

## **Ming Chuan University International Business and Trade Program Internship Regulations**

- Article 1** The rules are formulated in order to allow the students of International College International Business and Trade Program to coordinate theory with practice and increase practical experience.
- Article 2** The internship system is included in the professional elective courses for practical operation training as 3 credits.
- Article 3** The internship starts from the 2<sup>nd</sup> semester of the sophomore year to the end of 1<sup>st</sup> semester of the senior year, 100 hours are required to complete it.
- Article 4** During the internship period, full-time instructors and teaching assistants shall guide review and recommend improvements after internship.
- Article 5** When the internship is completed, the School office will issue the internship evaluation list to internship organization to be completed and returned directly to the International Business and Trade Program office.
- Article 6** The evaluation standards for internship includes:
1. Internship evaluation - 60%
  2. Internship report - 20%
  3. Classroom grade - 20%
- Article 7** The punishment for violation of internship regulations:
1. The 100-hour internship should be completed before the end of the 1<sup>st</sup> semester of the senior year. If the hours are not completed by the deadline, the 3 credits of Business Internship will not be issued.
  2. Any student at any organization for internship should strictly observe the regulations of that organization without lateness, absence or leaving in the middle of a commitment, in order to maintain the reputation of this International College. Any violation shall be punished according to related regulations.

3. If any student is found falsifying an internship work agreement, internship hours or internship evaluation performance, he/she will fail Business Internship class and will receive 1 to 2 Level I demerits according to sub-item 1, item 5, Article 5 of Student's Awards and Punishments Regulations, "one who is arrogant to teachers, cheats or unwillingly accepts any persuasion" and sub-item 8 "one who is not present for a job introduced by school without reason."

**Article 8** These regulations are applicable to the students enrolled in the International Business and Trade Program from 2015 school year and also for students enrolled in the International Business and Trade Program before 2015 school year.

**Article 9** Rules for the implementation of these regulations will be formulated separately.

**Article 10** These regulations are adopted by the International College Academic Affairs Committee and University Academic Affairs Committee, and approved by the president. The procedure for amendment is the same as above.

## **Rules for Implementation of Ming Chuan University International College International Business and Trade Program**

- I. These rules are formulated according to Article 9 of Ming Chuan University International Business and Trade Program Internship Regulations.
- II. Internship types:
  - 1) Internship place:**

Public or private industries or organizations, non-profit organizations in Taiwan or overseas; limited to not more than two internship places.
  - 2) Internship Procedure:**

The students in the 1<sup>st</sup> semester of the 1<sup>st</sup> Grade, 2<sup>nd</sup> Grade, 3<sup>rd</sup> Grade and 4<sup>th</sup> Grade may choose time and place, but should first report to the School office, fill out and submit Internship Agreement (shown in appendix 1), Guardian's Consent (shown in appendix 2) and photocopy of insurance certificate (If the internship unit does not provide insurance benefits, interning students should buy their own accident insurance.). The number of internship hours can be calculated after the Dean approves the above documents.
  - 3) The term of Internship:**

Students may choose winter/summer vacation or ordinary holidays or evenings to complete the 100-hour internship.
  - 4) Other related regulations:**
    - A. During the semester: The number of internship hours should not exceed 16 every week (Monday to Sunday); excess hours will not be calculated. During winter/summer vacation, the internship hours follows the Labor Standard Law.
    - B. Hourly Record (shown in appendix 3) should be delivered to the teaching assistant for recording before the end of final exam week; if delayed, the number of internship hours will be cut in half and no internship hours will be recognized if the delay is over one month.
    - C. After completing the internship, any student whose number of internship hours totals 100 should write an internship report of at least 3,500 words and submit to the program secretary within two weeks. It will be scored by the lecturer of practical operation training, and then reviewed by chairperson and dean. Any student who does not submit the report before the deadline is considered not to have completed the internship.
- III. If there is any difficulty and other change during the term of internship, please directly contact the IC office: Tel: (02) 2882-4564 extension 2409.
- IV. Internships will be evaluated by supervisors according to: student's punctuality and absence, conduct, working attitude, professional knowledge, performance, submission to rules, responsibility, cooperation and communication ability. (details shown in appendix 4)

- V. The form and outline of contents for the internship report are show in appendix 5.
- VI. These implementation rules are adopted by the International Business and Trade Program Academic Affairs Committee and International College Affairs Committee, and approved by the president. The procedure for amendment is the same as above.

