**[Attachment 1] Pre-Approval Application Certificate for the Student**

**EWHA WOMANS UNIVERSITY**

**SCHOOL OF BUSINESS**

**Internship Pre-Approval Application Certificate**

|  |  |  |  |
| --- | --- | --- | --- |
| Student No. |  | Full Name |  |
| Working Institution |  | Working Department |  |
| Working Period | ~ (Total Hours: ) | | |

I intend to complete the internship in the above institution and to obtain the credits for the internship course of the School of Business.

Date:

Submitted by: (Seal)

**Attachment: 1 copy of the intern employment confirmation certificate (issued by the internship institution)**

**[Attachment 2] Interim Report for the Student**

EWHA WOMANS UNIVERSITY

SCHOOL OF BUSINESS

Internship Interim Report

|  |  |  |  |
| --- | --- | --- | --- |
| Student No. |  | Full Name |  |
| Working Institution |  | Working Department |  |
| Working Period | ~ (Total Hours: ) | | |
| **Internship Details** |  | | |

Date:

Submitted by: (Seal)

**Attachment: 1 copy of the intern employment confirmation certificate (issued by the internship institution)**

**[Attachment 3] Final Report of the Field Placement Internship for the Student**

|  |  |  |  |
| --- | --- | --- | --- |
| **Credit Application**  **and Internship Final Report**  **Internship Ⅰ/ Ⅱ (check if applicable) of the 1st semester of 2025**  Date of Submission: | | | |
| Basic Information | | | |
| Full Name |  | Course and Semester |  |
| Tel. |  | Student No. |  |
| e-mail |  | Home Tel. |  |
| Field Placement Institution | | | |
| Name of the Institution |  | | |
| Address |  | | |
| Working Department |  | Working Period | YYYYMMDD ~ YYYYMMDD  (Total Weeks: ) |
| Duty |  | | |
| How you got to participate in the internship? (check if applicable) | | | |
| □ Human Resources Development Institute  □ Major  □ Other:  E.g.) Application through the Open Recruitment of the Company | | | |

**Internship Report**

|  |
| --- |
| I hereby submit the internship training report for the internship course enrollment application  for the semester of 20 . |

○ Contents

Ⅰ. Reason and Purpose for the Internship Application

Ⅱ. Introduction of the Company and the Department

- Introduction of the Company’s Mission, Size of the Company, and the Ideal Employee Profile, etc.

- Department Duties and Organization Structure, etc.

Ⅲ. Internship Duties

- Brief Introduction of the Internship Duties

Ⅳ. Training Result and Self Assessment

- Strengths / Weaknesses / Improved Qualities

Ⅴ. Future Plans

○ Within 4 pages in a A4 paper

[Attachment 4] Field Placement Agreement

|  |
| --- |
| **EWHA WOMANS UNIVERSITY**  **FIELD PLACEMENT AGREEMENT** |

1. (Purpose) The purpose of this agreement among the three parties [**Company Name and Representative** (hereinafter “Training Institution”), **Name of the Trainee** (hereinafter “Trainee”), Ewha Womans University (hereinafter “University”)] is to determine and to faithfully comply with the requirements of the operation of the field placement so that participants can explore careers that best suit them through the acquisition of the expertise and experience required in the field.

The term "Field Trainee" refers to the person who experiences work for the purpose of education or training, regardless of his/her position, such as a trainee, apprentice, or intern, unlike a worker who provides work for the purpose of wages.

2, (Mutual Cooperation between the Training Institution and the Trainee) The Training Institution shall assign the Trainee to the department considering the Trainee's major and will so that he/she can achieve an extensive field experience, and shall endeavor to operate substantial field placement, such as a guidance with sufficient knowledge and experience from the person in charge in the relevant work.

The Trainee shall faithfully perform the tasks given during the training period, and comply with all the rules required by the Training Institution. In addition, care shall be taken not to damage or lose equipment, such as machines needed for the training, and shall not divulge any confidential information of the Training Institution learned during the training process.

3. (Training Period)

① The training period shall be from to .

② The training days shall be 5 days a week.

③ In principle, the training hours should not exceed a maximum of 8 hours per day, and 40 hours per week, but in case of unavoidable circumstances, it can be exceeded to up to 5 hours per week with the written consent of the student.

