

Manual for Students' Off-campus Internship, NTUNHS

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I. Composition and Operation of Internship Committee (School-level and Departmental Committee)

1. To promote students' off-campus internship, assist the off-campus internship teaching work for students and review the internship and its effectiveness, the Off-campus Internship Committee is hereby established by the School Internship Committee. The Off-campus Internship Committee consists of 1 Chairman held by the President and 13 to 15 members as follows:
 - (1) The Off-campus Internship Committee consists of 1 Chairman held by the President and 13 to 15 members as follows:
 - (2) 3 to 5 heads of each department/institute selected by the President.
 - (3) At least 2 representatives recommended and delegated by the off-campus internship units who are later recommended by the head of each department/institute and recruited by the President.
 - (4) At least 1 parent representative shall be recommended by the head of each department/institute and recruited by the President.
2. The term of the committee shall be one academic year. In principle, the Committee shall meet once every academic year as necessary, and may hold additional interim meetings if necessary. The functions and responsibilities of the Committee are as follows:
 - (1) To supervise the selection of Cooperative Institutions.
 - (2) To check and confirm the written contract.
 - (3) To assess the internship effectiveness and process students' appeals.
 - (4) To supervise the formulation of cooperation projects with the Cooperative Institutions.
 - (5) To resolve the disputes between the internship units and students.
 - (6) Other matters related to safeguarding students' rights and interests.
3. The teaching units conducting off-campus internship courses shall review the implementation effectiveness at the department (institute) or school internship committees. Any disputes during the period of off-campus internship shall be reviewed at the School Internship Committee Meeting. The forms and records about the internship and appeals shall be properly kept for future appraisal and check.

II. Stipulation of Relevant Regulations on Off-campus Internship (Stipulated separately by Schools and Departments)

The University has formulated the university-level Regulations governing Students' Off-campus Internship (as Annex 1) to regularly review and amend the untimely rules or inappropriate rules that impair students' internship rights and interests. The Measures incorporates education goal of off-campus internship, promotion of the organization members, review of internship organizations, subjects, internship tutoring and visit, rights and responsibilities of counselors and cooperative organizations, tutoring and transfer of interns who cannot adapt to the internship, matters needing attention during the internship, principles for internship cost bearing, internship performance assessment and effectiveness evaluation, protection of internship rights and interests, etc. The schools and departments should stipulate the school-level/departmental regulations governing off-campus internship to reinforce students' internship rights and interests.

III. Overall Planning of Off-campus Internship Courses

1. Goal of course

To develop students' pragmatic concept and ability, understand the future industry trends, learn the professional skills and management practices, establish correct work attitudes and cultivate the teamwork spirits to shorten the gap of theory, and practice and improve students' employability.

2. Course planning

According to the goal of teaching, duration of internship of the internship courses of the departments, different kinds of planning are made by the University.

The current types of off-campus internship courses available at the University are as follows:

Type	Definition
Summer Courses	Off-campus internship courses of more than 2 credits offered in summer, with a continuous eight-week internship in the same company and no less than 320 hours (including regular return to school for seminars or study activities, etc.).
Semester-based Courses	Off-campus internship courses with a duration of at least four or five months and a minimum of nine credits. During the internship course, in addition to regular return to school for seminars or research activities, students should work full-time in the internship organization.
Academic-year-based Courses	Off-campus internship courses with a duration of at least eight months and a minimum of eighteen credits. During the internship course, in addition to regular return to school for seminars or research activities, students should work full-time in the internship organization.
Courses for	Off-campus internship courses with students under four-year technical program required to get more than twenty credits and students under two-

Medical and Nursing Students	year technical program required to get more than nine credits. The number of internship hours shall be accumulated and handled according to the rules for the internship credits formulated by each medical department (specialty).
Overseas Internship Courses	<ol style="list-style-type: none"> 1. Limited to courses offered in semesters and academic years. 2. Courses offering internship opportunities in overseas areas outside the mainland and overseas advanced or potential enterprises and institutions (including branches) established by Taiwan businessmen are preferred. 3. Students who participate in the internship should pass the professional and language proficiency requirements stipulated by the school or recognized by the internship company.
Other Internship Courses	Courses with at least 2 credits and 72 hours of internship in the same or different institutions.
Internship-free Courses	Compulsory or optional courses required for more than one credit hour and not less than 36 hours for internship in Taiwan or abroad.

