

AY2022

# Internship Handbook

Shape your world



Ritsumeikan  
Asia Pacific University

# Internship<sup>2022</sup>



## 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.

### Table of Contents

Contract-type Internships	P. 3 ~
GAIA (GlobAl Internship with Alumni) Overview	P.13~
Business Internships	P.15~
Quick Reference of Contract-type Internships and Business Internship Programs	P.24~
Independently-arranged type Internships	P.28~
Frequently Asked Questions	P.30~

# 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.

Summer	Spring		
May - June	November - December	<b>Attend the Internship Guidance session</b> <b>Apply for Contract-type Internships</b> Submit required documents	» P4
June - July	December - January, 2023	<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	» P8 P9 » P10 P11 » P12
August - September	February, 2023 - March	<b>Participate in the Internship</b>	
October - November	April, 2023 - May	<b>After the Internship</b> Submit required documents Post-Internship Class	» P8 P12
December	June, 2023	<b>Course Registration</b> (If you wish to apply for credits you have to submit all required documents.)	» P6 P12
March, 2023	September, 2023	<b>Release of Grades</b>	» P12

The above information is subject to change.  
Please refer to Campus Terminal or Career Office's website for the complete schedule.

# Application

Internship Period	Summer/Spring internships 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 (due to the internship period starting early or ending late). Please be advised that <b>internship hours that take place during class days will NOT be included in the internship hours calculation when applying for course credit.</b>
Working hours	1 week (5 working days) or more, at a minimum of 40 internship hours, in principle.
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 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.

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's website at

**<https://www.apu.ac.jp/careers/page/content0026.html>**

All inquiries regarding the internships should be sent to : [career2@apu.ac.jp](mailto:career2@apu.ac.jp)

To apply, simply access the URL listed on each 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.
4. In the event that you apply for both the Contract-type Internships and the Business Internship, be sure that there will be no overlap in the schedule of all your classes, guidance sessions and the internships. In the event that there is an overlap in the schedule of the Business Internship and the Contract-type Internships, you must give priority to the Business Internship.





# Conditions for Course Registration

## Requirements for AY2022 Internship Course

\*Please check the schedule / how to apply on Campus Terminal.

Course Name	Internship														
Course Field	Common Liberal Arts Subjects														
Internship Type	Contract-type Internship														
Course Registration Period	AY2022 Summer Internship: AY2022 Fall Semester AY2022 Spring Internship: AY2023 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	<ul style="list-style-type: none"><li>• Internships that may be approved for registration are limited to those that begin and end during the periods below. Periods: Summer: Tuesday, August 9th - Tuesday, September 20th, 2022 Spring: Saturday, February 11th - Friday, March 31st, 2023 (from the end of the Session until the beginning of the next semester)</li><li>• 2nd semester or above at the time of application.</li><li>• Students in their graduating semester and graduate school students are not eligible to apply.</li><li>• 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.</li><li>• Students must be in attendance at the university during the semester for which it was registered.</li></ul> <p>*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.</p> <p>*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.</p>														
Language	<p>Japanese or English</p> <ul style="list-style-type: none"><li>• 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.</li></ul> <table><tr><th>language used \ Subject Lang.</th><th>Japanese subject</th><th>English subject</th></tr><tr><td>Japanese</td><td>○</td><td>×</td></tr><tr><td>English</td><td>×</td><td>○</td></tr><tr><td>Other</td><td>×</td><td>○</td></tr></table> <p>※ An internship in English may be counted into the required 20 credits of English subjects for Japanese-basis domestic students.</p> <p>(Notes)</p> <ul style="list-style-type: none"><li>• You are not allowed to change classes after the 1<sup>st</sup> class finishes.</li><li>• 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.</li><li>• If the course may change due to the result of the internship screening, you have to attend both classes in English and Japanese. (However, you may only register for one internship.)</li></ul>			language used \ Subject Lang.	Japanese subject	English subject	Japanese	○	×	English	×	○	Other	×	○
language used \ Subject Lang.	Japanese subject	English subject													
Japanese	○	×													
English	×	○													
Other	×	○													
Number of Credits	2 or 4 credits														
	Internship hours	Credits													
	more than 40 hours	2													
	more than 130 hours	4													
	<ul style="list-style-type: none"><li>• In the case 4 credits are received, they will be counted as two 2-credit "Internship" courses.</li><li>• Even if a student participates in multiple internships, he or she can only register one internship per semester as a course.</li><li>• "Internship" and "Business Internship" can be counted for graduation up to 14 credits in total. 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.</li></ul>														
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.

