

Regulations for Asian University Students' Overseas Internship Assignments

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- I. Asia University (hereinafter referred to as "the University") has established the "Regulations for Asian University Students' Off-Campus (Domestic and International) Internship Operations" (hereinafter referred to as "these regulations") in accordance with the "Implementation Measures for Practical Learning by Asia University Students" to effectively manage off-campus internships for its students.
- II. Matters related to students' off-campus internships are coordinated, planned, executed, and evaluated by the "Student Practical Learning and Counseling Division" under the Office of Academic Affairs, which also oversees the mechanisms and operational regulations related to internships at the University.
- III. These regulations apply to students enrolled at the University who participate in internships, covering the planning, execution, evaluation, and improvement aspects of the internship program.
 - i. planning aspect
 - A. For departments offering off-campus credit internship courses, it is necessary to establish organizational regulations for department-level practical learning committees, as well as regulations or operational guidelines for off-campus internships. These regulations should be periodically reviewed and revised to ensure that there are no outdated or inappropriate provisions that may affect the rights and interests of students. The content of these regulations may include educational objectives for off-campus internships, the target audience, review and arrangement of internship plans, pre-internship training, internship counseling and visits, responsibilities of internship advisors and collaborating organizations, counseling and referral for students facing difficulties during internships, matters to be observed during the internship period, protection of internship rights, assessment of internship grades, and evaluation of outcomes. These regulations can be customized according to the specific requirements of departmental professional internship programs.
 - B. Off-campus internship courses should be based on the principle of integrating course theory with practical work experience. The scheduling of off-campus internship courses, student enrollment, and grade processing for each department should be carried out in accordance with the relevant regulations of the University's course enrollment policies.
 - ii. execution aspect
 - A. Evaluation and Selection of Collaborating Organizations (including Safety Maintenance)
When a department implements off-campus internships, it should establish a mechanism for evaluating and selecting collaborating organizations for the internships. The evaluation

process should prioritize the protection of students' internship rights and the professionalism of the internship learning (refer to Annex 1 for reference).

(A) Evaluation of Off-Campus Internship Collaborating Organizations should focus on the following two aspects:

a. Assessment of Internship Rights and Benefits

The assessment criteria should include aspects such as working hours, overtime or shift arrangements, internship compensation (or scholarships), insurance coverage, provision of meals and accommodation, working environment, workplace safety, workload, internship program, and collaborative philosophy.

b. Professional Assessment of Practical Learning Content

The assessment criteria should include the alignment of internship content with the department's field of expertise, as well as the alignment of internship content with the development of representative competencies within the department.

(B) List of External Internship Collaborating Organizations

When a department implements off-campus internship programs, it should create a basic information form and a list of collaborating organizations. The form's contents may include the following items: Company Name, Responsible Person, Contact Person, Contact Phone Number, Unified Business Number, Company Profile, Company Address, Business Activities, Internship Department, Job Assignments, Requirements, Internship Period, Leave Arrangements, Meals and Accommodation, Compensation Terms

Additionally, it is essential to establish contact information and relevant communication channels with collaborating organizations.

(C) Each department is allowed to designate 1 to 3 brand corporations in the signed collaborative agreement. Brand collaborating corporations should meet the following conditions:

- a. Belong to publicly traded companies, including those listed on the stock exchange, over-the-counter market, emerging stock market, and startup board.
- b. Nationwide chain businesses.
- c. Companies with a high level of expertise and professionalism.
- d. Brands endorsed by the Internship Committee's approval.

B. Establish a mechanism and operational procedures for matching internship opportunities.

(A) Internship Application

Depending on the actual implementation and matching model, a student internship application form should be created. This form should be made available to students and parents through internship orientation sessions, parent meetings, or other forms of communication to ensure that students and parents fully understand the relevant details of off-campus internships, with the aim of gaining their approval and support.

(B) Internship Matching

Depending on the actual implementation and the requirements of collaborating organizations, matching of internship students with internship opportunities can be carried out through methods such as written reviews, written tests, or interviews. If students are arranged to visit or interview with collaborating organizations, relevant forms should be established. These forms may include company name, company contact person, participating internship department, number of internship opportunities, student names for interviews, student contact information, and records of acceptance. Attention should also be paid to transportation safety when students go for interviews at the location.

(C) Internship Allocation

Internship allocation should be conducted based on the acceptance status of internship students by various collaborating organizations while also considering students' preferences. The allocation process should adhere to the principles of fairness, impartiality, and transparency.

C. Student Internship Plan

When planning off-campus internship programs and seeking collaboration with internship organizations, it is essential to design internship course content with a focus on professional learning, taking into account the internship environment and conditions that collaborating organizations can provide. The specific content and implementation methods of off-campus internship courses can vary significantly depending on the type of industry or internship positions involved. To enhance the quality of internships, improve their effectiveness, and safeguard the rights of internship students, departments should develop individualized internship plans based on the individual learning needs and the content of internship positions for each student. These individual internship plans should arrange internship activities in various stages and strengthen the educational training provided by collaborating organizations and the guidance from industry mentors. The content of individual internship plans may include the following items (refer to Annex 2):

