



INTERNSHIP ORIENTATION

QUEENSLAND

General Information

Hours

- At least 288 hours
- During Summer Break
- During the semester (Sep.~Dec.)

Organization

- Media related companies preferred. (Magazine, Newspaper, TV, Radio, Social Media, Marketing, Advertising, PR, etc.)
- Maximum 3 intern companies

Internship Documents

- Internship Agreement
- Insurance Document
- Hourly Record Form
- Evaluation Form
- Survey

Evaluation

- Mid-term written report
- In-class presentation
- Final written report



Documents

- Insurance
- Sign Agreement & hand back to JMC

Final Evaluation

- Mid-term report
- Final-term report
- Final Presentation

1

2

3

4

Preparation

- Search for intern units
- Report back to JMC

Internship Period

- Problems?!
- Hourly record
- Evaluation form
- Survey form



Media related Intern Organizations

TV/ Film	Radio Station	Newspaper/ Magazine/ Online Media	Advertising/ Public Relations
華視 (CTS)/ 大愛電視台 (DaAi TV)/ 三立電視	國立教育廣播電台 National Education Radio	親子天下雜誌 Education Parenting Family Lifestyle	冠亞公關集團 GREAT ASIA
東森新聞 EBC News	台北勞工教育電台 Bravo FM91.3	誠美社會企業 Chen-Mei Arts & Culture Social Enterprise	台灣奧美集團 Ogilvy & Mather Taiwan
公共電視(Public Television Service Taiwan)	台灣索尼音樂娛樂 Sony Music	台灣英文新聞 Taiwan News	電通安吉斯集團 Dentsu Aegis Network
亞太電視網 Discovery Networks	中央廣播電台 Radio Taiwan International	英文中國郵報社 (The China Post)	亞卓立群 Startboard
福斯傳媒集團 Fox Sports	台北國際社區廣播電臺 (ICRT)	英文台北時報 (Taipei Times)	美商方策顧問 Direction Design Group., LLC.
香港商壹同樂動畫工作室有 限公司台灣分公司 Next Animation Studio		Mixmag Asia (Hong Kong)	瑞兔股份有限公司 RushBit
天大影業娛樂 EPIC ENTERTAINMENT		TIMedia INDEX	台灣微告(股)公司 Micro Ad.Taiwan, Ltd.
禾果有限公司 Dennis Films		Taiwan Plus 公視/影音串流平台	
伊林娛樂 EeLin Entertainment			

Other Organizations

Marketing/ Event Planning/ Business Development

跨際數位行銷
(Kua-Chi Digital Marketing Ltd.)

獨家製造數位行銷有限公司
Modular Agency

美亞企業
(Herxi Corp.)

愛樂酷科技
Aero Cool Advanced Technologies Corp.

恩沛國際投資
(IMPCT.Co)

克耐得資訊
(OnRamp Lab)

龍創科技
(LonTrend Corporation)

阿拉伯在台商務協會
Arab Chamber of Commerce Taiwan

Job Classification

Media related

Advertising

Public Relations

Journalism/ Newsletter

Radio/ Broadcasting

TV Station

Film related

Marketing

Print/ Online Media

Magazine/ Editor

Social Media/ Content writer

Others

Information Technology

Industry and Commerce

Cultural and Creative Industry

Website design

Catering Industry

HR related

Design related

Event related

Others

Sample of Internship Document-1

improve within the specific time after being asked, the other party may terminate or rescind this Agreement in writing and request compensation.

第十條 管轄暨補充規定 Jurisdiction and Supplements
 本約未盡事宜，經雙方同意後得以書面協議補充之，或依中華民國法律之相關規定辦理；如有爭執時，應以台灣士林地方法院為第一審管轄法院。
 Any matters not covered in this Agreement may be agreed upon by both parties by putting into writing Agreement, or shall be dealt with in accordance with the relevant regulations of laws of the Republic of China. In case of any dispute or controversy that arises, the parties hereby submit and consent to the jurisdiction of Shih-Lin District Court.

第十一條 契約收執 Custody
 本契約書正本壹份。甲方執正本壹份；乙方執影本壹份為憑。
 There shall be one original copy of this Agreement. A shall retain original while B shall keep the copy.

