**National Taichung University of science and technology**

　　　　　　Department Student individual internship plan

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| Part 1: Basic Information | | | | | | | | | |
| **Intern student** | name |  | | | | Student number | |  | |
| Class |  | | | | School counselor | |  | |
| Internship Period | From yy\_\_\_\_\_\_\_ / mm\_\_\_\_\_ / dd\_\_\_\_\_  to yy\_\_\_\_\_\_\_ / mm\_\_\_\_\_ / dd\_\_\_\_\_ | | | | | | | |
| **Internship institution** | Institution Name |  | | | | | | | |
| Internship Department |  | | | | | | | |
| Institutional tutor |  | | | | | | | |
| Part 2: Internship learning content | | | | | | | | | |
| **Internship course objectives** | Through practical learning in the industry, cultivate the practical capabilities of the following professionals:  □information system engineers, □communication system engineers, □network marketing personnel, □customer service personnel, □clerk / counter staff, □store management / staff, □meeting and activity planners  □brand planner, □salesman / assistant, □market Research Analyst  □catering service personnel, □kitchen assistant, □hotel / motel counter personnel, □hotel service personnel, □housekeeping personnel  □leisure and entertainment customer service personnel, □guide and interpretation personnel, □warehousing and logistics personnel, □insurance business, □financial and insurance service managers, □telephone interviewers, □statistical survey interviewers  □marketing / business / planning / international trade personnel, □accounting / finance personnel, □administrative personnel, □human resources, / personnel officer, □industrial design personnel, □design service personnel, □draftsman and web page production personnel, □multimedia design and production personnel, □design and planning management personnel, □design presentation and creation personnel, □nursing therapist, □beautician/ hairdresser、  □care attendant, □others: | | | | | | | | |
| **Connotation of Internship Course** | Including learning contents that meet the professional and job needs | | | | | | | | |
| **Each period** | Schedule planning | | | | Internship theme | | | | |
| **First period** | \_\_\_\_\_yy\_\_\_mm\_\_\_dd to \_\_\_\_yy\_\_\_mm\_\_\_dd | | | |  | | | | |
| **Second period** | \_\_\_\_\_yy\_\_\_mm\_\_\_dd to \_\_\_\_yy\_\_\_mm\_\_\_dd | | | |  | | | | |
| **Third period** | \_\_\_\_\_yy\_\_\_mm\_\_\_dd to \_\_\_\_yy\_\_\_mm\_\_\_dd | | | |  | | | | |
| **Fourth period** | \_\_\_\_\_yy\_\_\_mm\_\_\_dd to \_\_\_\_yy\_\_\_mm\_\_\_dd | | | |  | | | | |
| **Internship course guidance and resource description provided by the company** | ●Overall training plan provided by the internship institution to interns  　◎practical basic training:□corporate culture training, □corporate knowledge training, □industrial safety training, □others:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ◎practical theme training:□product knowledge discussion, □learning content communication, □product technical problem clarification, □sharing of practical cases, □analysis of practical problems, □elimination of practical technical problems, □ product debugging, □process improvement, □practical technical support, □ knowledge management, □common affairs management, □technical guidance, □others:  ●Resources and equipment input provided by the internship institution  □ experimental equipment, □ instruments and machines, □ special personnel guidance, □ education and training, □ information equipment, □ test consumables □ clothing accessories, □ others: | | | | | | | | |
| **Course planning of internship tutored by industry experts** | ●Guiding content provided by the intern agency:  □program design, □software operation, □experimental procedures, □information management, □purchasing materials, □design communication, □document writing, □art creation, □financial planning, □innovation management, □operation Management, □Others:  ●Counseling methods provided by the intern agency:  □Oral explanation, □Operation demonstration, □Case study, □Others: | | | | | | | | |
| **Planning of school counselor's visit and Internship Course** | ●School counselors provide counseling content:  □industry trends, □professional knowledge guidance, □experimental guidance, □interpersonal communication, □learning performance, □unsuitable tutoring, □others:  ●School tutors’ field visit assignments:  □site visits, □Telephone contact, □Video contact, □Online community software, □Tutoring visit record form, □Email contact, □Internship abnormal tutoring visit, □Others: | | | | | | | | |
| Part III: Internship performance evaluation and feedback | | | | | | | | | |
| **Assessment indicators or items of internship effectiveness** | ●Evaluation by school tutors:  ◎learning performance (60%) □ learning results and benefits (20%), □ attitudes and concepts (20%), □ enthusiasm for learning (10%), □ usual contact and interaction  ◎ Internship report (40%) □Report structure and layout (10%), □Professional content and depth (20%), □Learning experience and suggestions (5%), □Oral report (5%)  ●Evaluation by trainees:  ◎Work performance (60%) □Professionalism (20%), □Quality efficiency (20%), □Learning enthusiasm (10%), □Team integration and workplace ethics (10%)  ◎Internship report (40%) □Report structure and layout ( 10%), □ content and depth (20%), □ learning experience and suggestions (5%), □ attendance status (5%) | | | | | | | | |
| **Internship effectiveness and teaching evaluation methods** | ●The evaluation period of student internship:  □Summer internship (July-August), □Semester internship (September-January), □School year internship (September-June)  □Overseas internship (mainly semester or school year internship) □Medical and Nursing Courses, □Other Internships  ●Assessors:  □School Intern Counselor (40%), □Internship Institution Teacher (60%) | | | | | | | | |
| Feedback planning after the internship course | □Internship effectiveness review meeting, □internship course review meeting, □internship questionnaire survey  □internship results contest, □counseling experience exchange, □student experience sharing, □internship job vacancy screening review  □internship institution cooperation review, □internship conversion unit review, □ Special Topics on Derivative Industry Practice  □Teacher practice deep cultivation, □Teacher practice study, □Industry-academic cooperation, □Professional course consultation and adjustment  □School affairs research analysis, □School affairs research tracking | | | | | | | | |
| Intern's signature |  | | Signature of intern tutor |  | | | Signature of intern agency | |  |