

Implementation Rules for the Student Internship Committee of the Department of Applied English, Kainan University

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September 5, 2018: Amended and approved in the 1st Departmental Affairs Meeting of the 2017 academic year.
February 27, 2019: Amended and approved in the 8th Departmental Affairs Meeting of the 2018 academic year.
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December 31, 2019: Amended and approved in the 3rd Academic Affairs Meeting of the 2018 academic year.
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January 11, 2023: Amended and approved in the 6th Departmental Affairs Meeting of the 111 academic year.
April 26, 2023: Amended and approved in the 12th Departmental Affairs Meeting of the 111 academic year.

1. Kainan University Department of Applied English (hereinafter referred to the Department') aims to integrate theory and practice in teaching, assist students in gaining practical experience, enhance the effectiveness of internships in the Department, and smoothly implement related internship courses. Therefore, the Department establishes the 'Implementation Rules for Internships in the Department of Applied English at Kainan University' (hereinafter referred to the 'Rules').
2. To effectively handle internship matters for students in the Department, a Student Internship Committee (hereinafter referred to as the 'Committee') is established.
 - A. The responsibilities of the Committee are as follows:
 - I. Responsible for formulating and planning internship courses for students in the Department.
 - II. Seek internship opportunities from various internship organizations.
 - III. Formulate the operational procedures for student internship selection and allocation.
 - IV. Establish evaluation indicators and methods for student internship performance.
 - V. Conduct relevant seminars on student internships.
 - VI. Conduct visits and reviews of student internships.
 - VII. Amend relevant internship regulations and procedures.
 - VIII. Handle other matters related to student internships in the Department.
 - B. Members: The committee consists of full-time faculty members in the Department, serving as ex-officio members, and 1 to 3 student members appointed by the department chair or vice chair.
 - C. Committee members serve a one-year term and do not receive remuneration. The department chair or vice chair serves as the convener, and the vice convener is selected by mutual election among ex-officio members.
 - D. The committee holds a regular meeting each semester and may convene special meetings as needed. In case the convener is unable to conduct a meeting, the vice convener may act as a proxy.
3. The selection of internship units primarily relies on units with which the Department has signed agreements. If students independently secure internship opportunities without prior approval from the committee, the internship will not be recognized.

4. During the four-year academic period, students in the department, aiming to achieve a complementary balance between theory and practice, have the option to apply for internships after presenting proof of English proficiency. The internship courses in the department include "English Graduation Project/Internship (Part I)," a mandatory 2-credit course, and "English Graduation Project/Internship (Part II)," also a mandatory 2-credit course. The total internship hours per semester are 128, with full-time internships requiring a minimum of 18 weeks per semester, totaling 720 hours. Full-time interns, having completed 124 credits before the fourth year, may, based on individual needs, choose to enroll in the mandatory 2-credit courses "English Graduation Project/Internship (Part I)" and "English Graduation Project/Internship (Part II)" and additionally select "Off-Campus Full-time Internship (Part I)" for 7 credits and "Off-Campus Full-time Internship (Part II)" for 7 credits, to meet the minimum 9-credit course requirement each semester.
5. Before internship students report to the internship organization or at the beginning of each semester, the department must, according to regulations, arrange for group accident insurance for the internship students. For internships arranged due to special needs, procedures may be conducted according to the regulations of the internship unit.
6. Qualifications for Internship Application
 - A. Internship applications are based on a registration system, and the primary applicants are students from the Department's daytime undergraduate program (voluntarily selected by students). The internship period is based on the semester, and during registration, students must submit both the 'Student Internship Parental Consent Form' and the 'Student Internship Volunteer Selection Form'.
 - B. Students participating in internships must submit an internship experience report before the end of the semester and, as stipulated, complete the production of the student internship achievement report before graduation.
 - C. Students must sign a tripartite internship cooperation agreement with the school and the internship organization.
 - D. Without the Committee's approval, attending interviews without authorization, regardless of acceptance, will not be recognized.
 - E. The Committee will assign a teacher to visit and guide students based on the needs of the internship organizations.
7. Internship Period and Allowance

