

NDHU Bachelor Program of Management Science and Finance

Regulations for Internship

2023.10.30 Approved by the second session of the Program Committee in the first semester of the Academic Year 2023

Article 1 Purpose : Bachelor Program of Management Science and Finance (hereinafter referred to as the Program) has specially formulated the following regulations (hereinafter referred to as the Regulations) in order to implement off-campus internship teaching, enable students to understand management or finance-related industries, gain practical industry-related experience, and cultivate professional management capabilities.

Article 2 Off-campus internship course : The name of this off-campus internship course is “Internship Program,” which is a 3-credit elective course. In principle, it is arranged in the second semester of the senior year. Students will obtain credits after completing the internship; the total internship hours should be more than 180. Students shall be in the same internship institution (unit).

Article 3 Off-campus internship institutions (units) : Students need to provide the list of internship institutions (units) and obtain the approval from the Program. After the internship institution (unit) is determined, the Program will sign a contract (see Appendix 1) with the internship institution (unit) to implement off-campus internship teaching cooperation.

Article 4 Off-campus internship application time: Students should apply before the end of the first semester of their senior year, and go for an internship during the second semester of their senior year. If students plan to be an intern during the summer between the second semester of their junior year and the first semester of their senior year, they should apply before the end of the second semester of their junior year. Students must submit the “Internship Application Form” (see Appendix 2) when applying for the internship. Only after the Program reviews and approves the application can students go to the internship institution (unit) for an internship.

Article 5 Parents/Guardian consent form of internship: Before the internship, parents/guardians of the students should be coordinated to sign the “NDHU Bachelor Program of Management Science and Finance Parents/Guardian Consent Form of Internship” (see Appendix 3).

Article 6 Pre-internship Orientation: The course teacher will hold an “Off-Campus Internship Student Symposium” during the first semester of the senior year to explain the Regulations and precautions for internships and share them with the interns.

Article 7 Interns return to school

The Interns should take the “Internship Program” course offered by the Program and participate in the “Off-Campus Internship Student Symposium” to share their internship experience. In principle of domestic internships, students should report the current status of the internship every month and submit the internship report (see Appendix 4) to the internship teacher.

Article 8 Internship teacher visit: In principle, the internship teacher will be the course teacher.

Responsibilities are as follows:

I. Interns visiting

1. Solving problems related to students’ internship training and lives. When necessary, meet with the course teacher, students’ parents, and supervisor of the internship institutions (units) to solve internship problems. If there are severe circumstances, students will be reported to the Program, and the internship will be suspended.
2. During the internship, the internship teacher should have at least two visits (including in-person visits or telephone calls) and fill in the Visiting and Counseling Record Form (see Appendix 5).

II. Internship institutions(units) contacting

1. Contact the supervisor of the internship institution (unit) to jointly solve student internship problems and inform the internship institution (unit) of the relevant measures for implementing the internship of the Program.
2. Communicating and organizing the internship training content or courses for reference in course planning and internship policy adjustments.

III. Internship performance assessment

1. Obtaining a score from the internship institution (unit) and grading students’ performance on the Student's Internship Assessment Form (see Appendix 6).

2. Instructors will give students an overall score based on students' internship experience, internship institution (unit) ratings, visit ratings, etc.
3. The Program will select and compile excellent internship reports for inheritance.

IV. When necessary, the course teacher must attend the Program Committee to discuss the off-campus internship for the Program.

Article 9 The actual implementation content of this establishment purpose may be appropriately adjusted according to the internship and administrative work requirements, but it shall not conflict with the Regulations.

Article 10 The Regulations will be announced and implemented after being approved by the Program Committee and sent to the school's NDHU Off-Campus Internship Committee for future reference.

NDHU Bachelor Program of Management Science and Finance

INTERNSHIP INSTITUTION(UNIT) EMPLOYMENT CONTRACT

Bachelor Program of Management Science and Finance, College of Management, National Dong Hwa University (hereinafter referred to as Party A) hereby accepts the assistance of _____

(hereinafter referred to as Party B) to provide students with off-campus professional skills training and professional internship opportunities, so that students can become the professionals with management or financial skills. Party A and Party B hereby agree to proceed in accordance with the following items:

I. Internship Period

Starting from (DD)/(MM)/(YYYY) to (DD)/(MM)/(YYYY) ; the internship hours shall be at least ____ hours. There are total ____ students from Party A intern in Party B (the list of intern students is in the attachment).

II. During the internship, in addition to receiving guidance and management from Party A, students shall also accept the command and supervision of Party B's unit supervisor, and follow the established company policies and work rules.

III. Party B should assign a dedicated person responsible for guidance and assessment and supervise students' internship and life management. If there is any severe circumstance, the internship should be suspended, and Party A and students' parents/guardians should be notified to convene a meeting to deal with the matter.

IV. The Responsibilities of Party A

1. Assist Party B in developing relevant internship teaching, supervise and understand students' internship situations, and provide performance assessment materials.
2. Responsible for restraining internship students, handling student accident insurance, and strictly abiding by the work and rest regulations of the internship institution (unit) arranged by Party B.

V. The Responsibilities of Party B

1. During the internship, Party B is responsible for the student's life management, assessment, and evaluation of internship results.
2. Responsible for arranging various internship courses and skills training. Please do not arrange for

students to take on non-related and dangerous work.

3. During the internship, Party B handles labor and health insurance for the internship students.
4. During the internship, Party B may provide each student with a monthly internship allowance NTD _____.
5. During the internship, Party B shall arrange time off in accordance with the Labor Standards Act.
6. Other matters related to internships should comply with the Labor Standards Act and the company's personnel regulations.

