

Department of English Language and Culture

Implementation Guidelines for Industry Internship

Revised and Approved in Departmental Affairs Meeting 2017/02/21

Published 2017/03/14

Article 1

The main objective of Industry Internship is to increase students' competitiveness in future workplaces. In addition, this course hopes to assist students in career planning and enhance student's employability and competitiveness in further pursuits.

Article 2

Industry Internship is an optional module for senior students in this department and is implemented according to the following guidelines (hereafter the Guidelines).

Article 3 Students could take up the internship arranged by the department, or seek other internship opportunities by themselves.

3.1 Internship arranged by the department: Number of places and company details will be announced by the department. Students then submit their expression of interest to the department and the faculty members will hold a meeting to allocate suitable internship to students. When necessary, companies may require interview with candidates in the selection process.

3.2 Internship sought by students: Students who seek alternative internship opportunities by themselves need to fill in an application form (Appendix 1) and submit to the department by end of April or mid-October. Such internship can only qualify for course credits after the application is approved in the meeting attended by the department Chairman, the senior-year tutor, and the junior-year tutor.

Article 4 Implantation details

Students need to compile their portfolio both in paper and electronic format. Students need to upload the electronic version onto the university's Students Learning E-portfolio system. The paper portfolio will be forwarded to the companies for reference.

Article 5 Types and deliverables

Industry Internship may take place in the summer or during term-time. Length of the internship may vary according to the requirement of the company and should exceed 160 hours. Each student must produce a 6-page internship report after the internship

has finished, and submits the report in PDF on a compact disk towards the end of the semester.

Article 6 Implementation details

Week number	Milestone
Week 1	Course instructor to conduct course introduction
By mid-term exam week	Students to submit abstract/outline and upload abstract/outline onto Students' Learning E-portfolio
By the examination week for graduating seniors	Students to submit internship report to the departmental office
Within university-specified grades submission deadline	Course instructor to submit term grades

During internship, each student needs to contact the department Chairman and submit at least 3 internship journals. The format and length requirements of the internship journal will be specified by the department Chairman.

Article 7 Grading

This course will be graded as follows: Performance evaluation by company (50%), contact made with Chairman and internship journals (15%), internship report (30%), and attendance (including cooperation during internship and internship journal submission) (5%). Students will receive a '0' in 'Performance evaluation by company', if they leave their internship early without seeking permission from the department.

Article 8 Style and formatting

8.1 The internship report must be written in English and follow either MLA or APA style.

8.2 Please refer to the following for other guidelines:

Name of document	Appendix
Application Form for Self-sought Internship	Appendix 1
Copyright license agreement	Appendix 2
Formatting guidelines for internship report	Appendix 3

Article 9

Credits for this course will only be granted if students select the course following TKU regulations and complete their internship (referring to fulfilling all the requirements and related activities set by the company and this department).

Article 10

The Guidelines will take effect on the date of release after being passed in the departmental affairs meeting. The same applies to any later amendments.