

AY2018

Internship Handbook

Shape your world



Ritsumeikan  
Asia Pacific University

# Internship <sup>2018</sup>





# The Purpose of Internships



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 Discovering yourself through first-hand experiences (understanding yourself) .....

What you experience in internships will deepen your understanding of yourself.

In the direct encounters with companies/organizations through internships, you will have the chance to reflect and evaluate your suitability for the work and career in the field. As you take on tasks within the companies/organizations, get involved with creating solutions for current issues, and work alongside the employees, you may discover new aspects of yourself that you may not have known before. You will get a better understanding of your own interests, values, how you have lived until now and how you would like to live from now on (self-understanding).

## ② Preparing yourself for entering society (understanding society) .....

Everyone usually has a few things that they are nervous or excited about in becoming a member of society. Internships then acts as a test run for you to experience what it is like beforehand and observe how other working adults work and what skills are needed. You may then realize what you need to do to prepare yourself during your time as a student. For international students hoping to work in Japan, it would be a training ground for joining the Japanese workforce with understanding Japan's working culture and the level of Japanese skills needed. Domestic students doing internships overseas would be able to test their English or the country's native language and learn through experience the native culture and traditions.

## ③ Learning how you will contribute to society in your career (understanding your purpose) .....

Ritsumeikan Asia Pacific University was founded based on the basic ideals of "Freedom, Peace, and Humanity," "International Mutual Understanding," and "Creating the Future Shape of the Asia Pacific region." For the future, we have the "APU2030 Vision", which is to cultivate "APU Graduates (who) will pursue freedom and peace with a deep respect for human dignity. By acting for the sake of both individuals and society, they can change the world."

Through internships, it is our hope that you will be inspired to pursue these ideals in your studies to become individuals who will change the world, whether big or small. Once you graduate, we hope that you will find your purpose in society to thus make a difference. Particularly with the many current issues in our modern society, our wish is that you will then take part in developing the solutions.

# Contract-type Internships

APU has relationships with the host institutions 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 applications.

Summer	Spring		
May - June	November - December	Attend the Internship Guidance session by the Career and Academic Office  Apply for Contract-type Internships Submit all required documents	» P4
June - July	December - 2019 January	Preparation and Review Pre - Internship Session & Business Manners  Initial screening on campus Final screening by the host institution  Prior to the Internship Submit required documents	» P8  » P10  » P11
August - September	2019 February - March	Participate in the Internship	
October - November	2019 April - May	After the Internship Submit required documents Post-Internship Session	» P8 P11
December	2019 June	Course Registration (Only if you wish to apply for credits and are eligible to do so)	» P6 P11
2019 March	2019 September	Release of Grades	» P11

The above information is subject to change. Please refer to Campusmate Web (APU) or Campus Terminal 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
Content	Internship content 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 Campusmate Web and easily researched online.

## Requirements

- Applicants should be in the second semester or higher 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.
  - \* 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.
- Cumulative GPA should be 2.00 or above.
- 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 Level 1	JLPT Level 2
BJT/JETRO Business Japanese Exam Level 2 (420 or above)	BJT/JETRO Business Japanese Exam Level 3 (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 varies from one host institution to another. However, many host institutions may require interns to have advanced level 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
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 Campusmate Web(APU) or the Career Office homepage at

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

All inquiries regarding the internships are welcome at the Career Office.

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

Check student announcements carefully as you prepare your applications.

1. APU Resume (A4 Size, handwritten in Japanese) \*Not A3 size! Can be bought at the COOP shop.
2. Entry Sheet for Contract-type Internships
3. Application form for Contract-type Internships
4. Transcript of Academic Record (most recent) – copy version is accepted
5. Any certifications for proof of your language ability
6. Copy of your Residence Card (both sides) \*Only for international students conducting internships in Japan
7. Other necessary documents – if requested by the host institution



\* Application dates vary from one company to another. Please refer to Campusmate Web for the latest updates!

## Important pointers when writing your applications

### 1. Write NEATLY!

Your first impression is made through the application documents you submit. Follow the basics: write carefully and in an easy-to-read manner, be respectful, 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 a formal set of the ALL completed application documents. You may refer to the Job Hunting Handbook – Web edition (available on the Career Office homepage) for instructions on writing Resumes and Entry Sheets.

