

**Cultural Institution and Internationalization**  
**(practical training; a one-credit internship course)**

**International Ph.D Program in Taiwan and Transcultural Studies**  
**College of Liberal Arts, National Chung Hsing University**

文化機構與國際化(實習)/(1 學分實習課程)

The SOP for taking the practical training course:

1. Find a CULTURAL institution/organization, private or public, or an industry-academy project of interest to you, home or abroad, BY YOURSELF, wherein you want to do an internship with a specialist or expert. Note that the Ph.D. program carries no responsibility to locate an institution/organization or a project for you. Apart from that, the characteristics of the chosen institution/organization or project must have bearings upon CULTURAL AFFAIRS.
2. Get approval from the director of your chosen institution/organization or project.
3. Submit a brief statement/proposal to the director/supervisor of the Ph.D. program, wherein you spell out the major purpose of the internship, along with the chosen institution's/organization's/project's name, the specialist's/the supervisor's name, and have a letter of approval from the institution/organization/project attached to the statement/proposal.
4. Once your proposal is approved by the director/supervisor of the Ph.D. program, you can proceed with your internship right away.
5. You can execute your internship or work as a volunteer at the chosen institution/organization/project for 36 hours or you can opt for an 18-hour internship at the chosen institution/organization/project and another 18-hour learning with your director/supervisor of the Ph.D. Program in class.

6. At the end of the semester, submit a final report in English regarding your internship to the director/supervisor of the Ph.D. program. The director/supervisor will grade it, based on the 100-point grading scale, depending on the quality of the internship and the report. Note that it is advisable to get your final report endorsed by your internship supervisor before submission.

\*Use with discretion. If errors arise from the above statement, consult the official Chinese version or related regulations established by the Ph.D. Program, NCHU, or the Ministry of Education.