

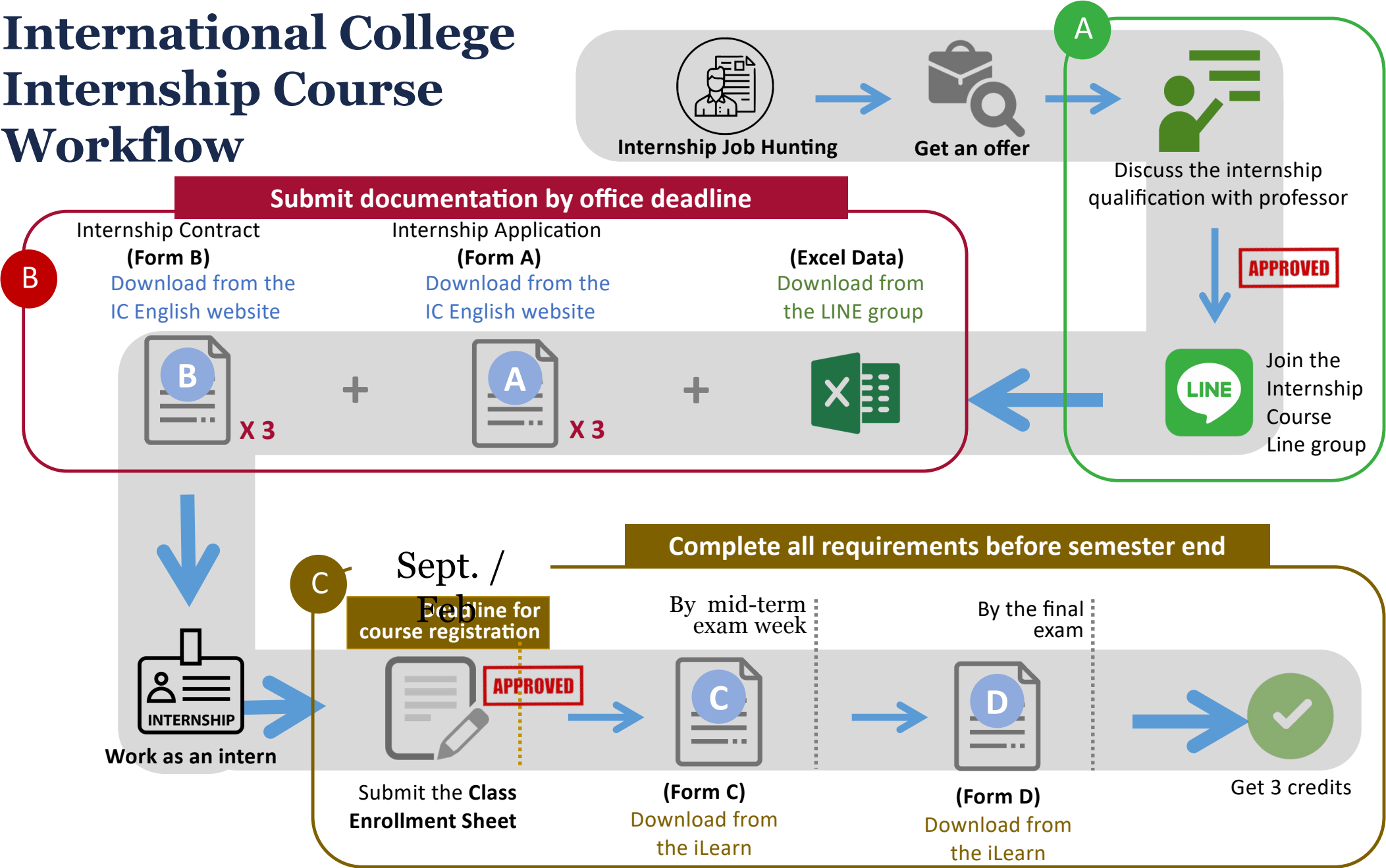


Internship Course Guidelines

Access: [link](#)

THU International College Website (English) / Home / Internship / Guidance and Templates