## 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. Applying to register for course credit will only be possible based on the actual number of internship hours completed.
  - Example 1) If your internship was less than 40 hours  
⇒ You are not eligible to apply for credits.
  - Example 2) If your internship was intended to cover 130 hours or more, but actually covered only 40 to 129 hours  
⇒ You will be eligible to apply for 2 credits only.
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:
  - 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/page/content0260/2022/Undergraduate\\_Academic\\_Handbook\\_220311\\_E.pdf](https://en.apu.ac.jp/academic/page/content0260/2022/Undergraduate_Academic_Handbook_220311_E.pdf))(P.24-25), 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" ([https://www.apu.ac.jp/careers/page/content0026/Report\\_of\\_Absence.docx](https://www.apu.ac.jp/careers/page/content0026/Report_of_Absence.docx))

※ "Report of Absence" format is also available on "Contract-type Internship" page of the Career Office website. (<https://en.apu.ac.jp/careers/page/content0026.html/>)
  - 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.
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

Please check the schedule / how to apply on Campus Terminal.

	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 〕	Things to be submitted
Course Registration	Required	Required	Required	Refer to P.12
Non Course Registration	Required	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 hybrid-style (online and in-person).

## Syllabus for Internship Course (Japanese-based)

\*The application guideline is based on the AY2022 Spring Semester and may be subject to change.

Year	2022, 2023
Subject Code	021195
Semester	Summer: AY2022 Fall Semester Spring: AY2023 Spring Semester
Subject/Class	Internship 01/02
Instructor	TSUCHIHASHI Takuya
Recommended qualifications / knowledge	This subject is for students who will participate in a Contract-type Internship. Only students who have submit their "Course Registration" form are eligible to take courses.
Course Objectives	Learn "What do we work for?" through classes and an internship. The objective of this course is for students to develop the ability to discern the essence for career development after graduation. The instructor will provide guidance as hints.
Standards for Course Completion	Students who take this course will be able to draw certain conclusions about "What do we work for?" based on their own values at the end of the course.
Teaching Methods	Centered on group work to deepen one's career vision by holding discussions among students about the meaning of work.
Overview of Each Class	<p>[Pre-Internship Classes]</p> <ol style="list-style-type: none"> <li>1. Think about "working," "living," and "learning"</li> <li>2. Personal growth through work</li> <li>3. Career development</li> <li>4. Purpose of internship and preparation for company training</li> </ol> <p>[Post-Internship Classes]</p> <ol style="list-style-type: none"> <li>1. Review of internship and issues of career development for university students</li> <li>2. Understanding the organization of a company</li> <li>3. Importance of self-examination: Understanding oneself and clarifying one's career path</li> <li>4. Cultivate an eye for observing companies - 5 perspectives on companies</li> </ol> <p>Each class will be structured as follows. [Pre and Post-Internship Classes] *4 times each (8 times in total) 1: Introduction (by instructor) 2: Group Work 1 Break 3: Group Work 2 4: Submission of Mini-Report (needed submission in 2 pre and 2 post internship classes)</p>
Method of Grade Evaluation	<p>P/F</p> <p>Class participation: 80%</p> <p>Submission of mini-reports: 20%</p> <p>Note: If you are absent one time, you will be treated as being absent from two classes as each theme will be covered over the timeframe of two classes.</p>
Requirements for Students	Active participation in classes and activities are required in order to achieve internship results. Please fully understand the requirements when participating in this course.
Textbook	None
Further Reading(available at APU Library)	None
Misc. Notes	Minimum 5 students
E-mail Address	ts21013c@apu.ac.jp
Course-related links	None



## Syllabus for Internship Course (English-based)

Year	2022, 2023
Subject Code	021195
Semester	Summer: AY2022 Fall Semester Spring: AY2023 Spring Semester
Subject/Class	Internship 03/04
Instructor	HAIDAR Ali
Recommended qualifications / knowledge	No specific knowledge/skills are required. Only students who have submitted the Course Registration Form will be allowed to take the course.
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.
Standards for Course Completion	Students participating in this course will be able to understand basic idea of work at company and/or organization, and obtain their own vision on the work.
Teaching Methods	Lectures and Group discussions
Overview of Each Class	<p><b>【Pre-Internship Classes】</b></p> <ol style="list-style-type: none"> <li>1. Internship - Definition and assessment</li> <li>2. Career decision making and planning</li> <li>3. Realities of work organizations: Individuals and groups</li> <li>4. Realities of work organizations: Culture, leadership and structure</li> </ol> <p><b>【Post-Internship Classes】</b></p> <ol style="list-style-type: none"> <li>1. Individual presentations on internship experiences (1)</li> <li>2. Individual presentations on internship experiences (2)</li> <li>3. Career decision making and internship experiences</li> <li>4. Plan for the future: Students, employers and APU</li> </ol>
Method of Grade Evaluation	<p>P/F</p> <p>Written Assignment 1 – Internship Proposal: 25%</p> <p>Class readings and participation: 25%</p> <p>Written Assignment 2 – End of Internship Report: 50%</p>
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	None
Further Reading	None
Misc. Notes	Minimum 5 students
E-mail Address	alhaidar@apu.ac.jp
Course-related links	None



# 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  
• *J-TAS* (emergency 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://www.apu.ac.jp/careers/page/content0026.html>

\* 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.

## 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)			
●	●	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	Name stamp of host institution's supervisor required.
●	●	Internship Final Report			
●	●	Career Check Sheet			
●	●	Internship Evaluation			

### NOTE

Students participating in the GAIA Internship Program should also check required document submission on P.14.

\* For more information about GAIA Internship Program, kindly refer to P.13

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. Internship Log
3. Internship Final Report

## Pre-Internship Class and Learning

Course Registration		Class • Guidance	Inquiries	Time	Note
Yes	No				
●	—	Pre-Internship Class	Academic Office	Summer : June-July Spring : December-January	You must attend all classes.
●	●	Pre-Internship Business Manners Seminar	Career Office	*Please check the schedule on Campus Terminal.	

## Post-Internship Class and Review

Course Registration		Class • Guidance	Inquiries	Time	Note
Yes	No				
●	—	Post-Internship Class	Academic Office	Summer : October-November Spring : April-May *Please check the schedule on Campus Terminal.	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 after Course Registration Correction Period 2 of the semester the internship is registered in.

The following three items are required to register for courses. If any of them are not completed, the course will not be graded and the student will not be able to register for the course.

1. Submit the Course Registration Form by the due date. (course registration cannot be cancelled after submission.)
2. All "To be Submitted before Departure / upon Return" have to be submitted by the submission deadline.
3. Attend the Business Manners Seminar conducted by the Career Office.

Grades will be evaluated by the instructor on a P/F basis. Please check the syllabus on P.8-9 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.12) 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



# Business Internships

Business Internship is a program offered to students of the College of International Management (APM). It provides further opportunities for practical settings where students can apply their knowledge of business administration. Please read this handbook carefully as the course flow, eligibility and the subject field vary from a regular Contract-type Internship.

<b>Summer</b>	
<b>May - June</b>	Attend the Internship Guidance session * Attendance is not mandatory
	Apply for Business Internships » P16 P18 Submit all required documents
<b>June - July</b>	Preparation and Review » P17
	Pre-Business Internship Class
	Initial screening on campus » P18
	Final screening by the host institution
	Pre-Internship Preparation Procedure
	Prior to the Internship » P18
	Submit required documents
<b>August - September</b>	
Participate in the Internship	
<b>October - November</b>	After the Internship » P17 P18
	Submit required documents
	Post-Business Internship Class
<b>2023 March</b>	
Release of Grades	

※ Program participants are required to attend all classes and guidance sessions in the above list. (Internship Guidance session is excluded.) In the event that you are absent from any of the classes or guidance sessions, you may be given an F grade.

# Conditions for Course Registration

## Requirements for AY2022 Business Internship Course

Course Name	Business Internship
Course Field	APM Major Education Subject *It will not count toward any area of study
Course Registration Period	AY2022 Fall Semester
Requirements	<ul style="list-style-type: none"><li>•Be a student of the College of International Management.</li><li>•Be in the 4<sup>th</sup> - 7<sup>th</sup> semester at the time of application (AY2022 Spring).</li><li>•<u>Not</u> be in their final semester at the time of application.</li><li>•Have a cumulative GPA is 2.50 or above at the time of application.</li><li>•Be regularly enrolled during the semester when the internship takes place (AY2022 Spring) and the semester when the course will be registered (AY2022 Fall)</li></ul> <p>(AY2017 Curriculum)</p> <ul style="list-style-type: none"><li>•Students must have successfully completed 10 out of the 12 APM required subjects. Of these 10 subjects, students must have also completed either "Fundamental Mathematics" or "Advanced Mathematics".</li></ul> <p>(AY2011 Curriculum)</p> <ul style="list-style-type: none"><li>•Students must have successfully completed one of the Mathematics courses and 5 APM Core Subjects.</li></ul>
Language	Japanese
Number of Credits	2 credits <ul style="list-style-type: none"><li>•Credits earned from the Business Internship will not count towards the Maximum Number of Credits per semester.</li><li>•Of the 124 credits required for graduation, students can register up to a maximum of 14 credits for Internship related courses ("Internship" and "Business Internship"). Any credits exceeding the 14 will be considered as "Subjects Not Counted Towards Graduation".</li><li>•The course will be automatically registered by the university in AY2022 Fall Semester.</li></ul>
Evaluation	P/F
Minimum Number of Internship Hours	80 hours

## Class and Internship Hours

Refer to P.7 of this handbook for information about Class and Internship Hours.

