

Independently Arranged Internships

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

●Schedule

By 5 weeks before program	①Apply for course / submit documents
Just before program (Document screening / pre-study procedures)	②Internal Document Screening * If applicant passes internal screening ③Pre-class (On-Demand) ④Business Manners Training (On-Demand) ⑤Purchase Insurance
Implementation	Internship Held * If applicant has correctly completed pre-internship assignments, procedures, etc. * If the applicant has not completed these requirements they can still join the internship, but it will not be registered as a course
Semester following end of internship	⑥Post-class ⑦Submit required documents * If applicant has correctly completed post-internship assignments, procedures, etc. ⑧Course registered ⑨Grades announced

① Applying for Registration / Submitting Required Documents

(1) Course Registration Requirements

The course information for independently arranged internships is shown below. Please note that the applicable semester, implementation period, and application requirements differ by course. The common liberal arts course “Internship” is not eligible to be registered via independently arranged internship applications.

Course Code	038342	037249	062119												
Subject Name	Specialized Internship	Business Internship	Internship												
Subject Field	ST Major Education Subject	APM Major Education Subject	Experiential Learning												
Required no. of Hours	2 credits: 40 hours 4 credits: 130 hours	2 credits: 80 hours 4 credits: 160 hours	2 credits: 80 hours 4 credits: 160 hours												
Course Language	Japanese or English The course language differs based on the language used at the internship destination. Please check the table below and the language used at your internship to determine the course language. <table border="1" style="margin: 10px auto;"> <thead> <tr> <th>Course Language Language in Use \</th> <th>Japanese Course</th> <th>English Course</th> </tr> </thead> <tbody> <tr> <td>Japanese</td> <td style="text-align: center;">○</td> <td style="text-align: center;">×</td> </tr> <tr> <td>English</td> <td style="text-align: center;">×</td> <td style="text-align: center;">○</td> </tr> <tr> <td>Other Language</td> <td style="text-align: center;">×</td> <td style="text-align: center;">○</td> </tr> </tbody> </table> ※If Japanese-basis domestic students register an English internship, the credits will count toward the opposite language credit requirement ※The course language cannot be changed after application.		Course Language Language in Use \	Japanese Course	English Course	Japanese	○	×	English	×	○	Other Language	×	○	English
Course Language Language in Use \	Japanese Course	English Course													
Japanese	○	×													
English	×	○													
Other Language	×	○													
Max. no. of credits counted toward graduation	A total of up to 8 credits can count toward the 124 needed for graduation, but credits which exceed this limit will not count toward graduation.		A total of up to 4 credits can count toward the 44 needed for graduation, but credits which exceed this limit will not count toward graduation.												
Grading	P/F	P/F	P/F												
Application Requirements	Must be in 2 nd semester or above at time of application Cannot register in final semester ※If the internship is held over 2 semesters, cannot apply past the semester before the semester of graduation ※2017 Curriculum APM Students must be in 4 th semester or above at the time of application ※Students must have regular status during the semester of application, internship semester, and following semester (cannot register courses while on academic leave, suspended, or on study abroad) ※If a suspended student's period of suspension ends before they submit their application, they may apply		1 st semester students can apply, but if their GPA at the end of their 1 st semester does not meet the requirements their application will be rejected												
	<ul style="list-style-type: none"> • Undergraduate ST students • Cumulative GPA of 2.00+ 	<ul style="list-style-type: none"> • Undergraduate APM students • Cumulative GPA of 2.00+ • Must have completed at least 6 of the 12 APM required courses • One of the above 6 courses must be “Fundamental Math” or “Advanced Math” 	<ul style="list-style-type: none"> • Graduate students in GSM • Cumulative GPA of 2.75+ 												
Syllabus	See p.8~15														

(2) Application / Required Documents

① Application (Forms)

Applications for Independently Arranged Internships will be accepted via the Form below.

<https://forms.office.com/r/zPh2NMQc7S>



Application Forms QR code

② Submission of Required Documents

Must upload required documents via the Forms application.

