

STUDENT GUIDE · INTERNSHIP PROGRAM

Internship Course Guidelines

Tunghai University · International College

Forms and templates

[IC website](#) › [Home](#) › [Internship](#) › [Guidance and Templates](#)



The course at a glance



3 credits

Fall: IBA course.
Spring: SSM course



180–240

hours

At the same internship
institute



0 lectures

No lectures; tasks and
activities are on iLearn



3 submission channels

Email, paper, and iLearn

Which course?

Fall semester: IBA internship course.
Spring semester: SSM internship course.

Department Office

IBA Office in the Fall semester; SSM Office in the
Spring semester. This guide says “Dept. Office”.

Submission channels used in this guide

EMAIL

Email the professor

PAPER

Hand in or mail to Dept. Office

iLEARN

Upload on iLearn

From offer to credit in four stages

1 Get started

- 1) Search for an internship and get an offer.
- 2) Discuss eligibility with the professor and get approval.
- 3) Join the LINE group and download "Intern Excel Data".



2 Before the internship

Deadline: the office deadline

Intern Excel Data

➤ EMAIL to professor

Form A

➤ EMAIL to professor

➤ PAPER x3 to Dept. Office

Form B

➤ PAPER x3 to Dept. Office



3 During the semester

Work as an intern.

Class Enrollment Sheet

- PAPER x1 by the course registration deadline

Form C

- iLEARN by midterm or final exam week

Form D

- iLEARN by final exam week
- PAPER x1 to Dept. Office



4 Earn 3 credits

Complete every requirement before the semester ends.

IBA provides 3 credits for summer/fall semester internship.

SSM provides 3 credits for winter/spring semester internship.



01

STAGE 1

Get started

You have an offer and the professor's approval. Two quick steps connect you to the course.

[Join the LINE group](#)[Download Intern Excel Data](#)

Stage 1: join LINE, get the Excel file

1 Join the “Internship Course” group on LINE

Scan the QR code. The group is the official channel for notices and Q&A.

2 Open NOTES and download “Intern Excel Data”

Always use the latest version posted in NOTES (記事本).

Next

Fill in the Excel file, matching Form B exactly, and **email** it directly to the professor.

Do not print it. Details are on the next slide.



Scan to join

✕ Internship Course (25)

記事本

1. Excel File Submission

(1) Download the "Internship Data Excel File"
(Link: <https://ic.thu.edu.tw/upload/files/inte> [ide](#)
[nt%](#) [%BB](#)
[%A](#) [%20](#)
[Name%E3%80%91.xls%20](#))

(2) Complete all fields - data must match Form B (Internship Contract)

(3) Email completed Excel file to: cks@thu (full email address) Note: Individual inquiries via LINE are not accepted

2. Document Backup Requirements

(1) Create digital copies (photos or scans) of all forms - especially Forms A, B, and D - before submitting to office and instructor

(2) Digital backup importance:

- Safeguards against document loss
- Enables online verification when needed (e.g., during pandemic restrictions)

★ ★ 實習資料繳交須知 ★ ★

1. Excel表格繳交

(1) 下載「實習資料Excel檔」

(2) 完整填寫所有項目，須與B表（實習合約）資料完全一致

(3) 將填妥之Excel檔直接寄至教授信箱：cks@thu（完整電郵地址）※未開放透過LINE接收個別訊息

2. 文件個人備份提醒

(1) 繳交至辦公室及授課教師前，請先將所件（特別是A、B、D表）進行數位備份（拍照或掃描）

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02

STAGE 2

Before the internship starts

Three documents protect your insurance and your credit. Submit them by the office deadline.

[Intern Excel Data](#)[Form A](#)[Form B](#)

Stage 2: documents before you start

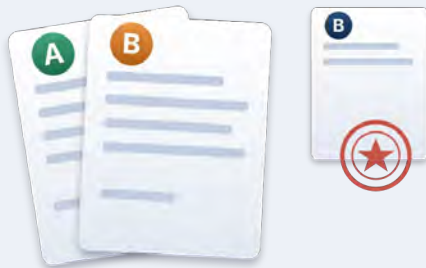
Document	Get it from	Output format	Submit via	Key points
Intern Excel Data	LINE group, NOTES	<u>Excel file</u> NOT PDF	EMAIL to the professor only	Must match Form B exactly (internship period, payment details). Do not print.
Form A Internship Application	IC website (English)	<u>Word file</u> , typed NOT handwriting NOT PDF <u>Paper</u> , 3 identical copies	EMAIL the Word file to the professor, <i>and</i> PAPER x3 to the Dept. Office	Three identical paper copies for the student, school, and company. Signatures are needed on paper copies only. Leave the school supervisor's signature blank; the professor signs later.
Form B Internship Contract	IC website (English)	<u>Paper</u> , 3 identical copies	PAPER x3 to the Dept. Office	Fill in every required field. Signing order is on the next slide.

