

NATIONAL CHUNG HSING UNIVERSITY
Department of Applied Mathematics, Graduate Institute of Statistics, and
Graduate Institute of Data Science and Information Computing
Student Off-Campus Internship Directives

June 14, 2023—Formulated and passed by the Department/Graduate Institute Affairs Meeting

Article 1 The Department of Applied Mathematics, Graduate Institute of Statistics, and Graduate Institute of Data Science and Information Computing (collectively, “the Department/Graduate Institutes”) have formulated the *Student Off-Campus Internship Directives* (hereinafter referred to as “the Directives”) in accordance with the *Directives for Technological and Vocational College and University Off-Campus Internship Courses Subsidized by the Ministry of Education* and *National Chung Hsing University Student Off-Campus Internship Directives* to encourage students to take off-campus internship courses and to effectively manage and mentor students during their off-campus internships.

Article 2 Objectives:

- (1) To provide students with early workplace experiences, shorten their career exploration time, and help them develop a proper work attitude
- (2) To enhance students’ competitiveness through internship, thereby increasing their employability
- (3) To expand practical teaching resources to build the distinctive features of the Department/Graduate Institutes.
- (4) To facilitate the seamless integration between professional training and industry demands.

Article 3 The head of the Department/Graduate Institutes shall serve as the convener of the Student Off-Campus Internship Committee (hereinafter referred to as “the Committee”) and be in charge of selecting its members. Committee members must include one student representative and one representative from a partner organization. Committee members shall serve a one-year term and may serve consecutive terms if reappointed.

Article 4 Duties of the Committee are as follows:

- (1) Engage in overall planning and promotion of off-campus internship courses
- (2) Verify the evaluation results and select of partner organizations

- (3) Draft written contracts and review individual student internship plans
- (4) Coordinate and handle student complaints, disputes, and incidents
- (5) Handle early termination before scheduled internship completion
- (6) Conduct internship organization on-site visits
- (7) Follow up with and review student internship on-site visit results
- (8) Handle other matters pertaining to the safeguarding of student rights and interests

Article 5 Students shall apply to relevant companies within the professional fields of the Department/Graduate Institutes. The internship acceptance/rejection results must be reported to the competent Department/Graduate Institute office.

Article 6 Internship credits and performance evaluations:

- (1) Students in off-campus internships must pass the evaluations by both the off-campus internship organizations and the Committee members. Those who pass the evaluations shall be granted internship credits.
- (2) During off-campus internship periods, the responsible individuals at the internship organizations shall perform a comprehensive evaluation of the students' performance. If students demonstrate poor performance or adaptation issues, the organizations may notify the Department/Graduate Institutes. If no improvements are made following Committee reviews and guidance, the students' final grade for the semester will be recorded as "Fail".

Article 7 During internship periods, the responsible individuals or designated personnel of the internship organizations shall supervise the students' internship work. The Committee will also assign personnel to conduct visits, provide practical guidance, and facilitate communication.

Article 8 Students who fail to report to the internship organizations without just cause or engage in misconduct that damages the University's reputation shall be handled in accordance with the *National Chung Hsing University Student Conduct Reward and Punishment Regulations*.

Article 9 The Directives and any amendments hereto shall come into effect upon approval by the Department/Graduate Institute Affairs Meeting and submission to the university-level Student Off-Campus Internship Committee for reference.