

Regulations for the Implementation of Internship for Students in the Department of Hospitality Management and Tourism, Kainan University

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Article 1: In accordance with the regulations of Kainan University regarding student internships, the Department of Hospitality Management and Tourism (referred to as "the Department") hereby establishes these regulations to cultivate students' ability to integrate theory and practice, providing them with early exposure to the workplace to enhance adaptability and competitiveness.

Article 2: Students in the Department must have completed at least 70

credits of coursework at the university, including passing the mandatory course in Work Ethics and Internship Counseling offered by the Department, before being eligible to apply for internship selection, interviews, placement, and enrollment in internship courses. The Internship I and Internship II courses in the Department each carry 9 credits. Undergraduate students should begin taking the mandatory Internship I course in the second semester of their junior year and engage in an off-campus internship for a minimum of 18 weeks (720 hours). Depending on individual needs, students may choose to take the elective Internship II course, extending the internship period to two semesters. Internship periods commence from the first day of classes until the end of the fourth week of the semester (start date subject to the regulations of the internship unit). Internship courses in the Department are conducted off-campus. To accommodate students' daily routines, personal safety, and work adaptation factors, they are not permitted to take other courses on-campus during the same semester. Students participating in off-campus internships remain registered students of the university and should follow relevant university regulations for registration and fees.

Article 3: The Department shall conduct preliminary surveys of student interests prior to internships, selecting high-quality enterprises in the tourism and hospitality industry as off-campus internship organizations. The Department will also carry out the internship selection, interviews, and placement process. Students who, due to special circumstances, are unable to participate in off-campus internships should inform the Department one semester before the internship selection process. Upon approval by the Internship Counseling Committee (hereinafter referred to as "the Committee"), such students may be arranged for on-campus internships or provided with alternative suitable arrangements.

Students with disabilities (holding a disability certificate or attestation), those approved for the five-year integrated master's program, those accepted for overseas exchange programs, or those selected for the Reserve Officers' Training Corps (ROTC) may, upon approval by the Committee, substitute on-campus internships for off-campus ones.

Article 4: The Department shall announce opportunities for internships provided by off-campus organizations and related details according to

the specified schedule. Students are not allowed to independently select internship units without the consent of the Department, nor can they undertake internships in units where immediate family members within three degrees of consanguinity or affinity, or spouses, serve as responsible persons or direct department heads.

If students have a need to recommend excellent internship units, they must apply to the Department before the end of the ninth week of the semester prior to the internship selection, interview, and placement process. After approval by the Committee, new off-campus internship organizations may be added.

The Department may consider students' academic performance, conduct, or other factors when arranging interviews with internship units. Students who fail to attend interviews at the scheduled time or who are admitted by the internship unit but fail to report without a valid reason will be considered as having forfeited the internship opportunity. They will not be eligible for further interviews and placements in the same semester and will be subject to the Committee's resolution.

Students wishing to apply for a two-semester internship must submit a signed undertaking statement for prerequisite courses and a course plan starting from the second semester of their sophomore year to the Department. After approval by the Committee, they may start taking the required courses for the fourth year from the first semester of their junior year.

Article 5: After finalizing the list of students participating in internships, the Department shall sign internship contracts with off-campus internship organizations. The Department must first submit the "Kainan University Student Internship Cooperation Tripartite Contract Content Verification Form" and the "Kainan University Student Internship Tripartite Contract (signed by the student, the internship organization, and the university)" to the Office of Research and Development for review. The three-party signatures must be completed before the actual internship begins. The responsibilities and rights of the internship organization should be primarily based on the student internship contract signed between the Department and the off-campus internship organization.

Article 6: The Department head and internship counseling teachers should provide pre-internship guidance to students, explaining in detail matters such as internship regulations, daily routines, work safety, and

related operations. They should create an internship manual, conduct pre-internship counseling for students, and keep records to ensure that students understand and adhere to the requirements.

Article 7: During the internship period, the reporting and completion times for students can be flexibly adjusted in consultation with the student, provided that the internship organization agrees. This is to facilitate smooth progress in the internship work. During the internship period, the internship organization should arrange for labor and health insurance for the student.

