

# Overseas Work Experience 1 (Introductory Program)

**\*Same as the former course name: "Overseas Internship 1" (course name changed from AY 2024)**

## <Overview>

- Short-term intensive (approximately 1 week) introductory overseas work experience program with group participation
- Held during the long break period (from February to March in AY2024)
- Initiatives include visiting companies, interviewing business professionals, and carrying out projects
- Implemented at companies in the Oceania / Asia and other regions designated for each year

## <Objectives>

- Gain the opportunity to get to know overseas companies, understand the diversity of global society, and gain a perspective of what it is like to work in global society
- Learn about the capacities required to be active in global society
- Realize the skills you need—such as the ability to adapt to different cultures, communication skills, foreign language skills, autonomy, a sense of responsibility, cooperativeness, the ability to convey messages and later apply these to your studies after returning home

【Application Website】 Details of application information is on following site  
[https://spirit.rikkyo.ac.jp/ghrd/internship/SitePages/intern1\\_index.aspx](https://spirit.rikkyo.ac.jp/ghrd/internship/SitePages/intern1_index.aspx)

## <Schedule for Selection / Dispatch>

Late September - Early October	Information Session
Mid October	Application deadline
Late October	Selection
	*Screening of application materials (possibly interview) to be conducted, notice of results
November	Course Registration
February 2025	Travel preparations, Setting goals
February	Prior training
February-March	On-site work experience (about 1 week)
February-March	Returnees debriefing session
Late March	Announcement of students' grade

\*Later than usual announcement schedule.

- For specific dates, check the recruitment materials provided at the time of application.

**<Outlines>**

Advanced preparation:	Setting goals, Travel preparations
Prior training:	Acquire basic understanding on the program, preparation for participation, self-understanding, confirmation of objectives and goals, and business manners, etc.
Work experience:	On-site training in group (approximately 1 week). (visit companies, interview with a working person, and engage in project based learning, etc.
Post training:	Self-assessment and presentation, etc.

**<Course Registration>**

- Students who have been selected will be registered by the university as " Winter Session". As such, there is no need to go through the registration process themselves, however, be sure to check that the course registration status screen that will be updated after course registration.
- One credit
- Students in their 8th semester of enrollment or later may not register.
- In the case of retaking this course, the credits taken will be treated as "optional subjects". This course is the same as the former "Overseas Internship 1" offered before academic year 2023, so if a student who has already taken that course, and retakes a credit from the "Overseas Work Experience 1", the credit will be treated as an "optional subject".
- Course registration will not be accepted if the course date and time overlap with another course for which students have already registered (intensive courses, courses with no timetable set, etc.).
- This course is the "Winter Session" and the credits will be **included in the maximum number of registered credits for the year (12 credits)** for the University-wide liberal arts courses (not included in the maximum number for the semester). Even should a student pass the selection process, they will not be able to register for this course or obtain credits when they do not meet the rules for the maximum number of registered credits. The registration period for this course comes later than the regular course registration period, so students should confirm the rules for themselves prior to applying and plan their course registrations in a systematic manner.

**【Examples of inclusion in the maximum number of registered credits】**

e.g. 1) Even should the maximum number of registered credits for liberal arts courses for the Fall Semester (6 credits) not be reached, should registration for this course result in the excess of the maximum number of registered credits for liberal arts courses for the year (12 credits) or the maximum number of registered credits for the semester/year set by each college, students will not be able to register.

e.g. 2) Including a case that the maximum number of registered credits for liberal arts courses for the fall semester (6 credits) be already registered, if the maximum number of registered credits for liberal arts courses for the year (12 credits) and the maximum number of registered credits for the year set by each college have not been reached, students will be able to register for this course within the range of credits available to them.

**<Grade Evaluation>**

- Students will receive either a “pass” or “fail” as an evaluation for this course.

**<Course qualifications>**

- Must be enrolled in the Fall Semester of AY2024 (Students on leave of absence are not eligible to participate).
- Students who fulfill the requirements including language skills indicated in the information on recruitment.
- Students who are able to participate in the entire schedule, including prior/post training

**<Points to Note>**

- Prior to travel, participants must purchase the travel insurance policy specified by the University.
- Before applying, applicants must be sure to completely verify and accept all recruitment materials posted on the application guidelines and application website.

**<Remarks>**

- Students must follow the instructions from Center for Global Human Resource Development and complete all procedures related to their participation in the program.
- It is the personal responsibility of participants to carry out the required procedures, such as purchase of airline tickets, arrangement of accommodations, obtaining of visa, etc. If there are common instructions throughout the program, participants should follow them.
- Participants are responsible for bearing the required costs, such as the program fee, the airfare, accommodation costs, food and other living expenses, cost for obtaining visa, and travel insurance premiums, etc. (Estimated costs will be suggested at the time of application.)

< Actual costs in AY2023 >

Approximately 550,000 – 600,000 yen

Common Program participation fee approximately 350,000 yen (includes program fee and accommodation fee)

+Actual arrangement fee for each (airline tickets (approximately 150,000 yen), local transportation fee, insurance, visa application fee and living costs, etc.)

- Center for Global Human Resource Development HP: <https://ghrd.rikkyo.ac.jp/>