

CYCU Regulations Governing Implementation of Professional Internships

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Article 1. Purpose

CYCU establishes the Regulations in order to strengthen students' competitiveness in job placement, experience workplace environment at an early stage, and process each department's (or graduate institute's) professional internships.

Article 2. Definition

The Regulations defined by the courses of internship are those planned by the department (or graduate institute) or program, with credits geared toward professional competency, workplace in nature, and practical learning, not including the laboratory courses and the practicum courses.

Article 3. Steering Committee for the Professional Internship (organizational unit for setting up)

The Committee consists of dean, Office of Career Development, as ex officio member and convener; dean, Office of Academic Affairs; dean, Office of Student Affairs; dean of each college; dean, College of Industry-Academia Cooperation; director, Center for Industry-Academia Talent Cultivation, Office of Career Development; and director, Center for Career Counseling, Office of Career Development. The major duties for this Committee are to develop directions for student's professional internships and to officially sign the contracts with various internship organizations.

Article 4. Committee for Professional Internship (implementation unit)

Each department (graduate institution) may set up "Counseling Committee for Professional Internship," consisting of faculty of each department (graduate institution) – under special situation, industrial faculty may be invited to participate. The Committee's major job description includes:

1. Set up "Specific Implementation Rules for Professional Internship."
2. Stipulate really effective internship contents, together with occasional meetings to review the internship-related issues for their improvement measures.
3. Review the internship organizations.
4. Set up the contents of "Off-Campus Internship Contract," clearly specifying terms of rights and obligations for interns and the organizations.
5. Review the qualifications of the students intended to do internship.
6. Hold pre-internship briefing for the professional internships, letting the students know about rules related to internships.

7. Specify the report form for internship.

Article 5. Organizations for professional internships

Organizations for professional internships shall be the governmental agencies, private organizations, or academia-research organizations – signing the off-campus internship contracts with the University and completing the signing of contracts before the start of the internships.

Article 6. Internship courses

1. Internship courses shall assign faculty to offer counseling to the courses, responsible for offering the courses, supervising student's internship activities, and coordinating internship-related matters.
2. Internship courses can be offered during regular semesters or in summer – they can be required or elective courses. The basic numbers of students taking the courses shall comply with the rules of University governing offering a course.
3. The unit offering internship course can apply for subsidy from Office of Career Development, with the maximum being three (3) credit-hours. Such credit-hours do not have to be included in the determination of the departmental (graduate institutional) overall credit-hours, and the faculty's hourly fee is the same as that provided by the regular courses.
4. Duration of time for internship is treated the same as regular course – student taking a leave-of-absence shall provide certified documents. Those taking leave-of-absence or missing a class session shall report to the internship organization and the counseling faculty and apply for leave-of-absence.
5. Student shall turn in a complete internship report upon completion of the internship; the report is to be reviewed by the internship counseling faculty.

Article 7. Performance evaluation of the internship course

Handling internship courses, the University shall implement performance assessment (hereinafter referred to as assessment), with the items for assessment listed as follows:

1. Mechanism of internship
 - (1) Overall planning and operational mechanism for the internship course.
 - (2) Results of satisfaction survey done by the internship students.
 - (3) Insurance coverage of the insurance of off-campus internship.
 - (4) Negotiated settling mechanism for the dispute between the off-campus organization offering cooperative internship and the student participated in the internship.
2. Outcome of internship
 - (1) Employment counseling effectiveness of the internship students.
 - (2) Results of satisfaction survey done by the internship students.

For off-campus internship courses, the assessment shall include the following items:

1. Mechanism of internship

- (1) Select and match mechanisms for off-campus internship cooperation.
 - (2) Sign and implementing of the contracts for off-campus internships.
 - (3) Insurance coverage of the insurance of off-campus internship.
 - (4) Negotiated settling mechanism for the dispute between the off-campus organization offering cooperative internship and the student participated in the internship.
2. Outcome of internship
- (1) Results of satisfaction survey of the internship students toward their off-campus organization offering cooperative internship.
 - (2) Results of satisfaction survey of the off-campus organization offering cooperative internship toward the internship course.
 - (3) Results of satisfaction survey of the off-campus organization offering cooperative internship toward the internship students.

Article 8. Insurance

Department (graduate institute) shall handle accident insurance for the students before they participate in internship; if the organization offering internship cannot provide insurance, Office of Career Development shall be responsible for handling student's group accident insurance. Based on realistic needs, each department shall specify how to shoulder the expense of other items related to the professional internship.

Article 9. The Regulations shall be promulgated by the President and enforced upon approval of School Administration Council. The same shall apply where the Regulations are amended.