There are documents to be prepared by the applicant as well as documents to be downloaded from the Career Office and filled out by the person in charge at the internship destination. If the documents cannot be prepared at least 5 weeks before the start of the internship, the application will not be accepted for any reason.

a	Letter or email confirming the implementation of the internship at the company ※Submit data that shows the department / division, job content, period (implementation), and supervisor name
b	Documents confirming participation in the internship ※Notification of Acceptance from the company, email confirming participation, etc.
c	Internship supervisor agreement form → will make sure it can be downloaded in Word, etc. ※Download the manual from the Career Office HP and send to the internship supervisor, have the internship supervisor and applicant fill out and submit on Adobe sign.
d	University grade transcript (most recent) ※Copy OK

(3) Course Registration Application Period

Please submit the application to register the course at least 5 weeks before the start of the internship. Please make sure your participation in the internship has been confirmed at the time of application, and submit documents that can prove you will participate in the program. If you are not able to submit the required documents by 5 weeks before the start of the internship for any reason, your registration application will be rejected.

The application periods for independently arranged internships are shown below.

Spring semester internships: final week of February – end of July

Fall semester internships: final week of August – end of January

※However, AY 2023 fall semester internship applications will be accepted from mid-November – late January

(4) Implementation Period Patterns

Agreement-type internships are held during the long breaks on APU's academic calendar (August – September, February – March), but independently arranged internships do not necessarily have to take place during the long breaks on our academic calendar, so we can accept applications for independently arranged internships held based on the following 4 patterns.

1	Participate in Internship in Spring Semester
2	Participate in Internship in Fall Semester
3	Participate in Internship in Spring Semester – Fall Semester
4	Participate in Internship in Fall Semester – Spring Semester

(5) Handing of Course Registration / Grading

1. Course registration / grading for independently arranged internships will be done “in the semester following the end of the internship at the time of application.” After the end of the internship, the student must submit the required documents, participate in the post-class, and submit the assignments.
2. If applying for a 2-semester internship, the course will be registered in the semester following the planned end of the internship. Even if the internship is shortened to one semester due to the circumstances of the student or the company, the registration timing will not change.

Ex.) Application for internship from AY 2023 fall semester – AY 2024 spring semester

Course registered in the AY 2024 fall semester.

Even if plans change and the internship ends in the AY 2023 fall semester, the course will not be registered early. It will still be registered in the AY 2024 fall semester as planned.

2023 FA		2024 SP	2024 FA
2nd semester		3rd semester	4th semester
Application At least 5 weeks before internship	Pre-class Pre-guidance (On demand)	Internship	Post-class, submit assignments Submit required documents Course registration / grading / credits awarded

3. If the applicant does not submit the required documents by the deadline in the semester course registration / grading will occur, they will receive an F grade.
4. As a registration requirement, during the (1) semester of application, (2) internship semester, and (3) semester after internship is held (registration semester) students must have regular student status. If a student status is “leave of absence,” “study abroad,” or “suspended” during any of these semesters, they will not be able to apply for course registration or grading through this program. In addition, students will not be eligible for registration or grading in the semester following “leave of absence” or “study abroad.”

(6) Class / Course Timetable (from Internship Handbook)

1. Calculation of internship hours will be done from the start time until the end time on working days (including the lunch break).

2. If the final number of internship hours differs from the originally planned number of hours, the following will apply.

Example 1) If your internship was less than 40 hours for “Internship” / 80 hours for “Business Internship” or “Internship” (Graduate school course)

→ Credits will not be awarded

Example 2) If your internship was intended to cover 130 hours or more, but actually covered only 40 – 129 hours / if your business internship or graduate school internship was intended to cover 160 hours or more, but actually only covered 80 – 159 hours

→ Two credits are awarded

3. Measures to be taken in such cases that final internship hours were less than originally planned due to unavoidable circumstances:

Please follow the instructions 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: If you meet the application requirements shown on the APU Academic Office HP >Classes / Course Timetable >Class absences (https://www.apu.ac.jp/academic/class_info/class_absences/) submit (1) and (2) below via email.

① Required official certificates listed on the same page in PDF format

② “Report of Absence”

※“Report of Absence” format is available on “Contract-type Internship” page of the Career Office website (https://www.apu.ac.jp/careers/internship_guide/independently_arranged/)

C) In case of other reasons such as bad weather, strikes, epidemics, etc.

Please contact the Academic Office.

Email submissions to: Academic Office Internship Team (atfs@apu.ac.jp)

Submission deadline: within 3 business days after the end of the missed class or internship. No applications will be accepted after the deadline.

4. In the case of absence from pre or post-internship classes due to illness or bereavement, the procedure is the same as 3-B).

