

National Taipei University of Technology

Guidelines for Off-Campus Internships

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Article I. Objective

The following guidelines are enacted for students to gain perspectives and competence in pragmatic and international matters, obtain early experiences in workplaces and international culture, enhance their adaptability and competitiveness in the workplace, and develop the potential to become entrepreneurs.

Article II. Scope

The “off-campus internships” referred to in the guidelines include off-campus practical research projects and off-campus practical internships. Their participants are specified as follows.

A. Off-Campus Practical Research Projects:

Graduate students of all departments of the University may undertake off-campus practical research after obtaining the consent of their advisors and in accordance with departmental regulations.

B. Off-Campus Practical Internships:

Daytime undergraduate students of the University may take practical internships when they have completed professional courses and acquired a specific level of competence; graduate students of this University may apply for off-campus practical internships, provided that the internships shall not be included in the credits counted towards graduation.

Article III. Organizations for the Promotion of Off-Campus Internships

A. University Committee of Off-Campus Internships

To encourage students to take relevant off-campus internships, the University may establish a committee of off-campus internships to review the outcomes of their internships and research. Guidelines on

particular duties and members of the committee shall be specified separately in the Articles of Association of the Committee of Off-Campus Internships.

B. Counseling Team of Off-Campus Internships (May merge with Departmental Course Committees)

Each department or institute (including interdepartmental and college programs) shall organize a counseling team of off-campus internships consisting of 3–7 members to discuss and determine internship-related policies and regulations.

Article IV. Development and Evaluation of Internship Opportunities

A. Internship Opportunities may be developed according to the following methods:

1. The Alumni Liaison Center contacts alumni in corporations to seek internship opportunities.
2. The Office of Industry–Academia Cooperation solicits off-campus internship opportunities from its industrial partners.
3. Teachers of each department and institute develop internship opportunities.
4. Corporations actively apply for off-campus internships to the Office of Research and Development.
5. Students of each department and institute may individually develop internship opportunities, and departments/institutes shall encourage students to actively seek internship opportunities in public sectors as well as assess the internships sought. However, internships sought by students shall only be acknowledged after being assessed and approved by the students' departments/institutes.
6. The University signs letters of intent with corporations to enhance industry–academia collaboration and develop internship opportunities.

B. Internship opportunities shall be provided principally by off-campus organizations. However, departments/institutes may offer on-campus internships after presenting a petition to and being approved by the University.

C. For students who are assessed and regarded by the departmental counseling team of internships as not suitable for taking off-campus internships, the counseling team may discuss and propose other appropriate means to recognize their credits of off-campus internship.

- D. “Basic Information Form for Off-Campus Internship Providers” is attached as Form-1.
- E. Departments/institutes must arrange internship teacher-counselors to preliminarily assess internship-providing corporations, fill out the “Assessment Form for Off-Campus Internship Opportunities” (Form-2), and review the suitability of proposed off-campus internship opportunities. In all departments/institutes, the thesis or doctoral advisors of graduate students are their ex officio teacher-counselors for off-campus practical research.

Article V. Arrangement and Recommendation of Internship Opportunities

A. Off-Campus Practical Research Projects:

After obtaining the consent of department heads or institute directors, internship teacher-counselors shall refer to the Guidelines in arranging and recommending off-campus practical research projects.

B. Off-Campus Practical Internships:

1. All departments shall arrange and recommend internship opportunities according to the following guidelines except in the condition described in the fifth paragraph of the previous article (Article IV):
 - a. Departments shall announce the details of internship opportunities, including the titles, locations, salaries, job types, and accommodation of internship-providing corporations, 1–3 months in advance for the reference of students.
 - b. During the selection of internship opportunities, students may visit off-campus internship providers to inquire about the work environments and the content of internship training programs through the arrangement made by their departments; off-campus internship providers may select interns.
2. Departments shall sign an internship agreement with each off-campus internship provider after confirming the list of internships and before students report to the internship providers. The Agreement template is attached as Form-3, and the content of the agreement can be modified according to actual needs.
3. After agreements are signed, departments shall compile and present the lists of internships (Form-7) to the Office of Research and Development for reference.

Article VI. Pre-Internship Training

- A. Department chairs, institute directors, and internship teacher-counselors

must provide pre-internship counseling to student interns and elaborate on particulars such as internship requirements and safety reminders for interns.