International College Internship Course Workflow



A

After receiving the internship offer and being approved by the teacher

Step 1: Join the “Internship Course” group on the LINE app

Step 2: Please check **NOTES**, and download “**Intern Excel Data**”

Step 1



Step 2

Internship Course (25)	
相簿	NOTES / 記事本
<p>1. Excel File Submission</p> <p>(1) Download the "Internship Data Excel File" (Link: https://ic.thu.edu.tw/upload/files/Intern%20Excel%20Data%E3%80%90Student%20ID%E3%80%91%E3%80%90%E4%B8%AD%E6%96%87%E5%90%8D%20Full%20Name%E3%80%91.xlsx)</p> <p>(2) Complete all fields - data must match Form B (Internship Contract)</p> <p>(3) Email completed Excel file to: cks@thu (full email address) Note: Individual inquiries via LINE are not accepted</p> <p>2. Document Backup Requirements</p> <p>(1) Create digital copies (photos or scans) of all forms - especially Forms A, B, and D - before submitting to office and instructor</p> <p>(2) Digital backup importance:</p> <ul style="list-style-type: none">• Safeguards against document loss• Enables online verification when needed (e.g., during pandemic restrictions)	

B

Before the start of the internship:

Required Documentation and Submission Procedures

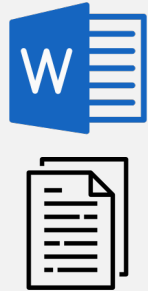
Intern Excel Data



Download from the Line group "NOTES"

- ✓ **Email** the Excel file to the professor [cks@thu (full email address)]

Form A



Download from the [IC homepage \(ENG\)](#)

- ✓ **Email** the Word file to professor [cks@thu (full email address)]
- And**
- ✓ **Paper (x 3 copies)** submission to the IBA/SSM/IDP Office

Form B



Download from the [IC homepage \(ENG\)](#)



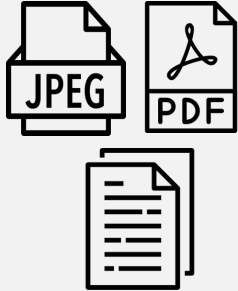
- ✓ **Paper (x 3 copies)** submission to the IBA/SSM/IDP Office

Submission Timing	Document	Submit to	Format	Key Points for Filling Out Forms
<p>Before Internship Start</p> <p>(Submission Deadline: link)</p>	Intern Excel Data	Professor (via email only)	Excel file (NOT PDF)	1) Excel data must match Form B exactly (internship period, payment details)
	Form A	Professor (via email only)	Word file (NOT PDF)	1) Form A must be typed. <ul style="list-style-type: none"> Signatures are only needed on paper copies
		IBA/SSM/IDP Office	Paper	1) Prepare three identical paper copies <ul style="list-style-type: none"> Distribute to: Student, School, and Company 2) School supervisor's signature not needed now <ul style="list-style-type: none"> Professor will sign later
	Form B	IBA/SSM/IDP Office	Paper	1) Complete all required fields <ul style="list-style-type: none"> Prepare three identical copies of each form Distribution: student, school, company Ensure all copies match exactly 2) Follow signature sequence: <ul style="list-style-type: none"> Student signs/seals first Company supervisor signs/seals next Submit to office for school seal Note: Company may seal after school if needed

C

During the semester:

ALL the following documents **MUST** be submitted

- ✓ Class Enrollment Sheet (課程人工加選單)  Available in the IC Office and [IC homepage \(ENG\)](#) **Paper (x 1 copy)** submission to the IBA/SSM/IDP Office
- ✓ **Form C**  Download from iLearn **iLearn** submission in Word format
- ✓ **Form D**  Take a photo or scan as a PDF **Paper (x 1 copy)** submission to the IBA/SSM/IDP Office
Download from iLearn or [IC homepage \(ENG\)](#) **And** **iLearn** submission in Word format