- (A) Basic Information :
 - a. Student Name
 - b. Internship Organization Name
 - c. Internship Duration
 - d. School Advisor Specific Planning and Schedule Allocation for Each Stage of the Internship
 - e. Collaborating Organization Advisor
- (B) Internship Learning Content :
 - a. Internship Course Objectives
 - b. Internship Course Content
 - c. Specific Planning and Schedule Allocation for Each Stage of the Internship
 - d. Guidance and Resource Explanation Provided by Collaborating Organizations for the Internship Course
 - e. Teacher Supervision and Visitation Planning for the Internship Course
 - f. Industry Experts Assisting in the Planning of the Internship Course
- (C) Assessment of Internship Effectiveness and Feedback :
 - a. Internship Effectiveness Assessment Indicators or Items
 - b. Post-Internship Feedback Planning
- D. Confirming Internship Insurance
 - (A) To enhance the protection of students during off-campus internships, departments or collaborating organizations should ensure that each internship student is covered by relevant accident and injury insurance at a minimum during the internship period.
 - (B) If students, during their internship, provide actual labor services in addition to learning, then an employment relationship shall be established with the collaborating organization. Internship students should be entitled to the protection under the Labor Standards Act, and the collaborating organization should provide labor insurance coverage in accordance with the Labor Insurance Act. In the event of accidents, injuries, or occupational hazards during the internship, students can avail themselves of the protection and apply for relevant benefits under the labor insurance, thereby ensuring the safeguarding of students' internship rights.
 - (C) The aforementioned insurance-related regulations should be included in the internship contract and explained to internship students. The department should also enhance students' awareness of labor rights through various forms of advocacy before the internship to ensure the protection of their rights.
 - (D) If any department fails to complete the insurance application process in accordance with the regulations before the internship start date, the internship period should be postponed until after the insurance coverage is secured, to avoid any adverse impact on students' rights (please refer to Annex 3 for the operational process guidelines).
- E. Confirming Internship Hours and Internship Credits
 - (A) Internship credits shall be counted towards the total credits required for graduation, not exceeding 18 credits (equivalent to a maximum of 1,440 hours) as the original limit.
 - (B) The number of internship hours for each internship credit shall not be less than 60 hours

and shall not exceed 80 hours.

- (C) The maximum number of internship credits during each semester of the regular academic term (18 weeks) shall not exceed 9 credits (equivalent to a maximum of 720 hours).
 - (D) Internships during winter and summer breaks may be credited, with internship hours not exceeding 8 hours per day and 40 hours per week as a general principle. The number of internship hours for each internship credit shall not be less than 60 hours and shall not exceed 80 hours.
 - (E) The number of off-campus internship credits and internship hours should be designed and verified according to the curriculum, and it should be reasonable. The principle is that the internship should take place during daytime from Monday to Friday. If a student is unable to participate in the internship for any reason, an alternative plan should be developed. This plan should be reviewed and approved by the department's internship committee before being submitted to the university-level internship committee for documentation.
 - (F) Additional regulations may be established for medical professionals and specialized technical personnel. Relevant information should be submitted to the university-level internship committee for documentation before implementation.
- F. Signing the Internship Agreement
- (A) Before conducting off-campus internships, a cooperation agreement should be signed between the university (represented by the university) and collaborating organizations. Collaborating organizations should be required to faithfully execute the agreement to ensure the protection of internship students' rights. The contents of the internship agreement should specify items including the number of internship credits, internship duration, and internship hours (clearly distinguishing between during-the-semester and winter/summer break internships), contract duration, internship job responsibilities, internship compensation (or scholarships), accommodation and insurance, internship student guidance content, and internship assessment. Attention should also be paid to legal issues related to the contract's content to avoid disputes arising after signing. The following items should be explicitly stated in the contract (refer to Annex 4):

(Note: Annex 4 contains specific details and items related to the internship contract, which are not included in the provided text. If you need a translation of the specific items from Annex 4, please provide those items, and I'll be happy to translate them for you.)
 - a. Collaborating organizations shall provide students with relevant operational training and cooperate with the designated university faculty to offer consultation and guidance.
 - b. Collaborating organizations are responsible for conducting safety training for students before the internship, planning the placement of safety protective equipment at the internship site, and implementing relevant safety measures.
 - c. Collaborating organizations should arrange insurance coverage for internship students.
 - d. Procedures for handling disputes between collaborating organizations and internship students.
 - e. Measures for referral and counseling in case of prematurely terminating the internship.
 - (B) The contract should be signed and completed before the internship begins. If the contract signing is not completed in accordance with the regulations, the internship period should be postponed until after the contract is signed to avoid any adverse impact on students' rights (please refer to Annex 3 for the operational process guidelines).
- G. Internship Counseling and Visits
- (A) Pre-internship Counseling Matters
Before arranging students for off-campus internships, the department should

organize various counseling and training programs or seminars. These sessions should include explanations of the internship contract details and students' internship rights and benefits.

- a. Pre-Job Training for Students: Provide students with pre-job training to help them establish the correct workplace attitudes, gender equality awareness, occupational safety and health concepts, and knowledge of labor rights and benefits before their off-campus internship. This will better prepare them for the internship.
- b. Internship Opportunity Information Sessions: Organize information sessions before the internship to introduce students to the main products and services of cooperating organizations, company benefits and salary levels, talent development, and internship training programs. This information can help students make informed decisions about their internships.
- c. Overseas Internship Briefings: For students going abroad for internships, the department should hold pre-departure briefings and invite students and parents to attend. Provide information on contract details, local culture, labor laws and regulations, and the internship environment to enhance understanding among students and parents.
- d. Training and Experience Sharing for Internship Supervisors: Conduct seminars and training sessions for internship supervisors to enhance their counseling skills and knowledge related to internships.

