

Internship Program

■ Content

- Landscape design support tasks (making models, assisting with drafting, preparing presentation materials, etc.)
- Portfolio presentation session
- Consideration of design problems
- Participation in in-house design meetings and site visits

** Content of training may vary depending on the status of ongoing projects.*

** The portfolio presentation session consists of a presentation to staff followed by a critique. You can introduce yourself and present 2–3 works, followed by feedback and Q&A (approximately 30 minutes total). For those in the 3-day course, the presentation will be held at the office on the first day as a general rule. (Please submit your presentation data (PowerPoint or PDF, 20 MB or less) by the day before the start of the program. Use of printed materials or physical models in presentations is also welcome.)*

■ Duration

- Select one of the available terms within the recruitment period.
- 3-day and 10-day courses (excluding weekends and public holidays) are offered during each term.
- The courses are held consecutively, with the 3-day course is generally held during the first three days of each term.

** Selection is on a first-come, first-served basis; there is no preference given based on course type.*

** During the program period, daily attendance at the office is required. (Please consult with us in advance if there are unavoidable circumstances.)*

** For detailed schedules and the latest availability for each term, please check the link below. Please note that, as a general rule, individual schedule adjustments cannot be accommodated.*

[Schedule & Availability \(Google Sheets\)](#)

■ Working Hours

- 10:00–19:00 (Lunch break: 13:00–14:00 / up to 8 hours of work)

** Please consult us about accommodating class schedules or credit requirements.*

■ Application

Please send the following by email to: sosod@s-on-site.com

Email Content:

- Full name

- Affiliation (university / year)
- Preferred term (indicate 1st and 2nd choice)
Example: 1st choice: Term A, 10-day course; 2nd choice: Term B, 3-day course
→ “1st choice: A-10, 2nd choice: B-3”

Attachments:

- Resume/CV
- Portfolio (15 MB or less)
- Skill sheet (please download from our website and fill in)

* Please include your name and year of study in each file name.

Example: Name_Year_Resume / Name_Year_PF / Name_Year_SkillSheet

* Selection is on a first-come, first-served basis; positions close once capacity is reached.

* Resumes, portfolios, and other submitted materials will only be used for recruitment purposes. Personal information will be handled with strict confidentiality.

■ Transportation Costs

- Transportation costs are not provided.

■ Other Information

- During the program, all work will be conducted under the guidance of a designated training supervisor. If you have any special requests regarding work content, please consult with us in advance.
- In the event of an accident during the internship, workers' compensation insurance may not apply. We recommend that each participant obtain their own insurance. If enrolling through your university's insurance program, please confirm that your method of application is covered.
- The dress code is casual, within reasonable standards.
- All necessary tools and equipment are provided by the office, so there is no need to bring your own.
- After accepting an internship, you will be required to maintain confidentiality regarding work-related information.