Submission Schedule	Document	Submit to	Format	Description
Start of the semester	Class Enrollment Sheet	IBA/SSM/IDP Office	Paper	<ol style="list-style-type: none"> 1) Students who have submitted all required documents (Excel, Form A, Form B), even if they missed the previous office deadline, are eligible to submit the "Class Enrollment Sheet (課程人工加選單)" for the three-credit internship course. 2) Students should promptly submit the necessary documents upon receiving an internship offer, regardless of the office deadline.
During the semester	Form C	iLearn	Word file (NOT PDF)	<ol style="list-style-type: none"> 1) The "Writing Guide" on page 1 significantly impacts your report's score (50%). 2) Your report must include a photo of you at your internship institute. 3) Do not convert the Word file into any other format.
	Form D	iLearn	Photo file or PDF file	<ol style="list-style-type: none"> 1) After receiving Form D with your supervisor's evaluation, photograph only the page containing the score and signature for iLearn submission. 2) This digital backup ensures timely grade processing and protects against potential postal delays or misplacement.
		IBA/SSE/IDP Office	Paper	<ol style="list-style-type: none"> 1) Submit the original Form D to the office, either by mail or in person, for official score verification.

Q & A

Conceptual Level

What you need to know
about interning



Q1. What kind of internship options are available to apply to for the internship courses?

The internship institute and job content **are not limited to your major in the school**. The purpose is to allow students to explore their interests and person-job fit. Internships offered by large corporations are usually not a problem; however, if the internship is with a small or medium-sized company, you must check with the professor beforehand.

Purely part-time jobs (e.g., food service, tutoring, etc.) **are not suitable** for internships. In addition, there must be contracts between the internship institute (either a profit or non-profit organization) and the university that guarantees substantive on-the-job training.

If you receive an invitation for an interview from an internship institute but are unsure if the internship institute or the job content is eligible for internship credit, please discuss with the professor first.

Q2. Will the internship institute provide a salary?

According to the current Ministry of Labor and Ministry of Education regulations, **unpaid internships are legal**. Internship institutes can decide whether to provide scholarships (one-time), allowances (monthly), weekly wages, or hourly wages. (依臺灣勞動基準法 Labor Standards Act 規定與教育部解釋，實習生適用技術生相關規定。實習生領取之報酬係屬「津貼」，而非工資。參考資料：<https://www.mol.gov.tw/topic/3067/5990/5999/14483/>)

 Many internships offered by large foreign companies are unpaid. If the intern performs well, he or she has a higher chance of staying on, or may receive a letter of recommendation from the supervisor.

An internship requires **a contract** between the school and an institute with its tax code. Accordingly, any position offered by an individual is considered a part-time position. Students are not eligible to apply for internship programs and credits on a part-time basis *according to the Ministry of Education regulations*.

Q3. How do I determine which internship course I should take?

If the internship is in the first semester, you must take the internship course offered by IBA (3 credits); if it is in the second semester, you must take the internship course offered by SSE (3 credits).

According to the Ministry of Education, the total number of hours of internship at the same institute is **180 hours minimum and 240 hours maximum**. If you **receive credits for your first internship**, you may **still apply for other internship credits in the next semester**, but the internship needs to be at a **different institute**.

Q4. How do I apply for internship credit and what documents should I prepare first?

Students must **submit all documents (Excel, Form A, Form B)** to be eligible to take Internship Course. During the new semester's course selection period, students should fill out the "Class Enrollment Sheet (課程人工加選單)" and submit it to department office. (Fall semester: IBA office; Spring semester: SSE office)

If a student interns at an institute, but he/she is not willing to apply for the three-credit internship course, the internship will be a personal activity. Those students are not required to submit documents.

Regardless of whether you take this Internship Course or not, you must inform your parents and pay attention to your safety (e.g., epidemic prevention, prevention of sexual harassment, etc.).

Q5. Do international students need a work permit for their internship?

Yes, a valid Alien Residence Certificate (abbreviated as ARC) is required for both paid and unpaid internship work. You may contact the Office of International Relations (OIR) for more relevant information.

Q6. When will the internship course be held? Do I need to buy a textbook?

There are no classes or textbooks required for this course.

But there are still some tasks and activities on iLearn.

Q7. Is it mandatory to join the LINE group?

