

Regulations of the Off-Campus Internship Program Committee for the Department of English

Implemented with authorization of Dean of College of English and International Studies on Sep,13th, 2013

- I.** The English Department (hereafter referred to as the Department) establishes the Off-Campus Internship Program Committee (hereafter, the Committee) in order to seek out internships for students, supervise interns, and solve problems concerning the internship process.
- II.** The Committee consists of 9 members: the Chair, 2 Deputy Chairs, the 5-year-junior College homeroom teacher of class 4C, and 5 elected members, and 2 more project faculty at the maximum. Members of the Committee are elected for a term of 1 year. There are no restrictions on the re-election of members. The Chair will call the meetings and discuss students' internship programs. Proposals are passed if more than half of the present committee members approve.
- III.** The Duties:
 1. To inquire about and verify intern organizations for students to take internships.
 2. To verify and approve students' application for internships.
 3. To arrange internship supervisors.
 4. To cope with intern problems, such as changing internship units, terminating internship, and determining rewards and punishments.
- IV.** If the internship is terminated because of the student's personal reasons and this termination leads to demerit, suspension or expulsion, the case should be presented and passed to the Department Affairs Committee and the Dean of the College of English and International Studies, and then submitted to the Office of Student Affairs and the Office of Academic Affairs.
- V.** The regulations should be approved by the Department Affairs Committee. Once approved by the Dean of the College of English and International Studies, they will take effect from the day of announcement.