

Kyushu University Graduate school of Design Guide for approval of credits of an internship

This internship is defined as ‘going through work experience related to your major and your future career while in university’. You can acquire credits by doing an internship at the Graduate school of Design.

If you wish to be approved as credits, you are required to submit the necessary documents to Academic Affairs Section.

《Flow of the Internship》

- ① Find an Internship
- ② Decide the Internship (you are required to work from 30 to 120 more hours)
- ③ Take out the insurance (If you have already taken out it, you do not need to do it)
- ④ Submit the Internship Application Form and Pledge Agreement to Academic Affairs Section
- ⑤ Participate in an internship
- ⑥ After the Internship, please submit Internship Report to Academic Affairs Section
- ⑦ Grade Evaluation

1. Find an Internship

Mainly, there are three ways to obtain recruitment information for the internship.

- ① The Website of each institution

Many institutions accept applications and applications on their websites. There are also many internship search sites available.

- ② The Career and Scholarship Support Division, Student Affairs Department at Kyushu University (Ito Campus)

The Career and Scholarship Support Division mainly handles internships in cooperation with public institutions. Since information is released on our website, please apply to Career and Scholarship Support Division, if you would like.

For more information, please visit our website. (Kyushu University > Student Life > Careers & Employment > internships)

- ③ Administrative Office of Design

Information sent from each institution to the School of Design will be posted on the bulletin board in front of the Design Commons and student portal site. We also provide the information at the counter.

2. The decision of internship and coordination of period/contents

Please consult with your supervisor and confirm that your internship plan is suitable for acquiring credits. Please arrange the workdays so as not to affect classes and exams.

As the internship is regarded as a course, the paid internship will not be acceptable in principle. (Transportation expenses are allowable). However, provides that your supervisor recognizes as a highly educational effect, it might be an exception, so please consult with your supervisor.

If the working hours are less than the specified time, the credit will not be able to be approved.

【Department of Design】

Common subjects in each course

- Internship I (1 credit) requires working more than 30 and less than 60 hours.
- Internship II (1 credit) requires working more than 30 and less than 60 hours.
- Internship III / Internship (2 credits) requires working more than 60 hours.

Electives in Environmental Design Course

Common subjects in Environment and Heritage Design Course

- Internship for Architect/Architectural Design Internship (4 credits) requires working more than 120 hours
- Internship for Architect I/1 (3 credits) requires working more than 90 hours
- Internship for Architect II/2 (3 credits) requires working more than 90 hours

Electives in Acoustic Design Course

Hall Management Engineering Project of the Communication Design Science Course

- Engineering Technology of Culture Halls Training (2 credits) working more than 60 hours

【Department of Design Strategy】

Common subjects in the Department

- Internship I (1 credit) requires working more than 30 and less than 60 hours.
- Internship II (1 credit) requires working more than 30 and less than 60 hours.
- Internship (2 credits) requires working more than 60 hours.
- Internship for Architect1 (3 credits) requires working more than 90 hours
- Internship for Architect2 (3 credits) requires working more than 90 hours

3. Take out Personal Accident Insurance for Students Pursuing Education and Research (PAS ; *Gakkensai*) and Liability Insurance coupled with PAS

Please be sure to take out the insurance to compensate for injuries or damage during the internship. Please go to Kyudai Seikyo (Co-op) to join this insurance. If you have joined other companies' insurance, please let us know in the Internship Application Form.

- ① You need to take out both Personal Accident Insurance and Liability Insurance with Personal Accident Insurance.
If you have already taken out PAS, you need to take out only Liability Insurance with Personal Accident Insurance.
- ② Insurance Premiums:
Personal Accident Insurance···Master 1st Grade 1,750 Yen, Master 2nd Grade 1,000 Yen,
Doctor 1st Grade 2,600 Yen, Doctor 2nd Grade 1,750 Yen
Liability Insurance coupled with PAS···340 Yen per year (multi-year available)
- ③ The Insurance Period: From the next day to the end of the academic year
- ④ The section of in charge: Kyudai Seikyo(Co-op) at Ohashi campus

4. Submit the Internship Application Form and Pledge Agreement

When you have decided on your internship, please submit the following documents to Academic Affairs Section almost 3 weeks before you start. After you apply, we will send some documents to the host company such as explaining the purpose of the course and requesting a grading sheet. The host company may also be closed due to long vacations such as the GW(consecutive holidays in May), Summer holidays, and New Year holidays.

- ① Internship Application Form (Form1) · · · your supervisor's permission is required
- ② Pledge Agreement (Form 2) · · · your signature or seal is required

5. Participate in an internship

Please keep the following in mind during your internship.

- ① Tell the company that you would like to experience an internship as a university subject
- ② Be conscious of you are a representative of Kyushu University. (Be punctual and polite)
- ③ Follow their instructions and rules
- ④ Do not leak confidential information (technical or business) of the host institution to third parties including the university
 - Materials and data prepared during the internship are prohibited to take out even if you make them. When you bring out some materials, please obtain permission from the person in charge
 - When you want to take a note, please ask them if it is acceptable or not
 - After finishing your internship, do not leak any confidential information
- ⑤ Take responsibility for your work and when you finish work, please report the person in charge

- ⑥ If you encounter any troubles during the internship, please report it to the instructor and Student Affairs Section.