The duration and start/end dates of internships are jointly determined by the Committee and the internship unit. Working hours, dress code, transportation arrangements, insurance, and allowances are subject to the regulations of the internship unit.
8. Internship Selection Criteria

The Department's teachers collect suggestions from industry, government, academia, and students to arrange and decide on internship units. Students registered for internships cannot object. The Department will also consider the "Student Internship Voluntary Application Form" completed by

students, allocate students to suitable internship institutions, uphold the principles of fairness, justice, and transparency, publish the list of internship students and cooperating internship institutions, and provide consultation and services to internship students through the Department's internship counseling teachers.

The selection criteria for internship students in the Department are as follows:

- A. Academic performance and relevant records (attendance, participation in club activities, department activities, etc.).
- B. Application materials.
- C. Types of certifications obtained.
- D. Learning areas and interests.
- E. Place of residence.
- F. Recommendations from Department teachers.
- G. If the internship institution requires professional certifications or skills, priority will be given to those with relevant certifications or skills. If there are no special requirements, students will be recommended to internship institutions in sequence based on the aforementioned selection criteria.

9. Abandonment and Changes in Internship

- A. Once the internship unit is assigned, unless there is a major incident and written approval is obtained from the Department and agreed upon by the internship unit, students cannot abandon the internship, make arbitrary transfers, or make other changes. Those who abandon or change internships without valid reasons, as determined by the Committee, will be considered as not meeting the requirements of the "English Graduation Project/Internship (Part 1)" and "(Part 2)" courses.
- B. If a student is dismissed by the internship unit during the internship period and the Committee determines that the dismissal conditions are met, regardless of whether the original internship unit provides a grade, the student must retake the internship. If a student takes a leave of absence, they must retake the internship after resuming studies.
- C. If students are unable to carry out off-campus internships due to special circumstances, the Department may adjust it to on-campus internships or other suitable arrangements. A tripartite internship contract will be signed between the school and the student.

10. Compliance During Internship

During the internship, students must follow the instructions of the internship unit in their work. Working hours, dress code, and other regulations of the internship unit must be adhered to. Unexcused absences, tardiness, early departure, or inappropriate attire are not allowed.

11. Internship Report

Internship reports must be submitted according to the regulations of each "English Graduation Project/Internship (Part 1)" and "(Part 2)" class and serve as one of the necessary references for grading.

12. Internship Evaluation

- A. Internship grades for students are evaluated separately by the internship unit and the Department's internship guidance teacher. In case of any special circumstances, the internship unit and the Department's internship guidance teacher should provide detailed explanations. The "Student Internship Grade Assessment Form" should be submitted by students to the internship unit at an appropriate time and relevant documents should be obtained before the end of the semester.
- B. Students with excellent internship grades or those specially awarded by the internship unit supervisor, and approved by the Committee, can be used as a basis for (individual) extra credit in the "English Graduation Project/Internship (Part 1)" and "(Part 2)" courses.
- C. Students participating in internships must adhere to the following regulations (non-compliance is considered as not completing the internship):
 - I. After completing the "Student Internship Voluntary Application Form" and the "Student Internship Parental Consent Form," students must submit them to the department office before the deadline, along with relevant proof of academic performance, to facilitate the matching process of internships. Once the department completes the internship student selection and distribution process, students must, according to the requirements of the internship unit, complete interviews and contract signings before the deadline.
 - II. If students take on-campus courses during the internship, they should actively contact the course instructor to adopt a diversified assessment mechanism to evaluate their academic performance for the current semester (such as submitting assignments, presentations, outcome reports, and reflections).
 - III. Adhere to all regulations of "English Graduation Project/Internship (Part 1)" and "(Part 2)."
 - IV. Remind internship units two weeks before the end of each semester to fill out the "Student Internship Grade Assessment Form" and produce various proof documents, including: 1) "Student Internship Grade Assessment Form," 2) "Student Internship Total Hours Table," and 3) "Student Internship Certificate" (jointly issued by the Department and the internship unit). Interns must collect all relevant documents one week before the end of the semester and submit them to the internship teaching teacher of "English Graduation Project/Internship (Part 1)" and "(Part 2)" for reference in semester grading and for record-keeping.