# Preparation and Review

## Syllabus for Business Internship Course

Year	AY2022
Subject Code	037209
Semester	AY2022 Fall Semester •AY2022 Spring Semester: Application, Pre-Business Internship Classes •AY2022 Summer Break: Internship •AY2022 Fall Semester: Post-Business Internship Classes, Granting of credits
Subject	Business Internship
Instructor	OZAWA Tomoyuki (College of International Management)
Course Outline	An internship experience provides students with an opportunity to gain knowledge about the way the actual world of business operates and reflect on the concepts and theories that they have learnt in APU. An internship experience also allows students to clarify the types of careers that they would like to pursue, gain a clearer sense of what they still need to learn and provides an opportunity to build professional networks.
Course Objectives	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 and refine oral and written communication skills. 5. Students will be able to become more responsible in regards to their role in society, and further strive to deepen their specialized learning at the College of International Management.
Teaching Methods	Lectures, presentations, class (or group) discussions
Overview of Each Class	This course consists of three parts as follows: 1. Pre-Business Internship Classes: Tuesday, August 9, 4 <sup>th</sup> -5 <sup>th</sup> periods • Presentation of pre-proposals • Feedback on pre-proposals 2. Internship (Refer to the application information for the timing of internship) 3. Post-Business Internship Classes: Wednesday, October 5 <sup>th</sup> , 4 <sup>th</sup> -5 <sup>th</sup> periods • Presentation of post-proposals • Feedback on post-proposals • (If necessary) Feedback on "Internship Log"
Method of Grade Evaluation	P/F 1. Pre-Business Internship Assignment※1: 25% 2. Active participation in the classroom: 25% 3. Evaluation by the internship supervisor: 20% 4. Post-Business Internship Assignment※2: 30%  ※1 Pre-Business Internship Assignment Details (1) Introduction • Content (include all of the following): - Career goals - What you hope to learn through the internship - Preparation you have made so far for the internship and preparations you plan to make in the future • Format and quantity: MS WORD / A4 size / Within 1 page (free format / usage of chart and graphics are allowed / Number of pages should not exceed more than 1, even with inclusion of charts and graphics.) (2) Pre-proposals • Content: Conduct the necessary analysis and identify multiple business project proposals to solve the problems faced by the internship site and propose the best business project among them. • Format and quantity: Free (3) Submission • Presentation: You will be asked to make a presentation of your proposal in the class during the Pre-Business Internship Class (due to the impact of the number of students, presentation time and presenters will be separately instructed). • Submission deadline: 17:00, 8 days before the first lecture (To be submitted punctually). • Submission method: via manaba  ※2 Post-Business Internship Assignment Details (1) Post-proposals • Content: Based on the pre-proposal and internship experience, propose the best business project for the internship site. • Format and quantity: Free • Presentation: You will be asked to make a presentation of your proposal in the class during the Post-Business Internship Class (due to the number of students, the presentation time and presenters will be separately instructed). (2) Submission • Submission deadline: Details will be separately instructed. (Submission will be made after the internship training.) • Submission method: via manaba
Requirement for Students	1. In the business world, punctuality is a must in terms of time and deadline. As such, program participants are expected to be punctual in arriving at the class before the class start as well as in submitting assignments in time. Please plan ahead keeping in mind possible troubles you may face. 2. Attend all Pre- / Post-Business Internship Classes. 3. Internship at the host company 4. Submission of all assignments listed under "Method of Grade Evaluation".
Textbook	
Further Reading	
E-mail	tomo-oza@apu.ac.jp

# Application(The Screening Process and Pre-Internship Procedure)

## Important points when writing your application

There is the possibility that internships will be outright cancelled if the government announces another state of emergency etc. so please check and confirm the information for the host institution before applying. In this case, there is no guarantee that credits will be awarded. Also, costs incurred by then may have to be borne by the student.

## Application Procedure

How to apply                      Online application through the Academic Office Business Internship Homepage.  
Number of participant           Depends on the host company.  
   Please note that in the event that the number of participants does not fulfil the minimum requirement of 5 participants, the Business Internship will not proceed.  
Screening method               Overall screening based on the application contents and the academic record.  
\*For the details, please refer to the Business Internship application information which will be made available on the Business Internship website during the application period.

## Pre-Business Internship Preparation Procedure

Upon confirmation of the registration of Business Internship course, you are required to purchase the Internship Insurance. The details and procedure will be covered during the Pre-Business Internship Preparation Procedure Session. (Please refer to P.11 regarding the Internship Insurance.)

Document Screening	Late June - Early July
Interview	Host company may contact you if necessary.
Announcement of the Screening Result	Friday, July 8, 2022 *Announcement will be made via "Action Required" section of the Campus Terminal.
Pre-Business Internship Preparation Procedure Session	Wednesday, July 13, 5 <sup>th</sup> period

## Necessary Procedure/Documents before and after the Business Internship

Period	Procedure / Documents	Submission deadline	Contact/ Submit to
Application	Application period	Mon., May 16 - Mon., June 20, 9:00 AM	Online submission / Academic Office
Before Internship begins	Internship insurance application	Pre-Business Internship Preparation Procedure Session Wednesday, July 13, 5 <sup>th</sup> period	Academic Office
	Pledge (2 copies: to the host institution and to APU)		
	Pre-Business Internship Assignment	Please refer to syllabus for Business Internship course.	Supervising faculty
After Internship	Internship Log	Please refer to syllabus for Business Internship course.	Supervising faculty
	Post-Business Internship Assignment		

Important notes regarding applying to the Business Internship are listed on the next page. Please make sure to read them thoroughly before submitting your application.



