**Cultural Institution and Internationalization**

**Practical Training: A One-Credit Internship**

**International PhD 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 standard operating procedures for the practical training course are as follows:

1. Identify a cultural institution, private or public, or an industry–academia project of interest to you, at home or abroad, for an internship. Note that the PhD program is not responsible for identifying an institution or a project for you. The chosen institution or project must relate to cultural affairs.
2. Obtain written approval from the director of your chosen institution or project.
3. Submit a brief proposal to your thesis supervisor in which you outline the purpose of the internship and the chosen institution’s contact details, including a named point of contact. Attach the letter of approval from the institution to the proposal. Once your thesis supervisor has accepted the proposal, it must be submitted to the program director for approval. Your intention to undertake an internship must be registered with the university before the beginning of the semester to receive credit at the end of the semester.
4. Once the proposal is approved, you can proceed with your internship.
5. You can undertake your internship or work as a volunteer at your chosen institution for 36 hours, or you can opt for an 18-hour internship at the chosen institution with another 18 hours of classes with your thesis supervisor.
6. At the end of the semester, submit a final report in English on your internship to your thesis supervisor, who will grade it according to the quality of the internship and the report based on a 100-point grading scale. Your final report should be endorsed by your thesis supervisor before submission.

\*Use with discretion. If any errors are identified in this document, consult the official Chinese version or related regulations established by the PhD program, National Chung Hsing University, or the Ministry of Education.