

Ming Chuan University

International College

International Business and Trade Program

Business Internship Handbook



IBT Business Internship Guidelines

Updated: January 2021

Table of contents

◆ Internship Regulations.....	P.1
◆ Rules for Internship Regulations.....	P.3
◆ Appendix	
Appendix 1 Internship Cooperation Agreement.....	P.5
Appendix 2 Guardian’s Consent Form.....	P.7
Appendix 3 Internship Hourly Record.....	P.8
Appendix 4 Internship Evaluation Form.....	P.9
Appendix 5 Internship Report Form.....	P.10
◆ Internship Flow Chart.....	P.12

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 1st semester of the sophomore year to the end 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 form 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 are as follows:
1. Midterm Grade – Cooperation agreement-20%
 2. Final Grade-Internship report - 60%
 3. Daily Grade – Hourly record and internship evaluation- 20%
- Article 7** Punishment for violation of internship regulations include:
1. The 100-hour internship should be completed before the end 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 20 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.

立契約書人 Signatories

_____ (以下簡稱甲方) (hereafter referred to as A)

銘傳大學 Ming Chuan University (以下簡稱乙方) (hereafter referred to as B)

茲因甲方同意為乙方校外實習機構，並由乙方實習計畫之學生至甲方營業處協助處理相關作業事宜，經雙方同意訂定契約，遵循條款如下：

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:

第一條 契約期間與實習名額 Period of Agreement and Internship Quota

契約期間自民國(以下同)____年____月____日起至____年____月____日止，提供____實習名額。

This Agreement shall be valid from ____Month____Date of ____Year to ____Month____Date of ____Year for____ internship student quota.

第二條 實習內容 Content

● 甲方指示之工作內容為_____相關作業，乙方實習學生應受甲方之工作監督與指揮。

The internship content instructed by A shall be related to _____, and B's students shall accept A's supervision and instruction.

● 乙方之實習學生應隨時保持作業場所之整潔。

B's students shall keep the working place neat and clean all the time.

第三條 實習地點 Venue

甲方指示之營業處或辦公場所

Working place shall be determined by A.

第四條 實習時間與時數 Time and Hours

實習期間之實際工作時間由甲方與實習學生在符合相關勞動法規前提下自行約定，但應符合乙方實習時數之最低時數____小時規定。實習學生應主動且明確告知甲方目前修業狀況與實際可參與實習時間。

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.

第五條 實習成果 Performance

甲方於實習結束後，應提供乙方實習學生之實習表現相關資料。並同意協助乙方之實習指導老師定期或不定期前往甲方訪視了解實習學生之實習狀況。

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.

第六條 特約事項 Special Covenant

(一) 甲方應確保其工作場所之安全性，參與實習學生因執行甲方指示之工作致本人或第三人傷亡等損害，概由甲方負責。

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.

(二) 甲方於實習學生報到時，應即給予職前訓練，並派專人指導。

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

(三) 參與實習學生若有違反保密合約、未依規定參與實習、確有不適任之情事、違反甲方監督管理或有其他足以造成甲方損害之情形者，得隨時終止實習。

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.

(四) 非經乙方事前書面同意，甲方不得將參與實習學生轉介服務其他單位。

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

- (五) 基於平等互惠原則，乙方應協助甲方①遴選表現優良之同學前往實習、②協助甲方辦理校園徵才、③提供校內相關設備，配合辦理各項研習活動。
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.

第七條 智慧財產權 Intellectual Property Rights

- (一) 本契約所產生之智慧財產權或技術成果由雙方共同持有。
All intellectual property rights and technological achievements created under this internship Agreement shall be possessed by both parties.
- (二) 本契約所獲致之成果於申請智慧財產權時，授權甲方負責辦理。
For any intellectual property rights created under this internship Agreement to file this application, the parties agree to authorize A to file the application.

第八條 合約終止或解除 Termination or Rescission

甲乙雙方應立即將對方交付之所有文件資料、影本及手抄本返還，並不得自行或提供非合約當事人使用上述文件。
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.

第九條 違約責任 Breach Liability

任一方違反本契約之約定，除本契約另有約定外，經他方限期催告仍未改善者，他方得以書面終止或解除本契約並請求損害賠償。
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.

第十條 管轄暨補充規定 Jurisdiction and Supplements

本約未盡事宜，經雙方同意後得以書面協議補充之，或依中華民國法律之相關規定辦理；如有爭執時，應以台灣士林地方法院為第一審管轄法院。
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.