5. International students enrolled at APU under college student visas may only be permitted to work within the limits of their visa. Please make sure to abide by these regulations.

6. If the internship is held during the class period and the timetables for the internship and your courses overlap, classes will take priority and no special considerations will be given for class absences. Please work with the company to avoid overlap between the internship and your classes. In addition, if you participate in a

paid internship during the class period, please make sure the internship does not exceed 28 hours per week (or 40 hours during the long breaks).

(7) Internship requirements for Course Registration

Independently arranged internships must meet the requirements below to be registered as courses.

1	NOT self-employment
2	NOT work performed in a student's family-owned or family-managed business
3	NOT work performed for a student-run organization
4	NOT work performed at, or registered to, a private, residential address
5	NOT participation in a political campaign, political action committee (PAC) or lobbying effort (however, working for a seated public servant is acceptable)
6	NOT training activities (e.g. time spent preparing for insurance and/or securities license exams)
7	NOT part time job, but official internship

(Document Screening / Procedures before Internship)

② Document Screening

After submitting the required documents at least 5 weeks before the start of the internship, the documents will be internally screened. If any documents are missing or incomplete, your application may be rejected. Please check your application carefully.

③ Pre-Internship Classes (On Demand)

If you pass the internal document screening, you will be registered on Moodle in the internship course. The on-demand pre-internship classes are stored on Moodle, so please be sure to check them before your internship and submit any assignments by the deadline.

④ Business Manners Training

Like the pre-internship classes, the business manners training is also stored on Moodle. Be sure to check it before your internship and take the comprehension test.

⑤ Purchasing Insurance

If you apply to register the course and participate in an internship, you must enroll in an insurance plan specified by the university. Please be sure to enroll as this is an important procedure for joining an internship. If you do not enroll in an insurance plan by the start of your internship, you will not be eligible to register the course or receive grades.

Types of Insurance Enrollment

Domestic Internship	• Internship / teaching qualification activity liability insurance (AKA Intern Insurance)
Overseas Internship	• Internship / teaching qualification activity liability insurance (AKA Intern Insurance) • Tokio Marine & Nichido Fire Insurance Co., Ltd. Overseas Travel Insurance • Emergency Management Support

(Semester following Internship)

⑥ Post-Internship Classes (In-Person)

A post-internship class will be held during the semester after the internship ends. As a general rule, post-internship classes will be held in person, so please be sure to attend all post-internship classes. If you are required to submit an assignment in a post-internship class, please follow the directions of the course instructor and submit the assignment by the deadline.

⑦ Submitting Required Documents

You must submit the following documents after the end of your internship. If you do not submit the required documents by the deadline, in principle you will receive an F grade. Documents submitted after the deadline will not be accepted for any reason.

a	Internship Training Log → Submit from Forms
b	Internship Supervisor Evaluation Sheet → Submit with the signature both the organization and applicant on Adobe sign.

You must also submit the required documents via the Forms below.

<https://forms.office.com/r/8XRNMnWvzx>



Submitting Documents Forms QR code

⑧ Course Registration / ⑨ Announcement of Grades

The university will register the course based on your course registration application.

The course registration will be carried out after Course Correction Period 2 in the registration semester (semester after the semester in which the internship ends). Grades will be announced at the same time as those of other course, when grades are announced for that semester (spring: early September; fall: early March). Please check your registration details on Campusmate.

Please note, grades will be determined by the course instructor using P/F evaluation. See the syllabus for more details on grade evaluation (next page).

