**Information on International Studies Internship Courses**

**I. Purpose:** To provide opportunities to search for career after graduation during internship period by approving credits to International Studies students who accumulated professional experience through internship in International Studies major related fields.

**II. Internship Courses**

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| --- | --- | --- | --- |
| Course Number  | Course Title  | Credits  | Internship Work Hours  |
|
| 37791  | International Studies Internship I | 1  | 160 hours or more  |
| 37792  | International Studies Internship II | 2  | 240 hours or more  |
| 37793  | International Studies Internship III | 3  | 320 hours or more  |

**III. Requirements Before Entering Internship**

 1. **Before internship**, **‘Internship Pre-Application’** form should be submitted to the Chair of International Studies (전공주임교수)

**2.** . **Before internship, Ewha Field Placement Agreement** form and **Accident Insurance Documents** approved by the Chair of International Studies should be submitted to the DIS Office. After photocopying the submitted documents, the original copies will be returned. (The original copies are to be submitted during enrollment of Internship course)

\*All form of documents are available in the attachments below.

3. Prior to starting the internship, you should take **Pre-Job Training.**

**\*Pre-Job Training Options (Take one of below)**

**1)** **Offline training through DIS Office**

Please inquire the DIS Office on the period of application of training.

**2)** **Offline training through Ewha Career Development Center**

Period of training every year: Last week of February, Last week of June, Last week of August, Last week of December (Inquire the DIS Office for specific details on the dates)

**3) Online training through Ewha Career Development Center**

Application is only possible through the Ewha Career Development Center System.

(For further details please refer to the homepage: <http://cdccoop.ewha.ac.kr/>)

 **IV. Internship Course Enrollment Method**

**1. When internship period and enrollment semester is the same**

Application Period: Submit documents number 1 to 4, one month before the semester starts and submit documents number 5 to 7before the end of May (first semester) and end of November (second semester).

**Requirements**

**1) Ewha Field Placement Agreement form** (original)

**2) Accident Insurance Documents** (original)

**3) Internship Course Application form** (original)

**4) Internship Pre-Application form** (original)

**5) Daily Business Log** (original)

**6) Internship Report** (original)

**7) Internship Confirmation and Internship Evaluation** (original)

\*All form of documents are available in the attachments below. For Internship Confirmation and Evaluation forms, forms from Internship fields may be used.

**2. When enrolling internship course after completing internship.**

Application Period: After submitting documents number 1 to 4, one week before the internship, submit documents number 5-7 within 6 months after completing Internship.

Please submit the requirements to the DIS Office.

**Requirements**

**1) Ewha Field Placement Agreement form** (original)

**2) Accident Insurance Documents** (original)

**3) Internship Course Application form** (original)

**4) Internship Pre-Application form** (original)

**5) Daily Business Log** (original)

**6) Internship Report** (original)

**7) Intership Confirmation and Internship Evaluation** (original)

\*All form of documents are available in the attachments below. For Internship Confirmation and Evaluation forms, forms from Internship fields may be used.

 **IV. Notes**

 1. Not submitting relevant documents after course registration will result in “Fail” in the grades.

 2. Enrolling Internship course should be done within 6 months after finishing internship.

Attachments:

<1> Internship Pre-Application Form

<2> Ewha Field Placement Agreement Form

<3> Internship Report

<4> Internship Confirmation and Evaluation

<5> Internship Course Application Form