There are several practical purposes for professors to create an Internship Course group.

(1) Before taking the Internship Course, students must download the latest version of the “Internship Excel Data” file from the group chat notes and email it to the professor. Then, the school will deal with student's insurance.

(2) Professors will contact students through the group for internship-related matters and remind them of the deadlines for submitting the follow-up documents.

(3) Professors will answer questions via the Line group, and TAs will occasionally post job/internship opportunities.

If a student does not want to join the group, he/she will be considered as not willing to receive any messages during the internship period. He/she must pay for the consequences on their own if he/she fails to complete the course due to missing information.

Q8. Can I use the credits from the internship courses to waive credits from other courses (e.g., SSE's Senior Project)?

Students should ask the instructor/teacher of the course for approval. Only the instructor of the course or the department has the authority to make this decision.

Q9. Where can I get information about internship opportunities?

Here are some websites where you can search for internships:

- **IC e-Bulletin Board** (Mostly approached by the internship institutes)

Link: <http://ic.thu.edu.tw/web/internatioship/list.php?cid=12>

- **IC Internship Search** (Mostly certified as internships by the school)

Link: <http://ic.thu.edu.tw/web/internatioship/list.php?cid=11>

- **Other sources:**

Alternatively, you may search for the keyword "internship" on well-known job search websites, such as 104, 1111, etc.

In addition, even if a job is labeled as an "internship" on a website, it may not be a school-approved internship. This depends on the nature of the work. Therefore, students need to discuss it with their teacher.

Q10. How do I prepare to apply to an internship institute?

Start by writing an email! A good email gives the manager a good impression of you.

How can you expect to win an opportunity to interview if you can't attract their attention and make a good impression with an email? It is impossible to grab their attention by sending a resume file with little school experience, especially when you're competing with candidates that have all their well-organized documents in place: resume, autobiography, CV, and proactive email content.

(Refer to the following two slides for more information.)

A TRUE STORY ABOUT AN INTERN RECRUITMENT

The Taiwan branch of an internationally renowned company offered an internship opportunity solely to the IC. The manager received many applications in her email box when the job ad was released to the students. She was so surprised - not because of the volume of emails, but the poor etiquette of the emails.

The manager provided examples: One of the students sent her an email with a resume attached but nothing else. Another student demonstrated email skills, but the limited few lines of experience on the resume were still not enough for her to get to know this student, so they had to set it aside.

What went wrong with the application?

Applying for a job is a very formal affair. Submitting a resume without any basic email greeting is extremely rude and it very likely irritates the email recipients.

A poorly drafted email conjures up images of the applicant's lack of social skills, low self-motivation, poor work attitude, and perhaps a problematic personality for managers in a company.

It is no surprise that poorly written application emails are discarded immediately. Students should not underestimate the importance of teachers' constant reminders about email etiquette. Remember, you are just one of the many candidates competing against well-prepared people.

How should I send the application email?

A formal email should include at least the following.

- Subject Line (e.g., "Job Application for Internship")
- Addressable Greeting + Email Body + Conclusion + Full Name (as signature)
- Attachments (Your Resumes, Autobiography, etc.)

Pay attention to every detail in your email to impress the internship manager. You may find many sources on the internet. Here are some examples.

[Job Application Email](#) | @SMART HR

- Tip: 1 Subject Line (Job Application for "HR Executive")
- Tip: 2 Addressable Greeting (Dear HR Team or Dear HR Manager)
- Tip: 3 Email Body
- Tip: 4 Attachments (Your Resumes and Cover Letters)
- Tip: 5 Concluding the Email (Thanks & Regards or Best Regards)

[Job Application Email Samples](#) | @SMART HR

- Tip: 1 Subject Line (Job Application for "Accounts Executive")
- Tip: 2 Addressable Greeting (Dear HR Team or Dear HR Manager)
- Tip: 3 Email Body
- Tip: 4 Attachments (Your Resumes and Cover Letters)
- Tip: 5 Concluding the Email (Thanks & Regards or Best Regards)

Q & A

Operational Level

How to submit the documents



Q1. If the deadline for document submission (Excel, Form A, Form B) had passed when I finally got the internship offer, can I still apply for the internship course for credits?