- B. Particulars about work and safety in factories.
- C. Internship teacher-counselors shall provide additional guidance on learning, deciding project topics, writing reports, or reading for their students.

Article VII. Reporting to Internships

- A. Reporting time is determined by off-campus internship providers. Upon approval, students may adopt flexible working hours to facilitate the smooth progress of internship work.
- B. All departments/institutes shall confirm that students are covered by safety insurance and accident insurance before reporting to internship providers.

Article VIII. Attendance during Internship

- A. Off-campus internships are formal courses, and therefore absence from duty without leave during internship is equivalent to absence from class without reasons. Off-campus internship providers may terminate the internship when an intern is absent from duty without leave for at least three consecutive days or for a total of seven days, and the academic record of the off-campus internship shall not be acknowledged. However, if off-campus internship providers or departments/institutes have regulations for the aforementioned scenario, their regulations shall prevail.
- B. Except in special circumstances or for incidentals, students shall apply for a leave in advance, obtain the approval of their internship teacher-counselors and their supervisors at the internship providers, and report their leave to the Office of Student Affairs (i.e., homeroom teacher) within one week after leave application.
- C. Attendance records are included in the assessment of internship performance.
- D. The Student Norms of Conduct and Regulations of Rewards and Punishments are applicable to students' behavior and conduct during off-campus internship.

Article IX. Off-Campus Internship Counseling

- A. During internship, all departments/institutes must provide off-campus internship counseling for every student, and the counseling may be co-conducted by the internship teacher-counselor and the supervisor of the

internship provider.

- B. During internship, students shall complete the “Off-Campus Internship Records” (Form-4) in accordance with the requirement of the internship teacher-counselor and the supervisor of the internship provider and present the records for the review and signature of the supervisor as a proof of internship counseling.
- C. Internship teacher-counselors of all departments/institutes shall schedule visits with supervisors of off-campus internship providers to inquire about students’ internships and daily living to fulfil professional requirements. Internship teacher-counselors shall complete the “Internship Counseling Records” (Form-5) after counseling, complete the “Records of Off-Campus Internship Visits” (Form-5-1) after visits, and present the records to the departments/institutes and the Office of Research and Development to ensure timely response to any problems that may occur.

Article X. Duties of Internship Teacher-Counselors

- A. Provide students with pre-internship education, plan the content of internship programs, and explain the particulars of the internship programs.
- B. Plan internship assignments for students and formulate standards for evaluating internship performance.
- C. Regularly visit or contact internship providers via telephone to inquire about students’ internship status and problems:
 - 1. Off-Campus Practical Research Projects:
 - a. Winter/summer vacation internship: Arrange at least two counseling meetings with the internship students.
 - b. Semester internship: Arrange at least three counseling meetings with the internship students and at least one counseling visit to their internship providers.
 - 2. Off-campus Practical Internships:
 - a. Winter/summer vacation internship: Arrange at least two counseling meetings with the internship students.
 - b. Semester internship: Arrange at least three counseling meetings with the internship students and at least one counseling visit to their internship providers.
 - c. Academic year internship: Arrange at least three counseling meetings with the internship students and at least one counseling visit to their internship providers each semester.
- D. Travel expenses incurred for the counseling activities referred to in the

previous paragraph (i.e., the third paragraph of Article X) shall be reimbursed according to the regulations for domestic and international trips. Expenses incurred from international trips shall only be reimbursed after teacher-counselors present a petition to and obtain an approval from the University. In addition, teacher-counselors must complete the leave request process and apply for leave with the Office of Research and Development before their visits to internship providers.

- E. Review students' internship assignments or reports, and evaluate their internship performance.
- F. In post-internship counseling, teacher-counselors should encourage students to explore the problems they have identified during internship as motivation for designing projects and employ outstanding industry experts to jointly counsel students, improve their practical research and development abilities and enhance industry-academia cooperation.
- G. The hourly pay of internship teacher-counselors shall comply with the "Guidelines for Offering Off-Campus Internship Courses in Daytime Undergraduate Programs" and the "Guidelines for Offering Professional Elective Courses of Off-Campus Practical Research in Graduate Institutes."

