

## **Dharma Drum Institute of Liberal Arts**

### **Directions for Implementing Student Internship Program**

Adopted at the 2<sup>nd</sup> Administrative Meeting of the Academic Year 104 on November 25, 2015

Amendment adopted at the 3<sup>rd</sup> Administrative Meeting of the Academic Year 105 on March 15, 2017

1. To cultivate the concept of applying knowledge to practice, integrate academic theory with practical internships, and enhance students' competitiveness in the job market, these Directions are hereby established.
2. To promote off-campus internships for students, each department or cluster (group) may establish a "Department/Cluster (Group) Off-Campus Internship Committee". The committee shall have one Chairperson, concurrently held by the department/cluster (group) head, and several members, recommended by the Chairperson from among faculty members or industry representatives, and appointed with the President's approval. The committee shall convene as needed to formulate and review related implementation plans.
3. Internship venues shall be selected by academic units from domestic or international public/private enterprises, organizations, groups, or individual workshops. A formal contract, official correspondence, or memorandum of understanding/agreement must be signed between the two parties.  
The list of internship supervisors must be submitted to the heads of relevant academic units for review and then submitted to the President for approval. Appointment letters shall then be issued, and copies shall be filed with the Academic Affairs Section.
4. Off-campus internship courses should aim to combine course theory with practical work. Approved professional internship courses shall follow the regulations for course selection and enrollment. To avoid disrupting regular course selection, internships may be scheduled during evening hours of the semester or during winter and summer breaks.
5. The teaching hours for off-campus internship courses shall be calculated as 0.5 hours per student supervised. Each instructor may oversee only one internship course per semester, with a maximum of three teaching hours per course.
6. The credit calculation for off-campus internship courses shall be based on credit hours. For one credit, students must intern for at least two hours per week, totaling at least 36 hours over 18 weeks per semester; other courses shall follow this ratio and be included in the academic unit's annual total teaching hours.
7. Before the start of the internship, academic units must hold a pre-internship briefing session and prepare meeting minutes for record-keeping. During the

internship period, student internship insurance shall be uniformly provided by the school. Insurance coverage amounts and durations shall comply with the MOE's regulations. Unless otherwise agreed upon by the internship institution, students shall bear all transportation, accommodation, and meal expenses.

8. Instructors responsible for the course shall monitor students' internship status, conduct pre-internship evaluations, and visit internship venues at least once during the internship period to assist in resolving any issues students may encounter. Instructors shall also complete relevant forms (e.g. Internship Visit Record Forms) to assess the effectiveness of the internship and identify related issues.

9. Students shall adhere to the instructions of the internship institution during the internship. If a student cannot participate in the internship due to any reason, they must notify both the internship institution and the Institute's internship instructor to apply for leave and make up any missed hours. If leave hours exceed one-third of the total internship hours, the internship grade will be marked as failing.

10. Internship grades shall be calculated using an evaluation form designed by the academic unit. Instructors shall grade students based on reports and feedback materials and enter the grades into the system after the internship ends. Students whose grades fail to meet the passing standard shall not earn credit for the internship course. Industry instructors shall guide students during the internship and evaluate their performance based on internship work. The grading ratio for the final grade shall be specified in the course plan by the instructor.

11. For students participating in a full-semester off-campus internship, tuition, miscellaneous fees, computer network internship fees, and dormitory fees for that semester shall be handled in accordance with the Institute's relevant regulations.

12. Any matter unspecified in these Directions shall be handled in accordance with the Institute's Academic Regulations and related regulations.

13. These Directions shall be approved by the Executive Council, and shall be submitted to the President for approval and promulgated for implementation; the same shall apply to any amendment thereto.