Items	Contents
Year	2023, 2024
Subject Code	03834203, 03834204
Course Number	[23]-[ST]-[OFC]-2
Semester	AY2023 Winter Internship (credits awarded in AY2024 SP) AY2024 Summer Internship (credits awarded in AY2024 FA)
Subject / Class	Specialized Internship 03,04
Program Name	Specialized Internship
Instructor	KC Dipendra
Program Venue	Depends on the companies
The number of credits	More than 40 hours and less than 130 hours: 2 credits More than 130 hours: 4 credits
Misc. Notes	This internship is Type 3 in the "Basic Approach to the Promotion of Internships and Other Career Development Support Initiatives for Students," and that companies may use student information obtained through the internship only after the start of PR activities and recruitment selection activities. (https://www.mext.go.jp/a_menu/koutou/sangaku2/20220610-mxt_ope01_01.pdf)
Subject Field	ST Major Education Subject
Recommended Qualifications / Knowledge	No specific knowledge/skills are required. Only students who participate in the Contract-type Internship and also submitted the Course Registration Form will be allowed to take the course.
Course Overview	In order to apply various theories learned at universities to society, it is necessary to learn how theories are used and practiced in real society and business. This course aims to combine theory and practice by combining lectures with internship activities at companies and organizations related to the specialized education of the university. Upon successful completion of this course, students will be able to: <ul style="list-style-type: none"> · Understand examples of practical applications of theories learned at universities · Apply the theories learnt in college in the real world
Course Objectives	<ul style="list-style-type: none"> · Understand examples of practical applications of theories learned at universities · Apply the theories learnt in college in the real world
Teaching Methods	Lectures, Individual worksheets, and Group discussions
	<p>【Pre-Internship Classes】 ※On-demand</p> <p>1. Internship - Bridging theory and practice</p> <p>Students will delve deep into the interplay between academic theory and real-world practice. Aimed at fostering intentional and critical learning, the session underscores the symbiotic relationship between classroom-derived knowledge and its practical application in professional settings. Through an exploration of the duality of learning, reflection techniques, and the challenges often encountered when attempting to bridge the theoretical-practical gap, students will be equipped with strategies to integrate their academic foundations into tangible, real-world scenarios. By session's end, students will have actionable tools and templates to enhance their reflective practices, seek effective mentorship, engage in enriching peer discussions, and</p>

	<p>2. Personal Effectiveness The 100-minute personal effectiveness session will go beyond job-specific skills to focus on success in the workplace. Students will learn how aligning their values and motives with company culture leads to stronger performance and interactions. Developing emotional intelligence and business communication skills such as proper email etiquette will be covered.</p> <p>【Post-Internship Classes】 ※In person</p> <p>1.Reflecting on internship experience - 1 This 100-minute session would provide interns time and guidance to reflect on their internship experience as a whole. Students can discuss key learnings, challenges faced, and lasting impressions from the internship. The session focuses on processing the experience and cementing lessons learned.</p> <p>2.Reflecting on internship experience - 2 This 100-minute session would provide interns time and guidance to reflect on their internship experience as a whole. Students can discuss key learnings, challenges faced, and lasting impressions from the internship. The session focuses on processing the experience and cementing lessons learned.</p> <p>3.Leveraging internship experience for career success This 100-minute session focuses on helping students maximize their internship experience to further their careers. Students will learn strategies to maintain professional networks established during their internships through ongoing communication and engagement. They will develop stories and interview answers that compellingly articulate their achievements, skills gained, and contributions. Reflective activities will help students process key learnings and impressions to cement their professional development. Assessing how the internship shaped their interests and strengths will allow students to chart a focused career trajectory and set targeted goals. The session aims to equip students to fully leverage their experience to build relationships, communicate their value to employers, and define a meaningful career path.</p>
Practice Schedule	<p><Contract-type Internships> from the end of the session until the beginning of the next semester. AY2023 Winter Internship (credits awarded in AY2024 SP): Wednesday, February 14th, 2024 - Sunday, March 31st, 2024</p> <p><Independently-arranged type Internships> the following sessions including class days. AY2023 Fall semester (credits awarded in AY2024 SP): until Sunday, March 31st, 2024 AY2023 Fall semester to AY2024 Spring semester (credits awarded in AY2024 FA): until Friday 20th September, 2024</p>
Pre-class Study Load [preparation & review]	<p>Students are required to watch a 100 minute on-demand video and complete the corresponding worksheets posted on Moodle. Students should budget approximately 100 minutes to finish the video and worksheets for each module.</p>
Method of Grade Evaluation	<p>P/F Written Assignment 1 – Internship Learning Goals: 30% Class participation: 30% Written Assignment 2 – Internship Reflection Report: 40%</p>