## Items Common to All Programs

### 1. Visa

It is the student's responsibility to verify the visa(s) that will be required from departure through return home and then to apply. The visa(s) required will differ depending on the student's nationality, the country/region of dispatch, and the length of stay. Students should check the website for each embassy to confirm the visa required (including transit visas) and the documents required. Further, because visa application requirements can change without notice, please be sure you have the most recent information in hand. For those getting a "Visa On Arrival" (also: "On-Arrival Visa"), according to the regulations of the country issuing the visa, generally speaking such visas are not recognized except in cases when a visa cannot be obtained prior to traveling.

In the unlikely event that you are unable to obtain your visa by the date set, your dispatch/study abroad program will be canceled. Also, the dispatch/start date of your study abroad program will not be changed.

In that event, the participant will bear the cost of any cancellation fees. Cancellation fees to be borne and grades will be handled in accordance with the "Disclaimers and Notices".

#### [International Students Only]

International students should review the renewal date for their Japanese residence permit and permission for reentry in addition to the visa requirements for the country where their program will be run. If there is anything you don't understand regarding the renewal date for your residence permit or permission for reentry, please check with the Student Office.

Note: Depending on the program, there are cases when your visa application will be handled by an agency. Please confirm the details with the program coordinator.

### 2. Insurance

Including cases where students have already individually taken out an insurance policy, program participants must take out domestic and overseas travel insurance as designated by APU and the host institution, join the JCSOS Crisis Management System (J-TAS), and so on. Details on taking out these insurance policies will be provided in the pre-program classes and at the guidance session for participants.

### 3. Vaccinations

The APU Health Clinic will provide information on the types of vaccinations it recommends at the pre-program classes and the guidance session for participants. Because the vaccinations recommended by the Health Clinic are not mandatory, each student should decide for themselves about whether to get the vaccination(s) or not. Students wishing to get the vaccination(s) should contact the health clinic and make an appointment for themselves.

Please note that some vaccinations may be mandatory depending on the dispatch destination, so please follow the instructions given during the guidance session.

### 4. Program Cancellation or Change of Program Contents, Cancellation of Participation

① The Dean of Academic Affairs will make the decision to cancel student dispatch if the following conditions are met:

- 1) In the event the Ministry of Foreign Affairs' "Travel Advise" is level 2 or above for the country or region of dispatch. However, if a "Warning on Infectious Diseases" is issued due to the spread of a new disease, etc., a decision will be

made according to the situation.

2) In the event a program cannot be operated safely in view of social conditions.

2-1) When making the decision to cancel a program, we take into consideration the projection that any of the following will occur in the program destination: natural disasters; accidents; strikes; infectious disease; political unrest in the program country or region; disruptions to the normal operation of public transportation or medical services; war; terrorism; injury to, or sudden hospitalization of faculty coordinators; inadequate support for outgoing students from the host institution in the event of a crisis; or other unforeseen circumstances.

3) In the event a host institution decides to cancel acceptance of students from APU which involves overseas travel.

② In the event any of the following apply, a participant's participation in a program may be cancelled even after the announcement of acceptance. Further, with the exception of Overseas Student Exchange Program, Double Degree Program, and Short-Term Summer/Winter Program, 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 that the university determines study abroad is not suitable due to injury, illness, etc.

E) In the event of misconduct

F) In the event of other violations of the participant's duty as a student

③ The student will be required to pay for costs already incurred at the point in time when their program participation is canceled.

## 5. 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. Furthermore, if a student fails to pay the cost set by the university by the deadline, this will be treated as a withdrawal. Please see Item **"6. Cancellation Fees"** below regarding cancellation fees. In the case of credit-granting programs, as a general rule, students who withdraw will be assigned a grade of "F".

## 6. Cancellation Fees

In cases where a participant is forced to withdraw after announcement of the screening results, the withdrawing student must pay costs incurred up until that point in time. The cancellation fee also includes bank fees (overseas wire fees, etc.).

In the case that the costs required by the program have already been remitted to the university, the cancellation fees will be deducted and the difference will be refunded. The refund procedures require a certain amount of time.

## 7. 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 **"4. Program Cancellation or Change of Program Contents, Cancellation of Participation"** has arisen. Students should assume personal responsibility when applying to any program.

Note: It is not possible to participate multiple times in a program having the same lecture content.

If it is not clear whether or not the program you wish to apply for has the same content as a program you have already completed, please inquire with the Academic Office before applying.

## 8. Handling of Personal Information

A pledge will be sent to all successful applicants. Upon being accepted to the program, please see the pledge for details.

## 9. On Participating in a Program

- ① Whether or not a program experience is rewarding depends greatly on the attitude and effort of the participants themselves. Participants need to have the flexibility to accept the different cultures found abroad and a positive attitude towards learning. Each participant should firmly set goals for participating in the program. Further, attendance at the guidance session and the pre-/post-classes held before and after dispatch is mandatory. Absences without notice are not permitted. Also, students should be sure to submit all documents and assignments by their deadlines.
- ② During program participation, participants should comply with the "Off-Campus Study Programs Requirements for Participation (Pledge)" and the "Risk Management Guidelines for Off-campus Study Programs Participants".