### 2. Students may only apply up to TWO internships at one time (this includes all programs available for course registration).

\* 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.





# Conditions for Course Registration

## Requirements for AY2018 Internship Course

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

Course Name	Internship														
Course Field	Common Liberal Arts Subjects														
Internship Type	Contract-type Internship Internships held at companies with which APU Career Office has concluded a contract.														
Application	2nd semester or above Cannot register an internship carried out during the semester of a student's graduation.														
Course Registration Period	AY2018 Summer Internship: AY2018 Fall Semester AY2018 Spring Internship: AY2019 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.  <b>Periods: Summer: Friday, August 3 ~ Thursday, September 20, 2018</b>  <b>Spring: Tuesday, February 12 ~ Sunday, March 31, 2019</b>                      (from the end of the Session until the beginning of the next semester)</li> <li>• Students must be in attendance at the university during both the semester that they participate in the internship and the semester for which it was registered.                      Students who take a leave of absence during one or more of the above semesters will not be eligible to register an internship as a subject.                      If a student's status is listed as "Study Abroad" during either of the semesters, it will be possible for them to register the Internship only if they are able to attend the Pre- and Post-Internship Sessions, submit all required documents and meet other requirements for subject registration and evaluation.                      *Do not register the subject if the schedule for the Pre- and Post-Internship Sessions conflict with the exchange program period.</li> </ul>														
Language	Japanese or English <ul style="list-style-type: none"> <li>• Choose the subject language according to the language used in the internship details. Refer to the table below to know which class you have to attend.</li> </ul> <table border="1" data-bbox="411 1227 1066 1435"> <thead> <tr> <th>language used \ Subject Lang.</th> <th>Japanese subject</th> <th>English subject</th> </tr> </thead> <tbody> <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> </tbody> </table> <p>※ An English internship may be Counted into the required 20 credits of English subjects for a Japanese-basis domestic student.</p> <p>(Notes)</p> <ul style="list-style-type: none"> <li>• You are not allowed to change classes after the 1<sup>st</sup> session finishes.</li> <li>• If you find out that the class you already take does not match the language that the internship is held, 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. (The number of internships you can apply for course registration though is only 1.)</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														
	<table border="1" data-bbox="384 1753 906 1850"> <thead> <tr> <th>Internship hours</th> <th>more than 40hours</th> <th>more than 130hours</th> </tr> </thead> <tbody> <tr> <td>Credits</td> <td>2</td> <td>4</td> </tr> </tbody> </table>			Internship hours	more than 40hours	more than 130hours	Credits	2	4						
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Credits	2	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>• Students can register a maximum of 14 course credits for internships during their time at APU, regardless of the number of internships or hours completed.</li> </ul>														
Evaluation	P/F														

## 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. If you are unable to complete 40 hours due to company policies affected by bad weather, natural disasters or other reasons, you must submit an official letter from the host institution, signed or stamped by your internship supervisor explaining the situation. Final judgement will be made by APU.
4. 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.

### **You will NOT be eligible to register your internship for credits in the following circumstances:**

1. You did not attend one or more Pre-Internship Sessions\*
2. You arrived late or left early from any of the sessions.
3. You failed to submit all the required documentation.
4. Contents of your documents were found faulty or inaccurate.
5. You engaged in inappropriate behavior during the internship and caused adverse attention.
6. You quit the internship program half-way, without any valid reasons.
7. Your internship was cancelled as a result of your unacceptable actions.
8. Any other reason deemed sufficient by a faculty member in-charge or the Academic Office.
  - \*However, absence due to hospitalization, illnesses, accidents, natural disasters, job hunting related mandatory events etc., will be dealt with on an individual basis. Please check the undergraduate handbook pg. 20-24 for more details.

### **Your grade will result in "F" under the following circumstances:**

1. You did not attend one or more Post-Internship Sessions\*
2. You arrived late or left early from any of the sessions.
3. Any other valid reason that prevent a passing grade, determined by a faculty member in charge or the Academic Office.
  - \*However, absence due to hospitalization, illnesses, accidents, natural disasters, job hunting related mandatory events etc., will be dealt with on an individual basis. Please check the undergraduate handbook pg. 20-24 for more details.