第十一條 契約收執 Custody

本契約書正本壹份。甲方執正本壹份；乙方執影本壹份為憑。
There shall be one original copy of this Agreement. A shall retain original while B shall keep the copy.

立約人 Signatories

甲 方：
代表人：
聯絡人：
地 址：
電 話：
統一編號：
Party A:
Representative:
Contact Person:
Address:
Telephone No.:
Company Tax ID:

乙 方：銘傳大學
代表人：沈佩蒂
聯絡人：國際學院國際企業與貿易學程
王淳玄主任
地 址：臺北市中山北路五段 250 號
電 話：02-2882-4564
Party B: Ming Chuan University
Representative: Pei-Di Shen
Contact Person: Chun-Hsuan Wang, Chair of
International Business and Trade Program, International
College
Address: No.250, Zhong-Shan N. Rd., Sec. 5,
Taipei 111, Taiwan
Telephone No.: 02-2882-4564

日期：民國_____年_____月_____日
Issue Date: _____ Date _____ Month, _____ Year

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)

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)		

Ming Chuan University International College International Business and Trade Program Internship Evaluation Form

Student name		Class		Student ID	
Period of Internship	from ____ year ____ month ____ day to ____ year ____ month ____ day				
Absent days			Actual working days		
Items	Check	Please select from the following statements those that best describe the performance of the trainee.			
1. Morals and Manners	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	1. excellent appearance, speech, manners; meets 100% of the standard 2. very good appearance, speech, manners; meets 85% of the standard 3. average appearance, speech, manners; meets 70% of the standard 4. below average appearance, speech, manners; meets 60% of the standard or less			
2. Professional Attitude	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	1. shows strong enthusiasm at work, always very helpful to guests and colleagues 2. shows enthusiasm at work, often helpful to guests and colleagues 3. seldom shows enthusiasm at work, seldom helpful to guests and colleagues 4. never shows enthusiasm at work, not helpful to guests and colleagues			
3. Professional Knowledge	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	1. 100% satisfactory, excellent ability in understanding and applying professional knowledge and skills 2. 85% satisfactory, very good ability in understanding and applying professional knowledge and skills 3. 70% satisfactory, average ability of understanding and applying professional knowledge and skills 4. 60% satisfactory or lower, below average ability of understanding and applying professional knowledge and skills			
4. Professional Performance	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	1. work performance meets 100% of standard expectations (excellent) 2. work performance meets 85% of standard expectations (very good) 3. work performance achieves 70% of standard expectations (average) 4. work performance achieves 60% of standard expectations (below average)			
5. Compliance	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	1. complies with all of the company policies and fulfills all tasks required by supervisors 2. complies with most of the company policies and fulfills most tasks required by supervisors 3. complies with most of the company policies, but fails to fulfill tasks required by supervisors 4. fails to comply with company policies, nor fulfills tasks required by supervisors			
6. Responsibility	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	1. 100% satisfactory, can work independently without supervision 2. 85% satisfactory, reliable but occasionally needs supervision 3. 70% satisfactory, lacks persistence and often needs supervision 4. 60% satisfactory or lower, lacks responsibility and constantly needs supervision			
7. Cooperation	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	1. can get along with others very well and has excellent interpersonal skills 2. can get along with others well and has good interpersonal skills 3. can get along with others but needs to improve interpersonal skills 4. fails to get along with others and has very poor interpersonal skills			
8. Expression and Communication	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	1. 100% satisfactory, can communicate with others coherently, logically and clearly 2. 85% satisfactory, can communicate with others logically and clearly 3. 70% satisfactory, can communicate with others clearly 4. 65% satisfactory or lower, poor in communication with others			
Notes:					
Would the company consider employing the trainee when he/she finishes his/her study at Ming Chuan University?					
<input type="checkbox"/> Yes Reason:					
<input type="checkbox"/> No Reason:					

Company and Department :

Supervisor

Trainer

Position :

Position :

Name : _____

Name : _____

Date: _____

Date: _____

Company
Seal

Internship Report Form

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.)

E. Format

- (1) The report should be typed in Microsoft Word. A printed report and PDF file must be handed in and uploaded to Moodle.
- (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

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:

2. Contents

(1) Introduction of the working place:

(2) Working procedures:

Ming Chuan University International Business and Trade Program Internship Flow Chart