IV. Evaluation and Selection (including Safety Maintenance) of Cooperative Institutions

The departments have set up evaluation and selection mechanisms for the off-campus internship cooperative institutions. The internship cooperative institutions are selected by focusing on the protection and students' internship rights and interests and internship specialty and **based on the indexes, including “work hours”, “work environment”, “work safety”, “work load”, “training plans”, “cooperation concept”, “salary and benefits”, “specialization level of internship contents”, etc.**

1. Evaluation of cooperative institutions for off-campus internship

The University evaluates the cooperative institutions based on the protection of internship rights and interest and internship learning specialty and provides Evaluation Form of Internship Organization, as shown in **Annex 2**.

2. List of Off-campus Internship Organization

The department shall establish a basic information sheet and roster for its cooperative institutions (as shown in Annex 3), including company name, person-in-charge, contact personnel, contact number, tax ID, company profile, company address, internship courses, work items, internship duration, meal & accommodation status and salary to form a contact channel of cooperative institutions.

V. Match-making of Internship Opportunities

The director and the internship counselors of the department taking the internship should contact with the internship institutions. After the evaluation and selection of the cooperative institutions, students are arranged to have an interview with the institutions based on their orientation. Finally, the University and the cooperative institution will confirm the students who take the internship, and the department, on students' behalf, will sign the internship contract to safeguard students' internship rights and interests. **The detailed matchmaking procedures are mapped out by the department.**

1. Application for internship

According to the actual situation and matchmaking model, the department will ask students to fill the application form for the internship institution (**designed by the department**), enabling students and their parents to fully understand the contents of off-campus internship through internship seminar or parent seminar and other related activities, in order to gain the recognition of students and parents.

2. Internship Matchmaking and job assignment

Before the internship, the department will arrange for the students to visit or interview with the cooperative institutions and fill in the “Visit to the Internship

Institution/Interview Matchmaking Form” (drawn up by the department based on the characteristics of the internship courses). Pay attention to the traffic safety of students going to the place of visit or interview.

The internship opportunities are dispatched according to the needs of the internship institutions and interns’ willingness in the principle of fairness, impartiality and openness.

VI. Students' Internship Plan

The individualized internship plans (stipulated by the department according to the characteristics of the course) will be drawn up for some students based on their learning state and internship job requirements. The internship contents of each stage will be arranged for interns by the department to reinforce the education and training carried out by the enterprises and the tutoring of industry counselor. The contents of individualized internship programs include: internship course objectives, specific planning and schedule allocation at each stage, internship course tutoring and resource description provided by institutions, planning of teachers' tutoring and visiting (at least twice), and planning of industry counselors' tutoring and visiting. The effectiveness assessment and feedback modes include assessment index or items of internship effectiveness, teaching assessment methods, feedback planning, etc.

VII. Internship Insurance

1. Injury insurance of interns

The students' internship insurance of the University is purchased in accordance with the joint supply contract for the "Group Insurance for Off-campus Interns of Colleges and Universities" handled by the Bank of Taiwan entrusted by the Ministry of Education. The University buys interns injury insurance and medical insurance.

- (1) Insured object: interns.
- (2) Duration of insurance: from the start date to the end date of the internship.
- (3) Insurance contents:

Items	Benefit package	Amount of claim settlement (Unit: NT\$)
A	Accidental death	NT\$ 2 million
B	Accidental disability	NT\$ 100,000 to 2 million will be paid according to the grade of disability
C	Group Accidental Medical Reimbursement Insurance (only applies to outpatient and emergency)	Maximum payment of NT\$ 50,000
D	Group Accident Hospital in Allowance	NT\$ 1,000 paid per day
The maximum payment for items C and D is NT\$ 50,000		

- (4) Premium: fully funded by the University.

2. Labor insurance

If a student enters into an employment relationship with the institution during the internship, he/she shall be protected by the Labor Standards Act. The internship

institution shall insure the intern with labor insurance in accordance with the Labor Insurance Act, specify relevant regulations on labor insurance on the internship contract of interns, and enable them to learn about the insurance contents to strengthen the consciousness of students' labor rights and interests, thereby safeguarding their own rights and interests

VIII. Internship Contract

Before handling the internship, the University shall, on behalf of the students, sign internship contract with the internship institution (as shown in Annex 4 and 5, divided into versions with payments and without payments) and request the internship institutions to perform in accordance with the contract to improve the rights and interests of interns. The internship contract shall stipulate the internship work hours (off-campus internship hours), term of contract, work items, salary (or scholar/grant), meals & accommodation and insurance, separate contract/agreement, tutoring contents for interns and internship assessment. Pay attention to the relevant legal issues of the contract contents to avoid any disputes arising from the contract.