# Preparation and Review

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

	Business Manners and Etiquette ( Summer : Late July Spring : Late January )	Pre-Internship Session ( Summer : June-July Spring : December-January, 2019 )	Post-Internship Session ( Summer : October-November Spring : April-May, 2019 )	Things to be submitted
Course Registration	Required	Required	Required	Refer to P.11
Non Course Registration	Required	No	No	

(Notes)

- Classes are held separately in Japanese and English. Please refer to P.6 for further information.
- Please check the schedule on Campus Terminal and attend the sessions and lectures as there is no pre-registration to attend the Pre-Internship Session.
- 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 Sessions.
- The grade results in F if you submit your Internship Course Registration Form but miss, arrive late or leave early in any of the session.

## Syllabus for Japanese-based Internship Course

Year	2018
Subject Code	021195
Semester	Summer : Fall Semester Spring : Spring Semester
Subject/Class	Internship 01/02
Instructor	DAN Asobu
Recommended qualifications / knowledge	This subject is for students who will participate in a Contract-type Internship. Please note that students who are not participating in an internship may still participate in the class (but no credits will be earned).
Course Objectives	Students will address the topic of "My post-graduation life" through the classes and internship and cultivate their ability to independently describe their career. Instruction will also include points to help students make the most of their internship.
Standards for Course Completion	Work through to find your own answer to the question "What am I working for?"
Teaching Methods	Lectures will place an emphasis on group work where students are able to express their opinions and share what they have learned.
Overview of Each Class	This subject will be structured around both lectures and participation in practical learning. [Pre- & Post-Sessions] The basic flow of each session will be as follows: 1: Introduction (by instructor) 2: Group Work 1 3: Group Work 2 Break 4. Group Work 3 5: Submission of Mini-Report [Practical Learning] Participation in a contract-type internship.
Method of Grade Evaluation	P/F Class participation: 80% Mini report in each class: 20%  Note: As each class is held during two back-to-back class periods, if you are absent from any one of the class periods, it will affect your grade for both of that day's classes.
Requirements for Students	"Job-hunting (an informal offer) is the means, not the end." Every year many students are made aware of this through this course. In order to live a better life, regardless of the near-term, students need to take a long-term view when thinking about their career. Please seize the opportunity to do this through this course. Because group work forms the core of this course, success in this course is strongly impacted by the student's own motivation to participate. Casual participation or participation simply to earn credits is strictly forbidden.
Textbook	None
Further Reading(available at APU Library)	None
Misc. Notes	The lecturer publishes articles in the Japanese Association of Science for Human Services' magazine under the title of "Machiba no Shukatsu-ron" (街場の就活論)His articles can be read online here: <a href="http://humanservices.jp/magazine/index.html">http://humanservices.jp/magazine/index.html</a>
Office Phone No.	Please contact to the Academic Office.
E-mail Address	Please contact to the Academic Office.
Course-related links	None



## Syllabus for English-based Internship Course

Year	2018
Subject Code	021195
Semester	Summer: Fall Semester Spring: Spring Semester
Subject/Class	Internship 03/04
Instructor	Haidar Ali
Recommended qualifications / knowledge	No specific knowledge/skills are required.
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]</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]</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, participation, and attendance: 25%</p> <p>Written Assignment 2 – End of Internship Report: 50%</p>
Requirements for Students	Students taking this course should participate proactively in all sessions. In some session, students will be assigned to make a presentation and lead discussion.
Textbook	-
Further Reading	-
Misc. Notes	-
Course-related links	-



# The Screening Process

The initial screening for most Contract-type Internships is conducted on campus. Interviews with the host institutions may proceed afterwards in the form of phone or skype interviews.

## Application



## Screenings on campus



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

**Initial 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 GPA, contents of the application and interview performance. Those recommended will then be introduced to the host institutions for final 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 all applicants by the Career Office.**

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

### How initial interviews are scheduled:

The dates for on campus interviews for each host institution is 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 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 interviews:

\*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. Emails will NOT be accepted under any circumstances!