Office submission deadline: [see the IC website](#)

Form B: copies and signing order

Before you sign

- Complete all required fields.
- Prepare three identical copies: one each for the student, the school, and the company.
- Check that all copies match exactly.

**1**

Student signs and seals first on all 3 copies

**2**

Company supervisor signs and seals next

**3**

Submit to the Dept. Office for the school seal

If needed, the company may seal after the school.

Choose the right Form B



General internship

Forms B1 (Taiwan) and B3 (overseas)

- Standard university internships, domestic or overseas
- Flexible compensation: scholarship, monthly allowance, or hourly/weekly pay
- Employer is exempt from providing labor insurance, retirement benefits, or minimum wage



Work-based internship

Forms B2 (Taiwan) and B4 (overseas)

- Management Associate or trainee positions
- Full-time monthly salary required
- Responsibilities equivalent to regular employees
- Employer must provide labor insurance, retirement benefits, and the statutory minimum wage

Choose the form that matches your internship type and pay structure (comparison on the next slide).

Form B types compared

Intern type	Form B1 Intern, Taiwan	Form B3 Intern, overseas	Form B2 Full-time / trainee, Taiwan	Form B4 Full-time / trainee, overseas
Payment from the institute				
Wage, monthly, above minimum wage 工資			●	●
Allowance, monthly, no minimum-wage requirement 津貼	✓	✓		
Hourly wage 時薪	✓	✓		
Weekly wage 週薪	✓	✓		
Scholarship, one-time payment 獎學金	✓	✓		
Non-paid 無薪	✓	✓		
Insurance from the institute				
Labor insurance 勞保	△	△	●	△
Health insurance 健保	△	△	●	△
Labor pension 勞工退休金 (勞退)	△	△	●	△
Group insurance 團體保險	△	△	△	△

✓ Applicable ● Required △ Optional. Summarized by International College, THU.

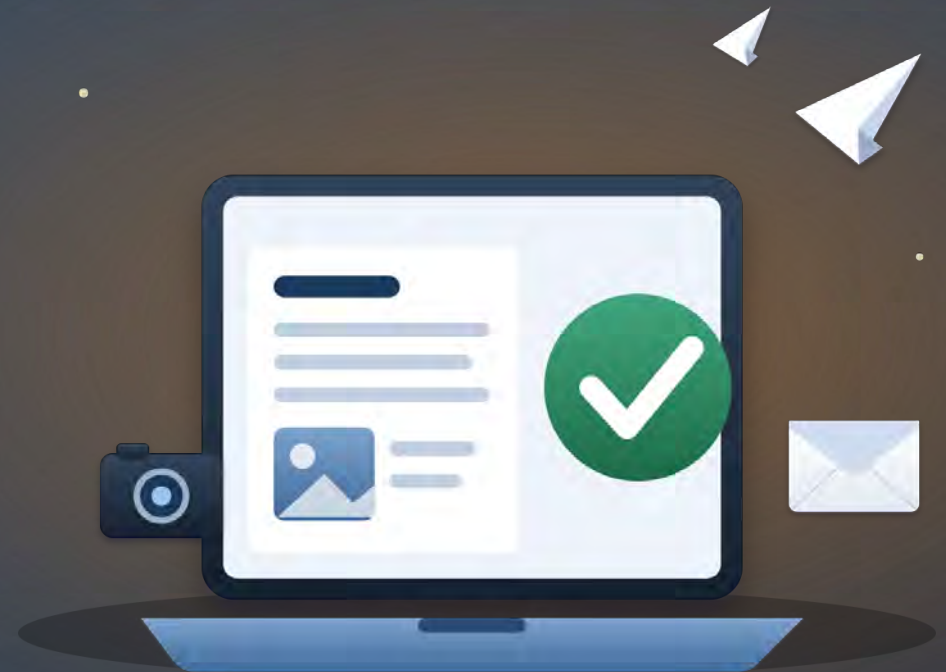
[OVERVIEW](#)[STAGE 1](#)[STAGE 2](#)[STAGE 3](#)[FAQ](#)

03

STAGE 3

During the semester

Enroll in the course, write your report, and collect your employer's evaluation.