(B) Guidance During the Internship

- a. Training and Counseling by Collaborating Organizations for Intern Students: The department should request collaborating organizations to assign personnel with relevant expertise as industry mentor teachers for intern students. Before students embark on their off-campus internships, the department should have faculty counselors and industry mentor teachers work with the students to develop individual internship plans. Collaborating organizations should be required to provide professional practical training based on each student's individual internship plan. The primary responsibility of industry mentor teachers is to guide intern students in practical technical training, and they should collaborate with department faculty counselors to periodically assess the students' work and learning progress, guide students in writing internship reports, and evaluate the students' job performance. The department may also invite collaborating organizations to participate in planning and review meetings related to internships to provide input on running off-campus internship programs.
- b. On-Site Visits and Guidance by Departmental Faculty Members
During the internship period, departmental faculty members should maintain close communication with industry mentors to understand the students' work and learning experiences. They should also conduct regular on-site visits to the host organizations to provide hands-on guidance and assistance to students, address any learning difficulties or challenges they encounter, and guide them in writing internship reports and evaluating their performance. The department should design on-site visit record forms based on the specific needs of the internship program and require departmental faculty members to accurately record and archive the results of each visit and the students' conditions.

H. Support for Students Who Face Difficulties and Transitions

- (A) Each department should establish a mechanism for counseling and transferring students who do not adapt well to off-campus internships or need to transition to other cooperating organizations. If a student encounters difficulties or does not adapt well during the internship, whether it is reported by the student or the cooperating organization, the department must contact and provide counseling to the student as soon as possible. The department's counseling teacher should continue to monitor the student's adaptation status or other improvements in the situation of rights infringement.
- (B) If a student continues to struggle with adapting to the internship environment or if the abnormal situation with the cooperating organization does not improve, the counseling teacher should assist the student in applying to terminate the internship or

transfer to another cooperating organization. After review and approval through the university's established procedures, the department should assist in transferring the student to a new cooperating organization to continue the internship program. The application form for transferring cooperating organizations may include information such as the original cooperating organization's name, the new cooperating organization's name, the reason for the transfer, records of the counseling process, relevant evaluations, and assessments of the new internship opportunity. Detailed procedures for handling counseling and transfers due to non-adaptation can be found in Attachment Five.

I. Reporting Emergency Accidents or Occupational Hazards

- (A) The department should establish an emergency accident reporting channel and a response mechanism, and should provide guidance to students on this before the internship begins.
- (B) If a student encounters an emergency accident or work-related injury during the internship, they, other students, or the industry mentor should immediately report the situation to the department's guidance teacher. Subsequent actions should be taken collaboratively by both parties, and the details of the response should be reported to the Office of Academic Affairs for Student Practical Learning and Guidance for record-keeping.
- (C) The department should actively monitor the student's situation and assist them in filing insurance claims if necessary. The procedures for handling emergency accidents or occupational injuries should follow the university's established protocols (refer to Appendix Six).

J. Handling Internship Disputes through Negotiation

- (A) If students encounter disputes with the cooperating organization, they should promptly report the issue to the academic department's guidance teacher. The academic department's guidance teacher and the cooperating organization should work together to discuss potential solutions to resolve the dispute. If the issue remains unresolved, students can escalate the matter to the relevant levels of the external internship committee or utilize the student complaint mechanism. The responsible authorities should immediately initiate the dispute resolution and handling process and convene meetings for discussions.
- (B) The academic department should invite the parties involved in the dispute (students) and representatives from the cooperating organization to attend the meeting and provide concrete details related to the issue, facilitating an objective assessment and resolution. If the dispute involves labor and employment rights, it is advisable to have labor law experts or scholars present to provide clarification. After the meeting, the decisions or outcomes should be documented, and the parties involved (students and the cooperating organization) should be informed of the meeting's resolutions. They should be requested to make adjustments and improvements based on the decisions. If either party disagrees with the decision, the internship transfer mechanism should be initiated, and arrangements should be made for the student to transfer to another cooperating organization.
- (C) If the cooperating organization clearly violates the terms of the internship contract or relevant labor laws and regulations, the academic department should proactively provide legal advice or bear the cost of legal consultation for the student. They should assist the student in filing complaints or seeking mediation with the local labor authorities and, if necessary, pursue legal actions in accordance with the law to ensure the student's internship rights are protected.
- (D) The academic department should review the current complaint mechanism and, when necessary, establish a dedicated Internship Complaint Committee responsible for handling student internship disputes to safeguard the rights of internship students. For details on the operational procedures for handling internship disputes at our university, please refer to Attachment Seven.

K. Evaluating Internship Effectiveness

(A) Display of internship results

The department should require students to regularly complete off-campus internship reports based on their internship plans. The content and format of these reports can be designed by the department and should be jointly guided and assessed by the department's supervising teacher and the industry mentor. Other ways to showcase auxiliary achievements may include works completed during the internship, practical skill certifications, obtaining relevant licenses, or achievements in related competitions. After students have completed their internships, the department should organize events such as internship outcome presentations, poster competitions, or thesis competitions to showcase their internship results. These events provide opportunities for students to learn from each other and enhance the effectiveness of internships.

