

STUDENT PRE-INTERNSHIP SEMINAR QUESTIONNAIRE

Please complete this form after the Pre-Internship Seminar and bring it to your Liaison Officer.

A. How do you feel about your Internship Program? Why?


I'm excited because I was looking forward to participating in the internship from last year. But also I'm a little nervous and I really think I have to do my best in Dunedin. And I'm interested in living alone.

B. What do you expect to learn from your Internship Program?

I want to learn what I can't learn in Japan. I expect to learn about IT or what I'm learning in KTC. I want to see how I can use my skill in the world. And I want to make more friends in Dunedin.

C. What are some of your concerns about the Internship Program?

'Just one month.' For me, a month will be long. This time, there is no way to ask for help in Japanese. I'm worried about my English skill and I don't want to get a cold since Dunedin is now winter.

Name of student: Kaode Kikuda Liaison Officer: 

Date: 8/17 Time: 9:30
7/13

ATTENDANCE SHEET

SECTION I (To be completed by the student)

Name of Student: Kaede Kikuda Home Tel: _____
 Cell-phone: 021138
 Home Address: 932 Cumberland Street North Dunedin Commodore Hotel & Apartments
 Year/Department: Computer Engineering & International Communication Student ID No: 2830051
 Name of establishment attached (Assigned Company)/Department: _____

Mo.	Date	Day of the Week	Signature of Student	Mo.	Date	Day of the Week	Signature of Student	Mo.	Date	Day of the Week	Signature of Student
Week1				Week2				Week3			
7	18	Mon	菊田	7	25	Mon	X ^{School was closed}	8	1	Mon	菊田 楓
7	19	Tue	菊田 楓	7	26	Tue	菊田 楓	8	2	Tue	菊田 楓
7	20	Wed	菊田 楓	7	27	Wed	菊田 楓	8	3	Wed	菊田 楓
7	21	Thu	菊田 楓	7	28	Thu	菊田 楓	8	4	Thu	菊田 楓
7	22	Fri	菊田 楓	7	29	Fri	菊田 楓	8	5	Fri	菊田 楓

* Any Public Holidays, Medical Leaves, etc. should be recorded as such in the "Signature of Student" space.

I hereby declare that the information given in this document is true and accurate.

Signature of Student

Date

SECTION II (To be completed by an officer in the Company)

The record of attendance above is certified correct by:

Name of Supervisor: John Findlay

Title: Manager

Signature: _____ Date: 05-07-11

WORK REPORT

First Week

Date: From 18th to 23rd

Daily Entries:

For each work day, record in written form the tasks carried out. Any public holidays, medical leaves should be recorded as such.

Date	Task/Assignment
Mon.	We did - organizing to make a web site (made a design, flowchart - how to build a house & what job we need to build a house)
Tues.	We talked about how to make a link, how can we make the link easy to find / & taught KTC students English
Wed.	We made more further flowchart - what are the jobs for each jobs. We read the polytechnic programme guide.
Thur.	We searched what programme details and entry requirements for each jobs are (plumber, gas fitter ...) according to the programme guide.
Fri.	We searched about Carpet fitter, glazier and so on. And we are ready to make a website and explain.
Sat.	

■ To be completed by a supervisor in the Company

Assessment of student's work and work report

Grading Scheme :

- A : Excellent - Exhibits qualities beyond expectation and norms (an exemplary quality).
- B : Good - Exhibit qualities which are considered necessary to produce good quality work.
- C : Average - Exhibits acceptable qualities which are norm.
- D : Pass - Exhibits qualities which varies between the norm and unacceptable standard.
- E : Fail - Exhibits qualities which are not acceptable and are hindrances to operations.

Department:

Name of Supervisor/Title:

Signature/Date:

Engineering

John Finlay

01-08-11

WORK REPORT

First Week

Date: From 18th to 23rd

Weekly Work Report:

For each week, write a detailed account of one job or one aspect of the work done that you found particularly interesting or challenging. You can describe your personal observations and reflections on the job.

◇ Your report should be clear and succinct, and illustrated with diagrams or sketches where appropriate.