<p>Method of Implementing Multicultural Collaborative Learning</p>	<p>Multicultural Learning:</p> <ol style="list-style-type: none"> 1. Group discussions and reflective activities will intentionally integrate diverse perspectives and experiences from students of different backgrounds. 2. When analyzing their internship experiences, students will be encouraged to consider how cultural factors shape workplaces and professional norms. <p>Student Cooperation and Active Learning:</p> <ol style="list-style-type: none"> 1. Peer Reflection Exercises: Students will regularly share and discuss internship insights in pairs and small groups. 2. Real-World Case Analysis: Students will collaborate in diverse teams to analyze scenarios drawn from workplace case studies. 3. Presentation of Learning: Students will synthesize their key takeaways from the course and internship experiences through group presentations.
<p>Instructor's professional experience/involvement (outside academia)</p>	<p>Your instructor brings diverse professional experience in the social impact sector spanning local and global contexts. He co-founded an NGO called YUWA focused on empowering young people in Nepal. He also served as a manager for Wedu, a social enterprise focused on leadership development for young women in Thailand. As an independent consultant, he has provided services to international organizations including UNESCO, ITU, UNICEF, USAID, and FHI360 on projects reaching Nepal, Thailand, Geneva, and Paris.</p> <p>This firsthand experience founding, managing, and advising various mission-driven organizations provides Dipendra with unique insights into the social sector. He leverages his professional network and on-the-ground knowledge to make learning interactive and applicable. Exposure to different cultural contexts allows Dipendra to integrate diverse perspectives into the classroom. You will benefit from his combination of practical experience and global outlook throughout this course.</p>
<p>Requirements for Students</p>	<p>Students should participate actively through discussions, activities, and presentations that synthesize learnings.</p>
<p>Textbook Notes</p>	<p>None</p>
<p>Textbook (Students will need to purchase these textbooks when registering for this course.)</p>	<p>None</p>
<p>Further Reading Notes</p>	<p>None</p>
<p>Further Reading (Books, audiovisual materials) (Available at Reserved Corner in the APU Library)</p>	<p>None</p>
<p>Further Reading (Journal articles, white papers, year books, etc.)</p>	<p>None</p>
<p>Misc. Notes</p>	
<p>Office Phone No.</p>	<p>4201</p>
<p>E-mail Address</p>	<p>dipendra@apu.ac.jp</p>
<p>E-Book & Course-related links</p>	<p>None</p>

項目	内容
開講年度	2023, 2024
講義コード	03724901,03724902
科目ナンバー	<p>【2023年度カリキュラム】</p> <p>・ビジネスインターンシップ [24]-[M]-[COM]-2</p> <p>【2017年度カリキュラム】</p> <p>・ビジネスインターンシップ[17]-[M]-[COM]-3</p>
開講セメスター	2023年度 冬インターンシップ (科目登録・単位授与；2024年度春セメスター) 2024年度 夏インターンシップ (科目登録・単位授与；2024年度秋セメスター)
講義名・クラス名	ビジネスインターンシップ 01/02
プログラム名	ビジネスインターンシップ
担当教員	福山公博
実習地	企業による
単位数	80時間以上160時間未満：2単位 160時間以上：4単位
備考	<p>この科目は、「学生のキャリア形成支援に係る産学協働の取組み」における4つの類型の内、「タイプ3：汎用的能力・専門活用型インターンシップ」に相当する。</p> <p>https://www.mext.go.jp/a_menu/koutou/sangaku2/20220610-mxt_ope01_01.pdf</p> <p>出典：インターンシップを始めとする学生のキャリア形成支援に係る取組の推進に当たっての基本的考え方（令和4年6月13日一部改正 文部科学省・厚生労働省・経済産業省）</p> <p>※企業は活動を通じて取得した学生情報を採用活動開始以降に限り活用することが出来る</p>
講義分野	APM専門教育科目
履修の目安	「協定型インターンシップ」「自由応募型インターンシップ」で科目登録するする学生を対象とした授業です。科目登録願を提出し、審査を通過した学生のみ受講可能です。
授業概要	<p>ビジネスインターンシップは、APMの全学生（申請時2-7セメスター）を対象に実施され、実際のビジネスがどのように運営されているかについて知識を得、APM/APUで学んだビジネスやマネジメントの概念や理論を振り返ることができる実践的な場である。</p> <p>また、インターンシップに参加することにより、どのような職業に就きたいか、これから何を学ぶべきかを明確にすることができ、仕事上のネットワークを構築する機会にもなる。</p>
到達目標	<p>ビジネスインターンシップを履修することで、学生は次のような力が身に付きます：</p> <ol style="list-style-type: none"> ①ビジネス環境での実践的な経験を得る。 ②インターンシップ先の業界に関する知識を得る。 ③キャリアの選択肢についての理解を深め、自らのキャリア目標を明確にし、今後の知識・スキル向上のための分野を特定する。 ④ビジネススキルを向上させ、自信を付ける。 ⑤国際経営学部での専門的な学修を深めるよう努力する。 ⑥雇用者から見た人材としての採用可能性を強化し、社会における自らの役割についてより責任を持つ。
授業方法	授業は、事前オンライン講義（録画：インターンの時期に応じて柔軟に視聴可能）、事後成果発表で構成されます。
毎回の授業の概要	<p>*なお、授業は以下の通り構成されます。詳細については追ってMoodle, Campus Terminalで案内します。</p> <ol style="list-style-type: none"> 1. 科目登録申請を行う。自由応募型インターンシップについては、ここで対象インターンが単位付与に相応しいものか事前に審査をします。協定型インターンシップについては、学内選考および企業による選考があります。審査結果が「不適」となることもあることに留意。 2. 各自、Moodle内の事前オンライン講義を視聴（視聴後の課題有） 3. インターンシップに参加 4. 成果発表会前日17：00 JSTまでに「インターンシップ最終報告書」を提出