Article XI. Duties of Internship Providers

Off-campus internship providers shall fulfil their duties as specified in the off-campus internship contracts individually signed between departments/institutes of the University and them. Else, the duties shall be based on the following principles:

- A. Provide students with necessary training according to their positions.
- B. Assist with internship teacher-counselors' inquiries about interns' conditions and performance.
- C. Provide guidance and assistance for evaluating students' internship performance.
- D. Other affairs which are beneficial for off-campus practical research projects and off-campus practical internships.

Article XII. Internship Performance Assessment

- A. Students' off-campus internship performance shall be evaluated jointly by the internship teacher-counselors and the supervisors of internship providers. In principle, both parties' decisions on a student's performance shall each account for 50% of the final grade. However, the internship counseling team or the course committee in each department and institute has the final decision on students' internship performance.

- B. Students shall complete their off-campus internship reports on schedule. Failure to turn in internship reports shall result in the nullification of the internship academic record.
- C. The final grade of internship course shall be evaluated and determined jointly by internship teacher-counselors and the supervisors of internship providers before they are delivered to the Office of Academic Affairs. Internship reports shall be kept at department/graduate offices and the Office of Research Development for future reference as supporting information for teaching and administrative evaluation.

Article XIII. Recognition of Diversity Internships

- A. Students who have attended training programs related to international skills competitions for at least two months during enrolment and have obtained the approval of departments/institutes may qualify for the recognition of diversity internships.
- B. Students who have applied for international student exchange programs of at least two months according to the overseas study procedure specified by the Office of International Affairs, produced letters of acceptance provided by host institutions, and undergone the review and obtained the approval of relevant units such as departments/institutes and the Office of International Affairs may qualify for the recognition of diversity internships.

Article XIV. Transfer of Internship Providers and Accumulation of Internship Hours

- A. If students have difficulties adapting to their internship providers, they must inform internship teacher-counselors first, who then report and explicate the conditions to departmental/institute internship counseling teams. The students may only seek new internship providers once they receive approval from counseling teams.
- B. In changing internship providers or in special circumstances, students shall produce relevant supporting documents and obtain the consent of their teachers and department chairs for the calculation of accumulated off-campus internship hours or transfer to another internship provider. Students accumulating internship hours shall fill out the “Proof of Accumulating Off-Campus Internship Hours,” and the registered off-campus internship hours shall be kept by departments/institutes before being compiled and sent by them to the Office of Academic Affairs for registering the final internship academic grade.

Article XV. Termination of Internships

- A. Students who have been diagnosed by a physician or determined in a

departmental/institute internship meeting as not in mental or physical condition suitable for internships shall fully terminate their internships before recovery.

- B. Students who have not complied with their internship providers' requirements on leave request and attendance shall terminate their internships.
- C. Students experiencing significant events shall terminate their internships if the departmental/institute internship counseling teams agree on the termination of their internships after the reporting of such events by the internship teacher-counselors.
- D. Students who have been determined by their internship providers or departmental/institute internship counseling teams as underqualified for internship work shall be terminated of their internships.

Article XVI. Funds and Grants

- A. In principle, funds should be used for travel expenses incurred by internship teacher-counselors' visits to internship providers, students' insurance premiums, and fares.
- B. Funding Recipients and Allocation Principles:
 - 1. Off-campus practical internships: The internships account for 75% of the total budget. Funds are allocated according to the ratio of class numbers in the daytime undergraduate programs, and class numbers of the second semester of each academic year are adopted to calculate funding allocation.
 - 2. Off-campus practical research projects: The research projects account for 5% of the total budget. Funds are allocated according to the ratio of numbers of students in the daytime master's and doctoral programs, and student numbers of the second semester of each academic year are adopted to calculate funding allocation.
 - 3. Overall planning funds of the Office of Research and Development: 20% of the funds are allocated for insurance and administrative support required by off-campus internships.
- C. Funding for selecting and sending students abroad for international professional internship shall comply with the University's guidelines for the Pilot Overseas Internships.
- D. Annual Expenditure on the implementation of the Guidelines may be budgeted from relevant funds of the Office of Research and Development; funds are appropriated in full before the beginning of a new academic year. Annual fund balances shall be managed according to the regulations on

allocation and statement of funding sources.

Article XVII. In cases of typhoon or *force majeure* during internship, students shall refer to the announcements regarding class or internship suspension made by the local governments of counties or cities where the internship providers are situated.

Article XVIII. Implementation and Amendments

The Guidelines become effective upon review and approval by the Administrative Meeting and the ratification by the University President. Amendments must follow the same procedure.

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