IX. Internship Tutoring and Visit

1. Tutoring before the internship

The department should hold all kinds of tutoring and training courses or lectures for students before the off-campus internship and explain to them the internship contract contents and their internship rights and interests.

- (1) Seminar before the internship: with the pre-internship seminar, students will establish correct occupational work attitudes, gender equality awareness, concept of occupational safety and health as well as knowledge of labor rights prior to the internship to enhance the adjustment and preparation before off-campus internship.
- (2) Seminar for overseas internship: the pre-departure seminar should be held for those who take part in overseas internship. Students and their parents should be invited to the seminar, specifying the contract contents, local cultures, rules for labor laws, internship environment, etc. to enhance the understanding between students and their parents.

2. Tutoring during the internship

- (1) The training and tutoring provided by the internship institutions for the interns

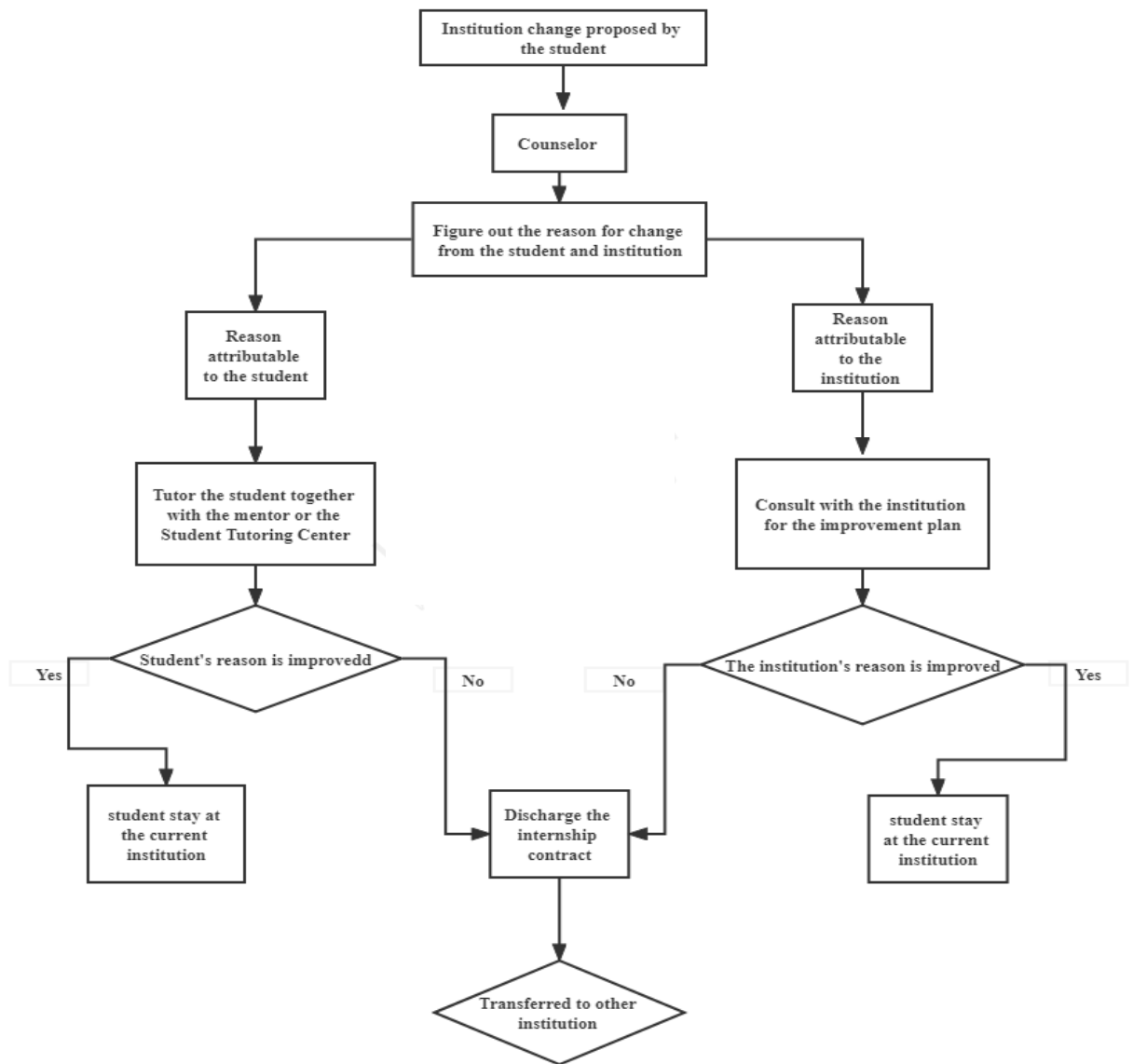
The internship institution should be asked to arrange personnel with relevant expertise to serve as the industry counselor for the interns. Prior to the off-campus internship, the school counselors, industry counselors and students should work out the Internship Plan together. The cooperative institutions should be requested to provide professional and practical technological training based on the student's individualized Internship Plan.