# 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.**

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

- \* As a rule, all documents must be submitted in person at the Career Office front desk. Copies will not be accepted.
- \* The office staff will not check your documents. It is your responsibility to check whether or not you have all documents before you submit them.
- \* If for any reason, you are unable to submit your documents to the Career Office front desk in person, please consult with the staff in-charge.

## To be Submitted before Departure

Course Registration		Documents	Where to submit / for questions:	Deadline	Note
Yes	No				
●	●	Internship Statement of Intent	Career Office	To be submitted before your internship starts	Fill all paperwork using a non-erasable BLACK pen.
●	●	Internship Insurance Application			Insurance Fee: ¥210
●	●	Pledges (2 copies: to the company and to APU)			Your personal stamp (inkan) will be required.

## To be Submitted upon Return

Course Registration		Documents	Where to submit / for questions:	Deadline	Note
Yes	No				
●	●	Internship Supervisor Report	Career Office	Post summer/ spring vacation	Internship Supervisor must fill out personally.
●	●	Internship Log			Name stamp of host-institution's supervisor required.
●	●	Internship Final Report			Typed or handwritten (using a non-erasable BLACK pen).
●	●	Career Check Sheet			Fill all using a non-erasable BLACK pen.
●	●	Internship Evaluation			Fill all using a non-erasable BLACK pen.
●	—	Internship Course Registration Form			Fill all using a non-erasable BLACK pen.

Please fulfill 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 Session

Course Registration		Lecture	For questions:	Time	Note
Yes	No				
●	—	Pre-Internship Session	Academic Office	Summer : June-July Spring : December-January, 2019 *Please check the schedule on Campus Terminal.	You must attend all lectures.
●	●	Business Manners Seminar	Career Office		

## Post-Internship Session

Course Registration		Lecture	For questions:	Time	Note
Yes	No				
●	—	Post-Internship Session	Academic Office	Summer : October-November Spring : April-May, 2019 *Please check the schedule on Campus Terminal.	You must attend all lectures.

### Registration

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.

### Release of grades

Internships are graded on a Pass (P) / Fail (F) basis.

1. Attendance in all Pre & Post-Internship Sessions (entering/leaving the classroom in the middle of the session will NOT be permitted)
2. Submission of all required documents before and after the internship.
3. Grading will be based on the evaluation of the contents of the student's final report, internship supervisor's report and student's attitude at the Post-Internship Session.

\*Failure to fulfill the conditions for No. 1 & 2 will lead to an automatic grade of F without any further evaluation.

Please refer to pg. 6, 8-9 for more information on course registration and grading criteria.

# 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 pg. 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

- (1) We will be implementing the following GAIA Pre- and Post-Internship Sessions as well as assign several tasks during the internship for GAIA participants.
- (2) GAIA participants are required to participate in the Pre- and Post- Internship Sessions, whether or not they are receiving academic credit.

### Before the internship

- ① Participate in the Pre-Internship Session.
- ② 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 that 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 Post-Internship Session.
- ② 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.

### 4 Examples of past host companies/organizations

Company/Organization Name	Internship Location	Industry
PT. IKUZO INDONESIA	Jakarta	Education
Girls, be Ambitious	Fukuoka	Retail
Embassy of the Republic of Maldives	Tokyo	Civil Service
Embassy of the Republic of Palau	Tokyo	Civil Service
Nikkan Kogyo Shimbun	Tokyo	Mass Media
FREE SPRIT JAPAN .INC	Fukuoka	Service



# 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) are 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.

\*Please check the schedule on Campus Terminal.

## ▼ Attend the Internship Guidance by the Career and Academic Office

Summer: Late May ~ early June

Spring: Late November ~ early December

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

For questions: Career Office

Summer: Late July

Spring: Late January

## ▼ Application ~ Screening

### ▼ Before attending the internship

1. Purchase the 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 Internship Activity (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 Slip

For questions / where to submit: Career Office

## ▼ Finally

\* Please download these documents from the Career Office homepage.

