

The Institute for Japanese Studies
at The Ohio State University

announces the

2013 Summer Internship Program
Saitama, Japan

The Institute for Japanese Studies is pleased to announce a summer internship program with Japanese firms in Saitama, Japan. The program is offered in conjunction with the sister-state agreement between Ohio and Saitama prefecture. Undergraduate or graduate students in Ohio colleges and universities who have an interest in Japanese business and culture and have studied at least **three** years of Japanese language are invited to apply. Applicants must hold U.S. passports.

The purpose of the program is to provide young Ohioans with experience in the day-to-day operations of a Japanese business. Interns will work in a position assigned by the host company's personnel section. Ohio-Saitama Company Interns (OSCI) will also represent their state in its relationship with Saitama prefecture. Since 1991, **90** Ohio college students have participated in the OSCI program. Interns have been placed in a variety of companies and areas of business including: automobile parts manufacturing, printing, utilities, food and hospitality services, clothing manufacturing, construction and building materials distribution, cosmetics, and television program production.

The internship period is from approximately the third week in June to the first week in August. Interns are required to pay for transportation to and from Japan and to provide proof of health insurance. However, once in Japan, interns are provided with room and board and usually a small incidental expense allowance though details vary slightly depending on company arrangements.

Application materials are available by contacting:

Janet Stucky Smith
Institute for Japanese Studies
306 Oxley Hall, 1712 Neil Avenue
Columbus, Ohio 43210
TEL: 614-292-3345 FAX: 614-292-7589
e-mail: stucky.7@osu.edu

or visit our website for the application: <http://easc.osu.edu/ijs>

Applications Received by: April 5, 2013 (Electronic ok)

A few, small scholarships are available to assist with the cost of airfare.

**2013 OHIO-SAITAMA COMPANY INTERNSHIP PROGRAM
APPLICATION**

Please type or print in black ink

1. Name: _____
last *first*

2. Mailing address for purposes of this program: _____

3. TEL: _____ 4. E-mail: _____

5. FAX: _____

6. Age: _____ 7. Sex: _____ 8. Place of Birth: _____

9. Current University: _____

10. Current Major: _____

11. Education Experience from High School to Present:

<u>Institution</u>	<u>From</u>	<u>To</u>	<u>Degree</u>	<u>Major Field</u>

12. How long have you studied Japanese? _____

In what type of learning environment, traditional _____ or intensive? _____

How many classroom hours per week? _____

13. Have you been to Japan before? If so, how long have you spent in Japan? Please describe the purpose of your visit(s).

14. What experiences or contact have you had with people of other cultures?

15. Please attach a copy of your college transcript.

**2012 OHIO-SAITAMA COMPANY INTERNSHIP PROGRAM
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16. Names and addresses of two teachers or employers whom you have asked to recommend you for this program. Applicants must solicit one recommendation from a current or former language teacher. They should use the attached form for "Confidential Reference".

Name:	1. _____	2. _____
Address:	_____	_____
	_____	_____
Email:	_____	_____

17. Please attach a copy of your resume. We are interested in learning about your previous work experience, internships and extra curricular activities.

18. Please write a one-page personal statement describing (1) why you want to go to Japan and (2) what you hope to learn from working in a Japanese company environment. *Please type and attach to your application.*

**2013 OHIO-SAITAMA COMPANY INTERNSHIP PROGRAM
APPLICATION**

CONFIDENTIAL REFERENCE FORM

To the Referee: *Thank you for taking the time to give us your evaluation of the internship candidate. This internship is a crucial part of the state of Ohio's program to train young Ohioans who will take the lead in future commercial and cultural relations with Japan. Your comments will help us to select the best candidates.*

Name of Applicant: _____

Name of Referee: _____

Position/Title: _____

Address: _____

E-mail: _____ TEL: _____

HOW LONG AND IN WHAT CAPACITY HAVE YOU KNOWN THE APPLICANT?

Please rate the applicant's abilities and potential in comparison with other individuals you have known at similar stages in their careers, with reference to the following points:

(1 = lowest rating, 5 = highest rating, NA = not able to comment)

(Any comments would be most appreciated to help us learn more about the applicant. You may use the back of this form or a separate page if needed. Thank you.)

Seriousness of purpose:	1	2	3	4	5	NA
Academic ability:	1	2	3	4	5	NA
Ability to communicate in spoken Japanese:	1	2	3	4	5	NA
Ability to communicate in written Japanese:	1	2	3	4	5	NA
Ability to cooperate with others:	1	2	3	4	5	NA
Emotional stability:	1	2	3	4	5	NA
Discipline and flexibility necessary to succeed in a new culture:	1	2	3	4	5	NA

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