13. Penalties

Violations of the regulations in Articles 7, 8, 9, and 10 or actions that harm the school's reputation, if serious, will be referred to the Student Awards and Penalties Committee for handling.

14. Matters Not Covered by These Regulations

Unspecified matters shall be handled in accordance with the university's Student Internship Implementation Regulations, the tripartite Student Internship Cooperation Agreement, and relevant

government regulations.

15. These Regulations shall be implemented after being passed by the Departmental Meeting and amended accordingly.

Implementation Guidelines for Student Internships in the Department of Applied English at Kai Nan University

Passed and amended at the 7th Departmental Meeting of the 2019 academic year on December 18, 2019

Amended and passed at the 6th Departmental Meeting of the 2022 academic year on January 11, 2022

1. The purpose is to enhance the practical learning experience of students in the Department of Applied English at Kai Nan University. These guidelines are established to provide a framework for internship course arrangements and related matters, ensuring adherence to proper procedures.
2. Scope
 - A. Fourth-year students in the department must undergo internship education and training according to the provisions of these guidelines. All operations related to internship application, allocation, training, assessment, etc., shall be conducted in accordance with these guidelines.
 - B. The department shall handle student internship affairs in accordance with these guidelines.
 - C. The internship course in the department is scheduled for both semesters of the fourth year, with a total of four credits. The total internship hours per semester are set at 128 hours, with a maximum of 8 hours per day.
3. Responsibilities
 - A. Responsibilities of Internship Students:
 - I. In the second semester of the junior year, students refer to internship opportunities provided by the department, fill out the "Student Internship Voluntary Application Form" (Appendix One), and submit the application to the internship instructor.
 - II. Students must adhere to the rules and regulations of the internship organization during the internship period. Violations, if proven, will be subject to disciplinary actions according to university regulations.
 - III. Upon completion of the internship, students must submit reports as per the guidelines.
 - B. Responsibilities of Internship Instructors:
 - I. Conduct internship selection: Organize a briefing session for student internship selection.
 - II. Manage internship arrangements and quota distribution.
 - III. Assist in matters related to student internship insurance and consolidate the insurance roster.
 - IV. Provide guidance and disciplinary suggestions during the internship period.
 - V. Collect internship experience reports according to regulations, assess, and review.
 - VI. Summarize internship reports and feedback.
 - VII. Review and improve the effectiveness of internships.
 - VIII. Compile internship guidance data.
 - IX. Organize an internship results presentation.
 - X. Prepare a self-evaluation report on the performance of the internship course.
 - C. Responsibilities of Internship Supervisors:
 - I. Sign internship contracts.
 - II. Visit students at the organization during the internship period, complete the "Student Internship Guidance Visitation Record" (Appendix Two), and submit it to the department office for record.
 - III. Grade internship students.
 - IV. Notify students of internship details after obtaining approval from the relevant internship organization.
 - D. Responsibilities of Department Assistants:

Upon confirmation of internship quotas by the internship instructor, the department assistant issues official documents to relevant organizations for internship arrangements.

4. Implementation of Internship Selection Briefing

In December of the junior year, a "Internship Selection Briefing" will be held, inviting department faculty and internship students for face-to-face communication. The briefing will explain various related regulations, rules, and procedures for the entire internship.

5. Discipline and Recommendations During Internship

Students should adhere to the rules and regulations of the internship organization and university during their internship. Performance and behavior evaluations will be conducted at the end of the internship, and rewards or penalties will be implemented. In cases of significant events affecting performance, timely recommendations and penalties may be applied.

