

UMCJS Japan Internship Initiative – Internship Description Form

Thank you for expressing interest in hosting University of Michigan interns over this upcoming summer. The information you provide will be displayed on our website (ii.umich.edu/cjs/japan-internship-initiative). This will guide students who wish to obtain an internship with your organization, as well as staff who support students in this endeavor. Please email the filled-out form to the CJS Project Coordinator at cjs.internships@umich.edu, as well as a **photo or logo** for your organization to display with your information. Providing this information does not bind you to accepting an intern.

****Note that you must “Print” and save the filled .pdf as a new file for your entries to save.***

Timeline:

- September – November: Employers provide internship descriptions
- October – January: Student application period
- Late January: Employers receive and review applications
- February: Candidates selected for interviews (optional)
- February – March: Intern selections, ranked by preference (top 5)
- March: Intern placements confirmed
- May – August: Internship period

Organization Information

Organization Name:

Location:

Website:

Organization Description:

Contact Information

Name:

Email:

Title:

Phone:

This person will also supervise interns:

Yes

No

If no, please fill out the supervisor's details below:

Name:

Email:

Title:

Phone:

Check here if the intern's supervisor will be determined at a later date

Internship Description

If there are multiple internships being offered, please see below for an additional internship description template.

Intern Position Title:

Number of Positions Available:

Intern Position Description (Primary responsibilities, potential projects, work environment, collaborators, etc.)

-

Will this internship take place in-person, or virtually online?

In-person only

Virtually only

Either in-person or virtual options available

Other:

If the internship is virtual, what programs will be used? (Zoom, Skype, Google Chat, etc.)

-

Desired Skills, Interests, & Qualities (Professional skills, academics, interests, qualities of ideal intern)

-

Are any languages besides English required? No Yes

- If other languages would be helpful, which language(s) and at what level?

Please select up to three functional categories below that best represent the work involved in this internship:

Administration & Management
Arts & Entertainment
Business Development & Consulting
Communication & Marketing
Education
Other:

Finance
Medicine & Health
Public & Social Service
Research
Technology & Engineering

Internship Logistics

Internship Dates:

(Interns are generally available between May 15 and August 15, and work for a minimum of 6 weeks.)

Hours per Week:

(Approximate number of hours/week that the intern will work. Interns typically work for 25 – 40 hours/week.)

Pay or Other Compensation:

(Includes wages, housing, advice on finding housing, meals, local transportation, or visa support. Offering compensation is not required. Students are responsible for funding their international experiences. They can apply for several scholarships at the University of Michigan; however, funding is not guaranteed.)

Do you have any citizenship requirements? No Yes

- If yes, enter more details here:

Additional Information:

(Any additional information, such as an approximate monthly budget, suggestions for housing, or any other useful information for the intern and support staff.)

Additional Internship Description

If there are multiple internships being offered, please fill out this section below.

Intern Position Title:

Number of Positions Available:

Intern Position Description (Primary responsibilities, potential projects, work environment, collaborators, etc.)

-

Will this internship take place in-person, or virtually online?

In-person only

Virtually only

Either in-person or virtual options available

Other:

If the internship is virtual, what programs will be used? (Zoom, Skype, Google Chat, etc.)

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Desired Skills, Interests, & Qualities (Professional skills, academics, interests, qualities of ideal intern)

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Are any languages besides English required?

No

Yes

- **If other languages would be helpful, which language(s) and at what level?**

Please select up to three functional categories below that best represent the work involved in this internship:

Administration & Management

Arts & Entertainment

Business Development & Consulting

Communication & Marketing

Education

Other:

Finance

Medicine & Health

Public & Social Service

Research

Technology & Engineering

Additional Internship Logistics

**Check here if the dates, hours, & compensation are the same as above
Otherwise, continue to next section.**

Internship Dates:

(Interns are generally available between May 15 and August 15, and work for a minimum of 6 weeks.)

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Do you have any citizenship requirements? No Yes

- **If yes, enter more details here:**

Additional Information:

(Any additional information, such as an approximate monthly budget, suggestions for housing, or any other useful information for the intern and support staff.)
