

Department	International College of Liberal Arts		
Semester	Spring 2024	Year Offered (Odd/Even/Every Year)	Every Year
Course Number	FNDN285		
Course Title	Internship		
Prerequisites	None		
Course Instructor	JHINGAN Sanjay	Year Available (Grade Level)	2
Subject Area	Foundation Courses	Number of Credits	1
Class Style	Workshop	Language of instruction	English

(NOTE 1) Depending on the class size and the capacity of the facility, we may not be able to accommodate all students who wish to register for the course

Course Description	<p>Internship is an academic program which aims to have students experiential learning opportunity that enhances knowledge and skill development in a professional setting. Students can earn academic credit when they successfully complete an internship. This work/learning arrangement is overseen by a faculty staff member of iCLA who are especially designated for this program. The internship is different from the part time job in terms of its characteristics regardless of whether it will be paid or unpaid. The experience that distinguishes it from other types of work is one or more forms of structured and deliberate reflection contained within learning agenda or objectives. Independent research projects guided by the faculty members or volunteer works that make students to learn about their current level of abilities and skills could also be included in the program.</p> <p>Internships may provide (1) an opportunity for students to test their aptitude and interest in a particular profession before committing to it; (2) an opportunity for the prospective employer to judge the suitability of the student for a possible career position at the institution; (3) an opportunity for students to develop interpersonal skills that are different from those developed at the university, and (4) an opportunity for students to develop employment references that may be useful when students begin job hunting.</p>
Class plan based on course evaluation from previous academic year	Recommend and encourage students to experience an internship while studying in iCLA.

Course related to the instructor's practical experience (Summary of experience)	N/A
Learning Goals	<ul style="list-style-type: none"> ·Students will start exploring the world of work today. ·Students will be interested in working in the various organization. ·Internship should complement the student's field of study and has distinct learning goals throughout the course of the program. ·Internship helps students learn not only how to proceed daily works in the organization but also makes them understand what abilities and skills are required for proceeding works. ·Students may realize the reality of the world of work, think twice and realign their ideal jobs to take to maximize their full potentials.

iCLA Diploma Policy	DP1/DP2/DP3/DP4
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iCLA Diploma Policy

(DP1) To Value Knowledge – Having high oral and written communication skills to be able to both comprehend and transfer knowledge

(DP2) To Be Able to Adapt to a Changing World – Having critical, creative, problem-solving, intercultural skills, global and independent mindset to adopt to a changing world

(DP3) To Believe in Collaboration – Having a disposition to work effectively and inclusively in teams

(DP4) To Act from a Sense of Personal and Social Responsibility – Having good ethical and moral values to make positive impacts in the world

Active Learning Methods	Group Work/Workshop, Fieldwork
More details/supplemental information on Active Learning Methods	N/A
Use of ICT	N/A

Contents of class preparation and review	Prior consultation with the faculty staff and writing a final report and deliver presentation in English as to what they did and learned from the internship after completion is mandatory. When you make a presentation, faculty staff in charge of this program will ask questions and comment about it.	Hours expected to be spent preparing for class (hours per week)	1 hours	Hours expected to be spent on class review (hours per week)	1 hours
Feedback Methods	Writing a final report and deliver presentation in English as to what they did and learned from the internship is mandatory. Faculty staff in charge of this program will ask questions and comment about it.				

Grading Criteria		
Grading Methods	Grading Weights	Grading Content
Report writing in English	30%	Good organization
More than 80 hours of work experience	50%	Certification and evaluation by the host
Consultation with the faculty staff	10%	Consultation in advance with the faculty staff
Presentation in English	10%	Preparation with PPT

Required Textbook(s)	None
Other Reading Materials/URL	None
Plagiarism Policy	Plagiarism is the dishonest presentation of the work of others as if it were one's own. Duplicate submission is also treated as plagiarism. Depending on the nature of plagiarism you may fail the assignment or the course. Repeated act of plagiarism will be reported to the University which may apply additional penalties.

Other Additional Notes (Outline crucial policies and info not mentioned above)	Writing a final report and deliver presentation in English as to what they did and learned from the internship is mandatory. Faculty staff in charge of this program will ask questions and comment about it.
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(NOTE 2) Class schedule is subject to change

Class Schedule	
Class Number	Content
Class 1	Internship guidance will be held twice every year. Guidance will be held both in Japanese and English. Time and venue of the guidance will be notified later.
Class 2	None
Class 3	None
Class 4	None
Class 5	None
Class 6	None

Class 7	None
Class 8	None
Class 9	None
Class 10	None
Class 11	None
Class 12	None
Class 13	None
Class 14	None
Class 15	None

Class 16	None
Class 17	None
Class 18	None
Class 19	None
Class 20	None