

Guidelines on the Implementation of Student Off-campus Internships

at Department of Health Management at I-Shou University

Adopted by the Departmental Affairs Council on November 19, 2019, and promulgated with the consent from the President dated on December 13, 2019

Amendments to Provision XI adopted by the Departmental Affairs Council on March 26, 2021, and promulgated with the consent from the President dated on April 12, 2021

- I. The Guidelines on the Implementation of Student Off-campus Internships at Department of Health Management at I-Shou University (hereinafter referred to as "the Guidelines") are made by the Department of Health Management (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. Planning of off-campus internships:
 1. Participants: Senior students of the Department.
 2. Course title and credits: Health Management Field Practicum (required, 2 credits) and Health Management Internship Project (elective, 2 credits).
 3. Internship hours: Up to 80 hours per credit.
 4. Internship period: During the summer vacation between the end of the junior year and the beginning of the senior year.
 5. Other requirements: Being subject to the internship manual of the Department.
- III. 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.
- IV. Before an internship starts, I-Shou University (hereinafter referred to as "the University") and the internship provider shall sign a bilateral agreement. The agreement 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 and the internship provider shall keep one copy of the agreement, respectively, to

safeguard their rights.

- V. The Department shall hold an orientation session before the internship starts, provide the student with internship rules in hard or soft copy, and request the student to abide by the applicable rules during the internship.
- VI. The Department shall assign an internship advisor to make on-site visits and offer counseling services to the student doing an internship (hereinafter referred to as "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.
- VII. 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.
- VIII. 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.
- IX. If the intern student cannot accommodate him/herself to the internship or has a dispute with the internship provider, or 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.
- X. 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.
- XI. Internship evaluation criteria: The evaluation items and the scoring percentage shall be decided by the Student Off-campus Internship Committee of the Department:
 - 1. The internship provider is responsible for evaluating the intern student, including his/her attendance, learning attitudes, team spirit, and performance.
 - 2. Internship reflection reports:
 - a. A written report: The internship advisor shall evaluate the intern student's performance based on the internship log and attendance record, a written report on Health Management Field Practicum, and the intern student's reflections and suggestions.

- b. An oral presentation: The review members of the internship achievement exhibition shall score the intern student's oral presentation, and the average score shall be rounded off to the nearest integer.

- XII. 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.
- XIII. 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.
- XIV. 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 disputes or misunderstanding as to the interpretation of the language or terms of the Guidelines, the Chinese language version shall prevail.