

CCC Global Internship in Japan

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Course Dates: July 4, 2020 (Online Recorded Session) and
Aug. 14, 2020 – Aug. 29, 2020 (Seminars and internship period in Japan)

Course Objectives

This course aims to introduce basic business concepts and practices in transnational companies in Japan, or basic understanding of global citizenship in public organizations. It provides students with an opportunity to experience and analyze practical issues in Japanese business settings through paired internships consisting of KGU and Canadian university students. Students interning at public organization will be given an opportunity to experience and analyze ongoing social problems. By taking this course, students will improve their understanding of Japanese business/social issues, and cross-cultural cooperation.

Learning Goals:

This course will offer the students the opportunity to:

- Get practical experience within the business environment / public authorities in Japan.
- Develop cross-cultural communication skills.
- Develop the ability to analyze and propose solutions to business / social problems.
- Develop a greater understanding of Japanese business / social practices while more clearly defining personal career goals.
- Develop and refine oral and written communication skills.

Schedule

July 4th (In-person session for KGU students / Online session for Canadian students)

Class 1: Online Seminar: (Course Introduction / Pre-Departure Orientation)

Between July 4th (July 3th Canada Time) and Aug. 13

Class 2: TBA (Online Lecture)

Aug. 14

Morning Session:

Japan Orientation / JASSO scholarship procedures (those applicable)

Class 3: What is internship?

Afternoon Session:

Class 4. Workshop on Business Analysis

Class 5. Tutorials / Pre-Internship Orientation

Aug. 15

Morning Session:

Class 6, 7 Pre-Internship Presentation on hosting companies / organizations (10 min. each)

Afternoon Session:

Class 8: Cross-Cultural Communication Workshop

Class 9: Japanese Business Manner

Aug. 16

Move to respective internship area

Aug. 17, 18, 19, 20, 21, 24, 25, 26, 27 and 28 (10 days): Internship period

Aug. 29

Half-day Session:

Class10 Final Presentation: (10 min. each)

Class11 Wrap-up and Course Evaluation

Course Grading

Active Participation (20%):

All students are expected to check necessary online lectures and actively participate in classroom discussions as well as field work (with respect to field work, you will need to submit a one-page group report on Aug. 18th). At your host institution, you are expected to comply with your host institution's regulations and be punctual for opening time, various meetings and deadlines. Be sure that you do not think of yourself as an "invited guest" at your host institution and expect to take care of your own affairs by yourself.

Pre-Internship Presentation (15%):

Make a 10-minute short group presentation on your host institution and its industry. Briefly introduce your host institution and its business type, and identify strengths, weaknesses, opportunities and threats at your host institution. Evaluations will be made by instructors based on the following points: content and structure of your presentation, understanding of your host institution and response to questions.

Critical Reflection Paper (25%):

As you perform your internship, write a 300-word critical reflection paper on what you have experienced each day. Just describing your duties and accomplishments are not sufficient. You do need to describe your thoughts on your experience and support your points with reasons and evidence (e.g. If you think some business practices at your host company are "strange," you need to clarify why those practices are strange for you, and why you think the host

institution implement such “strange” practices). Please compile and hand in the reflection paper on the final day of the class (August 29th). Not all placements are similar so the marking will take this into account.

In your critical reflection paper, please touch upon the following points.

- What did you learn about the organization and its industry?
- What did you learn about yourself (attitude, perception, presumption, values) with regard to the internship?
- How did your internship experience redefine your career plan?
- How did your internship experience redefine your learning of the course material?

Put on page 1 of your final journal the following:

Internship for whom _____

Contact person _____

Nature of assignment[s] (max. two sentences) _____

Venue _____

How was your time spent? ___% online and offline research / ___% data processing /manipulation ; ___% listening/recording; ___% observation ___% interviewing; ___% presentation; ___% other

Final Presentation (20%):

Make a 10-minute group presentation on the final day of the course (August 29th). Briefly introduce your internship tasks and describe the lessons you learned from the internship. (e.g. lessons you gained from working with your partner and employees at your host organization.) *You do not need to re-introduce your host company and its industry.* Evaluations will be made based on the following points:

- 1) Content and structure of your presentation
- 2) Critical reflections on your internship experience supported by reasons and evidence (anecdotes and personal episodes.)
- 3) Response to questions

Final Group Report: (20%)

Imagine that you are a business advisor to the new CEO of Company X. The company plans to enter the Japanese market within a year. Based on class discussions at KGU and your internship experience at your host organization, write a report (2000 words double-spaced) for the CEO that explains a few characteristics of Japanese companies (or Multinational companies in Japan) and effective ways to do business in the Japanese market.

You are expected to write a logical paper that has a thesis statement, supporting reasons and examples. You may cite data or articles from your host institution’s website and brochure to support your ideas, but your main source should be your internship experience and your thoughts gained from the internship. You must include on your paper

a word count that excludes the bibliography or foot/end notes; failure to do so will result in a 2 mark deduction from your paper's grade .You may exceed or fall short of the paper's wordage by 5%; then 1 mark will be deducted from your grade for every 100 words above or below this margin of 5%.

Submitting papers

Critical reflection paper and final group paper should be **both in person and by email**

(cccsubmission@kwansai.ac.jp) and **only until 11:59 am on August 29th**. Students should always hand papers directly to the instructor and send soft copy to the CCC email account; don't entrust it to a friend. Essays are due in class at the time specified; essays overdue by even one hour are deemed late. Late penalties will accrue until a hard copy of the paper is received. Late papers incur a penalty of 5 marks per day late.

Plagiarism is the use of the written work of others (either direct copies or close paraphrases) as one's own original work. If quotations and/or passages from other works are used in your papers, they must be accorded the proper citation in order to avoid any misunderstandings about plagiarism.

Suggested Readings and References

Abegglen, James C. (2006) *21st-Century Japanese Management*. New York: Palgrave Macmillan

Hagharian, Parissa (2010), *Understanding Japanese Management Practices*, New York: Business Expert Press

De Mente, Boye Lafayette (2006), *Business Guide to Japan*, Tokyo: Tuttle Publishing