

Tunghai University Student Internship Proposal (Example)

I. Basic information

Internship institution	Name of institution			
	Period of internship			
	Name of industrial instructor		Contact method	
Intern	Name		Student number	
	College/department (institution)		Grade	
Counselor representing the school	Name of course counselor		Contact method	

II. Planning course content for an internship

- Name of internship course:
- Semester commencement (With the exception of graduation requirements):
- Internship credit: Party B shall plan an internship course awarding ____ credits. (Each credit should correspond to a minimum of 60 internship hours, but should not exceed 80 hours). In case of special circumstances, please provide a brief, reasonable explanation:
- Internship category: ☐ Full academic year ☐ Full semester ☐ Winter internship ☐ Summer internship ☐ Internship during the semester

Stage	Period	Internship course content (Topic)	Specific internship projects
1	2024/02/01-2024/03	Acquaint yourself with internship equipment and paperwork.	1. pH meter 2. Forms

If the form is non-compliant, please add the necessary information.

III. Enterprise internship resource input and guidance (Multiple answers are possible.)

The company provides internship guidance and explains the available resources. (Detail the business's overall plan for the intern's training and the availability of resources and equipment.)

Overall training planning	➤ Practical basic training: ☐ Enterprise corporate training ☐ Corporate knowledge training ☐ Industrial safety training ☐ Other: _____ ➤ Training on practical topics: ☐ Discussion of product knowledge ☐ Communication on learning content ☐ Clarification of product technical issues ☐ Knowledge management ☐ Elimination of practical technical problems ☐ Practical technical support ☐ Practical case sharing ☐ Practical problem analysis ☐ Product debugging ☐ Process improvement ☐ General affairs management ☐ Technical supervision ☐ Other: _____
Resource and equipment input situation	☐ Experimental equipment ☐ Instruments and machines ☐ Guidance by specially-assigned persons ☐ Education training ☐ Information equipment ☐ Test consumable materials ☐ Vehicle equipment ☐ Garment accessories ☐ Other: _____

The industry school counselor provides guidance and planning. (Explanation of the industry counselor's guidance and monitoring method provided to interns).

Guidance Contents by Teachers in the Industry	☐ Program design ☐ Machine operations ☐ Experimental procedure ☐ Machinery and molds ☐ Document writing ☐ Test operation ☐ Experimental testing ☐ Material coating ☐ Debug operation ☐ Information management ☐ Procurement and material preparation ☐ Process management ☐ Design communication ☐ Artistic creation ☐ Financial planning ☐ Innovative management ☐ Design simulation ☐ Software operation ☐ Business management ☐ Other: _____
Guidance provided by	☐ Verbal explanation ☐ Operational demonstration ☐ Case study ☐ Other: _____

teachers in the industry	
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IV. Specific planning of counseling and visits carried out by intern guidance personnel from the school (Multiple answers are possible.)

- Counseling content provided by the counselor
 - ☐ Industrial trend ☐ Guidance on professional knowledge ☐ Experimental guidance
 - ☐ Interpersonal communication ☐ Learning performance ☐ Counseling for inadaptability
 - ☐ Other: _____
- Visitation assignment by the counselor of the school
 - ☐ Counseling before internship ☐ Field visit ☐ Counseling and visit for internship anomaly
 - ☐ Video contact ☐ Telephone contact ☐ Network social network software
 - ☐ E-mail contact ☐ Other: _____

V. Internship effectiveness assessment and feedback

Internship effectiveness Assessment indicators (Multiple answers are possible)	● Enterprise counselor evaluation (1) Internship performance evaluation (60%) ☐ Professional dedication (12%), ☐ Quality efficiency (12%), ☐ Learning enthusiasm (12%), ☐ Teamwork and occupational ethics (12%), ☐ Attendance performance (12%) (2) Internship report evaluation (40%) ☐ Report structure content (10%), ☐ Relevance between report and practical work (10%), ☐ Learning feedback and recommendations (10%), ☐ Timely submission of reports (10%) ● School counselor evaluation (1) Learning performance evaluation (60%) ☐ Learning results and benefits (15%), ☐ Attitude in dealing with things and concept (15%), ☐ Learning enthusiasm (15%), ☐ Daily contact and interaction (15%) (2) Internship report evaluation (40%) ☐ Report structure and arrangement (10%), ☐ Content professionalism and depth (10%), ☐ Learning feedback and recommendation (10%), ☐ Oral report (10%)
Learning effectiveness and teaching evaluation method	● Timetable for result evaluation of student internship ☐ Internship ongoing ☐ Internship ended ● Evaluation personnel (The ratio may be modified according to the nature of the department.) ☐ Internship agency counselor (evaluation 50%) ☐ School counselor (evaluation 50%)
Internship feedback method and planning (Multiple answers are possible.)	☐ Internship effectiveness review meeting ☐ Internship course review meeting ☐ Internship questionnaire survey ☐ Internship result contest ☐ Counseling experience exchange ☐ Student feedback and sharing ☐ Internship job vacancy screening review ☐ Internship institution cooperation and review ☐ Internship transfer unit review ☐ Derived industrial practical topics ☐ Practical cultivation of teachers ☐ Practical seminars for teachers ☐ Industrial industry-university cooperation ☐ Professional course consultancy and adjustment ☐ Research analysis of school affairs ☐ Tracking of school research ☐ Other: _____

Industry counselor Teacher	○○○	Sign-off	School counselor Teacher	○○○	Sign-off	Intern	○○○	Sign-off
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