

Instructions for KNU Global Internship Program

With an increasingly competitive global job market, employers are now looking for students with international work experience, and this is where KNU can help.

Based on a diverse network of Korean companies, including multi-national conglomerates, SMEs, local government, and NGOs, KNU offers international students the chance to integrate a part-time internship into their exchange semester.

Types of Internship

- Part-time internship:** 12 hrs per week, morning and/or afternoon for 12 weeks or more during a semester.
- Full-time internship:** Full time for 1 or 2 months after the regular semester.
 - ※ There will be an additional announcement about the full-time internship during winter vacation 2018 before December..

Internship Period and Remuneration

The internships are arranged at the beginning of the semester, and last for 12 weeks based on 12 hours per week for 3 credits. [Most of the internships are unpaid.](#)

Credit Options

You can receive credit for your internship if you satisfy the following conditions:

- 3 Credits:** Complete more than 140 hours during 12 weeks (P/T option) or 1 month (F/T option).
- 6 Credits:** Complete more than 280 hours during 2 months (F/T option).
- Submit an evidence-based **internship portfolio** (*instructions will be provided*)
- Evaluation result of “**Satisfactory**” by your host company

Language and Activities

English is used as the language of communication, and activities range according to the background and skills of the individual student and the needs of the host company.

Application Deadline

- If you would like to apply for a global internship position during your exchange semester, please complete the application form that I attached.
- Your resume should contain the following information: picture, date of birth, e-mail address, education and GPA, job experience, skills (including special certificates), and interests.
- The completed application form + Resume should be sent to the following e-mail address knuinternship@knu.ac.kr before **Aug. 12(Sun), 2018**.

※ *No additional applications will be accepted after this date.*

Schedule of Procedures

- Submitting an application form and resume: **by Aug. 12 (Sun), 2018**
- Document Screening by host company: until Aug. 16 (Fri), 2018
- Announcement of document screening result and interview schedule: until Aug. 22(Wed), 2018
- Interview by host company: Aug. 27 (Mon) ~ Sep. 12 (Wed), 2018
- Orientation for successful interns: before Sep. 14 (Fri), 2018 (Expected)
- Start work: from Sep. 17 (Mon) to Dec. 14 (Fri), 2018 (12 weeks or more)

※ The schedule dates above are subject to change except for application deadline.

Please note

1. While every effort will be made to provide you with a suitable internship, we **can NOT guarantee** an internship with a specific company.
2. An internship is a commitment, so please make sure you will have enough time to manage an internship plus your academic studies.
3. If you pass an interview with a manager or CEO of company, you will be able to start to do your internship. Interview schedule will be arranged at the end of February or beginning of March.
4. If you want to participate in the internship program, you have to arrive in Korea by 31st of Aug.2018.
5. When you complete your part-time internship, you will get 3 credits with S/U evaluation (satisfactory /unsatisfactory) according to the evaluation document by your host company. And you must submit your internship portfolio to our portfolio advisor by the deadline to receive your internship credits.
6. **Please check the credit transfer regulation of your home university in advance if KNU internship credit is transferred or not.**
7. Course title on transcript is International Internship, and Grade for internship is S(Satisfactory).
8. You don't have to register your internship course in your learning agreement at the beginning of semester. Your internship course will be added automatically by KNU international office in the end of your semester when your internship is successfully completed and internship portfolio is submitted to our portfolio advisor at KNU.
9. Internship credit does not affect your cumulative GPA at KNU.
10. **Since you have to input your time for this internship, probably you have to reduce your course taking at KNU. Taking 9~12 credits (three to four courses) except internship credit would be recommended during the semester. (NB: Maximum credits for bachelor-level exchange student can earn in one semester including the internship credits at KNU are 21 credits.)**
11. **If you've already participated in KNU Global Internship Program during spring semester 2018 and have ever got the internship credits, you won't be able to get the internship credits for fall semester 2018 again.** Because an academic code of global internship (OVIN207) was already given to you and systematically code conflict will be occurred.
12. **As for master degree students, we're afraid that we can't give you internship credits if your student status in KNU is a master degree student.** Because our internship program credits are only given to bachelors according to our academic regulation.
13. **You won't be able to join both KNU Global Internship Program and CCAP(Cross-Cultural Awareness Program) at the same semester so you should chose only one program due to its schedule conflict.**

14. Our internship host companies are range from a small venture start-up to a governmental office so the number of employees is from minimum 2 to more than a hundred. If your home university has a specific regulation on host company size and business field, you should check the condition of your host company in advance.

For more information on KNU Global Internship, please contact the Office of International Affairs at

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