6. Submit Internship Report

After completing the internship, prepare the “Internship Report” (Form3) and submit it to Academic Affairs Section within two weeks after the last day. Before the submission, please obtain permission from the person in charge of the host company to submit to the university. A format created by yourself is also available.

※If your internship starts late, please also submit the Internship Grading Sheet prepared by the instructor of the host company.

7. Grade Evaluation (January to February)

Based on the Internship Report and the Internship Grading Sheet, your supervisor will evaluate your grade.

8. Contact information regarding the internship

- ◆Regarding internship registration, submit documents for approval of credits

Academic Affairs Section, Student Affairs Division, Administrative Office

School of Design, Kyushu University (Tel: 092-553-4460)

- ◆Regarding Internship information, MOU /Agreement submission, Internship accident report

Student Affairs Section, Student Affairs Division, Administrative Office

School of Design, Kyushu University (Tel: 092-553-4423)

- ◆ Regarding Personal Accident Insurance for Students Pursuing Education and Research (PAS : Gakkensai) and Liability Insurance coupled with PAS

Kyudai Seikyo(Co-op) at Ohashi campus (Tel: 092-555-3130)

【Appendix1】 Forms

	Forms	How to fill in	where and when to submit
1	Internship Application Form	Your supervisor's permission is required.	Submit to Academic Affairs Section 3 weeks before you start your internship
2	Pledge Agreement	Your signature or seal is required.	
3	Internship Report	Please ask the person in charge at the host company to check this form	Submit to Academic Affairs Section within two weeks after the last day
4	Internship Grading sheet	The person in charge of the host company fills in.	Academic Affairs Section will ask the host company to fill in the form directly.

【Appendix2】 Internship information

User ID and Password are required if you browse the website of 九州インターンシップ推進協議会 (Kyushu Internship promotional Association: <http://www.q-internship.com/>). Please confirm User ID and Password at the Student Affairs Section since they might be different from moment to moment.

Internship Application Form

Course	Year:	Student ID	DS
<i>Furigana</i>		Phone Number	
Name			
Insurance (Mandatory)	<input type="checkbox"/> Personal Accident Insurance for Students Pursuing Education and Research (Policy Effective Date _____ ~ Policy Expiration Date _____)		
	<input type="checkbox"/> Liability Insurance coupled with PAS (Policy Effective Date _____ ~ Policy Expiration Date _____)		
	<input type="checkbox"/> Other insurance (Name of Insurance : _____)		
Host Company	Company's name		
	Contact Address	TEL : Email:	
	Contact person	Department • Position	
		Name	
		I would like the university to send a host company related documents <input type="checkbox"/> by e-mail <input type="checkbox"/> by mail. (check the box.)	
Internship Term	~ (yyyy/mm/dd) hours × days = hours in total		
Compensation	Unpaid • Paid (yen per hour / yen per month)		
Will your Transportation expenses be covered?	No • Yes (Actual cost) • Yes (I may receive more)		
The internship Theme			
Training contents (including safety precautions)			
Others			

I hereby approve the above-mentioned plan conducted as the following subject.

- (Internship • Internship I • Internship II • Internship for Architect1 •
 Internship for Architect2 • Engineering Technology of Culture Halls Training •
 Architectural Design Internship)

Supervisor _____

Pledge Agreement

Dear _____

As a participant in the internship program, I hereby pledge my agreement to comply with the rules of your organization to follow my supervisor's instructions and not to cause any inconvenience to your organization.

Date _____

Kyusyu University _____

Graduate School of Design _____

Department: _____

Grade: _____

Name: _____

Signature: _____

Internship Report

Department and Course	<input type="checkbox"/> Department of Design Course	
	<input type="checkbox"/> Department of Design Strategy	
Student ID	D S	Name
Internship Term	~ (yyyy/mm/dd)	
Host Company		
Subjects	<input type="checkbox"/> Internship <input type="checkbox"/> Internship I <input type="checkbox"/> Internship II <input type="checkbox"/> Internship for Architect1 <input type="checkbox"/> Internship for Architect2 <input type="checkbox"/> Engineering Technology of Culture Halls Training <input type="checkbox"/> Architectural Design Internship	

Contents (Outline of internship, What you learned during the internship, Utilization for future, Comments etc.)

Internship Grading Sheet

Host Company's Name : _____

Supervisor's Post : _____

Supervisor's Name : _____ (autograph)

Department and Course			
Student's Name			
Training Contents			
Internship Term	~ (yyyy/mm/dd)		
Attendance Record	Attendance	days	Absence
	Late arrival	days	Leave early
Total Working Hours (except for a break)	Hours		
Grade (optional) A : Excellent B : Fair C : Unsatisfactory	Total Achievement	A · B · C	(Any special report)
	Understandings	A · B · C	
	Positive attitude	A · B · C	
	Business Manner / Teamwork	A · B · C	

For future reference, if you have any comments or questions, please feel free to fill in the below. These comments will not affect the student's evaluation.

Academic Affairs Section,
 Administrative Office of Design, Kyushu University
 Address: 4-9-1,Shiobaru,Minami-ku,Fukuoka 815-8540
 TEL: +81-92-553-4460
 E-Mail: gkgkyomu@jimu.kyushu-u.ac.jp