**AY2022 Ritsumeikan Asia Pacific University Off-campus Study Programs**  
**Requirements for Participation in Off-Campus Study Programs (excluding Overseas Student Exchange,**  
**Double Degree Program, EXPLORE, and APU Global Research Program, Short-Term Summer / Winter Program)**

**1. Required Attitude**

All participants in Ritsumeikan Asia Pacific University Off-campus Study Programs (hereinafter referred as to Programs) must abide by the following conditions.

- (1) Participants must understand the aim and the purpose of their chosen program, and should actively participate in the program and take their studies seriously.
- (2) Participants must conduct themselves in a dignified and honorable manner while maintaining the good name of Ritsumeikan Asia Pacific University (Hereinafter referred to as "APU") and the host institution (Hereinafter referred to as "Host Institution").
- (3) Participants must act in accordance with the regulations of APU, the rules of the Host Institution, Japanese law and the laws and regulations of the host country or region for the full duration of the program. Participants are also expected to follow all instructions from staff and faculty at both APU and the Host Institution.
- (4) Participants must not protest in the case that he or she was commanded to cancel his or her participation in a program or commanded to return to Japan due to breach of 'Requirements for Program Participation'.

**2. Health Management**

- (1) Participants will be responsible for their own personal health.
- (2) Participants are required to purchase overseas health and travel insurance and JCSOS Risk Management System (J-TAS) before departure from the organization designated by APU (overseas programs only).
- (3) Participants must inform APU if they have any pre-existing medical conditions.
- (4) Participants must submit "Off-campus Program Participants Self-report of Health Condition and necessary support in studies".
- (5) Should a participant require hospitalization or medical treatment, the student must immediately inform APU and the host institution and follow staff and faculty instructions. The participant will be responsible for any medical expenses above that which is covered by their insurance.
- (6) Should the participant require emergency medical treatment or surgery at a time when it is impossible to obtain their permission (or that of his/her guarantor's), the participant agrees to be treated according to the judgment of the staff and faculty members from APU, the ones from host institutions, or a doctor on site.
- (7) In the event that APU, Host Institution faculty, or Host Institution staff deem that the participant requires medical treatment, and the participant makes an independent decision to forgo said treatment, neither APU nor the Host Institution shall be held liable for any issues which may arise as a result.

**3. Costs or Compensation**

- (1) Necessary costs related to the program (program fee, accommodation fee, transportation fee, insurance, etc.) must be paid within the designated time frame.
- (2) Should a participant withdraw from the program, or become unable to join or continue with the program owing to injury, disciplinary action, or any other reason, the participant alone will be responsible for all costs incurred, including any costs that APU is required to pay to the host institution.
- (3) In the event that the program is cancelled or changed as a result of natural disasters; accidents; strikes; infectious disease; political unrest in the program country or region; disruptions to the normal operation of public transportation or medical services; war; terrorism; injury to, or sudden hospitalization of, faculty coordinators; or other unforeseen circumstances, the participant will not seek compensation from either APU or the Host Institution for any and all costs incurred. In this situation, as in term 3. (2), the participant will be responsible for all costs incurred.
- (4) Neither APU nor the Host Institution will be held financially or otherwise responsible for accidents, sickness, or death that occurs as a result of participant negligence which are beyond the control of either institution.
- (5) Participants will be responsible for any damage or theft of personal belongings, traffic accidents or criminal events that occur and are deemed to be beyond the control of both APU and the Host Institution.
- (6) Participants will be liable for compensation of any damages APU suffers as a result of their grave negligence or wrongful intention.
- (7) The parties involved with program administration such as APU, host universities and/or local institutions, do not represent or act as an agent for any accidents and damages brought by unlawful acts caused by third parties e.g. organizations, individuals, homestay families. Students are responsible for taking any legal action and other related matters. The parties involved with program administration such as APU, host universities and/or local institutions shall not be liable for these incidents.

**4. Immigration and Departure (Overseas programs only)**

- (1) Participants must not enter the relevant country individually before the start of their program.
- (2) Participants must return to Japan without delay after the program finishes. Participants are not authorized to extend their stay in the host country.
- (3) Notwithstanding Items (1) and (2), participants in the programs designated by APU must inform APU in advance of the date of departure from and arrival in Japan by following the instructions given in pre-departure guidance sessions and shall be responsible for reaching the site and returning to Japan by themselves.

**5. Submission of Pledge**

Participants must agree and abide to all conditions listed above and submit the pledge which is signed by both the participant and his or her parent/guardian.

