

Implementation Guidelines for Off-Campus Internships

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

Approved at the 113-1-2 Curriculum Affairs Meeting on September 11, 113th Academic Year

Article 1. To cultivate students' proficiency in professional skills in the field of smart computing and big data, enhance practical abilities, and foster attitudes of professionalism, diligence, humility, and responsible collaboration, these guidelines, titled "Implementation Guidelines for Off-Campus Internship of the Smart Computing and Big Data Bachelor Program Students at Chung Yuan Christian University" (hereinafter referred to as these guidelines), are established.

Article 2. The off-campus internships for students in this department are arranged based on educational needs, with approved external institutions (including government agencies, foundations, private and public enterprises, and institutions related to the department's professional field) signing internship agreements and related documents, after which students are assigned to internships.

Article 3. The department's curriculum committee is responsible for promoting matters related to student off-campus internships.

Article 4. The curriculum committee oversees the qualification review of internship institutions, student internship supervision, arrangement of supervising instructors, and evaluation of internship grades, while the department chair coordinates all related tasks.

Article 5. The off-campus internship courses include the following three types:

1. Summer Internship: Continuous internship at the same institution for six weeks or more during summer vacation, offering 3 or more credits.
2. Semester Internship: Internship for more than four months during the semester, allowing students to return to campus for courses. Students must work full-time at the internship institution for at least three days a week.
3. Overseas Internship: The internship institution must be related to the department's professional field.

Article 6. Credit Recognition:

According to Article 5, students must submit an off-campus internship report upon completion, which is approved by the internship institution and reviewed by the curriculum committee. Each 80 internship hours can count for 1 credit, with a minimum of 3 credits

required for off-campus internship recognition. Remaining hours cannot be accumulated, and a maximum of 9 credits can be recognized per semester. Failure to fulfill the internship hours due to personal reasons will result in a zero grade.

Article 7. Internship Institution Qualification Review:

The curriculum committee evaluates prospective internship institutions, prioritizing those registered and approved by government authorities, with sound systems, and related to professional education. Overseas internships are preferred outside Mainland China, focusing on Taiwanese businesses abroad or other advanced or potential international enterprises and institutions.

Article 8. Internship Orientation and Matching:

The department organizes an internship orientation, announcing internship opportunities including institution names, locations, salaries, job nature, and accommodation conditions. Students who successfully match with an institution must submit an internship plan and sign a contract to the curriculum committee.

Article 9. Pre-Internship Training:

Prior to the internship, students undergo pre-internship training, potentially involving institution representatives to explain students' rights, obligations, internship regulations, workplace ethics, and safety precautions.

Article 10. Internship Guidance:

1. Off-campus internships are formal courses; students must adhere to the regulations of the internship institutions.
2. Supervising instructors visit internship sites to monitor student progress and ensure professional standards are met.
3. Students may not change internship institutions without the consent of the internship unit supervisor; violations will be handled per school regulations.

Article 11. During internships, students must comply with the institution's rules, follow guidance, and prioritize safety. Violations will result in disciplinary actions per school regulations.

Article 12. Outstanding performance during internships may be rewarded upon verification by the institution and supervising instructor.

Article 13. These guidelines are implemented upon approval by the Curriculum Affairs Meeting and amended similarly.