

Points to note regarding Fieldwork and Internship during the 2020 summer break

* Please make sure to also check the “Guidelines” that have been posted from before.

《Revised on July 1, 2020》

The guidelines for “Education and Research Activities including Fieldwork during the Summer Break” are now released.

Students who are currently planning to conduct Fieldwork this summer and register for it during the Fall Semester should make an application during the application period, after carefully checking if the following “Points to note” that were previously released as well as the points below that are announced this time are met.

<Field Research (Undergraduate Faculty) and Fieldwork-Related Activities (Graduate School)>

In principle, only projects that are conducted online will be allowed. However, if students wish to conduct projects in person out of necessity for carrying out research in order to write their graduation thesis or Master’s Thesis, etc., we will exceptionally allow the implementation of only those projects that can comply with the following conditions. (Projects requiring overnight stays may be allowed if participants are able to stay in single rooms. Overseas activities are not permitted; however, if the students in question are currently abroad and will conduct activities within that country, we may give permission for such activities.)

- Submission of and compliance with a document that outlines infection prevention measures by the student who will be conducting the project (explanatory document subject to obtaining consent of his/her academic advisor)
- Submission of and compliance with a written oath submitted by the student who will conduct the project and his/her guarantor (prescribed form available)
- Numbers participating in an activity at one time will be a maximum of 10 people or less (exceptions may be made for internships and other projects that are led by external organizations)
- Prohibition on social gatherings that involve eating and drinking (exceptions may be made for internships and other projects that are led by external organizations)

<Links to Guidelines>

Undergraduate students:

https://www.students.keio.ac.jp/en/sfc/pmei/class/registration/files/00_fw_guideline_under_en.pdf

Graduate students:

https://www.students.keio.ac.jp/en/sfc/gsmg/class/fieldwork/files/00_fw_guideline_grad_en.pdf

In order to prevent the spread of infections by COVID-19 (coronavirus disease), it is likely that limitations will be placed on Fieldwork and Internship activities conducted during this year’s summer break as a way to take infection prevention measures.

The guidelines for “Education and Research Activities including Fieldwork during the Summer Break” are planned to be released in the end of June. It is possible that the implementation of Fieldwork/Internship plans that cannot take infection prevention measures in line with these

guidelines may be disapproved. As a rule, students who plan to conduct Fieldwork this summer and register for it during the Fall Semester are to implement it online and should therefore draw up a plan, using below as a reference, that seems feasible under the current conditions in advance.

<Points to note when devising an implementation plan>

- Make a plan so that the Fieldwork/Internship activity can be completed online (non-face-to-face) as much as possible
- If it is unavoidable that the activity entails face-to-face contact or traveling to remote places:
 - ☐ Check whether the activity destination is implementing “measures to prevent the spread of infections by COVID-19 (coronavirus disease)” and whether there are guidelines that can be viewed at the university
 - ☐ Devise ways to avoid “Three Cs” situations (closed spaces, crowded places, and close contact with others)
 - ☐ If the activity entails traveling to remote places, think in advance of an alternative plan or the standards to decide whether or not to conduct the activity in case travel restrictions come into place (be sure to also check about the costs involved with your travel expenses, such as cancellation fees)

Please also check the “Guidelines” posted on the Keio University Student Website for the university’s basic policy on Fieldwork and Internship conducted during the school holiday (the links to these Guidelines are provided above).

<Period accepting advance applications>

Monday, July 6, 2020 at 10 a.m. – Friday, July 10, 2020 at 3 p.m.

- As written in the Guidelines, after an advance application is made, the screening will take place to decide whether or not the activity can be conducted. Please be aware that the application may not be approved depending on the contents of the Fieldwork/Internship plan or for other reasons.
- The screening will be conducted based on the guidelines that will be established in the end of June. As such, please make sure to check that the plan you have devised is consistent with the guidelines before making an advance application.

<How to apply>

Apply via Google form that will be set up on the Keio University Student Website

We will inform you of form URL on the Students Website (following URL) at the end of June 2020.

Undergraduate students: <https://www.students.keio.ac.jp/en/sfc/pmei/class/registration/>

Graduate students: <https://www.students.keio.ac.jp/en/sfc/gsmg/class/fieldwork/>

- The authentication by keio.jp ID and password is necessary in order to access the form.
- Applications made using prescribed forms posted on the Keio University Student Website, such as research proposals that are used in normal years, will not be accepted.
- The documents that normally need to be submitted – the “Written Oath,” which is turned in along with the research proposal, and the “Letter of Acceptance,” which is turned in when taking part in Internship activities – are not necessary this year. Entering necessary information

in the respective spaces on Google form will replace those forms.

<Information required for applications>

Detailed information on the following items is required when you make an application.

Be sure to make good preparations before making an application.

- Name and e-mail address of the Advisor for Fieldwork-Related Courses
- Name of the Subject
- Theme for the Fieldwork Research / Internship
- Theme and Content of the Activity
- Purpose, importance and Results of the Activity
- Beginning date and end of the date of Activity, Actual Days of the Activity
- Place of the Activity
- Detailed Schedule
- Emergency Contact Information (name of the person, telephone number, e-mail address)

(Only Internship Activity)

- Information of Organization (name of Organization, person in charge, address, telephone number, e-mail address)

End of document