Description of One Task/Assignment										
	kitchen	Bed room	bath room	toilets	lounge	attic	laundry	entrance	windows	...
draughtfer	✓	—	—	—	—	—	—	—	✓	
carpentry	✓	✓	✓		✓	✓		✓		
plumber	✓		✓	✓		✓	✓			
painter	✓		✓		✓	✓	✓			
internet (net work manager)	✓	—	—	—	—	—	—	—	✓	
insulation						✓				
carpet fitter		✓			✓					
glazier									✓	
joiner								✓	✓	
⋮										

I searched some jobs what are needed that work experience & entry requirements. how they are joined each other. Before making a website, the most important point is making a flowchart that shows everyone to understand easily. And also easy to understand for myself. Each job has lots of work so each jobs are deserved. Next week, we'll learn html a lot & make a website, so I'll do my best.

WORK REPORT

Second Week

Date: From 25th to 29th

Daily Entries:

For each work day, record in written form the tasks carried out. Any public holidays, medical leaves should be recorded as such.

Date	Task/Assignment
Mon.	School was closed because of snow.
Tues.	We used <u>Adobe Dreamweaver</u> and started making the website. And made a picture of a house and a page (webpage) and, learned how to use the Adobe Dreamweaver.
Wed.	morning: We made a main page and discussed how are we going to make the website. And in the afternoon, we had a meeting with KTC teachers, so we couldn't work.
Thur.	We made 'Plumber', 'Painter', 'Gasfitter' and 'Glazier' 's pages. We are getting used to using Adobe Dreamweaver but it is still difficult for us.
Fri.	We made 'Project Management', 'Garden Designer (horticulture)', 'joiner', 'appliance dealer', 'insulation' pages
Sat.	

■ To be completed by a supervisor in the Company

Assessment of student's work and work report

Grading Scheme :

- A : Excellent → Exhibits qualities beyond expectation and norms (an exemplary quality).
 B : Good – Exhibit qualities which are considered necessary to produce good quality work.
 C : Average – Exhibits acceptable qualities which are norm.
 D : Pass – Exhibits qualities which varies between the norm and unacceptable standard.
 E : Fail – Exhibits qualities which are not acceptable and are hindrances to operations.

Department:

Name of Supervisor/Title:

Signature/Date:

John Finlay

01-08-11

WORK REPORT

Second Week

Date: From 25th to 29th

Weekly Work Report:

For each week, write a detailed account of one job or one aspect of the work done that you found particularly interesting or challenging. You can describe your personal observations and reflections on the job.

◇ Your report should be clear and succinct, and illustrated with diagrams or sketches where appropriate.

Description of One Task/Assignment

```

< html >
< head >
< title > making a homepage < /title >
< /head >
< body > this is a sample < /body >
< /html >

```

When we want to make a website, this is a sample and we add cords to use colours or deside its sides.

```

< div align = "right" > < a href = "URL" >
< img src = " the URL of a picture" > < /a > < /div >
< a href = "URL" target = " _ blank" > letters < /a >

```

When we want to make a link.

making a paragraph < p > < /p >
 making a new line < br > < /br > ⇒ < br ~ / >

When we want to open a site , file:///C:/folder1/folder2/...
 - ... filename

I was using the same codes every page... but there was better codes when I looked for on the internet. I shouldn't be Sartisfied and I have to keep studying when I'm working for somebody , something. Nobody teaches whole things for us. ✓

WORK REPORT

Third Week

Date: From 1st/Aug to 5th

Daily Entries:

For each work day, record in written form the tasks carried out. Any public holidays, medical leaves should be recorded as such.

Date	Task/Assignment
Mon.	I made Polytech's web pages. We are getting ready to finish the websites. and kept going to write (make) pages until 4.30pm
Tues.	In the morning, the pages we have to write were completed. And in the afternoon, we worked on shearing pages and get ready for next day.
Wed.	In the morning, we finished our pages and considered what are we able to improve our website.
Thur.	We tried to finish our project through John's advice and searched how to do it in the internet and the book. And we learnt how to make a link ^{on the} picture.
Fri.	We went to the airport and looked what are they doing in the real working world. And we finished the project!
Sat.	