立約人 Signatories

甲方：心動音樂電台

代表人：韓錦山

聯絡人：韓宜庭

地址：

電話：新竹市關新路27號17樓之5

統一編號：5634899

Party A: 89533774

Representative:

Contact Person:

Address:

Telephone No.:

Company Tax ID:

乙方：銘傳大學

代表人：沈佩蒂 校長

聯絡人：國際學院新聞與大眾傳播學程

張舒斐主任

地址：臺北市中山北路五段250號

電話：02-2882-4564 分機2415

Party B: Ming Chuan University

Representative: Dr. Shen, Pei-Di

Contact Person: Dr. Shu Fei Chang,

Chair of Journalism and Mass Communication

Program, International College

Address: No.250, Zhong-Shan N. Rd., Sec. 5,

Taipei 111, Taiwan

Telephone No.: 02-2882-4564 ext. 2415

日期：民國 110 年 1 月 10 日
 Issue Date: 10 Date 1 Month, 10 Year

110. 01. 29 用印

立契約書人
 Signatories

甲方 Party A

實習企業名稱 Internship Enterprise Title:

代表人 Representative:

職稱 Title:

地址 Address:

乙方 Party B

實習學校：銘傳大學

Internship School: Ming Chuan University

代表人：李選士

Representative: Lee, Hsuan-Shih

職稱：校長

Title: President

地址：臺北市中山北路五段250號

Address: 250 Zhong Shan North Road, Section 5, Taipei 111, Taiwan

丙方 Party C

實習學生 Student Name:

班級 Class:

學號 Student ID No.:

Personal Stamp

Company Stamp

西元 年 月 日
 YYYY MM DD

Sample of Internship Document-2


2021 Internship Hourly Record Form

To Whom It May Concern:

Thank you for providing an Internship opportunity for students of Journalism and Mass Communication Program to help enhance their ability to apply theory to practice. The Hourly Record should accurately reflect the total work time when students interned in your company. After checking it completely, we respectfully request that the supervisor of the department sign his/hersame and affix the company seal. Thank you for your support and kind assistance.

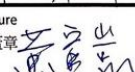
敬啟者
感謝您提供本學程學生實習的機會，使傳播理論與實務相互配合。下表為學生在貴單位實習之工作時數紀錄，煩請您確認時數無誤後，單位主管或實習督導簽名並蓋公司章，謝謝您的支持及協助。

Basic Information

Company Name 實習公司名稱	中華電視公司
Department Title 實習單位名稱	編輯部
Student Name 實習學生姓名	

母視整日實習者，扣除一小時用如明

Hourly Record

Date or Week	Time	Hours	Date or Week	Time	Hours
5/18(三)	10~18	7	7/2(六)	11~21	9
5/22(六)	14~20	5	7/4(日)	11~20	8
5/25(二)	11~20	8	7/5(一)	11~20	8
5/28(三)	11~20	8	7/7(三)	11~20	8
5/29(六)	11~20	8	7/9(五)	11~20	8
5/31(一)	11~18	6	7/10(六)	11~20	8
6/4(五)	11~20	8	7/11(日)	11~20	8
6/5(六)	11~20	8	7/12(一)	11~20	8
6/7(一)	11~20	8	7/14(三)	11~20	8
6/9(三)	11~20	8	7/16(五)	11~20	8
6/21(一)	11~20	8	7/18(日)	11~20	8
6/25(五)	11~20	8	7/19(一)	11~20	8
6/27(六)	11~20	8	7/21(三)	11~20	8
6/28(一)	11~20	8	7/22(四)	11~20	8
6/29(二)	11~20	8	7/23(五)	11~20	8
7/1(四)	10~20	9	7/25(日)	11~21	9
Total Hours 總時數	316小時		Supervisor's Signature 實習督導簽名或蓋章		

Hourly Record

Date	Time	Hours	Week	Time	Hours
7/3	10:00-12:00	2	8/1-8/4	9:00-18:00	6
7/4	10:00-14:00	4	8/7-8/11	9:00-18:00	6
7/5	10:00-12:00	2	8/14-8/18	9:00-18:00	6
7/6	10:00-16:00	5	8/21-8/25	9:00-18:00	6
7/7	10:00-13:00	3	8/28-8/31	9:00-18:00	6
Total Hours 總時數			Supervisor's Signature 實習督導簽名或蓋章		

Lunch break
12:00-13:00
doesn't count!

