

Implementation Guidelines for Off-Campus Internships for Students in the Bachelor Program of Intelligent Computing and Big Data at Chung Yuan Christian University

Approved in the 113-1-2 Curriculum Affairs Meeting on September 11, 2024.

Article 1. To cultivate students' proficiency in professional skills in the fields of intelligent computing and big data, enhance practical abilities, and foster attitudes of dedication, cooperation, diligence, humility, and responsibility, in line with the spirit of higher education, the "Implementation Guidelines for Off-Campus Internships for Students in the Bachelor Program of Intelligent Computing and Big Data at Chung Yuan Christian University" (hereinafter referred to as these Guidelines) are established.

Article 2. The off-campus internships for students in this department shall be arranged based on the educational needs of the department, with external institutions (including government agencies, non-profit organizations, and public and private enterprises related to the department's professional skills) being approved by the department. After both parties sign the internship contract and related documents, students will be assigned to the internship.

Article 3. The Curriculum Committee of the department is responsible for promoting off-campus internship-related work for students.

Article 4. The Curriculum Committee is responsible for reviewing the qualifications of internship institutions, supervising student internships, arranging internship instructors, and assessing students' internship grades. The department chair is responsible for coordinating related internship affairs.

Article 5. The off-campus internship courses for students at this university have the following three types:

1. Summer Internship Course: An internship of more than 6 consecutive weeks at the same institution during the summer vacation, offering more than 3 credits.
2. Semester Internship Course: An internship lasting more than 4 months during the semester, allowing students to return to campus for classes. Students must intern full-time at the institution for at least three days a week.
3. Overseas Internship Course: The internship institution should be related to the department's professional field.

Article 6. Credit Exemption:

The department offers off-campus internship courses according to the provisions of Article 5. Upon completion of the internship, students must submit an internship report, which, upon approval by the internship institution and review by the Curriculum Committee, will allow for credit exemptions: 1 credit for every 80 hours of internship, with a maximum of 3 credits eligible for exemption from off-campus internship. Remaining hours in the semester cannot be accumulated for exemption, with a maximum of 9 credits exempted per semester. If a student fails to fulfill the

contracted internship hours due to personal reasons, the internship course score will be recorded as zero.

Article 7. Qualification Review of Internship Institutions:

The Curriculum Committee will conduct a qualification review of willing internship institutions. Internship institutions should be government-registered and approved, possess a good system, and be related to the teaching profession. For overseas internships, locations should be outside mainland China, prioritizing enterprises and institutions established by Taiwanese businesses overseas that are advanced or have development potential (including branches), or large commercial vessels operating in international waters.

Article 8. Off-Campus Internship Information Session and Matching:

The department will hold an off-campus internship information session and publish internship opportunities, including institution names, locations, salaries, job nature, and accommodation conditions, to facilitate matching between internship institutions and students. Students successfully matched should draft an off-campus internship plan and sign the internship contract to submit to the Curriculum Committee.

Article 9. Pre-Internship Training:

Before students go to the internship institution, pre-internship training will be conducted. If necessary, representatives from the internship institution may be invited to explain the rights, obligations, related internship regulations, workplace ethics, and daily routines that students should understand and follow.

Article 10. Internship Guidance:

1. The off-campus internship course is a formal course, and students should adhere to the management rules and regulations of the internship institution.
2. The Curriculum Committee will coordinate teachers to act as guidance instructors, visiting internship institutions to assess students' internship situations and ensure the required professional practical training standards are met.
3. During the off-campus internship period, students may not change their internship institutions without the consent of the supervising authority; violators will be subject to disciplinary action according to school regulations.

Article 11. Students must comply with the rules of the internship institution during their internship period, follow the guidance of the institution's staff, and pay attention to work safety. Any violations will be subject to disciplinary action based on the severity of the infraction according to school regulations.

Article 12. Students who perform excellently during their internship may be rewarded based on the facts described by the internship unit and the internship guidance teacher.

Article 13. These Guidelines will be implemented after being approved and published by the Curriculum Affairs Meeting, and the same applies to any amendments.