

2008-2009 OSU-Ichimiya Group Internship Program

The Department of East Asian Languages and Literatures takes pleasure in announcing an internship program with Ichimiya Group companies in Niihama, Ehime, Japan. The program is offered in conjunction with the exchange program between OSU and Ichimiya Group companies.

The purpose of the program is to provide the intern with direct experience in the day-to-day operations of a Japanese company as well as assisting employees of Ichimiya Group companies in learning about American culture.

The term of the program is either 6 months or one year, depending on the applicant's circumstances and Japanese language ability. However, all effort will be made to fill the position as a one-year term.

ELIGIBILITY:

- a) Be an OSU undergraduate/graduate student in a degree program
- b) Hold US citizenship
- c) Be a native speaker of English
- d) Have studied or currently studying the Japanese language (second year level or above)
- e) Have the ability to adapt to living and office conditions that are different from those in the US
- f) Demonstrate a sincere interest in Japan and Japanese culture and be willing to deepen one's knowledge of Japan
- g) Knowledge of Japanese business and culture are beneficial although not essential

For more information, please see the DEALL website.

Application materials are available through DEALL. For more detailed information please contact: JJ Nakayama, Department of East Asian Languages and Literatures, 398 Hagerty Hall, 1775 College Road, The Ohio State University, Columbus, OH 43210-1340, Tel: (614) 292-5816, Fax: (614) 292-3225, E-mail: nakayama.1@osu.edu.

Application Deadline: February 1, 2008

The 2008-2009 OSU-Ichimiya Group Internship Program

An internship program for OSU students at Ichimiya Group, Niihama, Ehime, Japan, was established in 1992 as part of an OSU and Ichimiya Group Exchange Program. We currently anticipate recruiting one intern for the 2008-9 academic year. The Department of East Asian Languages and Literatures will administer this program. Application information is below.

The application review committee will consider applications from OSU full-time students who have at least two years of Japanese classroom instruction or its equivalent. Training in Japanese business is also desirable. Ichimiya Group will provide housing and stipends for sundries and sustenance (100,000 yen per month), work-related travel expenses, health insurance, and OSU will offer a \$2500 IJP USA Inc. Scholarship. Applicants should be advised that they will be responsible for providing a health statement before the internship commences, making their own travel arrangements, and paying for their own round-trip airfare and local transportation fare to and from Ichimiya Group, and insurance during the trips between their homes and Niihama, Japan.

Previous participants have interned at the following companies within Ichimiya Group: Nissen Chemitec Corporation (Niihama Headquarters, Niihama Factory, Mie Factory, Osaka Sales Office, Tokyo Sales Office, Tochigi Factory, and Chiba Office), Ichimiya Construction Company, Ichimiya Transportation Company, Ichimiya Koosan, Okaron, Nippon Chemitec Corporation, Aoki Kogyo, ICC, and Ichimiya Human Development Office. A typical year is as follows: the intern spends his/her first few months at Ichimiya Human Development Office, Nissen Chemitec Corporation, Ichimiya Construction Company, and Ichimiya Transportation Company, and then, interns at the company of the intern's choice till the end of July. S/he spends the final month at Ichimiya Human Development Office again. During the internship, the intern is required to submit quarterly reports and the final report to DEALL, OSU.

OSU-Ichimiya Group Internship affords an unusual opportunity for an OSU student at a time when knowledge of Japanese business is increasingly useful. At the same time, making the internship work poses a considerable challenge to both the student intern and Ichimiya Group in Japan. The intern we send to Ichimiya Group will be an ambassador from OSU in the fullest sense. We advise submission of applications from well-prepared and mature students for this reason. We also suggest that the intern undertake a guided project under the supervision of a faculty member during the internship period. This will facilitate better preparation and better utilization of the internship experience.

INSTRUCTION FOR APPLICANTS

Application: Provide two sets of the following documents (original and one photocopy).

a) Application form: There is no printed application form. Please provide the following information on letter size sheet (please include the headings, not just the numbers).

Please type.