The industry counselors are mainly responsible for guiding interns to do the practical technological training and cooperating with the school counselors to learn about interns' work and learning status, guiding students to write internship reports and assessing their work performance. The departments can also invite the internship institutions to participate in the internship planning and review meeting to provide advice on managing off-campus internship courses.

2. When carrying out on-spot visit and tutoring, the school counselor should keep close contact with the industry counselor to understand the students' work and study status. The school counselors should also visit the students in the internship institutions to tutor and assist them in studying and overcoming the difficulties on the spot as well as guide them to write internship report and evaluate their performance. The department should design their own on-site visit record sheet as required by the internship course contents and request the school counselors to faithfully record and keep the visit results and students' status for future reference.

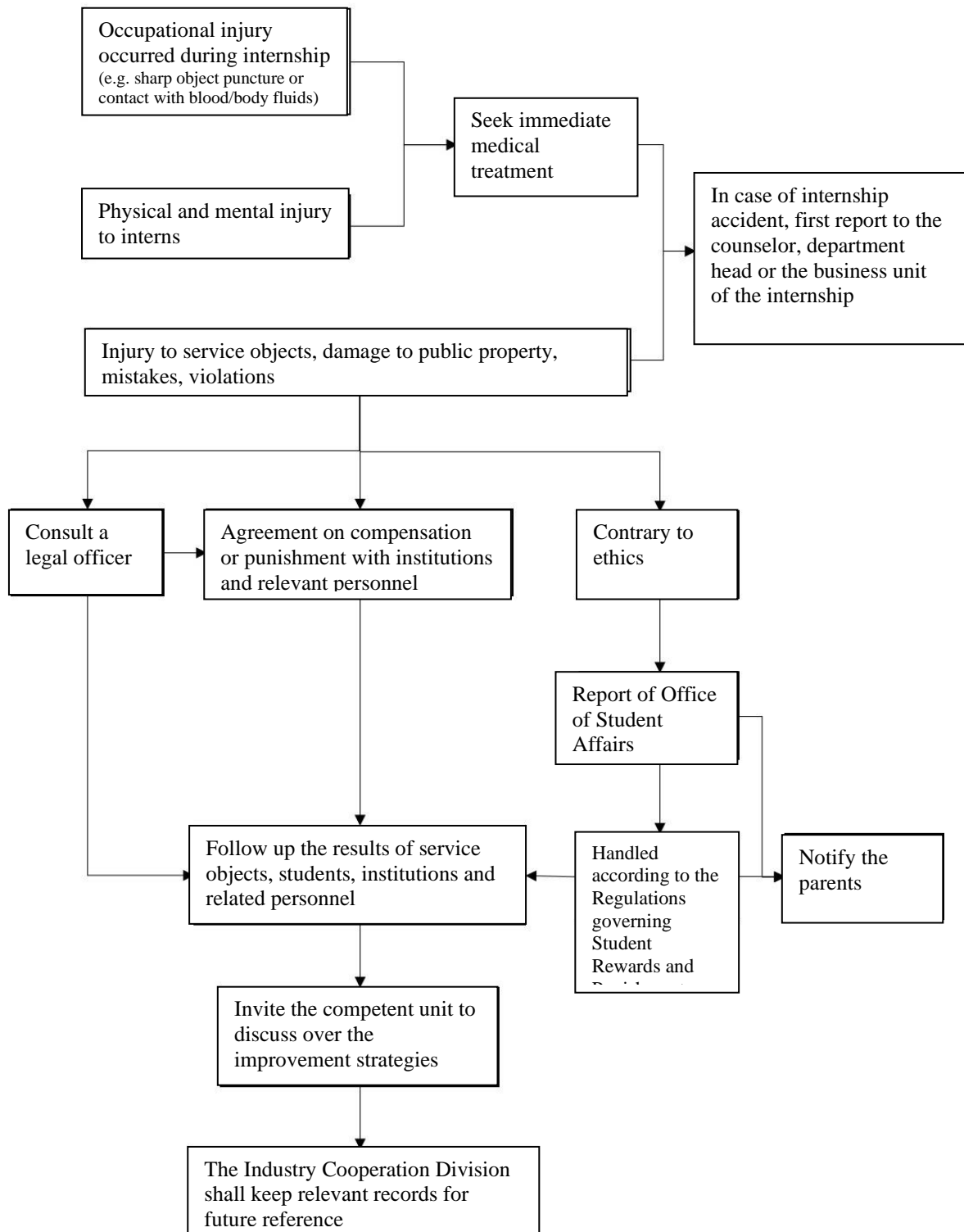
X. Inadaptation Counseling and Change

