

Off-Campus Internship Guidance Rules for Department of Electronic Engineering Students of 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

Passed in the first internship committee meeting on March 25, 2015

I. Purpose

The "Off-Campus Internship Guidance Rules for Department of Electronic Engineering Students of Oriental Institute of Technology" (hereinafter referred to as "the Rules") have been established in accordance with the "Off-Campus Internship Guidance Guidelines for Students of Oriental Institute of Technology" to cultivate students of the department into professionals possessed of both theory and practice, and to strengthen students' understanding of industry practices.

II. Eligible individuals

Second-year (inclusive) students of the department can take off-campus internship courses during the academic year, semester, or summer, while first-year students can only take internships during the winter and summer vacations.

III. Curriculum Design

In accordance with the University's "Guidelines for Off-campus Internship Courses," the department's industry internship courses offer summer, semester, and academic year courses for students.

- (I) Summer internship courses: A 3-credit off-campus internship course is offered in the summer. Students must take an internship in the same institution for 8 consecutive weeks, and the total internship hours should be at least 320 hours.
- (II) Semester internship courses: A 9-credit, 4.5-month-long, off-campus internship course is offered. During the internship course, in addition to regular return to the University for courses or seminar activities arranged by the department, students should work full-time in the internship institution.
- (III) Academic year internship courses: An 18-credit (or more), minimum 9-month-long, off-campus internship course is offered. During the internship course, in addition to regular return to the University for courses or seminar activities arranged by the department, students should work full-time in the internship institution.
- (IV) Other internship courses (those that do not belong to the above types): The department also offers off-campus internship courses of various credits according to the needs of curriculum planning. For each credit course, students must have accumulated 80 hours of internship in the same institution.

IV. Internship steps

(I) Before internship

1. Teachers of the department coordinate with companies to apply for internship cooperation to the Division of Internship and Employment Counseling of the Office of Career Development of the University, and complete the "Internship Cooperating Enterprise (Organization) Basic Information Sheet of Oriental Institute of Technology"
2. The professional teachers of this department go to the company for preliminary understanding, and judge whether the internship opportunity is suitable according to its teaching and internship characteristics; then they fill in the "Student Off-Campus Internship Cooperating

Enterprise Evaluation Form of the Oriental Institute of Technology".

3. All professional internship opportunities in this department should be reviewed by the internship committee with respect to the nature of the work and the relevance to the major. Those who pass review will be sent to the course committee of the department for review, and the relevant internship courses will be opened after the review is passed.
4. Students who choose "industry internship" or "overseas internship" for the internship unit should fill in the "Internship Application Form" and "Parental Consent Form," submit them to the internship advisor for review. The internship unit and department dean will review and decide.
5. Those who succeed internship matchmaking sign an "internship contract" between the school and the internship enterprise.
6. The internship advisor must provide pre-internship instructions for the students participating in the internship. In addition to the relevant provisions of the Guidelines, safety, attitude, appearance, and punctuality of the internship should be explained.

(II) During the Internship

1. The internship advisor conducts field visits during the off-campus internship, asks about the professional adaptation and life adjustment problems of the intern students, and fills in the "visit record".
2. During the internship period, students should abide by the regulations of the internship unit, as well as observing the intellectual property rights and confidentiality regulations.
3. Students shall write an "Internship Report (Outcome)" during the off-campus internship, and submit it to the supervisor of the internship unit and the intern instructor for joint assessment.

(III) Post-Internship

1. The internship advisor and the supervisor of the internship unit shall conduct performance assessment based on the students' performance and experience during the internship period.
2. At the end of the internship, the internship unit will issue a certificate of "Register of Oriental Institute of Technology Students in Off-Campus Internships".
3. Coordinating, reporting, reviewing, and discussing internship-related matters.

(IV) Internship performance assessment

1. Industry internships are formal courses, and oral and written reports are included in important assessments.
2. The student's internship results will be assessed jointly by the intern instructor and the intern unit supervisor.

V. Other important notes

- (I) Where the internship unit provides accommodations, students are not allowed to rent on their own without authorization, and they must maintain safety and keep it organized and clean in accordance with housekeeping regulations. This does not apply if no such accommodations are provided.
- (II) Student interns are not allowed to work part-time; Pay attention to work and safety.
- (III) Monthly personal and sick leave complies with the relevant regulations of the internship unit, but request for leave due to special accidents must be reported in advance to the supervisor and the University to approve the case.

VI. During the internship, students shall abide by the regulations and instructions of the University and the partnering enterprise. If there is a severe violation of regulations, the partnering enterprise may notify the University of such violation at any time, and the course can be counted as failed and dealt with

strictly according to University rules.

VII. These Rules have been reviewed and approved by the internship committee, department affairs meeting, school affairs meeting, and career development meeting, and are implemented after being approved by the president. The same applies to all subsequent amendments.