(B) The assessment of internship performance

The department should establish assessment and evaluation criteria for off-campus internship programs to understand the effectiveness of student internships. The assessment methods can be determined by the department based on the specific design and duration of the internship program, ensuring fairness and reasonableness. These assessment criteria should be developed by the department to effectively evaluate students' performance during their internships.

iii. Inspection surface

The department should periodically review the effectiveness of the internship program implementation plan, including aspects such as the number of interns, internship locations, internship content, roles and functions of supervisory faculty, allocation and functions of visiting faculty, safety, professional learning outcomes, employment status of internship students, etc. (Refer to Attachment Seven).

iv. Improvement

Each academic year, an analysis of the execution of internship operations and the achievement of internship course objectives should be conducted, along with an assessment of strengths and weaknesses. Improvement measures should be proposed and discussed in the department-level practical learning committee, and upon approval, implemented.

IV. To enhance the quality of students' employment prospects and provide them with insights into industry trends and workplace practices, we plan to invite executives from brand companies and partner organizations of each department who are passionate about mentoring and industry experts to campus. They will engage in knowledge exchange and mentorship sessions with students. We are especially promoting the Corporate Mentorship Program and have established guidelines for its implementation.

(A) Each department shall appoint 1-3 industry mentors. The selection of industry mentors shall be proposed by each department and submitted for approval through the department affairs meeting. The qualifications of the industry mentors shall be reviewed by the Office of Academic Affairs, Student Practicum Learning, and Counseling Services, and the list of qualified mentors shall be submitted to the President for approval before appointment.

(B) Each department shall conduct at least 1 seminar per academic year to impart the knowledge, skills, and relevant experience required in the industry and provide consultation on industry practices and trends in industrial development.

(C) Each academic year, corporate mentors may assist each department in organizing at least 1 practical collaborative course. (This requirement may be waived for master's programs.)

V. Departments should gather feedback and evaluations from students who have completed external internships regarding their experiences with partner organizations and the internship programs. Furthermore, feedback from partner organizations about the internship programs and the performance of students should be collected. These evaluations should be used to conduct a review of the effectiveness of the learning outcomes. The results of these assessments will be considered during the adjustment of practical course planning. This evaluation process will help determine whether the current internship programs and collaborations with partner organizations are

appropriate and effective in enhancing students' professional skills before their internships.

- VI. During students' off-campus internships, the school will allocate funding for off-campus internship insurance. This insurance should cover relevant accident and injury insurance as per the centralized procurement of group insurance for college students conducted by the Ministry of Education. Departments should provide the necessary information for insurance purposes to the Office of Academic Affairs - Student Practical Learning and Counseling Section, at least 15 days before the students begin their off-campus internships. This information will be used to process the insurance procedures.
- VII. The student internship hours, duration, and the number of students involved, along with supporting documentation, should be compiled by the departments. One month before the annual reporting deadline set by the Ministry of Education, the departments should submit an electronic copy of the Student Internship Headcount Form, copies of internship contracts, and proof of internship hours to the Office of Academic Affairs - Student Practical Learning and Counseling Section. These documents will serve as the basis for reporting to the Ministry of Education's school affairs database.
- VIII. Faculty and students from our university participating in overseas internships are eligible to apply for assistance with airfare or living expenses. The specific procedures for this assistance should follow the guidelines outlined in the "Asia University Overseas Internship Incentive Assistance Program."
- IX. For matters not covered by these operational guidelines, they shall be handled in accordance with relevant laws and regulations.
- X. These operational guidelines have been approved by the Administrative Council, and after review and approval by the President, they shall be issued and implemented. Any revisions shall follow the same process.

【Attachment One】 Asia University Foundation _____ Academic Year
_____ Academic Department Student Off-Campus Internship
Collaborating Organization Evaluation Form

Summary of Internship Requirements

Company Name and Overview			
Internship Job Description			
Academic Department		Internship Location	<input type="checkbox"/> Taiwan <input type="checkbox"/> other country <input type="checkbox"/> Mainland China, Hong Kong, and Macau Region
Internship Period	____ hours per day , ____ hours per week		
Rotating Shifts	<input type="checkbox"/> No <input type="checkbox"/> Yes ____ hours per day, Work ____ days, rest ____ days.		
Meals	<input type="checkbox"/> Self-catering <input type="checkbox"/> _____	Accommodation	<input type="checkbox"/> Yes <input type="checkbox"/> No
Labor and Health Insurance	<input type="checkbox"/> Yes <input type="checkbox"/> No	Contribution to Labor Retirement Fund	<input type="checkbox"/> Yes <input type="checkbox"/> No
Salary	<input type="checkbox"/> Yes <input type="checkbox"/> No	Monthly Salary: NT\$ _____ Hourly Wage: NT\$ _____ Other: NT\$ _____	

Internship Qualification Assessment

Assessment Criteria	Excellent (5 points)	Good (4 points)	Satisfactory (3 points)	Poor (2 points)	Very Poor (1 point)
Working Environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Workplace Safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professionalism in Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Internship Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Collaborative Philosophy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Total Score:

This assessment was reviewed and approved by the Department's Internship Committee on ○○ of the academic year ○○, ○○, for the following result:

- ☐ Recommended
☐ Not Recommended

Form Filler		Department Chair	
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【Attachment Two】

Asia University Foundation

Student Off-Campus Internship Learning Plan Form- Regular Student

一、Basic Information

Collaborating Organization		Internship Student		Supervisor Information		Internship Period
Organization Name	Department Name	Name	Department/Grade	School Advisor/Teacher	Industry Advisor/Teacher	
〇〇	〇〇	〇〇〇	〇〇〇/〇	〇〇〇	〇〇〇	20xx/x/xx~ 20xx/x/xx

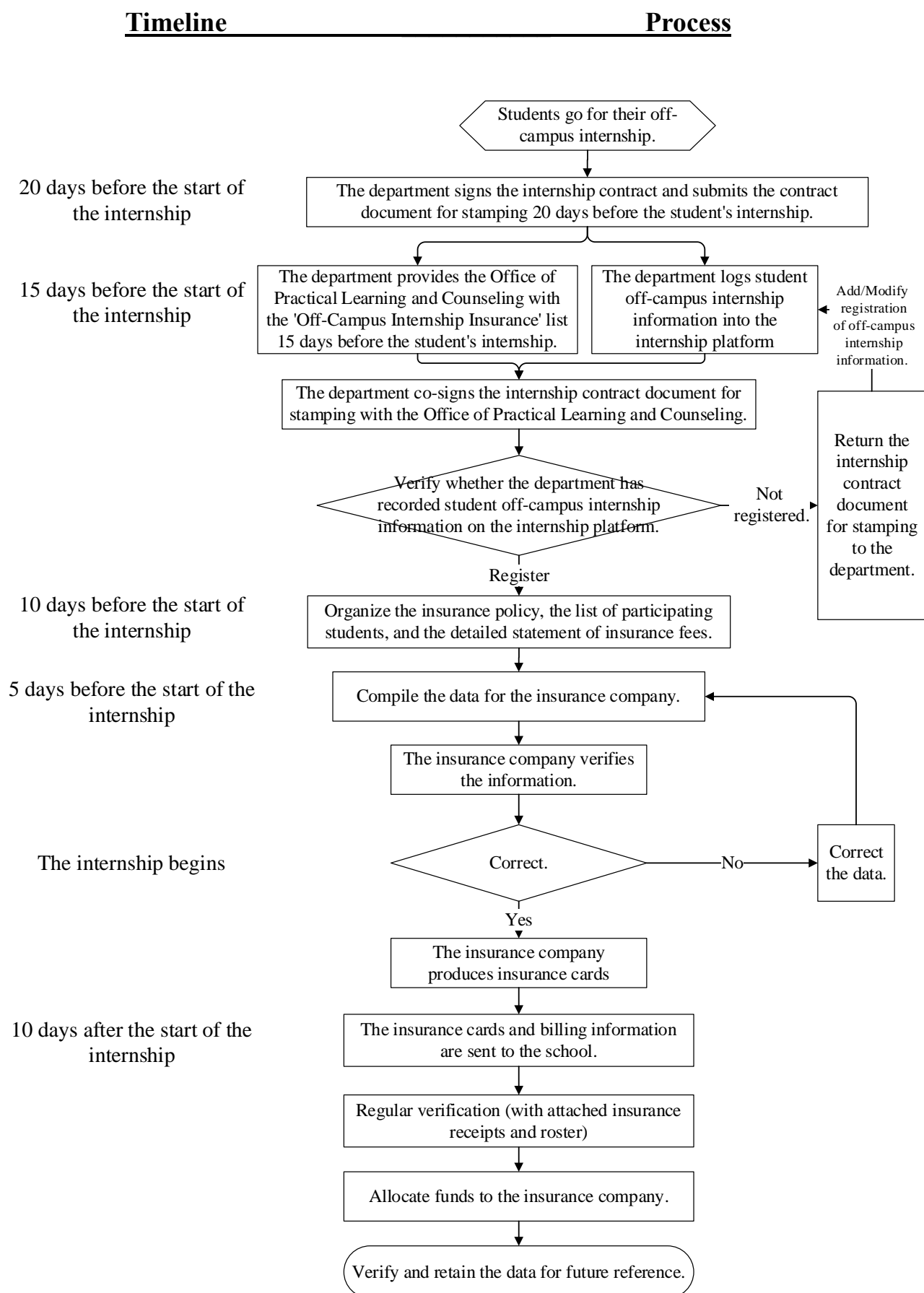
二、Internship Learning Content

Internship Course Objectives	<p>The objectives of this course are to enable students to: (Multiple selections allowed)</p> <p><input type="checkbox"/> Theoretical knowledge learned at school complements practical experience gained during the internship.</p> <p><input type="checkbox"/> Theoretical knowledge learned at school is validated through practical experience gained during the internship, and vice versa.</p> <p><input type="checkbox"/> Students can gain an early understanding of corporate culture and practical work experience before graduation, enhancing their employability.</p> <p>Other:</p>
Internship Course Content Planning	<p>Specific Internship Activities: (Multiple selections allowed)</p> <p>Through the above activities, students can learn: <input type="checkbox"/> Administrative Skills、<input type="checkbox"/> Quality Assurance Skills、<input type="checkbox"/> Project Management Skills、<input type="checkbox"/> Decision Analysis Skills、<input type="checkbox"/> Leisure Planning Skills、<input type="checkbox"/> Technology Application Skills、<input type="checkbox"/> Service Learning Skills、<input type="checkbox"/> Team Collaboration Skills、<input type="checkbox"/> Presentation and Communication Skills、<input type="checkbox"/> International Mobility Skills、<input type="checkbox"/> Information Application Skills、<input type="checkbox"/> Problem Identification and Solving Skills, aligning with the core competencies nurtured by the OOO department.</p>