Haruaki Deguchi  
President  
Ritsumeikan Asia Pacific University

### PLEDGE

As a participant in the program specified below, I hereby acknowledge that I have read and understood the application guidelines, syllabus, the attached “Requirements for Program Participation” and pledge to observe and carry out said requirements to the best of my ability. Furthermore, I consent to having my application documents and any other documents I submit containing personal information (name, gender, date of birth, other information provided to the university in relation to the program) handled within the university for administrative purposes and participation procedures, and to have it shared with third parties (host university/institution, travel agency, visa acquisition agency, insurance company, risk management support company, accommodation facility, related countries’ (Japan, participant’s home country, host country) embassies and government agencies).

#### To be completed by the applicant

Date \_\_\_\_\_

Signature by Student \_\_\_\_\_ \* Use “Draw” to sign. (Please do not use “Type”.)

Student ID Number \_\_\_\_\_

Program Name \_\_\_\_\_ (host institution: \_\_\_\_\_)

College ( APM / APS )

Year ( 1 / 2 / 3 / 4 / Other )

Zip Code \_\_\_\_\_

Address \_\_\_\_\_

\* Please make sure the address you entered is correct before submitting.

#### To be completed by the applicant’s guarantor

As the applicant’s guarantor, I hereby acknowledge that the applicant has read and understood the application guidelines, syllabus, the attached “Requirements for Program Participation” and agree to take responsibility for any situations which may arise as a result of the applicant’s failure to observe and carry out all of the aforementioned requirements. Furthermore, I hereby guarantee provision of funds for all expenses incurred by the applicant through participation in the program, up to an amount equivalent to the specified program cost.

Date \_\_\_\_\_

Signature by Parent/Guardian \_\_\_\_\_ \* Use “Draw” to sign. (Please do not use “Type”.)

Zip Code \_\_\_\_\_

Address \_\_\_\_\_

\* Please make sure the address you entered is correct before submitting.

Telephone Number \_\_\_\_\_

Relationship with the student \_\_\_\_\_

#### 【We cannot accept the Pledge in any of the following cases.】

- If the signatures provided in this form are not the originals of the respective applicant or guarantor, or if the handwriting in the applicant and guarantor sections is deemed to be that of the same person.
- If the guarantor section is completed by someone deemed unqualified as a guarantor, such as a friend or acquaintance.
- If required items are left blank in the applicant- or guarantor-entry sections.
- If any of the information provided is deemed false.



# Quick Reference of Contract-type Internships and Business Internship Programs

In case you fulfill certain terms and conditions for a Contract-type Internship, you may register it under the course name "Internship Course" at APU. Please make sure to read and understand the conditions thoroughly if you wish to register the Contract-type Internship as "Internship Course".

The Business Internship is only offered to students of the College of International Management (APM) and it will be registered under the name "Business Internship Course". Please be aware that its flow, eligibility, and the course field are different from "Internship Course".

The table below shows the difference between Contract-type Internships and Business Internships. Please confirm the differences before applying. Further details can be found in this handbook on P.3 for Contract-type Internships and P.15 for Business Internships.

## Overall schedule

	Contract-type Internships		Business Internships
	Internship in Summer break: Aug-Sep	Internship in Spring break: Feb-Mar	Internship: Aug-Sep
• Internship guidance • Application	May-Jun	Nov-Dec	May-Jun
• Business Manners Seminar • Pre-(business) internship class • Submission of pre-internship assignment	Jun-Jul	Dec-Jan, 2023	Jul-Aug
Internship	Aug-Sep	Feb-Mar, 2023	Aug-Sep
Submission of post-(business) internship assignment	Oct-Nov	Apr-May, 2023	Oct-Nov
Course registration	Dec	Jun, 2023	Dec
Release of Grades	Mar, 2023	Sep, 2023	Mar, 2023

## Guidance sessions and classes to be attended

	Contract-type Internships		Business Internships	Notes
	Yes, I wish to register.	No, I do not wish to register.	Course Registration (Mandatory)	
Pre-(Business) Internship Class	●	N.A.	●	Attendance is mandatory for all classes
Business Manners Seminar	●	●	N.A.	
Pre-(Business) Internship Preparation Procedure	●	●	●	
Post-(business) internship class	●	N.A.	●	Attendance is mandatory for all classes

## Requirements for AY2022 Internship Related Courses

See the requirements for Internship Course and Business Internship Course below.

