

National Chung Hsing University

International Ph.D. Program in Taiwan and Transcultural Studies Implementation Guidelines for Student Internships

Established at the 4th Program Affairs and Curriculum Committee Meeting, 112-2 June 17th. 2024.

Amended at the 5th Program Affairs Committees Meeting, 112-2 Jul. Xth. 2024.

1. These guidelines are formulated to promote the professional internship system of this program.
2. Implementation Objectives:
 - 2.1 Help students through the internship process to integrate theoretical and practical knowledge to gain a deeper understanding of professional activities related to literature, film, and cultural industries.
 - 2.2 Cultivate students' independence, communication and coordination skills, and teamwork spirit, as well as establish good interpersonal relationships and accumulate professional employment skills.
3. The program's Curriculum Committee includes the functions of the Internship Committee. The Program Director serves as the convener, and the members of the Curriculum Committee are ex-officio members. The committee may include one representative from the cooperating organization, with a term of one year, renewable. The committee must have at least half of the members present to convene and make decisions by majority vote.
4. The duties of this committee are as follows:
 - 4.1 Overall planning and promotion of the internship courses.
 - 4.2 Confirm the evaluation results of cooperating organizations, select and sign the "National Chung Hsing University Student Internship Agreement."
 - 4.3 Coordinate and handle student complaints, disputes, and accidents.
 - 4.4 Handle the termination of internships before the end of the internship period.
 - 4.5 Track and review the results of student internship counseling visits.
 - 4.6 Review and approve the credits for the "Professional Internship" course.
 - 4.7 Other matters related to student rights protection.
5. Internship Units:

- 5.1 Internship units include various types of cultural industries such as government-related institutions, publishing houses, magazines, independent bookstores, film production and distribution companies, cultural and creative companies, exhibition units, historical and cultural institutions, museums, art performance spaces, humanities and arts foundations, local cultural organizations, etc.
 - 5.2 Students must contact internship units independently and follow the application procedures specified in these guidelines. Before starting the internship, the program must complete the "National Chung Hsing University Student Internship Agreement" with the internship unit.
6. Application Procedure for External Internships:
- 6.1 Ph.D. students in their second year or above who are interested in applying can discuss suitable internship units with the Program Director or faculty members and complete the application process.
 - 6.2 Internships are primarily scheduled during the summer vacation.
 - 6.3 Interns are not paid.
 - 6.4 During the internship period, the program will provide student accident insurance.
1. Internship Credits and Evaluation Criteria:
- 7.1 The program offers a 1-credit elective course "Cultural Institution and Internationalization (practical training)." Students wishing to take this course must confirm their internship unit before enrolling and complete the "National Chung Hsing University Student Internship Agreement" with the unit.
 - 7.2 During the internship, students must write an internship report and submit it to the instructor of the "Cultural Institution and Internationalization (practical training)" course within the specified time after the internship ends.
 - 7.3 The internship grade is out of 100 points, including four aspects: learning attitude, responsibility, cooperation, and job performance. The internship accounts for 80% of the grade, and the internship report accounts for 20%. The internship unit will fill out the Internship Evaluation Form (attached) to grade the intern.
 - 7.4 The internship must be completed while the student is enrolled in the program. Students must take the "Professional Internship" course and pass the evaluation

within the prescribed study period. Credits will be approved by the Curriculum Committee after review.

8. These guidelines will be implemented after being approved by the Program Curriculum Committee and sanctioned by the University President through administrative procedures. Revisions follow the same procedure.