6. Internships

6-1 Internship Programs for Waseda Students

General Information

Internship is vital to a well-rounded tertiary education. The Career Center aims to provide internship opportunities for our students to learn on-the-job, before they step foot into society. Through these hands-on and practical activities, the Career Center hopes that the students will be further motivated in their studies, become even more focused in their quest for knowledge and problem-solving skills, and take this opportunity to plan for their future.

Since there are large variety of terms, contents, and intentions on the part of companies offering internships in Japan recently, it is quite important for you to have a clear purpose for participation before searching for programs to make your experience more fruitful.

Types of Internships in Japan

Purpose	Could be a good chance to rethink	Able to know how well
	what "work" means to you	you can use your skills in business
	Help visualize your image	Make connections
	toward the company more clearly	with people/company

Period	Intention of	Style	Your purpose of participation/Notes
	company		
1 or 2	PR	• Essentially NOT an internship, but a	Companies explain their attractive
days	+recruiting	company information session plus	points only. Collect information that you
		workshops and/or gatherings with	want to know. Make connections with
		employees	employees.
About		Able to experience real work	 Utilize this chance to know about
5 days		 Many varieties—from experience style 	companies' characteristics and business
		to project planning style.	contents.
Middle	Job	Able to experience "real work"	·Consider in depth the advantage that you
- long	experience	Able to understand the company as a	can get from the internship and time that
	+recruiting	whole (not only the place you intern)	you consume by participating in it.

Mote

Most internship programs are expected to be conducted <u>online</u> in 2020-2021 in response to COVID-19.

Internships at Waseda

The Career Center offers various internship programs for Waseda students. The internship programs are classified as follows:

- 1. IN internships*
- 2. Affiliated internships*
- 3. Internships for international students
- 4. Overseas internships
- 5. Internships on your own

*Programs require Japanese language proficiency.

See here for more details on each program:



□ Note

Some programs are temporarily suspended due to COVID-19 (as of September 2020).

Internships for International Students

The Career Center offers some affiliated program periodically for international students.

① Internships Requiring only English Language Skills:

- ERIA-WASEDA Internship
- IDB-WASEDA Internship*
- IDB Invest-WASEDA Internship*
- · OECD-WASEDA Internship
- · UNESCO Bangkok-WASEDA Internship

*Must hold Japanese citizenship

② Internships for International Students with at least JLPT N2 or Relevant Level of Japanese

<communication skill>

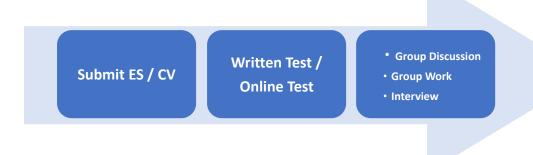
- Tokyo Employment Service Center for Foreigners (東京外国人雇用サービスセンターインターンシップ)
- ・Kanagawa-ken Employer's Association (神奈川県経営者協会留学生インターンシップ)

Internships on Your Own

Students can find internship opportunities other than programs provided by the University on their own. Internships in Japan are, for the most part, aimed at third-year undergraduates and are offered during the summer months. In recent years, internships that are offered in the spring to first and second-year students are also on the increase. There are also instances of internships that are offered throughout the year.

General flow of internship application:

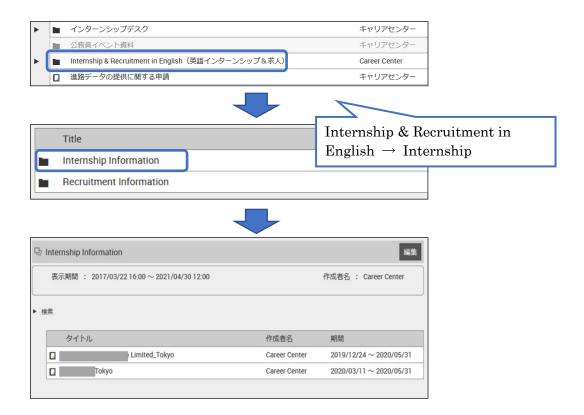
Usually, students are required to submit an entry sheet (ES) or résumé (CV) and sometime pass several selection steps for participation.