VI. Any matters not covered herein or changed may be revised in accordance with the Labor Standards Act by Party A and Party B.

Agreement Signing Institution (Unit)

Party A

School : National Dong Hwa University

Dept. : Bachelor Program of Management Science and Finance

Representative : (Signature)

Position :

School Address : No. 1, Sec. 2, Da Hsueh Rd. Shoufeng, Hualien 974301, Taiwan

Contact Number :

Party B

Institution(Unit) :

Representative : (Signature)

Position :

Company Address :

Contact Number :

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INTERNSHIP APPLICATION FORM

Date : (DD)/(MM)/(YYYY)

Name		Student ID		Grade	
Phone Number		Email			
Mailing Address					
Residential Address					
Parents/Guardian		Phone Number			
Relationships					
Mailing Address					
Internship Institution(Unit)					
Internship Institution(Unit)	(Please Attach the Certificate of Company Registration)				
Address					
Institution Supervisor	(Name & Position)	Supervisor Email			
Phone Number		Supervisor's Signature			
Internship Description					
Position					
Location					
Work Arrangements & Period	_____ working hours per week Starts from (DD)/(MM)/(YYYY) to (DD)/(MM)/(YYYY) ; _____ hours in total				
Work Content					
Salary		Accommodation/Food Provided	(Yes/No)		
Attachments	<input type="checkbox"/> Parents/Guardian Consent Form of Internship <input type="checkbox"/> The Certificate of Company Registration of the Institution(Unit)				
I _____(Signature) agree that all the provided information can be used by the Bachelor Program of Management Science and Finance, College of Management, National Dong Hwa University, for internship-related work needs, and also can be used by the applied internship institution (unit) for internship-related work.					
Dept. Review	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved (Reason : _____)		(Dept. Signature)		

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PARENTS/GUARDIAN CONSENT FORM OF INTERNSHIP

I hereby agree and guarantee that our children _____ will go to an outstanding domestic management or finance-related industry which is approved by the Program to conduct internship courses from (DD)/(MM)/(YYYY) to (DD)/(MM)/(YYYY), _____ months in total. During the internship, I am willing to cooperate with the supervisor in complying with various internship regulations, daily life management, and other confidential and relevant information learned or obtained from the internship institution (unit) during the professional internship. It should be kept confidential and not leaked or used for other purposes. The same applies after training, and I will obey the guidance of course teachers and instructors of internship institutions (units). If there are any violations or mistakes, I am willing to accept the punishment of school rules and relevant laws and regulations.

Sincerely

Bachelor Program of Management Science and Finance, College of Management, NDHU

Consent by (Parents/Guardian) : _____ (Signature)

Address :

Phone :

Date :

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INTERNSHIP REPORT

I. Preface

1. Internship Period : Starting from (DD)/(MM)/(YYYY) to (DD)/(MM)/(YYYY) ; Total ____ hours

2. Internship Location :

Address :

Phone :

The Institution(Unit) Supervisor :

3. Internship motivation (factors for choosing a professional internship, etc.)

II. Main Content

1. Internship Institution(Unit) Introduction

Such as corporate culture, organization, departments, products, brand image...etc.

2. Operation process (overview of the operation process of the professional internship department) and work content (details of the work content, such as work preparation and service process.) (500 words)

Dept.	Work Content	Hours

III. Thoughts and Suggestions

1. Internship experience (1500 words)

2. Suggestions

Such as suggestions for internship institutions (units), the students' mentality in future internships, the internship system of this course...etc.

IV. References

Attachments : More than five pictures of work attendance

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VISITING AND COUNSELING RECORD FORM

Course Teacher :

Student Name	
Internship Institution(Unit)	
Visiting/Counseling Date	
Summary	<input type="checkbox"/> Phone <input type="checkbox"/> In person
Dealing with student's suggestions or problems	
Anything that needs to be coordinated by relevant school units	

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STUDENTS INTERNSHIP ASSESSMENT FORM

Name :

Institution :

Unit :

Period : From (DD)/(MM)/(YYYY) to (DD)/(MM)/(YYYY)

Item	Scoring Items	Proportion	Score	Comments
Professional Ability	Work and business technical skills	10%		
	Appearance and etiquette	10%		
	Cooperation and obedience	10%		
	Resilience	10%		
	Relationships and teamwork	10%		
Learning Attitude	Enthusiastic Spirit	10%		
	Actively participate in practice	10%		
	Being responsible and conscientious	10%		
	Honesty and humility	10%		
	Being punctual	10%		
Total Score(The total score is 100 points.)				
General comments				
Leave	Sick Leave : ____ days ____ hours ; Official Leave : ____ days ____ hours ; Personal Leave : ____ days ____ hours ; Funeral Leave : ____ days ____ hours ; Absenteeism : ____ days ____ hours ; (Please be sure to fill in the information accurately)			
Signature	Internship Institution(Unit) Manager :			
	Internship Institution(Unit) Supervisor :			
Remark	1. This evaluation form is a confidential document. Students themselves will not know the evaluation results. Please provide specific descriptions and suggestions on the student's internship performance in the comments so that they can be used as a reference for future internship improvements. 2. Please seal this form after the internship ends, and mail it back or ask the student to return it to the Program within one week. 3. Mailing Address : No. 1, Sec. 2, Da Hsueh Rd. Shoufeng, Hualien 974301, Taiwan (Please note "Internship Related" on the Envelope Cover) 。			