(Appendix 1)

## Internship Cooperation Agreement

Signatories

(hereafter referred to as A) International Business and Trade Program

(hereafter referred to as B) \_\_\_\_\_

Whereas A has agreed to be an external internship institution for B's students acting as intern(s) to assist with A's operational matters. Both parties agree to sign this Agreement with the following terms:

Article 1 Period of Agreement and Internship Quota

This Agreement shall be valid from MM/DD/YY to MM/DD/YY for \_\_\_\_ internship students.

Article 2 Content

- The internship content instructed by A shall be related to \_\_\_\_\_, and B's students shall accept A's supervision and instruction.
- B's students shall keep the working place neat and clean all the time.

Article 3 Venue

Working place shall be determined by A.

Article 4 Time and Hours

The internship time during the internship period shall be discussed and determined by A and B's students in accordance with the relevant labor laws and regulations. However, the internship hours shall meet the minimum hours required by B. Internship students shall take the initiative to inform A about their study status and the time for participating in the internship.

Article 5 Insurance

A shall provide at least one million NTD accident insurance coverage for B's internship students.

Article 6 Performance

A shall provide the relevant data related to B's student internship performance after the internship, and assist B's advisor in scheduled and unscheduled visits at A to understand the work status of internship students.

#### Article 7 Special Covenant

I. A shall ensure the security of the working venue and be responsible for any injury to interns or any third person incurred while on the job as directed by A.

II. A shall provide pre-job training and have a specially assigned person to instruct internship students when they report for work.

III. During the internship period, in case of any violations related to confidentiality, internship regulations or any inappropriate behavior on the part of internship students that impairs A, A may at any time suspend the internship of the dishonored intern.

IV. A shall not transfer B's internship students to any other institution without prior written approval from B.

V. Based on the principles of fairness and mutual benefit, B shall assist A in:

- 1) selecting outstanding students to participate in internship,
- 2) campus recruiting,
- 3) providing relevant facilities for holding workshops or any related activities.

#### Article 8 Intellectual Property Rights

I. All intellectual property rights and technological achievements created under this internship Agreement shall be possessed by both parties.

II. For any intellectual property rights created under this internship Agreement to file this application, the parties agree to authorize A to file the application.

#### Article 9 Termination or Rescission

In case of or termination or rescission of this Agreement, both A and B shall immediately return all related documents, copies and hand-written copies to the other party; the abovementioned materials shall not be used by either party or other people not involved in this Agreement.

#### Article 10 Breach Liability

If either party breaches this Agreement, except otherwise set out in this Agreement, and fails to improve within the specific time after being asked, the other party may terminate or rescind this Agreement in writing and request compensation.

Article 11 Jurisdiction and Supplements

Any matters not covered in this Agreement may be agreed upon by both parties by putting into writing Agreement, or shall be dealt with in accordance with the relevant regulations of laws of the Republic of China. In case of any dispute or controversy that arises, the parties hereby submit and consent to the jurisdiction of Shih-Lin District Court.

Article 12 Custody

There shall be two original copies of this Agreement, and each party shall retain one copy.

Signatories

Party A:

Party B:

Representative:

Representative:

Contact Person:

Address:

Telephone No.:

Address:

Telephone No.: 02-2882-4564

(Appendix 2)

## Guardian's Consent Form

I agree for my child \_\_\_\_\_ (now studying in the Ming Chuan University International Business and Trade Program of \_\_\_\_\_ year level \_\_\_\_\_ class) to participate in the internship and accept responsibility to coach him/her to obey the rules of off-campus internship.

1. Term of Internship: from \_\_\_\_\_ (month /day /year)  
to \_\_\_\_\_ (month /day /year)
2. Internship Enterprise:
3. Daily Internship Hours: from \_\_\_ to \_\_\_\_\_ , total \_\_\_\_\_ hours/day.
4. Life Management: The school and internship enterprise will appoint people to coach and supervise; students need to obey the rules of students' life management and off-campus internship.
5. Parent/Guardian's Supervision Responsibilities:
  - a. To supervise students' punctuality for work.
  - b. During the internship period, parent/guardian will assist and supervise the safety and health condition of the students by phone or in person.
6. Parent/Guardian's Address:  
Phone:
7. Student's Phone:

Parent/Guardian's Signature

\_\_\_\_\_  
(month /day /year)



(Appendix 3)

## Ming Chuan University International Business and Trade Program Internship Hourly Record

Dear Sirs:

Thank you for providing an internship opportunity to students of MCU's International Business and Trade Program to boost the application of theory in practical industry. The Hourly Record should accurately reflect the total work time for one month when students intern in your company. After checking it completely, the supervisor the of internship department is respectfully asked to sign your name and affix the company seal. Thanks for your support and kind assistance.

<b>Internship Organization:</b>							
Intern Name		Class		Student Number			
Department							
Time	Month/ Day (week)	Time Worked (00:00~00:00)	Hours	Month/ Day (week)	Time Worked (00:00~00:00)	Hours	
	<b>Total Hours</b>			<b>Supervisor's Signature (Company Seal)</b>			

(Appendix 4)

**When the student completes the internship, the International Business and Trade Program Office will send the assessment form to evaluate the intern's performance.**

## **Internship Report Form**

### **I. Content Outline**

#### **A. Introduction**

- (1) Internship Period:
- (2) Internship Organization:  
Internship Department:  
Internship Address:  
Telephone Number:  
Supervisor:
- (3) Internship Motivation (why you choose this internship organization etc....)

#### **B. Body**

- (1) Internship Organization Introduction (700 words)  
For example: enterprise culture, organization, departments, products, and image, etc.
- (2) The operation flow path (short description of the internship unit operations) and work content (your internship work content, for example, work standards, service flow path, etc.) (1000 words)

#### **C. Review of Learning and Suggestions**

- (1) Review of Learning in Internship (1100 words)
- (2) Suggestions (700 words)  
For example, suggestions for the internship organization system, and for future interning classmates as to what concept and attitude they should prepare beforehand, and for our school internship system, etc.

## D. Appendix

10 or more pictures taken during the internship period (If the company can not allow you to take pictures, please ask your supervisor to write a letter certifying this.)

## II. Format

1. Typed in Microsoft Word, a printed report and diskette must be handed in.
2. The front cover and contents must follow the order and format set in the rules.
3. Other:

Font: Times New Roman. Font size: 14 point.

Length: 10 or more pages, with page numbers added at the bottom of each page

Page Setup: Margins: top/bottom 2.54 cm, left/right 3.17cm

Line Height: 18 pts between lines

4. Example/ Format

<p><b>1. Introduction</b></p> <p>(1) Internship Duration: From _____ to _____</p> <p>(2) Organization Name: _____ Internship Department: _____ Address: □□□ _____ Telephone No: _____ Supervisor's Name: _____</p> <p>(3) Motivation:</p>  <p><b>2. Contents</b></p> <p>(1) The introduction of the working place:</p>  <p>(2) The working procedures:</p>
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**Format:** A4 paper (width 210mm, length 297mm)

The text should be justified,  
title in bold type,  
typed in 14-point font size,  
with 6 points between paragraphs  
and 18-point line height.

## Ming Chuan University International Business and Trade Program Internship Flow Chart