The intern can directly express his/her needs for changing the internship institutions, while the counseling teacher should clarify the reason. If it's the reason attributable to the student, the homeroom teacher or Student Counseling Center should make joint efforts to tutor the student. If the student's situation is improved, ask him/her to stay there as usual; if failed, the internship contract will be discharged and the student will be transferred to other internship unit; if the reason is attributable to the institution, the counseling teacher can negotiate with the institution for the improvement plan. If the situation is improved, then ask whether the student intends to stay there. If the student is not willing to do so, the internship contract will be discharged and the student will be transferred to other internship units.



XI. Notification of Emergency Accidents or Occupational Disasters

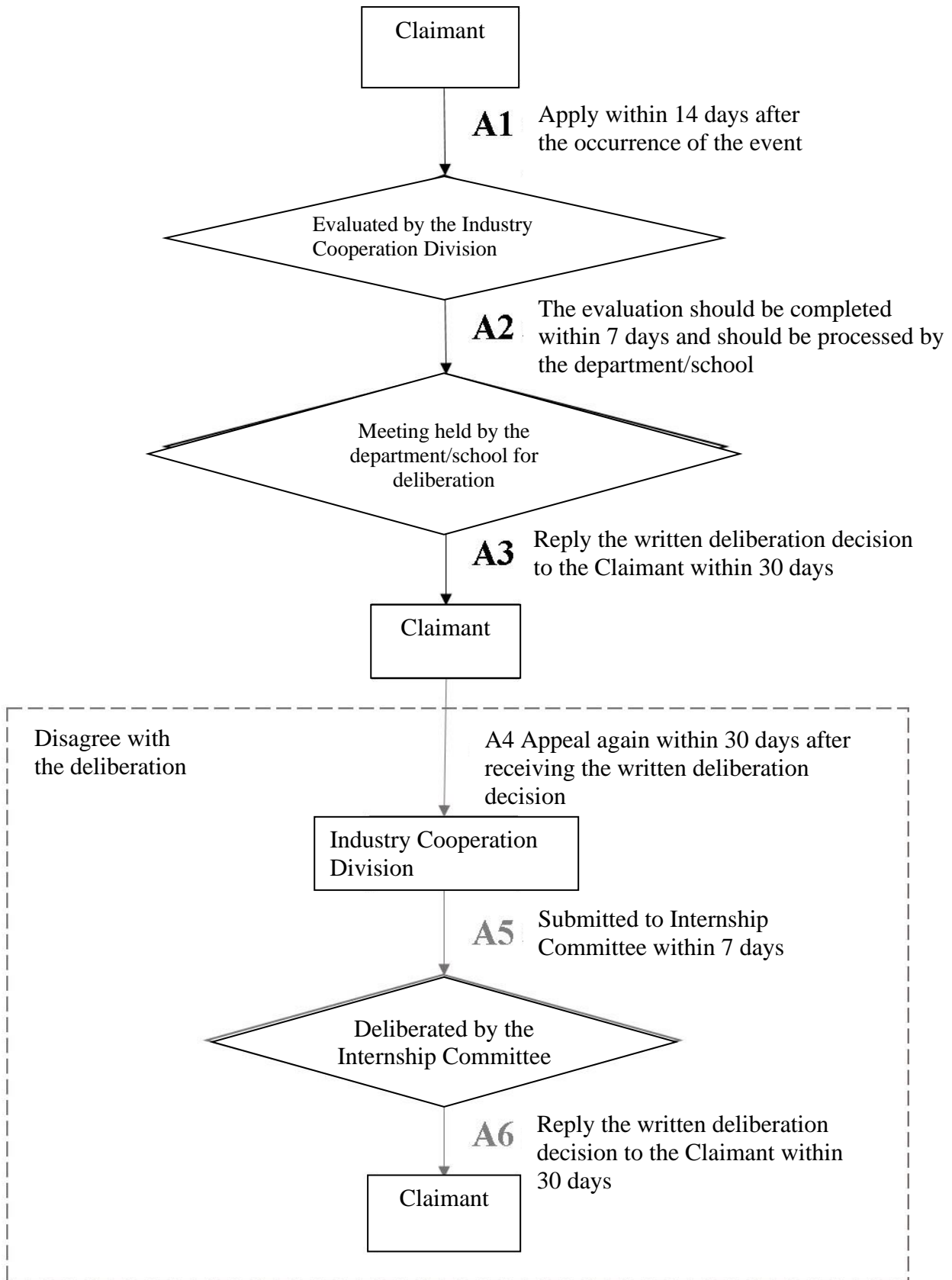
If the emergency accident or occupational disaster strikes to the student during the internship, the student, other students or industry counselor should make a real-time report to the school counselor, with whom the follow-up treatment will be made. Besides, the handling and relevant records will be submitted to the Industry Cooperation Division for future reference. The Division should monitor the student's situation and assist him/her to apply for the insurance claims. Please see the following procedures for handling student internship accidents



