

**Graduate School of Political Science**

**Graduate School of Economics**

**Course Registration Guide for Internships  
(International Organizations, International NGOs,  
Companies)**

## Overview

At the Graduate Schools of Political Science and Economics, in order to support students who are seeking career paths in international society and wish to contribute by addressing global issues, internships that are conducted at international organizations, NGOs, and international companies can be counted as credits towards completion of their course under the titles “Internship (International Organizations, International NGOs, Companies) I” and “Internship (International Organizations, International NGOs, Companies) II”

### <Course Description>

Course Title	Term	Credits	Notes	Results
Internship (International Organizations, International NGOs, Companies) I	Spring/Fall	2	<b>Actual working hours during the internship: 105 hours ~ less than 150 hours*</b>	A+~F
Internship (International Organizations, International NGOs, Companies) II	Spring/Fall	4	<b>Actual working hours during the internship: 150 hours or more*</b>	A+~F

\*Calculation conducted based on the official acceptance letter issued by the institution offering the internship

### <Course Classification>

Graduate School/Major		Course	Course Classification
G S P S	Political Science Major	Political Science Course	Knowledge and information literacy courses
		Global Political Economy Course	Knowledge and information literacy courses
		Journalism Course	Practicum Courses/Substitution for the Internship that is compulsory on the J-Course*
	Public Management Major	1-year Course 2-year Course	Practicum Courses
G S E	Economics Major	Economics Course	Common Basic Courses
		Global Political Economy Course	Common Basic Courses
		Economic Journalism Course	Common Basic Courses/Substitution for the Internship that is compulsory on the EJ-Course

\*Individual contact with the Office is needed if applying to substitute the course credits for those of the “Internship” that is compulsory on the Journalism/Economic Journalism Course.

### <Important Notes>

- Students can register a maximum of 8 credits in total for this course and other internship courses.
- Students are not allowed to apply for multiple courses with one internship program in an overlapping manner.
- In the same manner as ordinary courses, this course requires course registration in advance of the internship program. Please read “Application and Requirements” on the next page carefully and make sure you fully understand the procedures.
- Credits for this internship are included in the upper limit on the number that can be registered per year.

#### **Useful websites in collecting information on internships**

- UN Careers: <https://careers.un.org/lbw/home.aspx?viewtype=ip>
- The Washington Center: <http://www.twc.edu/>

## Applicable Internship Programs

• Internship programs must meet the requirements listed below. Whether a program can be registered as a course is assessed at the time of application, based on these requirements.

### 【Working hours】

- Actual working hours of 105 hours or more (the calculation being conducted based on the official acceptance letter issued by the institution offering the internship)

### 【Content criteria】

- Instructor assigned in the workplace
- Programs expected to have educational ramifications (shedding light on career path perspectives, enhancing adaptability to the real world, contributing to research, etc.)
- Do not involve significant remuneration (though, even if the position is a paid one, if it is judged to be primarily for educational purposes, registration is allowed)
- Workplace not listed on the "Travel Advice and Warning" section of the MOFA website at the time of application
- Programs whose duration is one year or less.
- Programs take place in countries other than Japan (though certain domestic programs may be accepted according to institution/content)

## Application Flow

### From application for internship to 3 weeks before internship commences

- ① Obtaining necessary documents from the Graduate School Office Website  
「GSPS/GSE Official Website」 → 「For students」 → 「Application forms」

### 2 weeks before internship commences

- ② Necessary procedures for participating in the internship
  - (1) Regarding “Grading sheet for internship”

Before application, applicants need to obtain a confirmation from the institution that they can fill in the “Grading sheet for internship.” For grading, it is required that a “Grading sheet for internship” be submitted. Without this form, registration of the course is not possible.
  - (2) Submission of necessary documents to the Office
    - a. Internship Credit Approval Application Form (prescribed form)
    - b. Details of the internship program (prescribed form/free form)

A free form can be accepted as long as the same information as is found on the “Outline of Institution” (prescribed form) is included.  
For the detailed explanation section, the application guidelines for the internship can be used as an alternative. In that case, please highlight the information needed.
    - c. Official acceptance letter with an official stamp or signature (photocopy acceptable)
- ③ Approval of course registration

After the course registration is approved, a notification will be sent to applicants.  
The course is registered on Course N@vi.