<p>■ To be completed by a supervisor in the Company</p> <p>Assessment of student's work and work report</p> <p>Grading Scheme : <u>Excellent.</u></p> <p>A : Excellent – Exhibits qualities beyond expectation and norms (an exemplary quality). B : Good – Exhibit qualities which are considered necessary to produce good quality work. C : Average – Exhibits acceptable qualities which are norm. D : Pass – Exhibits qualities which varies between the norm and unacceptable standard. E : Fail – Exhibits qualities which are not acceptable and are hindrances to operations.</p> <p>Department: <u>Engineering</u></p> <p>Name of Supervisor/Title: <u>John Finlay</u> <u>Manager</u></p> <p>Signature/Date: <u>[Signature]</u> <u>05-07-11</u></p>

WORK REPORT

Third Week

Date: From 1st to 5th**Weekly Work Report:**

For each week, write a detailed account of one job or one aspect of the work done that you found particularly interesting or challenging. You can describe your personal observations and reflections on the job.

◇Your report should be clear and succinct, and illustrated with diagrams or sketches where appropriate.

Description of One Task/Assignment

When I know a code for something, it is easy to making quickly but when I have no idea what can I do next, it took me so long time and we didn't talk so much during the work, so I thought we need to more talk to shear ideas. Otherwise, we could have made more better website I think. I learned about it a lot through this internship.

I'd never used a lot of time for html computer language but we were able to learn html a lot. We can do anything in html when we know the codes, so I want to learn more html. This internship made me interested in learning computer languages.

This week, we were just making the website but I thought it is the job even if it is not what I want to do and I can do anything if I keep going study from now. This internship (week), I was satisfied that we were able to finish the website.

SELF-ASSESSMENT SHEET

■ You are required to provide specific examples of your work using the standards below. You need to explain when and how you used the abilities. Include at least one standard for each category.

* Please write down anything you did during the internship that shows the standards you used. For example, conversations with technical experts or actual work you did during your internship is OK.

Standard: Knowledge of underlying sciences/engineering

Since we made a website, we needed a knowledge of computer programme languages
We had used and made a website with HTML language in KTC class.
so it was not so hard

Standard: Understanding

First, when we were explained what we are going to do, we thought we understand, but John expected different thing...
So we had to be careful since then, and after that we didn't made mistake

Standard: Positive attitude

We thought HTML would be so hard and wouldn't be finished within the weeks but we studied HTML language everyday and we used them.
Then we were able to finish the project.

Standard: Leadership

I was a team leader when I was a junior high school student and sometime in class and so on
So I like to lead anyone and when we were working together and staying, I often mention first and decide

Pick at least one standard ①,②,③,④ from each of the four categories.

Category	Standard
(1) Technical knowledge	① Knowledge of underlying sciences/engineering
(2) Personal skills	① Understanding ② Observation ③ Problem identification and solving ④ Thinking holistically
(3) Personal attributes	① Persistence and flexibility ② Positive attitude ③ Professional behavior
(4) Interpersonal skills	① Leadership ② Teamwork ③ Communication

OVERALL ASSESSMENT SHEET

KANAZAWA TECHNICAL COLLEGE

■ SECTION I (To be completed by the student)

Name of Student: <u>Kaede Kikuda</u>	Department: <u>Computer Engineering and International Communication</u>
Terms of Internship: From <u>18th July</u> To <u>5th August</u> (<u>15</u> days)	
Attendance*: Number of days absent: <u>nil</u> days <u>(1 day lost because of snow)</u>	

* Please confirm the information from the "Attendance Sheet".

■ SECTION II (To be completed by an officer in the Company)

Company/Department: <u>Osaka Polytechnic Industrial Collaboration Centre</u>
Name of Supervisor: <u>John Findlay</u>
Date: <u>05-08-11</u>

* Please return this form to the student by the final day of the internship.

See student's Log Book for reference.

■ Assessment of the student's ability for the standards below.

(A: Excellent B: Good C: Average D: Pass E: Fail NA: Not applicable)

Please choose "NA" for the standards that were not possible for you to assess during the internship.

Category	Standard	Description	Grade
Technical Knowledge	Knowledge of underlying sciences/engineering	To have a basic knowledge of the sciences/engineering needed for the work.	A
Personal Skills	Understanding	To understand the contents of job	A
	Observation	To make careful observation and apply what they have seen to the task at hand	A
	Problem identification and solving	To make an effort to identify tasks and solve problems	A
	Thinking holistically	To grasp the workflow as a whole	A

OVERALL ASSESSMENT SHEET

KANAZAWA TECHNICAL COLLEGE

■ Assessment of the student's ability for standards below.

