

Guidelines on the Implementation of Practical Training and Student Off-campus Internships at Department of Biological Science and Technology at I-Shou University

Promulgated with the consent from the President dated on September 26, 2017

Amendments to Provisions II and VII adopted by the Departmental Affairs Council on June 26, 2018, and promulgated with the consent from the President dated on October 7, 2018

Amendments to the Guidelines adopted by the Departmental Affairs Council on November 28, 2019, and promulgated with the consent from the President dated on December 5, 2019

- I. The Guidelines on the Implementation of Practical Training and Student Off-campus Internships at Department of Biological Science and Technology at I-Shou University (hereinafter referred to as "the Guidelines") are made by the Department of Biological Science and Technology (hereinafter referred to as "the Department") pursuant to the Regulations for Student Off-campus Internships at I-Shou University with the aim of helping students broaden practical knowledge, polish skills, and improve adaptability and competitiveness in the workplace.
- II. Students of the Department are not eligible to graduate until they complete either a research project or an off-campus internship.
- III. Research project:
For students admitted in Academic Year 2018, they shall earn at least 3 credits from Practical Training and Product Development in Biotechnology (I), (II), (III), or (IV) to complete a research project. For students admitted in or after Academic Year 2019, they shall earn at least 4 credits from Practical Training and Product Development in Biotechnology (I), (II), (III), or (IV) to complete a research project. Notwithstanding the foregoing, for students who go abroad as exchange students during a semester, earning 3 credits from the abovementioned courses is acceptable.
- IV. Planning of off-campus internships:

1. Participants: All undergraduate students of the Department.
 2. Course title and credits: Industry Intern (3 credits).
 3. Internship hours: 240 hours.
 4. Internship period: During summer vacations.
- V. Students who intend to do an internship shall apply before the deadline announced by the Department, and the acceptance list will be announced by the Department at a later date. If a student wishes to seek an internship provider on their own, such an internship provider shall be reviewed and approved by the Department.
- VI. Before an internship starts, I-Shou University (hereinafter referred to as "the University"), the internship provider, and the student doing an internship (hereinafter referred to as "the intern student") shall sign a trilateral contract. The contract shall specify the course title(s) and credits, internship hours, internship content, internship period, allowances (subsidies), accommodation and meals, insurance, student counseling services, evaluation items, evaluation methods, and other related matters. The University, the internship provider, and the intern student shall all keep one copy of the contract to safeguard their rights.
- VII. The Department shall hold an orientation session before the internship starts, provide the intern student with internship rules in hard or soft copy, and request the intern student to abide by the applicable rules during the internship.
- VIII. The Department shall assign an internship advisor to make on-site visits and offer counseling services to the intern student. The internship advisor shall also help the intern student and the internship provider solve problems they have encountered during the internship; the internship advisor shall complete an internship on-site visit record every time he/she visits the intern student.
- IX. During the internship, in addition to the student group insurance, the Department shall ensure that the intern student has taken out another personal accident insurance policy.
- X. If the intern student is unable to perform his/her duties due to illness or other reasons during the internship, he/she shall apply for leave of absence in accordance with the applicable rules and make up the missed internship hours later. If the intern student is unable to complete the internship due to personal reasons, he/she shall apply for terminating the internship to the Department and obtain approval from the Student Off-campus Internship Committee of the Department.
- XI. If the intern student cannot accommodate him/herself to the internship or has a dispute with the internship provider, or if an emergency arises, the internship advisor shall handle the situation first and refer the situation to the Student Off-campus Internship Committee of the Department for deliberation in order to terminate the internship or transfer the

intern student to another internship provider.

- XII. If the intern student is involved in an incident related to gender equality, the Department shall assist the intern student in filing a complaint addressed to the internship provider and report to the Committee of Gender Equity Education of the University for further processing.
- XIII. Internship evaluation criteria:
1. an evaluation by the internship provider: 70%;
 2. an oral presentation at an achievement exhibition: 10%; and
 3. an internship reflection report and a poster: 20%; the rules are as follows:
 - a. The report template is available on the Department's website; the report shall be submitted in both hard and soft copy, or no points are awarded.
 - b. Intern students shall submit the report before the prescribed deadline.
 - c. Late submission or an incorrect format will result in a deduction of points on the internship.
 - d. A soft copy (.pdf) of the poster shall be submitted.
- XIV. After the intern student completes the internship, the Department shall evaluate the quality of the internship provider and the appropriateness of the course content, including a satisfaction survey completed by the intern student and the internship provider, respectively, in order to improve future off-campus internships.
- XV. Matters not mentioned herein, if any, shall be subject to the applicable laws of the Ministry of Education and the applicable regulations and rules of the University.
- XVI. The Guidelines become effective on the third day of promulgation after being adopted by the Departmental Affairs Council, approved by the College of Medicine, and ratified by the President.

Note: In the event of any dispute or misunderstanding as to the interpretation of the language or terms of the Guidelines, the Chinese language version shall prevail.