Top Heading: OSU-Ichimiya Group Internship Program Application

1. Family name (all capital letters), Given name (only the first letter is capital), Middle initial
2. Gender (male or female)
3. Date and Place of Birth (e.g., December 25, 1976; Columbus, Ohio, U.S.A.)
4. Marital Status (married or single)
5. Your current major
6. Current Address (with telephone and fax numbers)
7. Current e-mail address (write how long it will be effective)
8. Permanent Address (with telephone and fax numbers)
9. Academic experience: List all post secondary schools (e.g., colleges and universities) attended (most recent first)
Include: Name of institution, location, major, if a degree attained, the type of degree and date)
10. Japan related courses: List all Japan-related courses you have taken or are currently taking (for Japanese language courses, please indicate the class contact hours per week).
11. Any work experience: List notable work experiences. Include name of companies/places, dates, and types of work
12. Any community service/volunteer experience
13. Any extra-curricular activities
14. Interests/hobbies
15. Experiences or contact you have had with people of other cultures, whether you ever resided, studied, or traveled overseas. If so, indicate the location, purpose, and length of stay.
16. Any foreign languages you have studied: List which language and in what context (i.e., Chinese, college classroom instruction - five 50 minute classes per week)
17. Any languages other than English that you understand: Indicate the level of proficiency (e.g., French (reading only) - near native)

18. Describe any experiences you have had with Japanese language and culture.
19. Type "I certify that the information given in this application is true and that I have read and understood the "Position Description" and "Instructions for Applicants" and sign your name with the date you signed.

b) Self-assessment medical report: Indicate whether you have any specific health concerns or requests. Please include answers to the following questions: 1) When and for what reason did you last consult a physician? 2) Have you ever been hospitalized? If so, when, how long, and for what reason? 3) Are you on a restricted diet? If so, please give details. 4) What allergies do you have? Are you currently being treated? 5) Any additional health concerns?

c) Transcript (and transcript of the degree granting institution if your degree is not from your current school; OSU academic report is acceptable, too)

d) Write a personal introduction in Japanese on a separate sheet.

e) Personal Statement (Essay in English): Write a brief personal statement in English describing (1) why you want to participate in this internship program and (2) what you hope to gain from working in a Japanese company environment. **Please type** (maximum of two pages, single-sided and double-spaced on letter sized or A4 paper).

f) Names and addresses of (at least) two teachers or employers whom you have asked to recommend you for this program. The applicant should ask all those writing letters of recommendation to send them and the "Confidential Reference" form with their signature directly to: JJ Nakayama, Department of East Asian Languages and Literatures, 398 Hagerty Hall, The Ohio State University, Columbus, OH 43210-1340.

g) Please send all application materials to: JJ Nakayama, Department of East Asian Languages and Literatures, 398 Hagerty Hall, The Ohio State University, Columbus, OH 43210-1340.

Application Deadline: February 1, 2008

OSU-Ichimiya Group Internship Program
CONFIDENTIAL REFERENCE

Applicant's Waiver of Right to Access

I _____
authorize _____
to write a statement of recommendation.

In accordance with the Family Educational Rights and Privacy Act of 1974, as amended,
I (_____ waive) (_____ do not waive) my right of access.

Applicant's Signature _____

To the Referee: Thank you for taking the time to give us your evaluation of the SEF program applicant. We hope to select the best applicant possible since the selected individual will represent your school. Your comments will help us to do so.

Name of Applicant _____

Name of Referee _____

Position & Institution _____

Address _____ Telephone Home: _____

_____ Office: _____

Please use the back of this sheet for your reference letter. First, please state **HOW LONG AND IN WHAT CAPACITY YOU HAVE KNOWN THE APPLICANT**, and then, comment on 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) **seriousness of purpose**
- 2) **academic ability**
- 3) **ability to communicate in spoken and written Japanese and/or knowledge of Japan and Japanese culture**
- 4) **ability to cooperate with others**
- 5) **emotional stability and maturity** (Vital, please consider carefully)
- 6) **discipline and flexibility necessary to succeed in a new culture**

Please send your reference (i.e., this form) by **February 1, 2008** to:

JJ Nakayama, Department of East Asian Languages and Literatures, 398 Hagerty Hall,
1775 College Road, The Ohio State University, Columbus, OH 43210-1340 (Tel: 614-
292-5816, Fax: 61-292-3225, E-mail: nakayama.1@osu.edu)

Please mark Confidential Reference on the envelope. Thank you very much for your assistance.

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