三、Internship Performance Assessment and Feedback

Internship Performance Assessment Indicators (Optional)	<p>(Describe how students' internship outcomes will be presented and the assessment criteria and their respective weights.)</p> <p>●The assessment criteria for students' internship outcomes include:</p> <p>◎Assessment by School Counselor/Teacher:</p> <p><input type="checkbox"/> Performance Assessment (___%): Learning outcomes, attitude and mindset, enthusiasm for learning, regular communication and interaction, etc.</p> <p><input type="checkbox"/> Internship Report Assessment (___%): Report structure and formatting, content professionalism and depth, learning reflections and recommendations, oral presentation, etc.</p> <p>◎Assessment by Industry Advisor/Teacher:</p> <p><input type="checkbox"/> Work Performance Assessment (___%): Dedication, quality and efficiency, enthusiasm for learning, teamwork, and professional ethics, etc.</p> <p><input type="checkbox"/> Internship Report Assessment (___%): Report structure and formatting, content professionalism and depth, learning reflections and recommendations, punctuality of report submission, and stage attendance (deductions for absences), etc.</p> <p>●Weighting of Assessors:</p> <p><input type="checkbox"/> School Counselor/Teacher (Assessment ___%)</p> <p><input type="checkbox"/> Industry Advisor/Teacher (Assessment ___%)</p>
Internship Feedback Method and Planning	<p>(Explanation of feedback and review methods related to the internship program's outcomes after its conclusion)</p> <p><input type="checkbox"/> Satisfaction Survey of Internship Students regarding Off-Campus Internship Collaborating Organizations (Required) <input type="checkbox"/> Satisfaction Survey of Off-Campus Internship Collaborating Organizations regarding Internship Students and the Program (Required) <input type="checkbox"/> Internship Effectiveness Review Meetings <input type="checkbox"/> Internship Program Review Meetings <input type="checkbox"/> Internship Outcome Competition <input type="checkbox"/> Exchange of Counseling Experiences <input type="checkbox"/> New Student Sharing <input type="checkbox"/> Review of Internship Job Openings <input type="checkbox"/> Collaborating Organization Collaboration Review <input type="checkbox"/> Internship Unit Transition Review <input type="checkbox"/> Industry-Academia Collaboration</p>

【Attachment Three】 The process of insurance application and contract signing



Student Off-Campus Internship Agreement Asia University Foundation

Agreement Participants:

Name of Student: ○○○ (hereinafter referred to as "Party A")

Name of Collaborating Institution: ○○○○○ (hereinafter referred to as "Party B")

Asia University Foundation (hereinafter referred to as "Party C")

In order to train professionals in the ○○○ field and promote the mutual benefits of off-campus internship program teaching and practical training, the three parties agree to the following terms and conditions and commit to complying with them.

I. Responsibilities for Off-Campus Internship Work:

(I) Party A fully understands the internship content and rights and obligations and is willing to participate in the internship program.

(II) Party B is responsible for assigning Party A's internship duties, reporting, training, and providing guidance to the intern.

(III) Party C is responsible for coordinating and arranging internship-related matters, as well as assigning a mentor to guide students in their professional practical training.

II. Details of the Internship:

(I) The total number of internships for this program is ____.

(II) Party A is enrolled in the _____ department at Party C.

(III) The name of the internship course for this program is _____, and it is worth _____ credits.

(IV) The work involves _____ related tasks, with a focus on maintaining a safe and healthy working environment for the intern. Party A will not be required to engage in illegal activities or tasks unrelated to their professional competence.

(V) The internship period is from _____ to _____ (Year/Month/Day), with _____ hours per day and a total of _____ hours per week.

(VI) Internship Conditions: (Please select one of the following three options)

☐ Unpaid internship with no scholarship.

☐ Compensation: NT\$_____ per ☐ week ☐ month.

☐ Scholarship: NT\$_____ per ☐ week ☐ month, to enhance students' willingness to intern and their motivation to learn.

III. Internship Check-In:

(I) Party A must arrive promptly at the designated time for registration and send the registration confirmation form to the internship coordinator at Asia University Foundation.

(II) Party C will provide Party B with the list of intern students and registration details two weeks before the start of the internship.

(III) Upon registration, Party B shall immediately provide Party A with a registration confirmation form and begin providing pre-job training. Party B shall also assign a dedicated person to handle counseling during the internship.

IV. Internship Insurance:

Party C will provide accident insurance as per the regulations of the Ministry of Education for the academic year. If Party A establishes an employment relationship with Party B and receives a salary, Party B shall provide labor insurance in accordance with Articles 6 and 8 of the Labor Insurance Act, and Party B shall be responsible for insuring Party A.

V. Student Counseling During Internship:

(I) Throughout the internship, Party A will be supervised by the designated personnel from Party B's internship unit, Mr./Ms. _____, who will oversee the practical internship tasks and provide skill guidance. Party B and Party C will jointly create a "Student Off-Campus Practical Internship Plan" as a basis for Party A's internship.

(II) During the internship, Party C may arrange for a counseling teacher to visit Party B to oversee Party A's internship, provide professional practical internship guidance, facilitate communication, and maintain contact. Party C will bear the necessary expenses.

VI. Internship Agreement:

(I) During the internship, Party C's counseling teacher and Party B's dedicated staff will jointly assess the internship performance. The assessment form for student internship performance will be determined by each department. Party B shall submit the internship assessment form to Party C upon the completion of the internship to calculate the internship grades.

(II) If Party A's performance or adaptation is unsatisfactory, Party B will inform Party C, and if there is no improvement after counseling, Party A's internship qualification may be canceled. The determination of subsequent internship hours and grades will be made through an agreement between Party B and Party C.

