

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, and local government, 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.

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@gmail.com or knuinternship@knu.ac.kr **before Feb. 12(Wed), 2020.**

※ No additional applications will be accepted after this date.

Schedule of Procedures

- Submitting an application form and resume: **by Feb. 12 (Wed), 2020**
- Document Screening by host company: until Feb. 19 (Wed), 2020

- ☐ Announcement of document screening result and interview schedule: until Feb. 20(Thu), 2020
- ☐ Interview by host company: Mar. 2 (Mon) ~ Mar. 18 (Wed), 2020
- ☐ Orientation for successful interns: before Mar. 20 (Fri), 2020 (Expected)
- ☐ Start work: from Mar. 23 (Mon) to Jun. 12 (Fri), 2020 (Expected)
- ☐ Deadline for Internship Portfolio Submission: before Jun 5(Fri)

※ 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.
4. 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.
5. Please check the credit transfer regulation of your home university in advance if KNU internship credit is transferred or not. Internship Course is not major subject but sometime it is recognized as major one according to your home university, therefore, you should check it with your home university in advance.
6. Course title on transcript is International Internship, and Grade for internship is S(Satisfactory).
7. 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.
8. Internship credit does not affect your cumulative GPA at KNU.
9. 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 18-21 credits depending on majors)
10. Please make sure that maximum credits for a semester in KNU are 21 credits for bachelors, therefore, you can't take 19 credits from academic courses + 3 credits from internship course.
11. If you've already participated in KNU Global Internship Program during fall semester 2019 and have ever got the internship credits, you won't be able to get the internship credits for spring semester 2020 again. Because an academic code of global internship (OVIN208) was already given to you and systematically code conflict will be occurred. However, you can do semester internship and continue on full-time internship during vacation and get credits for both programs.
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. 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

Ms. Hyunju Choi

Internship program manager

knuinternship@gmail.com or knuinternship@knu.ac.kr

Tel: +82-53-950-2424