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## Internship Course Guidelines

### 1) Course Schedule

Internship Course (Fall & Winter):                      Fall / Winter Semester  
Internship Course (Spring & Summer):                  Spring / Summer Semester  
Regular weekly classes/seminars/etc.\* for a total of 120 hours of engagement  
+ 60 hours, report + presentation (15 weeks)

\*The day of the week depends on the host organization(s).

### 2) Applicants for internship

- This course is intended for OUSSEP students.
- Students must have permission to engage in activities other than those permitted under the status of residence previously granted (資格外活動許可 shikakugai katsudou kyoka).
- Students need to undergo an antibody test, a medical check-up, and get appropriate insurance.
- Students need to participate in guidance sessions before and after the internships in addition to seminars and practice/training at their host organization to earn credits.
- Participants will also be selected by host organizations and CIEE if there are many applicants.

#### NOTE:

- Participants in internships agree to not take any classes, either OUSSEP classes or JA (Japanese) classes, if those classes overlap their off-campus internship day(s). Those who apply are expected to understand these rules and submit a pledge.
- Internship Participants must join the over-night bus trip of OUSSEP, which is a compulsory element of the course.

### 3) General description of the internship

Many partner universities have requested internship courses held in English for international students. To satisfy those demands, CIEE designs and provides internship courses.

**This is a four-credit internship course for OUSSEP students** and an elective. Students attend an internship to acquire on-the-job experience, job training, and practical experience at an off-campus organization. Instructions will be given by each hosting organization before and after the actual internships begin.

### 4) Permission to Engage in Activities other than those Permitted under the Status of Residence Previously Granted (資格外活動許可 shikakugai katsudou kyoka)

All participants need to obtain a work permit (資格外活動許可 shikakugai katsudou kyoka) no later than the OUSSEP Orientation. Please apply for and receive the permission at the airport, when you arrive in Japan. Otherwise, you will need to go to the regional immigration office and it takes 2 weeks to get the permission, therefore you will not be able to participate in the course until you receive the permit.

Please refer to the website of the Ministry of Foreign Affairs of Japan for more information:

<http://www.immi-moj.go.jp/english/tetuduki/kanri/shyorui/09.html>

## 5) Insurance

All participants are required to obtain internship insurance that covers indemnity liability during your internship (Liability Insurance for Students Pursuing Education and Research [LSR]).

NOTE: All OUSSEP students need to purchase “Personal Accident Insurance for Students Pursuing Education and Research (PAS)” separately to cover on-campus activities and “Comprehensive Insurance for Students’ Life Coupled with PAS” to cover indemnity liability. Those who buy PAS insurance can also buy LSR at a reasonable price.

Please refer to COOP's website below:

<https://www.osaka-u.ac.jp/en/guide/student/general/insurance.html>

## 6) Process from application to internship

### [Before coming to Japan]

1. Apply for the internship course when applying to OUSSEP
2. Skype interview by a host organization staff and CIEE instructors in May or June for Fall enrollment and in December or January for Spring enrollment
3. Get the results of the interview in June for Fall enrollment and in January for Spring enrollment

### [Arriving at Japan]

4. Get a work permit
5. Orientation by CIEE instructors
6. Orientation by host organization staff
7. Internship begins on the first day of the course

## 7) Information/materials to be submitted to Osaka University before starting the course

### [For application]

Those who would like to take the Internship Course must also write their “Statement of Purpose for Internship Course” on the Internship Application Form.

**NOTE: Not all applicants can take part in the Internship Course.**

**Selection will be conducted through a thorough review of applications and an interview before coming to Japan.**

### [For enrollment]

**Documents to be submitted to Osaka University upon arrival:**

- Pledge
- A copy of the insurance certificate which confirms coverage during the internship in Japan

## 8) Commutation allowance

Commutation allowance shall be provided by the host organization, under the Osaka University Commutation Allowance Manuals. Round trip expenses between Senri-chuo station (subway) and the station nearest to the place of internship will be provided.

## 9) Syllabus

### [Instructor]

KONDO Sachihiko, Professor, Center for International Education and Exchange

ISHIKURA Yukiko

NAKANO Ryoko

### [Type of Class]

Practice Subject / Seminar Subject

### [Learning Outcomes]

In this class you will:

1. be more conscience of learning during internships and of output, such as contributing to the organization;
2. embody your future more through the internship at the host organization by making use of your experience;
3. improve communication skills necessary for working in Japan;
4. develop knowledge and skills for working in Japan;
5. understand which jobs you are suited to and discover new things about yourself; and
6. deepen your knowledge and understand the region where you will have your internship.

### [Grading Policy / Assessment]

**Pass or fail.** The host organization will assess the results of the internship based on Osaka University's rubric and Osaka University will decide whether a passing grade has been earned based on the host organization's report and portfolio.

1. Weekly reports (students, including online discussions) 40%
2. Assessment from the host organization 20%
3. Final presentation or final essay 25%

The topic and the length of the final presentation/essay will be given during the course.

4. Participant attitude (attendance, punctuality, etc.) 15%

### [Textbooks / Reference]

N/A. Handouts will be supplied on CLE Systems as necessary.

### [Independent study outside of classes]

- Prepare according to the instructions of the host organization.
- Write a reflection regarding the internship on the study abroad Portfolio System

## 10) Other

For specific inquiries regarding this program guideline, please contact us at:

inbound\*ciee.osaka-u.ac.jp. (Please replace \* with @)