6. Internship Grades - Add/Drop, Assessment, Calculation, and Recording

A. Internship Progress Report:

Students are required to fill out the "Student Internship Weekly Journal" (Appendix Five) each semester and submit it to the internship instructor according to the specified schedule.

B. Internship Attendance and Grading Methods:

I. The evaluation of student internship grades is as follows (100%):

Internship Organization: 40%

Internship Instructor: 40%

Internship Supervisor: 20%

II. During the internship, the internship supervisor must assess the student's performance based on the internship work performance form and refer to the university's "Student Internship Grade Assessment Form" (Appendix Six) for a comprehensive evaluation. The results are then submitted to the internship instructor as the basis for grading the internship.

III. Attendance during the internship period will be included in the internship assessment based on the student's attendance and leave status. Details are outlined below:

①. Leave

- i. Leave during the internship must comply with the university's student internship leave regulations.
- ii. Leave hours must be compensated according to the regulations of the internship organization or as determined by the responsible supervisor.
- iii. Failure to compensate for leave hours, with leave hours exceeding one-fifth of the total internship hours, requires the student to retake the "English Graduation Project/Internship (Part 1)" and "(Part 2)" courses.

②. Absence

- i. Each hour of absence deducts 2 points from the total internship score.

- ii. For unnotified lateness or early departure, 1 point is deducted for each occurrence.
- iii. If accumulated absence or lateness exceeds one-fifth of the total internship hours, the student must retake the "English Graduation Project/Internship (Part 1)" and "(Part 2)" courses.
- iv. With the agreement of the internship organization supervisor, absence and lateness hours may be offset by compensating with additional hours.

③. Credit Score Calculation:

- i. After the completion of the internship course, students must submit a written internship outcomes report according to the instructor's requirements. The report must be submitted two weeks before the oral presentation date. For each day of late submission, 2 points will be deducted from the total internship score, and failure to submit the report will result in retaking the course. The internship outcomes report and the content of the presentation will be provided free of charge for the promotion of internship-related matters by the department and the university (Appendix Thirteen).
- ii. Student internship grades are assessed based on student performance, with the internship organization contributing 40%, the internship instructor 40%, and the internship supervisor 20%.
- iii. Credit Recording: The internship instructor is responsible for entering student internship grades into the computer for storage.
- iv. Students who pass the internship will receive the "Student Internship Certificate" from the department office (Appendix Eleven).

7. Review and Improvement of Internship Effectiveness

Internship instructors should regularly review student internship work to identify areas for improvement. Specific approaches include:

- A. After the internship concludes, students should complete the "Student Internship Feedback Form" (Appendix Seven) to provide feedback for the planning and execution of subsequent internship courses.
- B. Internship supervisors should visit the internship organization, offer timely guidance to students, and compile records for distribution to relevant departments for improvement considerations. Major issues require approval from the department chair.

8. Attention Points for Internship Students

- A. Internship students must provide various legal documents (such as photos, health examination reports, etc.) as required by the internship organization and complete registration procedures according to the organization's requirements.
- B. Internship students should actively provide various internship evaluation forms from the department for assessment by the internship organization.

- C. Internship students should adhere to the rules of the internship organization and university during their internship. In cases of significant events, awards or penalties will be applied.

Principles for students relinquishing internship positions:

- I. Once students, following their preferences and with the school's mediation, have secured an internship position and signed a formal student internship contract with the organization, they may not change the internship organization.
- II. If, after signing a tripartite contract, students wish to give up the internship opportunity at the unit due to special reasons before the start of the semester, the department meeting will decide whether to arrange for the student to continue studying the "English Graduation Project/Internship (Part 1)" and "(Part 2)" courses in a class designated for graduation projects.
- III. If, after signing a tripartite contract, students wish to give up the internship opportunity at the unit due to special reasons after the start of the semester and before the correction of course selection, the department meeting will decide whether to arrange for the student to continue studying the "English Graduation Project/Internship (Part 1)" and "(Part 2)" courses in a class designated for graduation projects.

9. Other

These guidelines shall be implemented after being passed at the departmental meeting and revised accordingly.