[Class Enrollment Sheet](#)[Form C](#)[Form D](#)

Stage 3: documents this semester

Document	Get it from	Output format	Submit via	When and notes
Class Enrollment Sheet 課程人工加選單	IC Office or IC website (English)	Paper	PAPER ×1 to the Dept. Office	Submit during the course selection period of the new semester, by the registration deadline. Eligible once Excel, Form A, and Form B are all submitted. Submit them as soon as you have an offer.
Form C Internship Program Report	iLearn	Word file NOT PDF	iLEARN	Before the school midterm exam week if your internship ends before midterm; otherwise before the school final exam week.
Form D Employer Evaluation	iLearn or IC website (English)	Photo or PDF of the score page; original on paper	iLEARN + PAPER ×1 to the Dept. Office	By the school final exam week. Complete all requirements before the semester ends.

Form C: four rules for the report



Writing Guide = 50%

The Writing Guide on page 1 determines half of your report score.



Include a photo

Add a photo of yourself at the internship institute.



Keep the Word format

Do not convert the Word file into any other format.



Write in English only

A report in any other language receives zero points.

Deadline Before the school midterm exam week if your internship ends before midterm; otherwise before the school final exam week.

Form D: from employer to office

Standard process

- 1 Receive Form D from your employer, with the supervisor's evaluation.
- 2 Photograph or scan all pages with the score and signature, and upload them to **iLearn**.
- 3 Submit the original paper copy to the Dept. Office, by mail or in person. **PAPER ×1**

Alternative process

Some employers send Form D straight to the Dept. Office. If yours does, confirm the arrangement with your supervisor and tell the professor in advance.



Why both copies? The digital copy keeps grading on time and protects against postal delays or loss. The paper original is used to verify the score officially.

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FAQ

Frequently asked questions

Grouped by topic, from choosing an internship to filling in the forms.

[Eligibility and pay](#)[Registration and contact](#)[Finding an internship](#)[Documents and forms](#)

Which internships qualify?



Relevant to your own major

The internship should be in a field related to your own major. Institutes listed on the stock exchange or over-the-counter market usually pass the school's review. Other institutes require more extensive verification, so consult the professor beforehand.



It must be a genuine internship

Part-time jobs, such as tutoring or routine food-service work, do not qualify. The host organization must be a for-profit or nonprofit entity with a Unified Business Number (UBN; 統一編號) and must sign an agreement with the university ensuring substantive on-the-job training. Positions offered by individuals are considered part-time work and, under Ministry of Education regulations, are not eligible for internship programs or credit.



Not sure? Ask first

If you receive an interview invitation but cannot tell whether the institute or the job content qualifies, discuss it with the professor before you proceed.

Pay and work permits



Will the institute pay a salary?

Unpaid internships are legal under current Ministry of Labor and Ministry of Education rules. The institute decides whether to give a scholarship (one-time), an allowance (monthly), or weekly or hourly wages.

Interns are treated as trainees under the Labor Standards Act, so their payment is an “allowance”, not wages.

Many large foreign companies offer unpaid internships. Strong performers are more likely to be kept on or to receive a recommendation letter.

依臺灣勞動基準法與教育部解釋，實習生適用技術生相關規定，所領報酬為「津貼」而非工資。 [Reference \(MOL\)](#)



International students

A valid Alien Residence Certificate (ARC) is required for both paid and unpaid internships.

Contact the Office of International Relations (OIR) for details.



Registration and credit

Which course do I take?

- Internship in the first semester: IBA course, 3 credits.
- Internship in the second semester: SSM course, 3 credits.
- Hours at the same institute: minimum 180, maximum 240 (Ministry of Education).
- You may earn credit again in a later semester.

How do I apply for credit?

- 1 Submit Excel, Form A, and Form B. Without all three you cannot take the course.
- 2 During course selection, fill in the Class Enrollment Sheet.
- 3 Hand it in to the Dept. Office.



Not taking the credit? The internship is then a personal activity and no documents are needed. Either way, tell your parents and stay safe (epidemic prevention, sexual-harassment prevention, and so on).

LINE group and course logistics



Is joining the LINE group mandatory?