	5. 事後授業としての成果発表会に参加。
実習スケジュール	<p>(協定型インターンシップ) セッション終了後、次のセメスター開始まで、とします。 * 2023年度 冬インターンシップ (科目登録・単位授与；2024年度春セメスター) : 2024年2月14日(水)～3月31日(日)</p> <p>(自由応募型インターンシップ) 授業期間を含む以下の期間を対象とします。 2023年度秋セメスター (～2024年3月31日まで) (科目登録・単位授与；2024年度春セメスター) 2023年度秋セメスター～2024年度春セメスター (2024年9月20日まで) (科目登録・単位授与； 2024年度秋セメスター)</p>
予習・復習の内容と分量	ビジネスインターンシップは体験型学習であるため、学生はインターンシップを開始する前に、与えられたタスクについて勉強し、受け入れ先と相談する必要があります。そのため、インターンシップ開始前に少なくとも15～20時間の準備時間が必要となる場合があります。
成績評価方法	1) 事前課題 (10%)、インターンシップ最終報告書(50%)、2) インターンシップ・スーパーバイザーによる評価書(10%)、3) 成果発表会とこの授業への貢献; 例: アイデア、考え方、経験の共有、質問、意見(30%)、によって、成績が決定される。成績はP/Fとする。
多文化協働学修の実践方法	学生は、受け入れ先の多文化な環境の中でAPM/APUで学んだビジネスやマネジメントの概念や理論を応用し、実際のビジネスの知識やスキルを学びます。
授業担当教員の実務経験	—
学生への要望事項	インターンシップハンドブックを参考にしてください。
テキスト (授業を履修する上で、購入が必須となる書物) 備考	—
テキスト (授業を履修する上で、購入が必須となる書物)	—
参考文献備考	—
参考文献 (図書、視聴覚資料) ライブラリリザーブコーナーに設置	—
参考文献 (雑誌、年鑑白書等)	—
備考	—
担当教員研究室電話番号	内線番号：4207
担当教員E-mailアドレス	kimihiro@apu.ac.jp
E-Book および 関連ページ	<p>(1) 大学1年からのキャリアデザイン実践 https://elib.maruzen.co.jp/elib/html/Viewer/Id/3000126513/Page/3?8 ;</p> <p>(2) Grit: The Power of Passion and Perseverance: https://search.ebscohost.com/login.aspx?direct=true&db=nlebk&AN=1966383&site=ehost-live</p> <p>(3) 「外国人留学生のための就活ガイド2024」 https://www.jasso.go.jp/ryugaku/after_study_j/job/guide.html</p>

