

Application Form of Change of Tunghai University Off-campus Internship

Applicant Information			
Name		Student Number	
Department (Institution)		Grade	
Name of internship course		Code of elective	
Reason for termination of internship application	(I) Institutional factors: ☐ Coercion by the institution to render a deposit ☐ Sexual harassment (Including verbal, physical) ☐ Violent behavior ☐ Internal personnel system ☐ Breach of contract: Article _____ ☐ Other _____ (II) Personal factor: ☐ Maladjustment ☐ Family factor ☐ Career planning ☐ Catch up with credit requirement ☐ Cognitive gaps ☐ Other: _____		
Description and assessment of the counselor	●Evaluation recommendation: (I) If continuing internship: ☐ Yes (The record is retained by the department for future reference.) ☐ No, internship terminated (Go to item 2.) (II) If transferred to another internship institution: ☐ Yes: <u>Name of recommended institution</u> ☐ No (Go to item 3.) (III) Whether withdrawn/suspended from the internship course: ☐ Yes, ☐ No (Failed) ●Brief description:		
Review results of college/department off-campus internship committee (Please enclose meeting records in the form.)	Date of meeting: Year Month Day ●Review results: (I) If you agree with the counselor's recommendation to terminate the internship: ☐ Disagree ☐ Agree ^{Footnote 1} (II) If you agree with the counselor's recommendation to transfer to another internship institution: ☐ Disagree ☐ Agree ^{Footnote 2} (III) If you agree with the counselor's recommendation to withdraw/suspend the internship course: ☐ Disagree (Disposal of failures) ☐ Agree: ☐ Withdrawn: <u>Course code</u> ☐ Suspended: <u>Course code</u> Other review remarks:		
Signature of intern	Seal of the internship counselor	Chairman of the Internship Committee	Seal of the Internship Center

- The internship in the application process of this form → internship counselor → the Internship Committee → The Internship Center of the Office of Academic Affairs

[1] Those whose internship termination has been approved by the committee are required to submit the Consent for Termination of Off-Campus Internship Contract Internship Institution, as outlined in Attachment 1.

[2] Those whose transfer to another internship division has been approved by the committee must, in addition to this form and the Consent for Termination of Off-Campus Internship Contract Internship Institution, submit the "Contract for Internship at the New Internship Institution."

The Consent for Tunghai University Termination of Off-campus Internship Contract Internship Institution

Student ____ has agreed to complete a ____ hour internship with our division from ○ Year ○ Month ○ Day to ○ Year ○ Month ○ Day. The internship contract and associated training have been terminated as of today for the reasons listed below.

- ☐ Poor personal adaptation
☐ Breach of company regulations
☐ Other: _____

To Tunghai University

Name of company		Signature of the internship division: (Please affix the company seal or the division seal.)	
Institution counselor			
Department supervisor			
Supervisor of personnel department			

Year Month Day