

Internship-based Case Study Guidelines

Students who are considering choosing the Internship-based Case Study option are required to complete an internship. There are set requirements and necessary preparations. Please read these guidelines carefully and follow the steps to successfully complete the internship requirements for the Internship-based Case Study.

1. Requirements

- Spend a total of 100 hours at a company or institution where you intern
- Submit the designated application forms
 - ✓ Form 1: Plan for Research Activities while on Internship (**before the internship**)
 - ✓ Research Plan* (**before the internship**)
 - ✓ Form 2: Internship Supervisor Report on the Intern's Performance (after the internship)
 - ✓ Form 3: Internship Performance Rubric (after the internship)
 - ✓ Form 4: Record of Internship Attendance (after the internship)

*Details on what should be included can be found in Form 1

2. Flow from Preparation to Completion

<Before the Internship >

- ① Find a potential internship destination and confirm you are planning to write an Internship-based Case Study with your APU supervisor in advance
- ② Explain to the internship destination, **1) the purpose of the internship**, **2) what a case study is**, **3) that the experience/data gained from the internship may be used in your case study**, and **4) that you need a supervisor at their company/institution**, and **5) that the supervisor needs to read your case study in English to confirm the content**
- ③ Receive signatures from supervisors at both APU and the internship destination on Form 1 and the Research Plan and the internship destination and submit them to the Academic Office (The Academic Office needs to confirm that you have received signatures from both supervisors on Form 1 and the Research Plan before the internship starts).

NOTE:

Japanese companies usually do not provide internship programs for students, especially graduate students who will use the internship experience to write a case study. If you are applying for an internship at a Japanese company, it is key to precisely explain the purpose of the internship and how the company can benefit from having you as an intern.

In the meantime, you also need to obtain

- **Work permits/Visas**

Internship in Japan

International students planning on doing an internship in Japan should obtain a “Work Permit”

before you begin your internship. Please confirm whether the internship requires a Work Permit; consult with the Student Office.

Internship outside Japan

If you find an internship outside Japan, you should confirm any requirements such as visa requirements, work permit, etc. and undertake any necessary procedures on your own.

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

➤ **Insurance**

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

Note: On campus, “Internship Insurance” can be purchased through Creotech (A bldg., 2nd Floor).

<During the Internship>

- ① Spend a total of 100 working hours at the internship destination
- ② Have the internship supervisor mark Form 4: Record of Internship Attendance every time you have work duties
- ③ Ask the internship supervisor to fill in Form 2 (performance reports/comments and a signature), and Form 3 (performance rubric) upon completion of the internship

<After the Internship>

- ① Submit Forms 2, 3, and 4 to the Academic Office
- ② After finalizing your case study, submit it to the internship destination for them to check/confirm the content **before the Research Project Summary submission date.**

3. Others

< Internship Expenses>

In principle, all expenses for the internship are covered by the student.

<Maximum Work Hour>

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

<Confidentiality Agreement>

Given that the outcome of the internship will be a case study on a company/institution, you may be required by the company/institution to sign a confidentiality (no-disclosure) agreement.