※ In principle, field placement cannot be conducted at night (from 22:00 to 06:00). However, it can be conducted if it meets the educational purposes and if there is a consent from the student (written consent is required).

4. (Training Place) .

5. (Training Department and Duty) .

6. (Training Supporting Expenses) The Training Institution shall pay the trainee in KRW on the of every month. However, if the Field Trainee gives up or is late or absent from the training, the training supporting expenses shall be paid in proportion to the number of hours of training.

(However, if the training expenses are not paid or the university entrusts the training to another institution, it must be specified along with the reason.)

7. (Industrial Safety Protection) The Training Institution does not assign dangerous or harmful tasks to the Trainees, and takes necessary measures for the safety and health to prevent industrial accidents.

8. (Insurance Subscription) The University shall purchase insurance against injuries that may occur to Trainees in connection with the training during the training period. The Training Institution shall purchase industrial accident insurance pursuant to Article 123 of the Industrial Accident Compensation Act.

9. (Prevention of Sexual Harassment) The Training Institution or University shall take necessary measures, such as education and management, to prevent problems such as sexual harassment against the Trainees during the training process.

10. (Support for Welfare) The Training Institution shall provide convenience so that Trainees can use welfare facilities such as restaurants, lounges, medical rooms, and commuter buses without unreasonable discrimination from ordinary workers.

11. (Task Execution) Trainees must write a training journal each week, and at the end of the training, they must write a final report on the overall training and submit it to the University.

12. (Assessment) At the end of the training, the Training Institution shall write a training assessment report according to the assessment contents discussed with the University and submit it to the University.

13. (Issuance of Certificates) If requested by the student, the Training Institution shall issue a certificate to prove his/her participation.

14. (Termination of the Field Placement Agreement and Restriction of Participation) If Trainees get any unfair treatment by the Training Institution when conducting the field placement, the University may terminate the agreement and restrict the participation in the field placement.

15. (Other) The University shall verify that the field placement of the Training Institution is properly and soundly operated, and may request adjustments in the training.

16. (Application Mutatis Mutandis) Details not specified in this agreement shall be separately determined under trilateral consultation. This agreement shall be prepared in three copies and after the signature and seal of the 'Training Institution', the 'Trainee', and 'University' each shall keep one copy.

Date:

(Training Institution) Company Name

Representative Director (Seal)

(Trainee) Date of Birth:

Full Name (Seal)

(University) Ewha Womans University

President Hyang Sook Lee (Seal)

**※The seal and the submission of the original copy is required※**

**[Attachment 5] For the Confirmation of the Company (Institution): Internship Assessment**

**Field Placement (Intern) Work Assessment**

|  |
| --- |
| This assessment will be used as a reference for guiding students' vocational skills and competency development and as data for credit recognition for the field placement internship courses. In principle, confidentiality will be made to students and it will not be used for any purpose other than the above, so we ask for your assessment and valuable opinions on the work ability and attitude of the intern students. Thank you very much for your valuable time.  Head of Ewha Womans University School of Business |

※Basic Information

|  |  |  |  |
| --- | --- | --- | --- |
| Company (Institution) / Department |  | | |
| Full Name of the Trainee |  | | |
| Assessor |  | Position of the Assessor  (Department and Position) |  |

**1. Duty of the Trainee**

|  |  |
| --- | --- |
| Duty |  |

**2. Work Assessment of the Trainee (Check with a V if applicable.)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Level of Satisfaction | | | | | Opinion |
| Very Unsatisfied | Unsatisfied | Normal | Satisfied | Very Satisfied |
| 1) Work ability | 1 | 2 | 3 | 4 | 5 |  |
| 2) Behavior (faithfulness, responsibility, etc.) | 1 | 2 | 3 | 4 | 5 |
| 3) Relationship with coworkers | 1 | 2 | 3 | 4 | 5 |
| 4) Attendance (attendance and tardiness) | 1 | 2 | 3 | 4 | 5 |
| 5) Performance | 1 | 2 | 3 | 4 | 5 |

**3. Overall Assessment of the Trainee**

|  |  |
| --- | --- |
| Overall Assessment of the Trainee |  |

**4. We are willing to recommend the Trainee to other companies. (Yes / No )**

Thank you for your participation on the assessment.