Article 8: For mandatory internship courses in the Department, if the internship unit discovers that a student has been absent without reason, has a poor work attitude, or has other tangible inadequacies, they should immediately inform the Department. After approval by the Committee, the student will be allowed to withdraw from the training, and the internship for that period will be considered a failure. If a student resigns, changes the internship organization without authorization, or exceeds the allowable leave of absence as stipulated by the internship organization, it will be considered as withdrawal, and the internship for that period will be considered a failure. If the reason is not attributable to the student, the Department may arrange for on-campus internships or provide other appropriate arrangements.

Article 9: During the internship period, unless there are special circumstances, students should follow the procedures specified by the internship organization for taking leave. After approval by the supervisor of the internship organization, they should inform the internship counseling teacher and the Department. Attendance records should be included as an item in the internship assessment.

Article 10: The Department should provide counseling to students during the internship period, which should be jointly implemented by the internship counseling teacher and the supervisor of the internship organization. The internship counseling teacher should visit the supervisor of the off-campus internship organization at a scheduled time to understand the students' internship and living conditions, thereby reinforcing the professional requirements. After the visit, the "Kainan University Student Internship Counseling Visit Record" should be completed and sent to the Department for filing.

Article 11: The Department will assess the internship performance of students participating in off-campus internships, with evaluations

conducted jointly by the internship counseling teacher and the internship organization's supervisor. The process will be carried out in accordance with the resolution of the Committee. Students should return to campus to participate in an internship forum according to the Department's specified schedule during the internship period. Within one month after completing the internship, students should fill out the "Internship Student Satisfaction Survey" and "Kainan University Student Internship Report," submit them to the Department for record, and failure to do so will result in a failing grade for the internship.

Article 12: During the internship period, students should be supervised not only by the internship counseling teacher but also by the supervisor of the internship organization. They should comply with the policies and work rules established by the internship organization. The behavior

Article 13: If a student finds it challenging to adapt or is unable to continue the internship for any reason, they should notify the internship counseling teacher and provide specific reasons. After approval by the Committee, they may proceed to resign from the original internship organization. Depending on the timing and actual circumstances of the internship issue, the Committee may request the student to return to campus for additional coursework, take a leave of absence, facilitate a transfer to another internship organization, or arrange for an on-campus internship.

Article 14: If, during the internship period, a student is diagnosed by a hospital at the regional level or higher with a condition that renders them unsuitable for the internship, or if a sudden significant event occurs, or if the internship organization assesses that the student is unable to continue as an intern, the internship may be terminated with approval from the Committee.

Article 15: In the semester preceding the completion of the prescribed period of study, if a student fails to complete the mandatory internship credits or is unable to fulfill the internship credits due to other factors, they should submit a proposal to the Committee for discussion. After approval by the Committee, the Department may arrange for an on-campus internship or explore other methods to assist the student.

Article 16: If a student believes that the management measures or handling of the internship are illegal or inappropriate and have resulted in damage to their rights and interests, they may file a complaint with the Committee within one month of the incident occurring.

When handling student complaints, the Committee should engage in joint discussions with the internship organization, the student, and relevant parties within one month. The proposed resolution and outcomes should be approved by the Committee. Within fourteen days after the resolution is established, the parties involved and the internship organization should be notified. The minutes of the meeting should be submitted to the university's Internship Committee for record-keeping. If a student is dissatisfied with the outcome or if the matter remains unresolved beyond the deadline, they may appeal to the university's Student Complaints and Appeals Committee.

Article 17: In the event that circumstances such as an epidemic, war, natural disaster, strike, riot, government prohibition, restriction, or other force majeure events occur during the internship period, preventing students from participating in off-campus internships, they may substitute other courses for off-campus internships to earn the internship credits. The specific courses will be determined by the Department's Curriculum Committee.

Article 18: For matters not covered in these regulations, the implementation will be in accordance with the university's regulations on student internships, the Tripartite Contract for Student Internship Cooperation, and relevant government laws and regulations.

Article 19: These regulations shall be implemented after being approved by the Department Affairs Meeting and the College Affairs Meeting. Any amendments shall also follow the same process.