If you fall into this category, notify the office before your internship begins to arrange university-sponsored insurance coverage. Submit all required documentation (Excel file, Form A, and Form B) by the next internship program deadline.

Note: Both steps are required without exception - failure to complete either will invalidate your internship registration.

Q2. Do I have to write all the internship documents by hand? Or can I type and electronically sign the documents on the computer and then print them out?

Please fill in all contents on the computer and then print it out and sign it. Handwriting should be avoided.

Q3. If I want to apply for the internship credit for the first semester of year 110 after the summer internship, should I put the current academic year & grade (Year 109, Grade 3) or the next academic year & grade (Year 110, Grade 4) in the document?

Please fill in the actual academic year & grade which is Year 110, Grade 4.

Q4. Do I need to print out the "Intern Excel Data" file after filling it out completely?

No. Once the "Intern Excel Data" file is completed, please directly email it to the professor.

Q5. Should Form A and Form B be filled out by the student or the internship institute?

Companies handle internship forms differently - some complete them internally, others provide information for student completion. First, **verify your company's preferred process**. If self-completing, research company details online and contact HR for specific information about training, hours, benefits, and compensation. All information must be verified by company personnel.

Q6. Which Form B file should I complete?

General Internship (Forms B1 & B3)

- For standard university internships (domestic/overseas)
- Flexible compensation options: scholarship, monthly allowance, or hourly/weekly pay
- Employer exempt from providing labor insurance, retirement benefits, or minimum wage

Work-Based Internship (Forms B2 & B4)

- Specifically for Management Associate or trainee positions
- Full-time monthly salary required
- Equivalent responsibilities to regular employees
- Mandatory employer provisions:
 - Labor insurance
 - Retirement benefits
 - Statutory minimum wage/salary

Choose the appropriate form based on your internship type and compensation structure.

Form B file types

實習生 類別 Intern Type	雇用身份 Identity	實習生 Intern		正職員工 / 儲備幹部 / 正式培訓 Full-time Appointment / MA-Management Associate / Official trainee	
	合約表格 Form B (Contract) types	Form B1 (Internship@Taiwan)	Form B3 (Internship@Overseas)	Form B2 (Internship@Taiwan)	Form B4 (Internship@Overseas)
實習機構 待遇 Internship Institute Payment	工資 Wage (Monthly payments above minimum wage requirements)			●	●
	津貼 Allowance (Monthly payments without minimum wage requirements)	✓	✓		
	時薪 Hourly wage	✓	✓		
	週薪 Weekly wage	✓	✓		
	獎學金 Scholarship (One-time payment)	✓	✓		
	無薪 Non-paid	✓	✓		
	實習機構 保險 Internship Institute Insurance	勞保 Labor insurance	△	△	●
健保 Health insurance		△	△	●	△
勞工退休金 (勞退) Labor pensions		△	△	●	△
團體保險 Group insurance		△	△	△	△

註 (Note) ✓: Applicable
●: Required
△: Optional

Summarized by International College, THU

According to the Ministry of Education, an internship requires a contract between the school and an institute with its tax code. Accordingly, any position offered by an individual is considered a part-time position. Students are not eligible to apply for internship programs and credits on a part-time basis.

Q7. Should I submit my Form C (Internship Program Report) before the midterm or the final?

Students who complete their internship before the midterm week should submit Form C before the midterm week; while students who complete their internship before the final week must submit it before finals week.

Q8. Can Form C (Internship Program Report) be written in Chinese?

Form C (Internship Program Report) must be completed in English. Submissions in any other language will receive zero points.

Q9. Form D (Employer Evaluation) Submission Guidelines

Standard Process

Take a photo or scan of Form D received from your employer, upload it to iLearn, then submit the original paper copy to the department office either by mail or in person.

Alternative Process

Some employers prefer sending Form D directly to the department office. If this applies to your case, confirm this arrangement with your supervisor and notify your professor in advance.

