

# Guide to Internship

## 1. Things You Need to Keep in Mind

- 1) Your internship should be scheduled during the spring recess of the first and the second year of master's program OR summer recess of the first year of master's program.
- 2) DO NOT schedule your internship during lecture/laboratory hours. Absences due to the internship are NOT acceptable.
- 3) A minimum working period of 15 days is required to earn credit for the internship program.
- 4) Approval from your advisor will be required to register for the internship program. Be sure to consult with your academic advisor first before applying to any internship opportunity.

## 2. Find an Internship Host Company

Students who would like to apply for an internship should find a host company by one of the following three ways:

### A. Consulting with your advisor

- 1) Consult with your advisor about possible firms for the internship.
- 2) Your advisor may find one for you, or give you pointers on such possible firms.

### B. Visiting company websites

If you have identified companies where you would like to intern, you should consider going straight to the source by visiting each company's website.

### C. Consulting with the Career Services

- 3) Consult with the Career Services if you find any firm you would like to apply. Academic Services will consult with the firm about the internship.

## 3. Submit the "Internship Acceptance Report"

- 1) After receiving an acceptance from a host company, please prepare the form "Internship Acceptance Report" (Form 1).
- 2) Submit the completed form with your advisor's approval signature to the faculty internship sponsor before starting the internship.
- 3) Submit a photocopy of the form to the Academic Services before starting the internship.

## 4. TO DO List

### (1) Things to do before the internship

- 1) Submit the document "Off-campus Research/Academic Activity Report Form" to the Academic Services. The form is available at the following website:  
[https://www.st.keio.ac.jp/en/files/students/gakugai\\_e.xls](https://www.st.keio.ac.jp/en/files/students/gakugai_e.xls)
- 2) Submit the document "Internship Pledge" (Form 2) together with the Off-campus Research/Academic Activity Report Form.
- 3) Confirm if you have obtained the "Permission to engage in an activity other than that permitted under the resident status" from the Immigration Bureau. You can find a stamp on the back side of your resident card if you are given the permit. If you haven't obtained the permit, you must apply for it before the internship. It will take approximately two weeks for approval, so please prepare the documents well in advance. The application form is available at the Office of Student Services (International).
- 4) Inform your emergency contact person of the contact information and period of your internship.

### (2) Things you need to submit to the host company

Please make sure that you submit the following two items to the host company on the first

day of your internship. You should ask them to fill out the form and return it to the Academic Services within one week after the internship.

- 1) Evaluation Report of Internship (Form3)
- 2) Return Envelope with stamp attached and addressed to Academic Services  
Write the following address and put a stamp of the prescribed price on the envelope.  
Academic Services  
Graduate School of Science and Technology, Keio University  
3-14-1 Hiyoshi, Kohoku-ku, Yokohama, Kanagawa 223-8522

(3) Other things you may need to submit upon request from the host company

- 1) Resume
- 2) Certificate of Enrollment (在学証明書): Available from educational record machine.
- 3) Gakusai Insurance (学災保険証明書): Ask Student Life Services.
- 4) Letter of Internship Request (letter from the dean): Ask Academic Services.

#### 5. After the internship

- 1) Register for credits during the fall (for internship in summer) or spring (for internship in winter) course registration period.
- 2) After the course registration, contact your faculty internship sponsor immediately and arrange a date for an interview.
- 3) Submit a report (3 or more pages on A4 size paper) which explains about your internship (assigned project, achievement) to your faculty internship sponsor at the interview. Do not mention any information which may violate the confidentiality rules.

#### 6. Final Grade

Your grade (S, A, B, C or D) will be decided based on the Evaluation Report of Internship from the host company, Internship Report, and the interview with your faculty internship sponsor.

If you have any questions concerning internship, please contact your faculty internship sponsor or Academic Services.

#### Faculty Internship Sponsors

School of Fundamental Science and Technology

Professor MATOBA, Masanori

School of Integrated Design Engineering

Professor KATSURA, Seiichiro

School of Science for Open and Environmental Systems:

Assistant Professor SANO, Satoshi

< Contact Search >

<https://www.st.keio.ac.jp/en/tprofile/>

#### Academic Services

Office hours: Monday to Friday 8:45-16:45,

E-mail: [kym-yagami-daigakuin@adst.keio.ac.jp](mailto:kym-yagami-daigakuin@adst.keio.ac.jp)