Internship Resources on MyWaseda

Students can search for internship opportunities provided by companies both in English and in Japanese via MyWaseda.





2 Search for Internships in English

Refer to "4-5. Recruitment & Internship Information in JAPANESE via MyWaseda" (\$\sip\$P. 43).

6-2 Credit Transfer

Students can earn credits when they participate in an internship, even one for which they applied on their own. The internship must be a program where you perform actual work for at least 15 working days. You must complete prior application, submit all required materials, attend designated seminars (or view them on Course N@vi), and participate in an evaluation interview. The awarding of credits is subject to an evaluation by an academic staff member.

Detailed Information and Application Forms → The Career Center Website:



Career Center Website

Subject Outlines

Credits accrued: 2

- 1. The internship credits will be accrued in the following semester, NOT in the semester in which the internship takes place.
- 2. Whether the course credit(s) will count toward graduation requirements or not, and the procedures depend on each school. It is the personal responsibility of the applicant to double-check with the faculty administrative office.

This course is offered by the Global Education Center. It is applicable to all students (full-time undergraduate and graduate students) who participate in private internships and apply for credit transfer <u>BEFORE</u> the start of the internship. It is available in the spring or fall semester.

Once the applicants submit the Internship Credit Transfer Application Form and all relevant documents to the Career Center, they will be enrolled automatically in the Internship Training Course.

Details of Programs

All internships must fulfill the following requirements:

- 1. 15 Working Days
- 2. 7 Hours Per Day
- 3. Fulfill at Least 105 Working Hours

The internship must contribute to the betterment of the applicant's education. The intern must be accompanied by a supervisor from the internship organization. It is NOT a part-time job.

The Career Center will examine all the documents submitted by the prospective intern, including the outlines of the internship, and may conduct interviews when considered necessary.

Procedures of Credit Transfer

Before Internship

① Grading sheet

Please check with the internship supervisor on her/his intention whether she/he can fill out the **Grading Sheet AFTER** you complete the internship, **BEFORE** you submit your internship application to the Career Centre. Please note that submission of the Grading Sheet is **mandatory** for all internship credit transfer applications.

② Documents to submit

All required documents must be submitted at least ONE week before the internship starts. If the internship falls during the summer/winter vacation or prolonged national holidays when school is closed, please submit them <u>FOUR</u> weeks in advance. <u>NO internship credit</u> transfer application will be accepted AFTER the internship has started.

- 1. Internship Credit Transfer Application Form
- 2. Plan Report
- 3. Pledge (Waiver Form)
- 4. Detailed Plan of the Internship Program from the Hosting Organization

3 Designated Seminars

All applicants must attend the **Manner and Risk Management Seminars** organized by the Career Center. If you fail to do so, please view the DVD recordings at the Career Center or from Course N@vi and submit the reports **BEFORE** the internship starts.

Internship Participation

Please keep daily records for **FIFTEEN** days, the required period for internship credit transfer. If an applicant should proceed beyond the 15th day, he/she should keep a record once a week from the 16th day.

After Internship

Please keep daily records for **FIFTEEN** days, the required period for internship credit transfer. If an applicant should proceed beyond the 15th day, he/she should keep record once a week from the 16th day.

① Grading sheet

Please request the supervisor to mail the Grading Sheet directly to the Career Center.

② Documents to submit

Please submit all the required documents once the term of internship ends. In principle, all documents must be submitted within ONE week after the internship ends. Should the documents submitted be incomplete, inaccurate and/ or found to be fraudulent, the internship credit will not be accrued.

- 1. Final Report
- 2. Daily Records for at least 15 Days

3 Designated Seminar

All applicants must attend the Follow-Up Seminar or view it on Course N@vi.

*As this is in Japanese only, students who are taking part in the internship in English will be exempted.

4 Interview

An interview will be conducted by the faculty-in-charge and the Career Center after the internship ends.