Items	Contents
Year	2023, 2024
Subject Code	062119
Course Number	—
Semester	AY2023 Winter Internship (credits awarded in AY2024 SP) AY2024 Summer Internship (credits awarded in AY2024 FA)
Subject / Class	Internship 01
Program Name	Internship
Instructor	FUKUYAMA, Kimihiro
Program Venue	Pre and post internship classes: APU Internship: Respective sites
The number of credits	More than 80 hours and less than 160 hours: 2 credits More than 160 hours: 4 credits
Misc. Notes	This internship is Type 3 in the "Basic Approach to the Promotion of Internships and Other Career Development Support Initiatives for Students," and that companies may use student information obtained through the internship only after the start of PR activities and recruitment selection activities. (https://www.mext.go.jp/a_menu/koutou/sangaku2/20220610-mxt_ope01_01.pdf)
Subject Field	MBA Major Education Subjects
Recommended Qualifications / Knowledge	Only MBA candidates who participate in "Contract-type Internships" and "Independently-arranged type Internships", and also who submit the Course Registration Form will be allowed to take the course.
Course Overview	Internship is offered to all MBA candidates (must be 1-3 semesters at time of application) , providing an opportunity for practical settings where MBA candidates can gain knowledge about the way the actual world of business operates and reflect on the business and management concepts and theories that they have learnt at GSM/APU. By participating in internships, it also allows MBA candidates to clarify the types of careers that they would like to pursue, develop management knowledge and skills, gain a clearer sense of what they still need to learn, and provides an opportunity to build professional networks.
Course Objectives	By completing the Business Internship, MBA candidates will be able to: 1. Gain practical experience within the business environment. 2. Acquire knowledge of the industry in which the internship is done. 3. Develop a greater understanding about career options while more clearly defining personal career goals as well as identifying areas for future knowledge and skill development. 4. Develop business skills and increase self confidence 5. Endeavor to deepen their specialized learning at GSM/APU. 6. Strengthen marketability to employers and become more responsible in regard to their role in society.
Teaching Methods	The class will be delivered through recorded online pre-lecture (can watch flexibly before your internship period), and outcome presentation session.
Overview of Each Class	<p><u>* Further details, including dates and classrooms, will be announced on Moodle and Campus Terminal in due course.</u></p> <p>1. Regarding those who apply "Independently-arranged type Internships" course, at the time of application stage, your application is assessed whether it is appropriate for the business internship or not. After the assessment, you have to keep in mind that the application is judged as "inappropriate" in some cases.</p> <p>2. Watch the recorded online pre-lecture (there is a homework).</p> <p>3. Participate in Business Internship</p> <p>4. Submit prescribed "Internship Final Report" before 17:00 JST on the one day before the Business Internship Presentation.</p>

	5. Participate in Business Internship Presentation as a post-class.
Practice Schedule	<p><Contract-type Internships> from the end of the session until the beginning of the next semester. AY2023 Winter Internship (credits awarded in AY2024 SP): Wednesday, February 14th, 2024 - Sunday, March 31st, 2024</p> <p><Independently-arranged type Internships> the following sessions including class days. AY2023 Fall semester (credits awarded in AY2024 SP): until Sunday, March 31st, 2024 AY2023 Fall semester to AY2024 Spring semester (credits awarded in AY2024 FA): until Friday 20th September, 2024</p>
Pre-class Study Load [preparation & review]	Business Internship is an experiential based learning, thus, MBA candidates must study about the assigned tasks and communicate with the host institutions before starting the internship program. This may require at least 15-20 hours for preparation before the internship program starts.
Method of Grade Evaluation	MBA candidates will be evaluated based on: 1) Homework after watching online class (10%), 2) Internship Final Report (50%), 3) Internship supervisor evaluation form (10%), and 4) Business Internship Presentation and contribution to the last class; e.g. share ideas, thoughts, experiences, questions, opinions (30%) . The grade will be P/F.
Method of Implementing Multicultural Collaborative Learning	MBA candidates will work as an intern at the host institutions in a multicultural environment to apply the business and management concepts and theories that they have learnt at GSM/APU and gain knowledge and skills from the actual world of business.
Instructor's professional experience/involvement (outside academia)	—
Requirements for Students	Please make sure to check the Internship Handbook.
Textbook Notes	—
Textbook (Students will need to purchase these textbooks when registering for this course.)	—
Further Reading Notes	—
Further Reading (Books, audiovisual materials) (Available at Reserved Corner in the APU Library)	—
Further Reading (Journal articles, white papers, year books, etc.)	—
Misc. Notes	—
Office Phone No.	Extension : 4207
E-mail Address	kimihiro@apu.ac.jp
E-Book & Course-related links	<p>(1) 大学1年からのキャリアデザイン実践 https://elib.maruzen.co.jp/elib/html/Viewer/Id/3000126513/Page/3?8 ;</p> <p>(2) Grit: The Power of Passion and Perseverance: https://search.ebscohost.com/login.aspx?direct=true&db=nlebk&AN=1966383&site=ehost-live</p> <p>(3) 「外国人留学生のための就活ガイド2024」 https://www.jasso.go.jp/ryugaku/after_study_j/job/guide.html</p>