

2019 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, download the form "Internship Acceptance Report" (Form 1) from the following website:
<https://www.st.keio.ac.jp/en/students/internship2018.doc>
- 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) Purchase the internship insurance at the Student Life Services.
- 2) Submit the document "Off-campus Research/Academic Activity Report Form" to the Academic Services. The form is available at the following website:
<http://www.gakuji.keio.ac.jp/yagami/kyotsu/index.html>
- 3) Submit the document "Internship Pledge" (Form 2) together with the Off-campus Research/Academic Activity Report Form. The Pledge form is available at the following website:
<https://www.st.keio.ac.jp/en/students/internship2018.doc>
- 4) 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).

- 5) 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)

The form is available at the following website:

<http://www.gakuji.keio.ac.jp/yagami/rikouken/internship.doc>

- 2) Return Envelope with stamp attached and addressed to Academic Services

Write the following address and put 82 yen stamp 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 HOSHINO Kazuo

(Rm. 25-506, TEL 045-566-1693, on-campus ext. 47569, E-mail: hoshino@appi.keio.ac.jp)

School of Integrated Design Engineering

Professor AOYAMA Hideki

(Rm. 34-308, TEL 045-566-1722, on-campus ext. 43023, E-mail: haoyama@sd.keio.ac.jp)

School of Science for Open and Environmental Systems:

Professor TAKADA Shingo

(Rm. 26-110C, TEL 045-566-1757, on-campus ext. 43239, E-mail: michigan@ics.keio.ac.jp)

Academic Services

Office hours: Monday to Friday 8:45-16:45, E-mail: kym-yagami-daigakuin@adst.keio.ac.jp

Internship Pledge

学外特別研修（インターシップ）誓約書

Please submit this pledge attached to *Off-campus Research/Academic Activity Report Form* before starting internship. *Off-campus Research/Academic Activity Report Form* is available at the Academic Services or from the website: <http://www.st.keio.ac.jp/english/students/academic.html>

※本誓約書は、インターンシップ開始前までに学外研究・学会活動届と一緒にホチキスで留めて提出してください。学外研究・学会活動届の用紙は、<http://www.st.keio.ac.jp/english/students/academic.html> からダウンロードするか、矢上学生課学事担当で配布しています。

To: Professor Tojiro Aoyama
Dean, Keio University Graduate School of Science and Technology

I pledge to abide by the following rules throughout the duration of the internship

at _____.

1. I will obey working regulations and principles of the organization during my internship.
2. I will comply with the regulations of the organization and follow the orders given by the internship supervisor.
3. During my internship, I will adhere to the following rules:
 - (1) I will be careful about my conduct not to bring disgrace on the organization.
 - (2) I will be careful about my conduct not to disturb the business of the organization.
 - (3) I shall not leak any confidential information obtained through my internship.
4. I will engage in the activity without causing trouble to Keio University or bringing disgrace on the University.
5. If the change of assignment or termination of internship is noticed by the organization in the course of the internship, I will accept it without objection.

Date: _____

Major and Year: _____

Name: _____

Signature: _____

Date: / /

(yy /mm/dd)

(Form 3) [Internship Organization Use]

Evaluation Report of Internship

学外特別研修（インターンシップ）評価報告書

The following evaluation was made at the time of completion of the internship.

貴大学から申込みのありました「学外特別研修（インターンシップ）」について、以下の学生が研修を終了しましたので、研修結果の評価を報告します。

Name of Intern 受入れ学生氏名	
Position Objectives 研修テーマ	
Internship Period 研修期間	Year / Month / Date ~ Year / Month / Date
Name of Organization 研修機関名称	
Name of Department 部署名	
Address of Organization 研修先住所	
Supervisor of Organization 研修先担当者氏名	(印)
Evaluation (Attendance, attitude, degree or way in which objectives were met) 評価 (出欠状況、就業態度、テーマに対する成果など)	

研修ご担当者様

この度は、研修生をお受けくださり誠にありがとうございます。ご多用のところ誠に恐れ入りますが、研修終了後2週間を目安に、下記担当まで本評価報告書をご返送いただけますと幸いです。貴社所定の用紙がございましたら、そちらをご使用いただいても結構です。

ご返送先：〒223-8522 横浜市港北区日吉 3-14-1 慶應義塾大学理工学部学生課学事担当 学外特別研修（インターンシップ）担当宛

TEL 045-566-1463