(III) Upon completion of the internship, Party B will issue a stamped "Internship Certificate" on behalf of the internship unit. The certificate will include Party A's name, department and class, course name, internship period, and hours.

VII. Resolution of Internship Issues:

(I) In case of disputes during the internship, Party A shall immediately report to the institution's counseling teacher or the school's counseling teacher. Both parties shall discuss and reach an agreement on resolving the dispute. If no resolution is reached, Party A may file a complaint following the dispute resolution procedure.

(II) If, during Party B's internship period, Party A engages in activities that are damaging to Party B's reputation or other inappropriate behavior that violates the rules, Party B shall inform Party C, and depending on the circumstances, may decide to terminate the internship.

(III) During the internship, if disputes or conflicts arise, Party C may request a meeting of the school's internship-related committee for discussion and negotiation. Party B shall designate representatives to attend the meeting. If Party B handles the issue internally, Party C should also invite Party C's representative to participate.

(IV) If Party A is unable to complete the internship program for any reason, Party A must notify Party B at least ten days in advance to terminate the internship agreement. If Party A and Party B have an employment relationship, the termination of the employment relationship shall be handled in accordance with the Labor Standards Act.

VIII. Confidentiality Agreement:

To protect the confidentiality of Party B's business operations, Party A and the counseling teacher shall not disclose or use Party B's business secrets, whether during the internship period or after its completion, to any third party or for personal use. Party A and the counseling teacher shall also refrain from disclosing, conveying, or publicly disclosing the internship content. If there is any breach of this agreement, Party A and their parents shall be held responsible for any damages, and Party C shall assist in the related compensation process or provide relevant documents.

IX. Other Matters:

Any other matters not covered by this agreement regarding the off-campus internship program may be negotiated and agreed upon by Parties A, B, and C as needed.

X. This agreement is made in triplicate, with each party holding one copy for record-keeping, to ensure compliance with its terms.

Agreement Participants:

Party A (Student Name): ○○○ (Signature)

ID Number:

Phone Number:

Address:

* If signed collectively, additional space may be added as needed in this column.

Party B: ○○○

(Company Seal)

Representative: ○○○

(Authorized Person's Signature and Seal)

Unit Manager: (Position and Name) ○○○

(Signature or Seal)

Phone Number:

Address:

Party C: Asia University Foundation

(University Seal)

Representative: Chai Chin-fa

(President's Signature and Seal)

Title: President

Phone Number: (04) 2332-3456

Executing Unit: ○○○○○○ Department

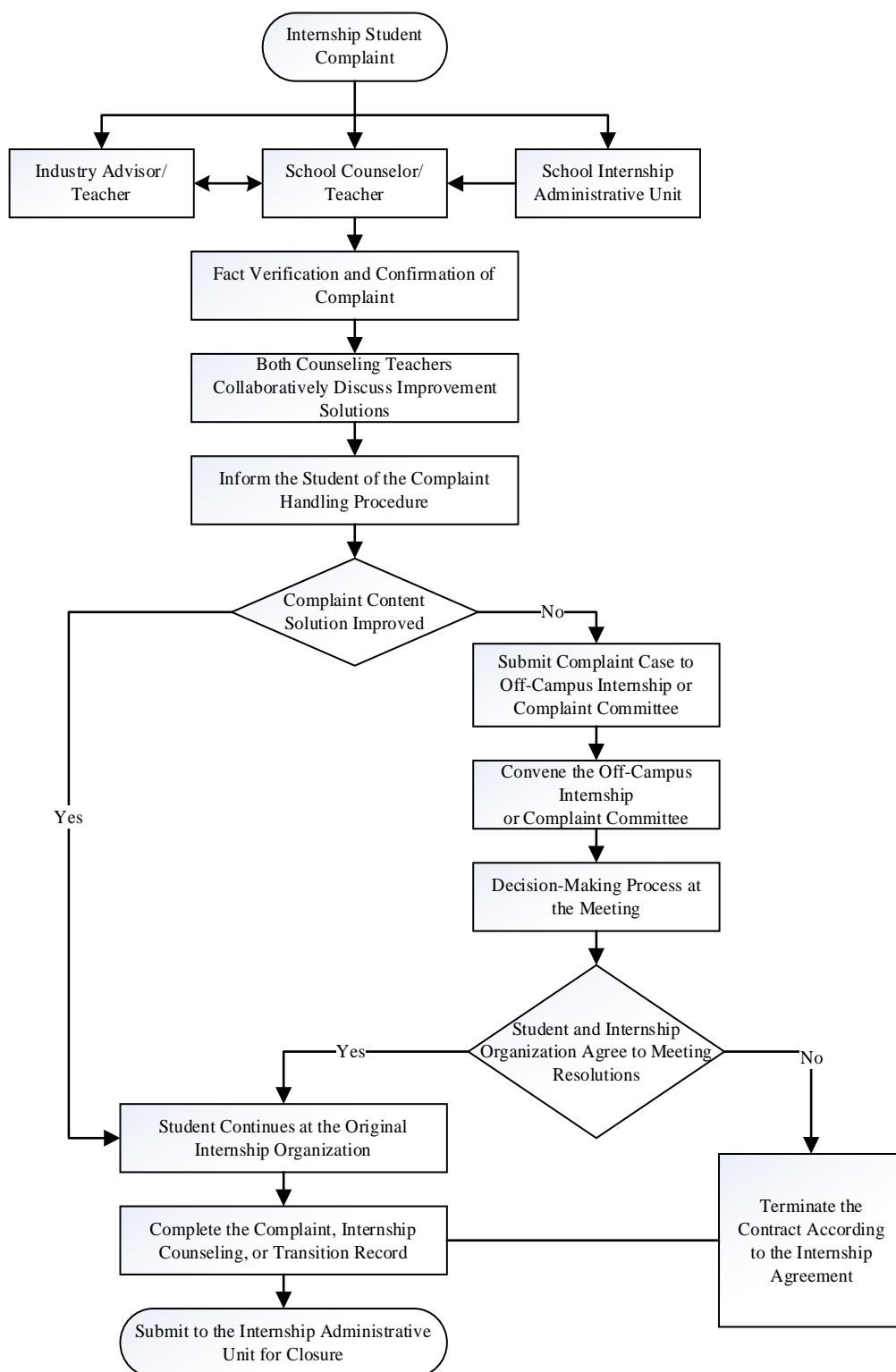
Unit Supervisor (or Advisor): ○○○ (Position and Name)