### 1 week before internship

- ④ Taking designated seminars and submitting a report

Before participating in an internship, students are required to take the Manners Seminar and the Risk Management

Seminar (offered by the Career Center) on Course N@vi and submit a designated report (Manners Seminar & Risk Management Seminar Report).

Where to submit:

Course N@vi → 「【For submission】 Internship (International Organizations, International NGOs, Companies)」 → The folder with your name

⑤ Taking out insurance

• Disaster and Accident Insurance

Cover for cases involving disaster or accident.

• Liability insurance

Cover for cases where a student causes damage to others or others' property. Especially when participating in an internship, normal insurance for overseas travel may be insufficient to cover incidents occurring during an internship. Also, importantly, when taking out insurance, please check carefully and confirm that the insurance can cover what is required by the institution.

⑥ Submission of Pledge Agreement (Designated form)

Required except when participating in an internship that has a between-institution agreement with Waseda University.

This form should be submitted to the Office.

## Internship

⑦ Submission of Internship Records

- Submit internship records (designated form/English) to the folder with your name on Course N@vi 【For submission】 Internship (International Organizations, International NGOs, Companies) on a weekly basis.

N.B. If there is a prescribed form at the institution, that can be used as a substitution, but please submit it with the same frequency (once a week).

- As well as submitting records to Course N@vi on a weekly basis, students are required to print them out and obtain a signature/official stamp from the relevant instructor. Please submit all the weekly reports with their signature/official stamp to the Office after returning to Japan.
- If the internet environment is inadequate for the purpose of submitting weekly reports, this requirement may be dispensed with after submitting an explanatory memorandum to the Office, and only the paper versions will then need to be later submitted.

## After returning to Japan

- ⑧ Submission of Internship Report Essay (Free format/in Japanese or English) within a week of returning to Japan

Please include:

- ① How you were/were not able to accomplish the goals you set in the Internship Credit Approval Application Form
- ② Perspectives and ideas on goals newly obtained through the internship regarding your career path, and how you plan to achieve those new goals (2500 words in English/details with concrete ideas)

Where to submit:

Course N@vi→「【For submission】 Internship (International Organizations, International NGOs, Companies)」→The folder with your name

- ⑨ Submission of internship records with a signature/official stamp within a week after coming back to Japan

Where to submit:

Course N@vi→「【For submission】 Internship (International Organizations, International NGOs, Companies)」→The folder with your name

- ⑩ Submission of Grading sheet for Internship

The grading sheet should be completed by the instructor and sent directly to the Office by postal mail.\*

Recommended deadline: Within a month of the end of the internship

Address: The Graduate Schools of Political Science/Economics, Waseda University

1-6-1 Nishi Waseda, Shinjuku-ku, Tokyo 169-8050, JAPAN

\*Submission by the student only accepted if the envelope is properly sealed.

- ⑪ Grading and awarding of credits

The grading depends on the materials submitted and the seminar report. If certain conditions remain unfulfilled (e.g., there is a failure to submit necessary documents, the compulsory seminars mentioned above were not taken, there was inadequate work performance, a poor grade was given by the institution), a grade of “F” (fail) may be given.

### Important Notice

- Regarding internship participation during a leave of absence or study abroad (counting as a leave of absence)

Internship during the above-mentioned situations cannot be dealt with as a course and cannot, therefore, be awarded credit.

- Internship whose duration involves two academic years/semesters

In the above-mentioned situations, the course is, in principle, registered in the semester that includes the last day of the internship. If the last day is *after* completion, the course cannot be registered. (However, this rule does not apply if the extension is made after the student starts working, and it is after the completion date.)

**Contact Information: Graduate School of Political Science Office**

**([gsp-s-office@list.waseda.jp](mailto:gsp-s-office@list.waseda.jp))**

**Graduate School of Economics Office**

**([gse-ml@list.waseda.jp](mailto:gse-ml@list.waseda.jp))**