(A: Excellent B: Good C: Average D: Pass E: Fail NA: Not applicable)

Please choose "NA" for the standards that are not possible for you to assess during the internship.

Category	Standard	Description	Grade
Personal Attributes	Preseverance and flexibility	To understand technical and culture differences between countries, be flexible, and make persistent effort	A
	Positive attitude	To take action voluntary with curiosity and energy	B+
	Professional behavior	To act professionally with purpose for self-realization	A
Interpersonal Skills	Leadership	To organize or lead a group	NA
	Teamwork	To cooperate with people as a member of the team	A
	Communication	To communicate well orally, written, and electronically	A

*Comments Section (Please provide some comments and advices for the student.)

Kaede completed her project for us in parallel with Yusuke. They worked well together sharing the tasks needed to complete. Initially Kaede would seek assistance frequently but learnt to learn new skills independently. The team produced great results in the development of an interactive website.

海外インターンシップに参加して

- A. 海外インターンシップを経験して、「留学」、「学習」、「国際理解への意欲」に関して、参加前と参加後で、どのような気持ちの変化がありましたか？

参加前 私は情報関係の仕事をする人たちは、どんなことをしているかなんて全然知りませんでした。今までの4年間で学んできたことだけで私は会社の為になれるのかも不安でした。しかし、就職してからずっと勉強は続けなければならないということがよく分かりました。時々、学校でやる授業は本当に使うのかと思う時がありました。今回のインターンシップで、学校授業は本当に大切ということが分かりました。言葉の壁など感じないほど専門知識で、会社の仲間と打ち合わせられると感じたので、海外での仕事も憧れます。

- B. 海外インターンシップを経験して、留学や海外勤務への関心が高まりましたか？具体的にお聞かせください。

高まりました。予想外だったことは私たちが企業に行くことができなかったことです。でもポグゴポリテクニクで John にお世話になり3週間働きました。John は毎日毎日すごく忙しくお利時間を作ってもらえることはできませんでした。その分自分達でどうにかしないといけない。どうしたらか次の指示を受けなくても考える力がついたと思います。自分では、そういう考えが大切だとは気がななかつたけど、他のポリテクで働いている先生方が教えて下さいました。その親切なニュージーランドの人たちと過ごす時間は本当に楽しくて、また機会があれば絶対に参加したいなと思いました。また仕事以外の時間は現地の友達と話したり遊んだり、さらに留学したいという思いがわいてきました。

- C. インターンシップ留学を経験して、どう感じましたか？また、どういった事を習得できたと思えますか？感じた事を自由に書いてください。

仕事を経験した事お、一緒に参加したメンバーとの生活の中で、習得したことが多くあります。一年間留学や地域のイベントで、親から離れての生活は何度も経験がありましたが、今回は料理・買い物・洗濯…全て自分でやらないといけないのは初めてでした。約1ヶ月、朝おきてから出勤し、仕事が終わってから夜ご飯の買い出しに行き、夜食を作ってから片付けまで、毎日やり続けたことに満足しています。そして、その難しさや不満さ、いろいろ知れたので良かったです。

仕事の中では、何度行っても、時間のルーズさには慣れません。日本の中では絶対に許さないことが、ニュージーランドでは普通だったりするので、日本で就職する際には気を付けています。

- D. Log Book を記録して、どう思いましたか？役に立った点や改善した方が良くと思われる点があれば記入してください。

週末ごとに評価をもらうことは、次の週に改善する事ができるので良いと思えました。私の仕事は毎日似たようなことだったので、Log Book に毎日細く書くことで、後から見やすく、思い出す事ができ、役に立ちました。

国際ビジネス
学年/所属学科: 情報工学科 学籍番号: 2830051
学生氏名: 南田 楓

Otago Polytechnic & Kanazawa Technical College

Certificate of Completion

Overseas Summer Internship

At

Otago Polytechnic's Industrial Collaboration Centre

From: July 18, 2011

To: August 5, 2011


Is Presented To

Kaede Kikuda

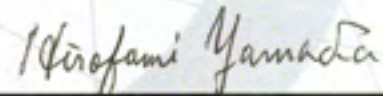
Date of Birth: October 30, 1992

On This Day

August 5, 2011



John Findlay, Head of School,
School of Engineering, Otago Polytechnic



Hirofumi Yamada, President
Kanazawa Technical College