Program Name	Contract-type Internships	Business Internships
Course Name	Internship (Contract-type Internship)	Business Internship
Course Field	Common Liberal Arts Subject	APM Major Education Subject
Course Registration Period	<ul style="list-style-type: none"> <li>•For internships in AY2022 Summer: AY2022 Fall Semester</li> <li>•For internships in AY2022 Spring: AY2023 Spring Semester</li> </ul>	<ul style="list-style-type: none"> <li>•For internships in AY2022 Summer: AY2022 Fall Semester (Once a year)</li> </ul>
Requirements	<ul style="list-style-type: none"> <li>• Internships that may be approved for registration are limited to those that begin and end during the periods below. Periods: Summer: Tue., Aug. 9 - Tue., Sep. 20, 2022 Spring: Sat., Feb. 11 - Fri., Mar. 31, 2023 (from the end of the Session until the beginning of the next semester. )</li> <li>• 2nd semester or above at the time of application.</li> <li>• Students in their graduating semester and graduate school students are not eligible to apply.</li> <li>• Must be a student who is enrolled during the semester in which the internship is to be conducted or must be a student whose student status is "study abroad" but meets the conditions listed at *1.</li> <li>• Must be a student who is enrolled during the semester in which he/she registers for courses.</li> </ul> <p>*1 (For those who study abroad during the semester of internship) If the period of study abroad (including the period of travel) overlaps with the pre and post internship classes, you cannot register for the courses. However, if there is no overlap with the period of study abroad (including the period of travel) and the student can fulfill the requirements for course registration, he/she may register for courses.</p> <p>*2 (Students taking a leave of absence, students who will study abroad during the semester of registration, and students who do not meet other course registration requirements): Course registration is not allowed.</p>	<ul style="list-style-type: none"> <li>• Be a student of the College of International Management.</li> <li>• Be in the 4<sup>th</sup> – 7<sup>th</sup> semester at the time of application (AY2022 Spring Semester).</li> <li>• Not be in the final semester at the time of application (AY2022 Spring Semester)</li> <li>• Have a cumulative GPA of 2.5 or above at the time of application (AY2022 Spring Semester).</li> <li>• Be regularly enrolled at APU during both the semester of participating in the internship (AY2022 Spring Semester) and the semester when the internship will be registered (AY2022 Fall Semester)</li> </ul> <p>(AY2017 Curriculum) • Students must have successfully completed 10 out of 12 APM required subjects. Of these 10 subjects, students must have also completed either "Fundamental Mathematics" or "Advanced Mathematics".</p> <p>(AY2011 Curriculum) Students must have successfully completed one of the Mathematics courses as well as 5 APM Core Subjects.</p>
Language	Japanese or English	Japanese
Number of Credits	2 or 4 credits	2 credits
Evaluation	P/F	

## List of Required Documents for the Contract-type Internship

<At the time of application>

Course Registration			Documents	Inquiry / Submit to
Contract-type Internships		Business Internships		
Yes, I wish to register.	No, I do not wish to register.			
●	●	All documents must be submitted via online survey (see P.18 for more details)	Entry Sheet for Contract-type Internships	● Contact the Career Office for inquiries about the Contract-type Internships  ● Contact the Academic Office for inquiries about the Business Internships
●	●		Application form for Contract-type Internships	
●	●		Copy of your Residence Card (Both sides) *Only for international students undertaking internships in Japan	
●	●	N.A.	Transcript of Academic Record (most recent) *Copies are accepted.	
If required	If required	N.A.	Any certifications for proof of your language ability *Copies are accepted	
●	N.A.	N.A. (Registered by the University)	Internship Course Registration Form	

\*You may be requested to submit additional documents as required by the host institution.

\*Please check the messages which will be posted by the Career Office on the Career Office website / Campus Terminal regarding the submission deadline.

<To be Submitted before Internship>

Course Registration			Documents	Inquiry / Submit to	Notes
Contract-type Internships		Business Internships			
Yes, I wish to register.	No, I do not wish to register.				
●	●	N.A.	Internship Statement of Intent	•Contact the Career Office for inquiries about the Contract-type Internships  •Contact the Academic Office for inquiries about the Business Internships	
●	●	●	Money Certificate for Internship Insurance (Insurance fee: 210 JPY)		
●	●	●	Pledges (2 copies: to the company and to APU)		Your personal stamp (inkan) will be required.

<To be Submitted after internship>

Course Registration			Documents	Inquiry / Submit to	Notes
Contract-type Internships		Business Internships			
Yes, I wish to register.	No, I do not wish to register.				
●	●	●	Internship Log	•Contact the Career Office for inquiries about the Contract- type Internships	Confirmation seal of host institution's supervisor required.
●	●	N.A.	Internship Final Report		
●	●	N.A.	Career Check Sheet	•Contact the Academic Office for inquiries about the Business Internships	
●	●	N.A.	Internship Evaluation		

# 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://www.apu.ac.jp/careers/page/content0027.html>)



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/page/content0153.html/">https://en.apu.ac.jp/careers/page/content0153.html/</a>
	• INOMICS	<a href="https://inomics.com/">https://inomics.com/</a>
	• GoinGlobal	<a href="https://www.goinglobal.com/">https://www.goinglobal.com/</a>
	• FindEmployment	<a href="http://www.findemployment.com/">http://www.findemployment.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 links

Contract-type Internships: <https://www.apu.ac.jp/careers/page/content0026.html>

Business Internships: <https://en.apu.ac.jp/abroad/program/?pgid=30>

Independently-arranged Internships: <https://www.apu.ac.jp/careers/page/content0027.html>

### 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://www.apu.ac.jp/careers/page/content0012.html>

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 on 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 and Business Internships
- 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 job 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 for Contract-type Internships, and p.16 for Business Internships in the Internship Handbook. 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 Business Internships and Course Credits / Course Registration: Contact the Academic Office

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

