



As of September 22, 2022

Center for International Education and Exchange (CIEE)
Osaka University

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 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.
- Students must follow the standards set by the host organization.

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 are required to register for a minimum of 14 credits per semester. This includes 12 credits from OUSSEP courses and the overnight bus trip of OUSSEP, which are compulsory elements of the course.
- Each student can only take up to one internship course simultaneously per semester. Students are only allowed to choose only one internship course during the application period.

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 Immigration Services Agency of Japan for more information:
<https://www.isa.go.jp/en/applications/procedures/16-8.html>

5) **Insurance**

All participants are required to obtain internship insurance that covers indemnity liability during your internship. Osaka University will offer Personal Accident Insurance for Students Pursuing Education and Research (PAS) for participants. This covers on-campus activities. The university will also offer Comprehensive Insurance for Students Lives Coupled with PAS for International Students that covers indemnity liability during the program (All OUSSEP students must purchase these 2 insurances just after arriving in Japan).

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 August for Fall enrollment and in February for Spring enrollment
3. Get the results of the interview in September for Fall enrollment and in March 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

8) Commutation allowance

Commutation allowance shall be provided by the host organization, under the Osaka University Commutation Allowance Manuals. Commuting expenses between Senri-chuo Station (subway) and the station nearest to the internship (Koshien Station, etc.) will be provided.

9) Syllabus

[Instructor]

KONDO Sachihiko, Professor, Center for International Education and Exchange
ISHIKURA Yukiko
HAYASHI Takaya

[Type of Class]

Practice Subject / Seminar Subject

[Learning Outcomes]

In this class you will:

1. be more conscious 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]

The host organization will assess the results of the internship based on Osaka University's rubric and Osaka University will grade you based on the host organization's report and portfolio.

1. Participant attitude (attendance, punctuality, active participation) 20%
2. Weekly reports (students, including online discussions) 20%
3. Assessment from the host organization 20%
4. Final presentation 20%
5. Final essay 20%

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

[Textbooks / Reference]

N/A. Handouts will be supplied on CLE (Learning Management System) as necessary.

[Independent study outside of classes]

- Prepare according to the instructions of the host organization.
- Write a reflection regarding the internship on the Learning Management System

10) Other

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

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