The group is the official channel. It is used to:

- Download the latest “Intern Excel Data” from NOTES; you email it to the professor and the school then arranges your insurance.
- Receive internship notices and deadline reminders.
- Get answers from the professor; TAs occasionally post job and internship openings.

The professor’s LINE does not accept private messages from non-friends, so ask questions in the group. Send the Excel file and Form A by email, Forms C and D through iLearn, and paper documents to the Dept. Office.

Please join to stay informed about important internship updates. Choosing not to join will be understood as opting out of these messages. Please note that you remain responsible for completing the course requirements, including any consequences if missed information prevents you from doing so.

Classes and textbook

There are no lectures or textbooks. Tasks and activities are mostly on iLearn.

Credit waivers

To waive credits of another course (for example SSM’s Senior Project), ask that course’s instructor. Only the instructor or the department can decide.

Where to find internships



IC e-Bulletin Board

Mostly postings from institutes that contacted the college.

[Open the board](#)



IC Internship Search

Mostly institutes the school has already certified for internships.

[Open the search](#)



Other sources

Search “internship” on job sites such as 104 and 1111.



A job labeled “internship” online may not be school-approved. It depends on the nature of the work, so discuss it with the professor.

Your first impression is the email

Start by writing an email. A good one gives the manager a good first impression. A resume with little school experience cannot compete with candidates who also send an autobiography, a CV, and a proactive email.

A true story from an intern recruitment

The Taiwan branch of an internationally known company offered an internship only to IC students. The manager was surprised, not by the number of emails, but by their poor etiquette.

One student sent a resume with nothing else. Another wrote a decent email, but a few lines of experience were not enough for her to get to know the student, so it was set aside.

What went wrong

- Applying for a job is a formal affair; a resume without a greeting is rude and likely to irritate the reader.
- A poorly drafted email suggests weak social skills, low motivation, a poor work attitude, and perhaps a problematic personality.
- Such emails are discarded at once. You compete with well-prepared candidates, so take the reminders on email etiquette seriously.

How to write the application email

1 Subject line For example, “Job Application for Internship”

2 Greeting Address the reader: Dear HR Team or Dear HR Manager

3 Email body Your message, between the greeting and the closing

4 Attachments Resume and autobiography or cover letter

5 Closing and signature Thanks & Regards or Best Regards, then your full name

Watch two examples

Every detail counts. Examples from SMART HR:

[Job Application Email](#)

[Job Application Email Samples](#)



Deadlines and document format



The document submission deadline has passed, and I have just received an internship offer

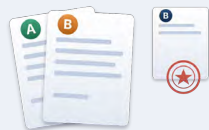
You can still apply for internship credit. Please complete both steps:

- Notify the office before your internship begins. In some cases, university-sponsored insurance can still be arranged.
- Submit the Excel file, Form A, and Form B by the next internship document submission deadline.

Both steps are required for your internship registration to be valid.

Type, print, sign

Fill in the forms on a computer, then print and sign them. Avoid handwriting.



Excel file: email only

Once “Intern Excel Data” is complete, **email** it straight to the professor. Do not print it.



Filling in Forms A and B

Who fills them in?

Companies differ. Some complete the forms themselves; others give you the information to complete them.

First check which process your company prefers.

If you complete them yourself, research the company online and ask HR for the training, hours, benefits, and compensation details.

Company personnel must verify all of the information.



Which year and grade?

Enter your actual academic year and grade at the time you register for the course, not those of the internship period.

Example: for a summer internship credited in the next fall semester, use the next fall's academic year and grade.



Submission checklist

Before the internship

- ✓ Join the LINE group
- ✓ Email Intern Excel Data (matches Form B)
- ✓ Email Form A in Word, and hand in 3 paper copies
- ✓ Hand in 3 identical copies of Form B, signed in order

During the semester

- ✓ Class Enrollment Sheet to the Dept. Office
- ✓ Form C on iLearn (Word, English)
- ✓ Form D: photo or PDF on iLearn, original to the Dept. Office

Contact

- ✓ Instructor: Dr. Hao-Cheng (Howard) Chen
- ✓ Email: cks@thu.edu.tw
- ✓ Questions: post in the LINE group
- ✓ Forms: IC website, Internship, Guidance and Templates

THANK YOU

Good luck with your internship

Questions? Post in the LINE group, or email the professor.

Dr. Hao-Cheng (Howard) Chen (陳浩政)

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