(URL: <http://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	• 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="http://www.etic.or.jp/">http://www.etic.or.jp/</a>
	• Mynavi (Internships)	<a href="http://job.mynavi.jp/">http://job.mynavi.jp/</a>
	• Rikunabi (Internships)	<a href="http://www.rikunabi.com/">http://www.rikunabi.com/</a>
	• Career-tasu (Internships)	<a href="https://career-tasu.jp/">https://career-tasu.jp/</a>
	• Interpersonal	<a href="http://www.interpersonal.jp/">http://www.interpersonal.jp/</a>
	• Incorporated nonprofit organization, Dot-jp	<a href="http://www.dot-jp.or.jp/">http://www.dot-jp.or.jp/</a>
	• en-japan	<a href="http://www.enjapan.com/">http://www.enjapan.com/</a>
	• Gaishi-shukatsu.com (Internships)	<a href="https://gaishishukatsu.com/">https://gaishishukatsu.com/</a>
Overseas Internships	• INOMICS	<a href="https://inomics.com/">https://inomics.com/</a>
	• Going Global	<a href="http://www.goinglobal.com/">http://www.goinglobal.com/</a>
	• FindEmployment	<a href="http://www.findemployment.com/">http://www.findemployment.com/</a>
	• Bloomberg	<a href="http://www.bloomberg.com/company/">http://www.bloomberg.com/company/</a>
	• CareerCross	<a href="http://www.careercross.com/en/">http://www.careercross.com/en/</a>
	• Daijob	<a href="http://www.daijob.com/en/">http://www.daijob.com/en/</a>
	• KOPRA	<a href="http://www.kopra.org/">http://www.kopra.org/</a>

# Frequently Asked Questions

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

A. "Internship Information" on Campusmate Web(APU) or the Career Office front desk. 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  
Career Office Contract-type Internships: <http://www.apu.ac.jp/careers/page/content0026.html>  
Independently-arranged Internships: <http://www.apu.ac.jp/careers/page/content0027.html>

### Points to Remember When Submitting Documents

1. As a rule, all documents must be submitted in person at the Career Office front desk. Copies will not be accepted.  
\*If for any reason, you are unable to submit your documents to the Career Office in person, please consult with the staff in-charge.
2. Documents may be submitted in either English or Japanese.
3. Students are still responsible for keeping to 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: <http://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, counselors at the Career Office, friends and family.

## Q4. I have been accepted into an 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-Internship sessions.

A. Those who intend to apply for course registration MUST attend both sessions. If you have any concerns about attendance, please come to the Academic Office before the sessions are held.  
If you 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.** I am sick. I was involved in an accident. I may not be able to continue the internship.

**A.** When participating in an internship you will be in an unfamiliar environment doing an unfamiliar job, and thus it is necessary to pay particular attention to your health and safety. In the unlikely case that you are unable to continue your internship because of sickness, an accident or some unforeseen circumstance, please contact the Career Office and Academic Office as soon as possible. Be sure to contact the host institution in advance to check if there is any insurance policy that needs to be taken out for your internship. In the case of emergency, the university may also contact you directly for safety confirmation. Thus, it is of the utmost importance that you provide us with a valid emergency contact number when filling out the forms.

- 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 (<http://www.anzen.mofa.go.jp/>) and regularly check information updates from the country's foreign ministry and embassy.

**Q8.** I would like to know more about insurance for internships.

**A.** Internship insurance that is available through the Career Office is 'The Liability Insurance for Internship Activity' (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.

**Q9.** 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 sessions and any other internship-related matters. Make sure you check regularly.

**Q10.** Somehow, I still feel insecure!

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

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

- Academic Office » matters related to course credits
- Career Office » other matters related to the internship

	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	Career Office 0977-78-1128	Career Office 0977-78-1128 » If there is no response, call 0977-78-1150
<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

→ Past 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 Sessions, 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 pg. 6~7 in "Conditions for Subject Registration" 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-Internship Sessions (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 Sessions. In the Pre-Internship Session, 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 Session 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 sessions, please refer to the syllabus and inquire with the Academic Office if you have any more questions.



# Internship Handbook

## Career & Academic Office

Questions about Internships: Contact the Career Office

Contact: TAKEBAYASHI, KURATA, GOTO

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

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

Contact: MIWA, ITO, OHASHI

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

