



**Stockholm University**

**Department of Asian, Middle Eastern**

**and Turkish Studies**

## **TRAINING PROGRAMME WITHIN EAST ASIAN STUDIES**

### **GUIDELINES**

#### **MA ASIAN STUDIES PROGRAMME**

**May 2019**

MA Asian Studies Programme (MAAS) offers an opportunity to do “One Semester Training Programme within East Asian Studies” during the third semester of the MAAS Programme (autumn). The internship is a part of the program and is worth 30 ECTS credits, which is equal to one semester of full-time studies. The students arrange their internships themselves but they can consult their ideas beforehand with Dr. Ewa Machotka ([ewa-machotka@su.se](mailto:ewa-machotka@su.se)), the Internship Programme Coordinator and Johan Fresk ([johan.fresk@su.se](mailto:johan.fresk@su.se)), the Director of Studies.

The internship can be done in Japan, South Korea and China. It can also be located in other country given that the internship will foster practical skills and generate greater knowledge relevant for your studies and future career. In either case, the internship needs to be approved by the MAAS Programme (the Director of Studies and the Training Programme Coordinator). The students are required to apply for the approval before commencing their internship. The application and assessment processes are described below.

Important note: To assure timely graduation the students are required to start working on their MA theses already during the spring semester prior to their internship. Also, to use opportunities provided by the internship and use time/energy efficiently the students are advised to connect their MA research topics to their internships.

### **Internship Application Process:**

1. Please select and arrange your internship. You can consult your ideas beforehand with Dr. Ewa Machotka, the Training Programme Coordinator and Johan Fresk, the Director of Studies.
2. By May 1<sup>st</sup> of the year you plan to do your internship please submit your short CV (max. one A4 page) and your motivation letter (+/- 500 words) presenting your selected internship, explaining why you apply for this internship (describe your research interests, work plans and motivation). The documents should be submitted (in one pdf attachment) via mail to Dr. Ewa Machotka ([ewa-machotka@su.se](mailto:ewa-machotka@su.se)), the Programme Coordinator and Johan Fresk ([johan.fresk@su.se](mailto:johan.fresk@su.se)), the Director of Studies.
3. After receiving formal approval from the Programme Coordinator the applicants are required to contact Johan Fresk, the Director of Studies, to complete all course registration formalities.
4. In third semester (autumn) you begin your internship, which continues throughout the whole semester.

### **Internship Assessment Process:**

You will be graded on the basis of three assignments: two Internship Reports and Oral Presentation in which you describe your work and reflect on your work experiences; as well as the partner-institution assessment, which should be submitted with the final Internship Report.

1. In the third semester, by the middle of your internship period submit (via mail) your Mid-term Internship Report (+/- 1000 words) to the Programme Coordinator.
2. Within two weeks after the internship completion submit (via mail) your Final Internship Report (+/- 1000 words) and the partner-institution assessment to the Dr. Ewa Machotka ([ewa-machotka@su.se](mailto:ewa-machotka@su.se)), the Programme Coordinator.
3. In the beginning of the fourth semester deliver Oral Presentation. The Presentation will be held during one of the sessions of the Master Classes course taught by the Programme Coordinator.
4. The Programme Coordinator evaluates two Internship Reports and Oral Presentation and register the grade in Ladok system.

# Please note that in some cases the evaluation process may differ e.g. if you need your course grade registered earlier due to Swedish visa requirements. These cases are handled individually. Please contact the Programme Coordinator if you need this type of assistance.

## Assignments:

### **A. Internships Reports**

You will be asked to submit two internship reports: the Mid-term Internship Report and the Final Internship Report. In your Mid-Term Internship Report you will be asked to describe the institution you are placed at and your work tasks. In your Final Internship Report, you will be asked to evaluate your internship i.e. describe the expectations you had before commencing the internship, and evaluate your experiences afterwards. Each report should be +/- 1000 words (without bibliography). You will be asked to submit your Mid-term Internship Report by **the middle of your internship** period and your Final Internship Report **within 2 weeks** after finishing your internship.

Internship Report Components:

1. Title page: *One page that should contain the following information:*
  - Title of the report
  - Title of the organization
  - Period of time
  - Student's name and contact information
2. Main body:
  - 2.1. Mid-Term Internship Report: Description of the organization and tasks performed during Internship:  
*Address the following topics:*
    - (Short) history of the organization
    - Current operation of the organization
    - Detailed overview of the tasks you perform at the organization.
  - 2.2. Final Internship Report: Evaluation of the Internship  
*Address the following topics:*
    - Why did you choose this particular internship?
    - What goal(s) did you set for this particular internship?
    - Did your internship meet your expectations?
    - Did you manage to achieve the goal(s) you set for the internship?
    - Evaluate the overall experience.
3. **Bibliography** (optional)

## **B. Oral Presentation**

After concluding your internship, you will return to Stockholm University to continue your studies in the fourth (and final) semester. “Master Classes” course is the final compulsory element of MAAS Programme. Oral presentation, in which where you describe and reflect on your work experiences will be scheduled within this class. The presentation (using PP or Prezi) should be circa **10 minutes** long. Within two weeks after finishing your internship please contact the instructor (Dr. Ewa Machotka) to discuss the schedule and other details.

### **Questions:**

Questions concerning the application for workplacement should be addressed to Dr. Ewa Machotka ([ewa-machotka@su.se](mailto:ewa-machotka@su.se)) the Programme Coordinator. Questions concerning study plans, credit transfers and practical matters related to your workplacement should be addressed to Johan Fresk ([johan.fresk@su.se](mailto:johan.fresk@su.se)), our Director of Studies.