(Seal or Signature)

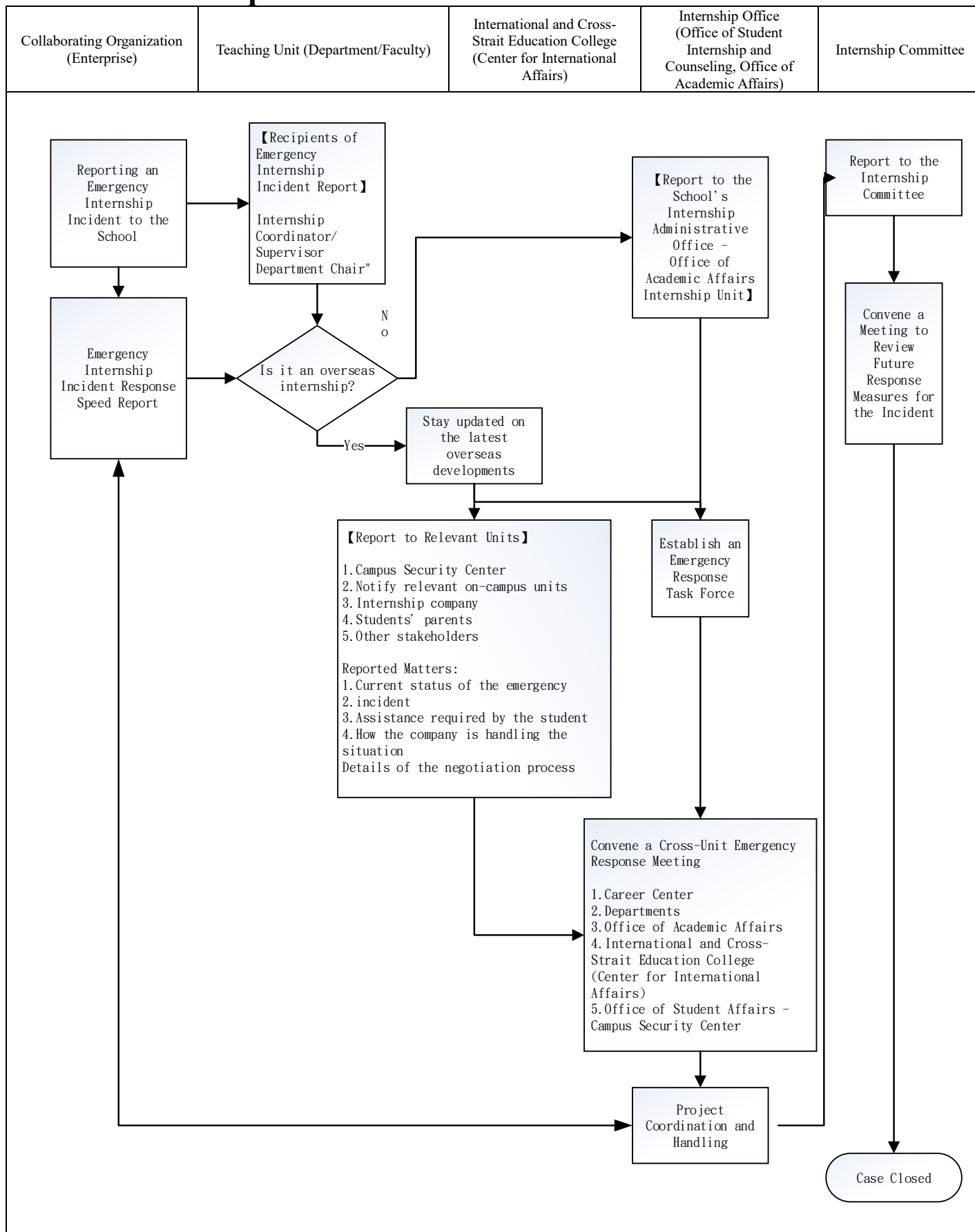
Address: 500 Lioufeng Road, Wufeng District, Taichung City 41354, Taiwan, ROC

Date: _____ in the Republic of China (Year/Month/Day)

【Attachment Five】 Procedure for Non-Adaptation Counseling and Transition



【Attachment Six】 Operational Procedure for Reporting Emergency Accidents or Occupational Incidents



【Attachment Seven】 Operational Procedure for Internship Dispute Resolution