Sample of Internship Document-3

2021 Internship Evaluation Form 實習評分表

Information of the intern student 實習學生資料	Name of Intern 學生姓名	王
	Student ID 學號	014
	Intern total hours 實習總時數	316
	Work Content 擔任工作	新聞專員
Information of the intern unit 實習單位資料	Name of Organization 公司/部門名稱	新聞部
	Location 地點	<input checked="" type="checkbox"/> Taiwan 台灣 <input type="checkbox"/> Overseas 海外 ()
	Name of Supervisor 督導/主管	黃宜山
	Contact Number 連絡電話	0952 192 293
	Contact E-mail 聯絡信箱	Wk3495@cls.com.tw

Please grade the intern below and write a statement concerning the intern's performance in your organization. And finally return this form to the secretary of Journalism and Mass Communication Program at MCU's address: No.250 Zhong-Shan N. Rd., Sec. 5, Taipei 111, Taiwan

請實習督導或主管依據以下考核項目評分並填寫評語，最後送回銘傳國際學院/新聞與大眾傳播學位學程林姿呈秘書 (地址：111 台北市士林區中山北路五段 250 號)

Items 項目	Description 說明	Grading 評分
Attendance (40%) 考勤狀況	- Arrive late/ Leave early 遲到/早退 - Personal leave/Sick leave 事/病假 - Absent 曠職	95
Work Performance (60%) 工作表現	- Professional Knowledge and skills 專業技能 - Compliance 服從 - Cooperation/Teamwork 團隊合作 - Responsibility 責任感 - Learning Attitude 學習態度 - Enthusiasm at work 服務熱忱	
Other Comments 其他評語 Signature & Date 簽章/日期		黃宜山 8/18

2023 Internship Evaluation Form 實習評分表

Information of the intern student 實習學生資料	Name of Intern 學生姓名 _____	
	Student ID 學號 _____	
	Intern total hours 實習總時數 _____	
	Work Content 擔任工作 _____	
Information of the intern unit 實習單位資料	Name of Organization 公司/部門名稱	
	Location 地點	<input type="checkbox"/> Taiwan 台灣 <input type="checkbox"/> Overseas 海外 ()
	Name of Supervisor 督導/主管	
	Contact Number 連絡電話	
	Contact E-mail 聯絡信箱	

Please grade the intern below and write a statement concerning the intern's performance in your organization. And finally return this form to the secretary of Journalism and Mass Communication Program at MCU's address: No.250 Zhong-Shan N. Rd., Sec. 5, Taipei 111, Taiwan

請實習督導或主管依據以下考核項目評分並填寫評語，最後送回銘傳國際學院/新聞與大眾傳播學位學程林姿呈秘書 (地址：111 台北市士林區中山北路五段 250 號)

Evaluation

Mid-term

Written Report

(at least 2,000 words)

- Motivation
- Introduction of the work place (Overview)
- Work procedure or job description (Duties)
- Review of learning (Impact/ Highlights/ Skills)
- Suggestions (Feedback)
- Sample of your work results (photos, files etc.)

Final-exam

In-class Presentation

Paper Report

(at least 3,500 words)

- 6-8 minutes presentation
- Grading policy for the presentation:
 - Internship content 30%
 - Reflection 40%
 - Presentation skill 30%

Grading Policy for Media Internship

Types	Details	Percentage
Mid-term	Mid-term written report (at least 2,000 words)	45%
Final-term	1. Final written report (at least 3,500 words) 2. Oral presentation	55%
Internship documents (hardcopy)	1. Internship Agreement form 2. Insurance document 3. Evaluation form & survey 4. Hourly record form	

Note: Will be graded by 3 JMC teachers together.

REMINDER

大專校院校外實習
學生團體保險

(At least 5 people)

1 month \$124

2 months \$206

3 months \$289



Insurance Package

- Arranged by MCU (June~September)
- Arranged by the intern company
- Arranged by yourself

Work Permit

International students are required to apply work permit. (maximum 20 hours per week during the semester.)

Duration/ Deadline

- You need to finish 288 intern hours before mid January 2024.
- Fail to do so you won't be able to receive the course credit.

Documents Submission

Before you start the internship

- **Internship Insurance Package**
- **Internship Cooperation Agreement** (signed by the company)

During the internship period (week 8-9)

- **Mid-term written report** (2,000 words; sent by E-mail)

At the end of the semester (week 16-17)

- **Final written report** (3,500 words; sent by E-mail)
- **Hourly Record Form** (signed by the company)
- **Evaluation Form** (signed by the company)
- **Survey** (signed by the company)

Media Internship

Monthly Schedule

Manage the Timetable

1

March-June

Search for possible intern organizations
Hand in the Internship Agreement Form

2

July-August

Start the internship activity during Summer break

3

September- November

Start the internship activity during the semester
Hand in mid-term written report on week 8

4

December- January

In-class presentation
Hand in final written report on week 16

