

AY2024

Internship Handbook

Shape your world



Ritsumeikan
Asia Pacific University



2024

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	Attend the Internship Guidance session Apply for Contract-type Internships Submit required documents	» P.4 P.5
June - July	December - January, 2025	Preparation and Review Pre-Internship Class & Business Manners Seminar Initial screening on campus Final screening by the host institution Pre-Internship Preparation Procedure Prior to the Internship Submit required documents	» P.6 P.7 » P.8
August - September	February - March, 2025	Participate in the Internship	
October - November	April - May, 2025	After the Internship Submit required documents Post-Internship Class	» P.8
December	June, 2025	Course Registration (If you wish to apply for credits you have to submit all required documents by the designated deadline.)	
March, 2025	September, 2025	Release of Grades	

The above information is subject to change. Please refer to Career Office (Student Office from 2024/6/1) website, Campus Terminal or contact the office in charge by email for the complete schedule.

Application

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).
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 (Student Office from 2024/6/1) website or Campus Terminal and are easily researched online.

Requirements

Students are eligible to apply for contract-type 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

Submitting the Contract-type Internship Application

You can easily download the documents from the Career Office (Student Office from 2024/6/1) website at

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 (Student Office from 2024/6/1) 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 (Student Office from 2024/6/1) 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 (Student Office from 2024/6/1). 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.

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 (Student Office from 2024/6/1) 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 (Student Office from 2024/6/1) will notify you of the results once the decision is made.

***All results will be notified to applicants by the Career Office (Student Office from 2024/6/1).**

***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 (Student Office from 2024/6/1) 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 (Student Office from 2024/6/1) 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 (Student Office from 2024/6/1), 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 (Student Office from 2024/6/1) homepage.

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				
●	●	Money Certificate for Internship Insurance (¥210)	Career Office (Student Office from 2024/6/1)	To be submitted before your internship starts	
●	—	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 (Student Office from 2024/6/1)	After summer/ spring vacation	
●	●	Career Check Sheet			
●	●	Internship Evaluation			
●	●	Internship Supervisor Report			

NOTE

Students participating in the GAIA Internship Program should also check required document submission on P.10.

* For more information about GAIA Internship Program, kindly refer to P.9.

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

1. Course Registration Form
2. Internship Log

Pre-Internship Class and Learning

Course Registration		Class • Guidance	Inquiries	Time	Note
Yes	No				
●	—	Pre-Internship Classes	Career Office (Student Office from 2024/6/1)	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			You must attend at least one class.

Post-Internship Class and Review

Course Registration		Class • Guidance	Inquiries	Time	Note
Yes	No				
●	—	Post-Internship Classes	Career Office (Student Office from 2024/6/1)	Summer : October-November Spring : April-May *Please check the email sent to your APU email.	You must attend all classes.

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, Application Requirements

Registration conditions for GAIA are the same as Contract-type Internships.

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.8) to the Career Office (Student Office from 2024/6/1)

Course Registration		Documents	Where to Submit / Inquiries	Deadline	Notes
Yes	No				
●	●	GAIA Career Interview Sheet	Career Office (Student Office from 2024/6/1)	After summer/spring vacation	Notes taking during interview with APU alumni
●	●	GAIA Internship Final Report	Career Office (Student Office from 2024/6/1)	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



Independently-arranged type Internships

“Independently Arranged Internships” are internships in which companies and organizations directly recruit and select candidates, and students directly apply for positions (in principle, the university is not the point of contact). From the AY 2023 fall semester (grades applied in the AY 2024 spring semester) students will be able to apply to have independently arranged internships registered as courses if they meet the requirements for the training period and internship period, and if the content is deemed appropriate.

If you wish to register for courses, please refer to the “Course Registration Handbook for Internships”.

▼ Attend the Internship Guidance

Summer: Mid May

Spring: Mid November

▼ Business Manners and Etiquette (Business Manners Seminar)

For questions: Career Office (Student Office from 2024/6/1)

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 without registered credits, we recommend purchasing the *Liability Insurance for Students* (学生賠償責任保険) at COOP or CREOTECH. The Career Office (Student Office from 2024/6/1) 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.

*If you intend to register for credits for your internship, please see the Course Registration Handbook for Internship Courses for more details about insurance.

▼ Participate in the internship

▼ Submit the following documents after the internship (if applying for course credits)

- Internship Evaluation
- Career Check Sheet
- Internship Log
- Internship Supervisor Report

For questions / where to submit: Career Office (Student Office from 2024/6/1).

▼ Finally

* Please download the above documents from the Career Office (Student Office from 2024/6/1) website.

(URL: https://en.apu.ac.jp/careers/internship_guide/about_is/)

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 (Student Office from 2024/6/1). Since overseas internships often require a visa, please start preparing well in advance.

Internship Search Engines

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

Frequently Asked Questions

Q1. Where can I find information on internships?

A. Please see the Career Office (Student Office from 2024/6/1) homepage under "Internship Guide" or details listed on Campus Terminal. You can also check the "Internship Information" via Caritasu UC Web System (only for Independently-arranged Internships). Internship information (host institution, period, content, etc.) will be advertised on all the above listed platforms. 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/

Independently-arranged Internships: 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 (Student Office from 2024/6/1) (career2@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/

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 (Student Office from 2024/6/1), friends and family.

Q4. I have been accepted into a Contract-type 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 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 Career Office (Student Office from 2024/6/1) 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 (Student Office from 2024/6/1) 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 (Student Office from 2024/6/1) 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 (Student Office from 2024/6/1) 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 (Student Office from 2024/6/1)

* 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 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

- Career Office (Student Office from 2024/6/1) » all matters related to internships

[Contacts]

	During Office Hours Mon, Wed-Fri: 10am-4:30pm Tue: 11:30am-4:30pm	Outside of Office Hours
In case of emergency » Contact by phone or Via Zoom group chat (*this option is only available for inquiries addressed to the Career Office (Student Office from 2024/6/1).)	Career Office (Student Office from 2024/6/1) 0977-78-1128	Career Office (Student Office from 2024/6/1) 0977-78-1150 » If there is no response, call 0977-78-1128
Non-urgent consultations » Contact by e-mail	Career Office (Student Office from 2024/6/1) career2@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?」と思われるしまい、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 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, please refer to the Course Registration Handbook for Internships. If you have any further questions regarding course registration for internships, please feel free to inquire with the Career Office (Student Office from 2024/6/1)

● Fully utilize the Pre and Post 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 Internship Classes. In the Pre 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 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 inquire with the Career Office (Student Office from 2024/6/1) if you have any more questions.

Internship Handbook

Career Office (Student Office from 2024/6/1)

Questions about Contract-type and Independently-arranged type Internships:
Contact the Career Office (Student Office from 2024/6/1)

Contact: Tel. 0977-78-1128 ✉ career2@apu.ac.jp

