

**The MA Program of Chinese Arts for International Students
National Taiwan University of Arts
Internship Provisions**

1. Purpose of Internship

The major focus of internship for MACAIS students is on learning professional skills, abilities, and activities practiced in the institutions related to their specialties.

Through an internship, students are expected to learn to make practical applications of their academic knowledge and skills; meanwhile, they also acquire additional knowledge, expand and improve their practical skills, and start to build professional networks in the field of their choice.

2. Credits and Requirements for the Internship

(1) Students may register the internship course in their third semester; they are required, however, to apply an internship in the second semester. The internship may be executed during summer break or the third semester and has to be completed before the end of the third semester for the ease of grading.

(2) The internship is an elective course. Once completing the training and passing the evaluation, students will earn the 3 credits from the course.

3. Internship Application

(1) Students are required to apply internship between March and May yearly.

(2) Students are required to fill in and submit the Internship Application Form (Appendix I) and the Internship Project Proposal (Appendix II), along with the required documents requested by employers, to the MACAIS and employers. The MACAIS may send an official document to the institutions by request. The internship application and project proposal may be altered in accordance with the rules of individual institutions.

(3) Upon the confirmation of the employers, the MACAIS will send the Internship Evaluation by Employer Form (Appendix III) and required documents to the employers.

4. Internship Projects

(1) Students are required to do their internships on-site.

(2) Students are required to do their internships for at least 200 hours. Working hours and projects need to be negotiated with the employers.

- (3) Only if the internship proposals were proved by the Internship Committee may students do their internships at their current posts.
5. Possible employers for the internships may be local or international, public or private, and for-profit or non-profit institutions and organizations. If the employers are for-profit institutions or studios, students' applications are required to be proved by the Internship Committee.
6. Internship Evaluation
 - (1) Students' performances will be graded by both course instructors (Appendix IV Internship Evaluation by Course Instructor) and employers, 50% each.
 - (2) Four facets of performances will be evaluated by the employers and interns, namely attitude (25%), results (25%), attendance (25%), and self-evaluation (15%).
 - (3) After the internships completed, students are required to submit their Internship Final Report (Appendix V) to the MACAIS and employers.
7. Instructors of Internship Courses
 - (1) Full-time faculty of the MACAIS may act as internship instructors.
 - (2) During students' interning periods (from applying to completing internship projects), Internship instructors are responsible to keep contact with the employers, have a hand in students' performance, and help students to achieve their internship goals, if necessary.
8. The internship provisions will be revised at the College of Humanities Meeting.

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Internship Application

Date of Submission : _____ (yyyy/mm/dd)

Name of Applicant 姓名		Student ID 學號	
Employer 申請實習單位	Department 名稱/部門		
	Address 地址		
	Phone 電話		
Supervisor 實習單位指導人	Name 姓名		
	Phone 電話		
Period of Time 實習起迄時間			
Project Goals (proposal required) 實習內容 *須另附實習計畫書			

Signature of Applicant 申請人		Date: _____ (yyyy/mm/dd)
Signature of Course Instructor 實習指導老師		Date: _____ (yyyy/mm/dd)
Signature of Program Head 學程主任		Date: _____ (yyyy/mm/dd)

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Internship Project Proposal

Name of Applicant 姓名		Student ID 學號	
Employer 申請實習單位			
Internship Subject 實習主題 (Title of Research Project) (研究計畫名稱)			
Period of Time 實習期間			

1. Internship/Research Motives 實習/研究動機

2. Project Duties 實習工作項目

3. Expected Achievement 預期成果

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Internship Evaluation by Employer**

Name of Intern 姓名		Student ID 學號	
Employer 申請實習單位			
Internship Subject 實習主題 (Title of Research Project) (研究計畫名稱)			
Supervisor 實習單位指導者			

Evaluation by Supervisor 實習單位指導者評量			
Attitude (25%) 學習態度	Results (25%) 成果績效	Attendance (35%) 出勤考核	Subtotal (85%)
Comments 綜合評語：			

Evaluation by Intern 研究生自我評量			
Attitude (5%) 學習態度	Results (5%) 成果績效	Attendance (5%) 出勤考核	Subtotal (15%) 小計
Comments 綜合評語：			

Overall Score: _____ (總成績)

Signature of Supervisor 實習單位指導者		Date: _____ (yyyy/mm/dd)
Signature of Intern 實習生		Date: _____ (yyyy/mm/dd)
Signature of Course Instructor 實習指導老師		Date: _____ (yyyy/mm/dd)
Signature of Program Head 學程主任		Date: _____ (yyyy/mm/dd)

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Internship Evaluation by Course Instructor

Name of Intern 姓名		Student ID 學號	
Employer 申請實習單位			
Internship Subject 實習主題 (Title of Research Project) (研究計畫名稱)			
Course Instructor 實習指導老師			

Overall Evaluation 總成績評量			
Score by Employer (50%) 實習單位評量	Score by Course Instructor (50%) 實習指導老師評量	Final Score 總成績	Note 備註
Comments 綜合評語：			

Signature of Course Instructor 實習指導老師		Date: _____ (yyyy/mm/dd)
Signature of Program Head 學程主任		Date: _____ (yyyy/mm/dd)

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Internship Final Report

Name of Intern 姓名		Student ID 學號	
Supervisor 實習單位指導人		Period of Time 實習期間	
Employer 實習單位			

Report

1. Institution Overview 實習機構概況
2. Project Duties 實習工作內容
3. Task Records 實習工作紀錄
4. Involved Projects 實際參與之計畫
5. Expected and Final Results 預期成果與實際收穫
6. Learned Experience and Comments 實習心得與建議