

Ming Chuan University International Business and Trade Program Internship Regulations

- Article 1** These rules have been formulated in order to allow students in the International College International Business and Trade Program to coordinate theory with practice and increase their practical experience.
- Article 2** The internship program is considered a 3-credits professional course covering practical operations training.
- Article 3** The internship period extends from the 2nd semester of the sophomore year to the end of the 1st 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 interns, review their progress and recommend improvements after completion of the internship.
- Article 5** When the internship has been completed, the school office will issue an internship evaluation list to the internship organization to be completed and returned directly to the International Business and Trade Program office.
- Article 6** The evaluation standards for the internship is as follows:
1. Internship evaluation - 60%
 2. Internship report - 20%
 3. Classroom grade - 20%
- Article 7** Punishment for violation of internship regulations include:
1. The 100-hour internship should be completed before the end of the 1st semester of the senior year. If the hours have not been completed by the deadline, the 3 credits for Business Internship will not be issued.
 2. Interns should uphold the reputation of the International College at all times. This includes strictly observing the regulations of the sponsoring organization, being punctual, avoiding absences and honoring the full, agree-upon length of the internship. 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 the Business Internship class and will receive 1_2 Level I demerits (in accordance with Student Awards and Punishments Regulations Article 5, Item 5, Sub-item 1: “One who is arrogant to teachers, cheats or disobeys any persuasion”; and Sub-item 8: “One who is not present for a job introduced by the school without a valid.”

Article 8 These regulations are applicable to the students enrolled in the International Business and Trade Program.

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

Article 10 These regulations were 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 Internship Regulations

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

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

Students may start their internship in the first semester of their sophomore year of study. They should first report their intent to the school office, -fill out and submit the Internship Agreement (Appendix 1), Guardian Consent Form (Appendix 2) and a photocopy of their insurance certificate (If the sponsoring organization does not provide insurance benefits, interning students should buy their own accident insurance.). The number of internship hours can be calculated after the Dean of the International College approves the above documents.
 - 3) Internship Period:**

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 per week (Monday to Sunday); excess hours will not be counted. During winter/summer vacation, the number of internship hours should follow the Labor Standard Law.
 - B. Hourly Record (Appendix 3) should be submitted to the teaching assistant for recording before the end of final exam week; if delayed by one month or less, the number of internship hours will be cut in half. No internship hours will be recognized if the delay exceeds one month.
 - C. After completing the 100-hour internship, students should write an internship report of at least 3,500 words and submit it to the program secretary within two weeks. It will be scored by the lecturer of practical operations training, and then reviewed by the department chairperson and school dean. Any student who does not submit the report before the deadline will be considered as not having completed the internship.
- III. If any difficulties or requests for change occur during internship period, students should directly contact the IC office (Tel (02) 2882-4564, extension 2409).
- IV. Internships will be evaluated by supervisors according to the student's punctuality and absence record, conduct, working attitude, professional knowledge, performance, adherence to rules, professional responsibility, cooperativeness and communication ability. (Details shown in Appendix 4.)

- V. The format and content outline for the internship report are provided in Appendix 5.
- VI. These implementation rules have been 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) _____

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

Whereas A has agreed to be an external sponsoring organization, allowing B's student(s) to serve as intern(s) to assist with A's operational. Both parties agree to 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 student(s).

Article 2 Content

- The internship content determined by A shall be related to ____, and B's students shall accept A's supervision and instruction.
- B's students shall keep their working area neat and clean at all times.

Article 3 Venue

The workplace shall be determined by A.

Article 4 Time and Hours

Internship times 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. Student interns shall take the initiative to inform A about their study status and available times for participating in the internship.

Article 5 Insurance

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

Article 6 Performance

A shall provide data to B's student(s)' internship performance after the internship, and assist B's advisor in scheduled and unscheduled visits to A's workplace to better understand the work status and performance of the student intern(s).

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 student interns 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 student interns that impairs A, A may at any time suspend the internship of the offending intern.

IV. A shall not transfer B's student interns 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, and
- 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, the parties agree to authorize A to file the relevant application.

Article 9 Termination or Rescission

In case of 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 make amends within a specified period of 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 making a written agreement. Otherwise, such matters shall be dealt with in accordance with the relevant regulations and 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 to follow my child _____ (now studying in the Ming Chuan University International Business and Trade Program , year _____, class _____) to participate in the internship program 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 Sponsoring Organization:
3. Daily Internship Hours: from ___ to ___ , total _____ hours/day.
4. Management: The school and sponsoring organization will appoint people to coach and supervise the student intern; students need to obey all relevant rules.
5. Parent/Guardian's Supervision Responsibilities:
 - a. Supervise students' punctuality.
 - b. During the internship period, the parent/guardian will supervise the safety and health conditions of the student by phone or in person, and offer assistance as needed.
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

To Whom It May Concern:

Thank you for providing an internship opportunity for students of MCU's International Business and Trade Program to help enhance their ability to apply theory to practice. The Hourly Record should accurately reflect the total work time for one month for students interning in your company. After checking it completely, we respectfully request that the supervisor of the department sign his/her name and affix the company seal. Thank you for your support and kind assistance.

Internship Organization:							
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	
	Total Hours			Supervisor's Signature (Company Seal)			

(Appendix 4)

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

(Appendix 5)

Internship Report Form

I. Content Outline

A. Introduction

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

B. Body

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

C. Review of Learning and Suggestions

- (1) Review of Learning (1100 words)
- (2) Suggestions (700 words)
 - Suggestions for the sponsoring organization's system; for future interning classmates as to what to expect and how to best prepare; for our school internship system; etc.

D. Appendix

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

II. Format

1. The report should be typed in Microsoft Word. A printed report and diskette WITH THE DIGITAL Word file 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: 12 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: 1.5 pts between lines
4. Example/ Format

<p>1. Introduction (1) Internship Duration: From _____ to _____ (2) Name of Sponsoring Organization: _____ Internship Department: _____ Address: □□□ _____ Telephone No: _____ Supervisor's Name: _____ (3) Motivation for Recruiting a Student Intern:</p> <p>2. Contents (1) Introduction of the working place:</p> <p>(2) Working procedures:</p>

Format: A4 paper (width 210mm, length 297mm)
The text should be justified,
Title in bold type,
Typed in 12-point font size,
1.5 pts line height.

Ming Chuan University International Business and Trade Program Internship Flow Chart

Find an organization to sponsor your internship.



Confirm that the proposed sponsoring organization is approved by the International Business and Trade Program..



Report to the office and request an Internship Agreement Form and Guardian's Consent Form.



Return the Company Agreement Form, the Guardian's Consent Form and a copy of the Insurance Certification.



Internship begins: Return each month's Internship Hourly Record on time.



Complete 100 internship hours and write the internship report.



International Business and Trade Program office sends the Assessment Form to evaluate the intern's performance.



The sponsoring organization returns the intern Assessment Form. International Business and Trade Program office receives the completed Assessment and Internship Reports.



Internship is completed. If all requirements have been met, student receives credit.