and any other internship-related matters. Make sure you check regularly.

**Q11. Somehow, I still feel unsure!**

A. If you wish to consult any problems that you have faced while on your internship, please contact the university through the channels shown below.

When contacting the university, please be sure to include: 1) student ID Number 2) Name 3) your concern 4) host institution name 5) a phone number at which you can be contacted

- Academic Office » matters related to course credits
- Career Office » other matters related to internships

**[Contacts]**

	During Office Hours Mon, Wed-Fri: 10am-4:30pm Tue: 11:30am-4:30pm	Outside of Office Hours
<b>In case of emergency</b> » Contact by phone or Via Zoom group chat (*this option is only available for inquiries addressed to the Career Office.)	Career Office 0977-78-1128 Academic Office 0977-78-1101	Career Office » If there is no response, call 0977-78-1128 0977-78-1150 Academic Office 0977-78-1101
<b>Non-urgent consultations</b> » Contact by e-mail	Career Office / career2@apu.ac.jp /	Academic Office atfs@apu.ac.jp



# 過去にインターンシップを経験した学生の声

▶ Former Students' Experiences

ズバリ! インターンシップはおススメしますか?

So, would you recommend internships to others?



NO !

その理由は…

The reason is …

- インターンシップは非常に価値がある社会的な経験だと思うからです。インターンシップのおかげで日本の人間関係と社会の雰囲気が分かるようになるだけでなく、様々なソーシャルスキルも積み、新しいことに挑戦できます。
- The internship was really interesting. Also, I had a chance to interact with many good students from other universities and learn a lot from them as well. The working environment and people were really nice as well. I had a chance to learn more about organizing events and teamwork.
- 就職前に実際に働いてみることで、さまざまなところからの気付きがあり、就職について考え直すことができた。
- By joining an internship, especially an internship that is provided by APU, we could get 2 course credits. Moreover, with this internship, I could learn so many important things in regards to work life and I could also experience what working in a Japanese company is really like.

これからインターンシップに臨む後輩に、あなたから「これだけは伝えたい！」

What is one piece of advice you have for future interns?

- インターンシップ中の勤務態度には気を付けよう。イヤホンで音楽を聴きながら仕事をしていた学生が注意を受けていました。それ以外にも、積極的に質問をしたりしないと「何のために来たの?」と思われてしまい、かえって悪い印象を残してしまいます。せっかく行くのだったら、「私はこの会社実際に入社したのだ」というくらいの気持ちで参加したほうが自分のためになると思います。
- たぶんいろいろな人から“働くのは大変だ”“考えていたこととぜんぜん違う”など、仕事に対する不安なことを聞いたりすることが多いと思うけれど、実際に働いてみることでそのような不安を少しでもほぐすことができると思う。せっかくあるチャンスだからみんな挑戦して欲しいです。
- Work is always hard at first. In Japan, people start working from a lower position to learn and experience. The seniors will try to teach you so, be grateful of their teaching and advice. Try to find value in your work to keep your mood up despite the hardships. Internships are good chances to see your strong points and weak points. It also teaches you about working conditions in an industry.
- An internship is the right time for you to test your capabilities and will help you figure out what your goal is in the future. However, you will also need to find the internship that is right for you, which may be different from other people.

## In Conclusion

### ● Participating in internships = taking your first step as a full-fledged adult in society

While it may be considered an internship, you will be treated as if you were a fellow employee in the company/organization. Furthermore, to the companies who have accepted you as interns, you are representatives of APU. You are expected to behave in a way that is thus appropriate as a fellow member of the company and a representative of the university. If you are unable to follow the basic code of conduct such as being present and on time for the Pre and Post-(Business) Internship Classes, submitting required paperwork by the designated deadlines and following instructions from the university, we will be hesitant in allowing you to represent APU as interns in companies/organizations. You are the pride of APU so be mindful of your actions as you conduct yourself out there in working society.

### ● Basic code of conduct

- 1) Follow instructions given to you by your supervisor and take initiative in completing them and learning from your work.
- 2) Refrain from unexcused absences, tardiness and leaving work early. In case of emergencies, be sure to contact your supervisor in advance.
- 3) Protect company confidential information and refrain from leaking it to third-parties even after your internship is over.
- 4) Listen to the instructions given to you by your supervisor and follow the rules of the workplace.
- 5) Be active in "hou-ren-sou"\* during your internship

\* "hou-ren-sou" means "spinach" in Japanese and refers to the form of communication commonly used in the Japanese workplace. The term signifies "reporting 【報 (ホウ)】, informing 【連 (レン)】, consulting 【相 (ソウ)】" in which you must consistently *report* your status to your superiors, *inform* all involved parties on updates of your work, and *consult* with others before making decisions. This form of communication defines the Japanese workplace as tasks are often completed as a team rather than individually.

### ● Participating in internships → doesn't mean you will always receive academic credit

Internships may be registered as academic courses in APU as students are furthering their learning and building their careers through these experiences. However, we often hear comments from students stating, "If I can't get course credit, then I won't participate in internships." That is not the point of internships. You need to clearly understand why you are participating in internships as it is not a replacement for classes at APU. In addition, in order to register your internship as an academic course to receive credit, there are necessary requirements that you need to fulfill. Therefore, you may not necessarily be able to receive credits each time that you register. It's crucial that you understand the basic requirements of registering for course credit beforehand. For more details, refer to P.6-7. If you have any further questions regarding registering internships for course credit, feel free to inquire with the Academic Office

### ● Fully utilize the Pre and Post-(Business) Internship Classes (we highly recommend them!)

If you are to participate in an internship as an official APU course and receive credits, you are required to attend the Pre and Post-(Business) Internship Classes. In the Pre-(Business) Internship Class, you will receive training on business manners and on creating the right mindset to take on your internship.

You will be able to take more out of the internship if you prepare yourself beforehand with sufficient background knowledge. Furthermore, the Post-(Business) Internship Class will help you reflect back on the experiences that you have gained and connect it to your own future career. If you would like more details in regards to these classes, please refer to the syllabus and inquire with the Academic Office if you have any more questions.

# Internship Handbook

## Career & Academic Office

Questions about Contract-type and Independently-arranged type Internships: Contact the Career Office

Contact: Tel. 0977-78-1128 ✉ [career2@apu.ac.jp](mailto:career2@apu.ac.jp)

Questions about Course Credits / Course Registration: Contact the Academic Office

Contact: Tel. 0977-78-1101 ✉ [atfs@apu.ac.jp](mailto:atfs@apu.ac.jp)

