

2012 Shizuoka Business Internship Programme Invitation

1. Introduction

The Shizuoka Prefectural Government oversees the Shizuoka Business Internship Programme for foreign students, who are expected to take an active part in the international business community and play leading roles in facilitating economic and cultural exchanges between Shizuoka and other countries in the future.

We accept such students as business interns and provide them with hands-on training and education at Shizuoka-based companies and other locations.

We are now inviting applicants for the 2012 internship programme.

2. General Information about the programme

(1) Objectives

- ① To train aspiring students who are expected to facilitate economical exchanges between Shizuoka and other countries
- ② To establish an economical and human-resource network between Shizuoka and other countries
- ③ To promote globalisation of Shizuoka-based companies

(2) Organiser

Shizuoka Prefectural Government

(3) Training Period

The programme will run for about two months and is scheduled to be conducted from August 1 to September 28, 2012. However, the schedule may change in accordance to companies' schedules.

(4) About Training

Interns will receive the following guidance and training by the organiser and host companies:

① Orientation

The organiser will give interns a briefing on the programme and itinerary, as well as necessary daily-life information on the first day of the programme. If interns have any questions on the programme before it starts, they can contact the contact offices shown in this letter.

② Internship training

Interns will receive training at host companies in the fields of production management, quality control, marketing, research, development and other areas of specialities of the companies according to the training schedules prepared by the companies.

There will be no training on Saturday, Sunday and Japanese national holidays, except when the host company has a different work schedule or specific training plans on those days.

③ Review

The organiser will review and evaluate the results of the training at the end of training period. Interns must submit a report written in Japanese at the end of the training period. Interns must make a presentation about the themes they selected for the programme at the end of the training period.

④ Certificate

The organiser will issue certificates to those who complete the programme.

3. Allocation of Expenses

Interns will pay for their own round-trip fees to Shizuoka, overseas travellers' insurance, meals and other daily expenses.

Host companies will bear the expenses for domestic trips and visits that are part of the training.

4. Treatment of Interns

(1) Wages

No wages or salaries will be paid to interns during the training period.

(2) Guidance

Interns will be under the direction of their host companies during the training period. They are to follow their host company's instructions during the period.

(3) Accommodation

The host companies will find accommodation for interns in the forms of host families, company facilities or hotels. Accommodation is secured for interns only during the training period. Interns must vacate the accommodation on the last day of the period.

(4) Health and Safety Management

Interns are responsible for managing their health and keeping their belongings safe during the training period. If an intern has any chronic diseases or medicine s/he takes routinely, s/he must inform the organiser and the host company should there be any kind of emergency situation. Each intern is required to buy overseas travellers' insurance under his/her own name before departure for Japan. The insurance must cover liability for damages to another person or another person's property caused by the interns.

(5) Visa Status

In principle, the status of the interns will be that for a short-term stay (students from Germany, England or Korea). Students from Thailand should apply for a 90-day visa. The organiser and host companies will be the guarantors of the interns and assist them, if necessary, in obtaining appropriate visas. However,

neither the organiser nor the host companies will continue to be their guarantors after the completion of the programme, even should the interns wish to stay in Japan.

5. Qualifications of Applicants

Applicants must fulfil the following:

- (1) Be a student at the time of application
- (2) Have abilities to take an active part in the international business community in the future as well as excel in his/her academic speciality
- (3) Be willing to play a leading role in the exchanges between Shizuoka and his/her home country after the programme
- (4) Be an enthusiastic learner and have strong interests in Japanese society, culture, and economy
- (5) Have the ability to understand and communicate in Japanese during the training period

6. Application Procedures

Those who wish to apply for the programme must submit two copies of the application form in the format specified in the attached sheet to the teacher in charge of this programme by March 23, 2012.

Applicants who have a restricted diet (do not meat, fish, eggs, etc.) must describe the restriction in their application.

Please be aware that the information written in the application form will be disclosed to candidate host companies after the applicants are selected as the interns.

7. Selection of Interns

The organiser will examine application documents, conduct interviews with the applicants, and select the interns based on the results of the interviews. All applicants will be informed of the result.

Those who are successfully accepted will then fill out and submit the attached written oath to the teacher in charge and begin preparation for the trip.

8. Selection of Host Companies

Host companies will be chosen based on the type of business, operations, training and other areas of interests of each intern. However, the selection of the company may not necessarily fulfil the wishes of the intern.

9. Contact Information

For more detailed information about the Shizuoka Business Internship Programme, please use the following contact information.

Business Development Division, Department of Economy and Industry,
Shizuoka Prefectural Government
9-6 Otemachi, Aoi-ku, Shizuoka City, 420-8601 Japan

Phone: 81-(0)54-221-2439 Fax: 81-(0)54-221-3216

E-mail: ksuishin@pref.shizuoka.lg.jp

平成 24 年度（2012 年度）静岡ビジネスインターンプログラム
誓約書

年 月 日

静岡県経済産業部長 様

私は、平成 24 年度（2012 年度）静岡ビジネスインターンプログラムに参加するにあたり、静岡県が定めた条件に従い、企業での職場体験等の研修プログラムに誠実かつ真剣に取り組むことをここに誓います。

署 名

氏 名

学校名