XII. Negotiation and Settlement of Internship Disputes

The Regulations governing Handling Students' Internship Appeals, NTUNHS [as shown in Annex 6] is hereby formulated to strengthen students' internship rights and interests of the University. The students engaging in the internship may file an appeal to the Industry Cooperation Division if they believe that their internship rights and interests are impaired by the working contents, the management regulations governing them or the way the internship organization dealing with problems of the cooperative institution. After the evaluation of the Division, the appeal may be transferred to the department/school for management. Upon receipt of the petition, the department/school shall hold a meeting to discuss the internship issues, and may invite the industry insiders and relevant personnel to attend the meeting if necessary. The department/school shall conclude with a written deliberation decision within 30 days from the date of receipt, reply the deliberation decision in writing to the Claimant; The written deliberation decision shall include the contents including the main body, facts, causes, etc. The appeal case rejected should also be made into a written deliberation decision, and the content of which should reflect the reasons and explanations for the rejection.

Being dissatisfied with the deliberation results, the Claimant may file another appeal; The Claimant may appeal to the Industry Cooperation Division again within 30 days from the next day after the written deliberation decision is delivered, and the Division shall convene a university-level internship committee for further discussion.



XIII. Internship Effectiveness and Evaluation

The effectiveness of the internship can be evaluated from three aspects, including presentation of results, evaluation of performance and review of effectiveness

1. Presentation of results

Complete the internship experience report after the completion of the internship (**the format shall be determined by the departments**). The internship counselor should guide and evaluate the performance

2. Evaluation of performance

The department should arrange the academic evaluation and assessment for the off-campus internship courses to understand the effectiveness of the students' internship process. The evaluation methods depend on how much time it takes to plan and implement the internship courses. In consideration of the reasonability and fairness, the evaluation methods can be designed by the department itself.

3. Review of the internship effectiveness

(1) The employment effect of interns after graduation

In addition to tracking the employment rate of fresh graduates, the Employment Service Section shall regularly follow up on the survey of graduation flow every year, every three years and every five years to analyze the performance of interns after the internship.

(2) Feedback from the internship institutions on the internship courses

The departments will inquiry the internship institutions about the opinions on the strengthening and adjustment of the internship courses through questionnaire survey (**as shown in Annex provided by the Office of Academic Affairs**) or interview after the internship and incorporate such opinions as the reference for the internship course adjustment to enhance the cultivation of students' pre-internship professional skills.

(3) Feedback from the interns on the internship courses and the institution

After the internship, students will complete the course satisfaction survey online and hand in the internship experience report to facilitate the course review and improvement.

(4) The University's review on the internship courses

After the internship courses, convene the Internship Committee Meeting to review and improve the policies based on the performance of interns and the feedback from all the parties above to evaluate the appropriateness of the internship course planning and the internship institutions to improve the effectiveness of the internship courses.