UO GlobalWorks
Business Administration in Tokyo
Administered by the Global Studies Institute

Internship Description
The Business Administration Internships offer opportunities to work overseas in Japan with organizations such as: AUDI, AIG, Refugees International Japan, TOMODACHI Initiative, Minato City, and many others.

An interest in Japan and international business and the desire to immerse oneself in the culture are a must. Language abilities range from little-to-none, all the way up to advanced. Internships provide opportunities to:

- Research, analyze, and present data.
- Assist in project execution.
- Assist with event planning.
- Assist with administrative tasks.
- Assist in developing reports.

Qualifications:
- Strong research and analytical skills.
- Proficiency in Excel, PowerPoint, Microsoft Word.
- Strong attention to accuracy, details, and organizational skills.
- Strong communication and social skills.
- Interest in Japan and international business.

Students must intern for a minimum of 30 hours per week, for a total of at least 240 hours for an 8-week internship. This will earn 8 internship credits.

Course Description
In addition to 8 internship credits, students will enroll in a 1-4 credit Intercultural Communication online course. This course is designed to provide ongoing support to students who do internships abroad. Students will observe, explore and investigate the core cultural values in their host country during the internship, conduct comparison in the differences between their host and home country, and develop critical thinking skills and culture learning strategies. Some of the topics discussed in this course include: attitudes toward time, space, age, gender and authority, different views on self/others, conflict styles and culture shock.

A weekly assignment for the online course includes: reading assignments, group discussions and/or a weekly journal. The number of enrolled credits will determine the course workload. It will begin one week before your internship begins and end one week after completion.
Eligibility
To be eligible for the GlobalWorks internships, candidates must be enrolled at the UO as a degree-seeking undergraduate or graduate student and be in good academic standing (minimum GPA of 2.75).

Program Dates and Deadlines
Application Deadline ........................................ March 10, 2016
Program Start Date* ........................................ June 12, 2016
Program End Date* ......................................... August 8, 2016

*These dates are tentative and will be confirmed shortly.

Estimated Expenses
Tuition and Program Fee ........................................ $3,347
International Travel* ........................................... 1,500
Housing and Food* (8 weeks) ................................ 3,300
Local Transportation* .......................................... 300
Personal Expenses* ............................................. 800
Total Estimated Expenses* .................................... $9,247

*Projected expenses are estimates only: this budget is for a very modest standard of living.
Students should count on spending at least the above amounts during the program.

Questions? Please contact:

Yifang Zhang
Global Studies Institute
110 Gerlinger Hall
Email: yzhang1@uoregon.edu
Phone: 541-346-5088