

Student Industry Internship Enforcement Rules of Department of Electronic Engineering, Asia Eastern University of Science and Technology

Passed in the first Department of Electronic Engineering department affairs meeting on March 3, 2010

Passed in the first Department of Electronic Engineering course committee meeting on March 26, 2010

- I. The "Student Industry Internship Enforcement Rules of Department of Electronic Engineering, Oriental Institute of Technology" (hereinafter referred to as "the Enforcement Rules") are specially formulated in accordance with the "Implementation Guidelines for Student Enterprise (Institution) Internships of Oriental Institute of Technology."
- II. The industry internship offers a one-credit course per semester, and the number of hours must be at least 80 hours (inclusive). The calculation period includes winter and summer vacations.
- III. The internship unit is a public or private organization approved by the department or a public or private organization or enterprise or corporate organization legally registered with the government.
- IV. The internship advisor is a full-time teacher in the department, whose main job is the supervision and scoring of the internship. Main work includes:
 - (I) Observe and assist students in the industry internship.
 - (II) Internship grade assessment.
- V. The industry internship course adopts a manual course selection method. Students need to submit the student industry internship course selection application form and the business contract or letter of appointment when applying. For final grades, they need to submit the business internship certification document, the student's internship experience report, and the student industry performance evaluation form, and other prescribed items for other intern instructors and supervisors.
- VI. These Rules have been implemented with approval from a department affairs meeting. The same applies to all subsequent amendments.

Department of Electronic Engineering, Asia Eastern University of
Science and Technology

Student Industry Internship Course Selection Application Form

____/____/____ (yyyy/mm/dd)

Name		Student ID No.	
Date of Birth		Gender	
Contact number	()-	Mobile	
Special Research Teacher			
E-mail			
Work period	From ____/____/____ (yyyy/mm/dd) to ____/____/____ (yyyy/mm/dd), for a total of ____ hours		
Institution providing the internship		Business ID	
Address of institution		Internship unit	
Name of the supervisor of the internship institution		Supervisor's phone no.	
Business items			
Content of the internship			

Remarks			
Applicant	Special research teacher (advisor)	Director	

Student Industry Internship Experience Report of Department of Electronic Engineering, Asia Eastern University of Science and Technology

____/____/____ (yyyy/mm/dd)

Name		Student ID No.	
Institution providing the internship		Internship unit	
Name of the supervisor of the internship business		Supervisor's phone no.	
Working Hours	From ____/____/____ (yyyy/mm/dd) to ____/____/____ (yyyy/mm/dd), for a total of ____ hours		
Content of the internship			
Records of work			

Internship experience		
Applicant	Special research teacher (advisor)	Director

Asia Eastern University of Science and Technology Student Industrial Internship Performance Evaluation Form

I. Basic information

Name		Student ID No.	
Institution providing the internship		Internship unit	
Name of the supervisor of the internship business		Supervisor's phone no.	
Working Hours	From ____/____/____ (yyyy/mm/dd) to ____/____/____ (yyyy/mm/dd), for a total of ____ hours		

II. Assessment by the intern department head

Assessment item	Assessment content	Grade	Comments
Learning attitude (30 points in total)	<ul style="list-style-type: none"> ● Obedience (6 points) ● Proactiveness (6 points) ● Conscientiousness (6 points) ● Teamwork (6 points) ● Responsibility (6 points) 		
Work performance (30 points in total)	<ul style="list-style-type: none"> ● Work can be achieved as required (15 points) ● Professional skills performance (15 points) 		
Internship report (20 points in total)	<ul style="list-style-type: none"> ● Content description (4 points) ● Work experience and understanding (8 points) 		

	<ul style="list-style-type: none"> ● Internship outcomes (8 points) 		
Attendance (The full score is 20 points; 1 point is deducted for each absence.)	<ul style="list-style-type: none"> ● Personal leave ____ days ● Sick leave ____ days ● Absent ____ days ● Arrived late and left early ____ days 		
Total Score			

Internship company:

Signature of the intern department supervisor: