

**INTERNATIONAL COLLEGE  
MING CHUAN UNIVERSITY**

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# **JOURNALISM AND MASS COMMUNICATION PROGRAM**

## **INTERNSHIP HANDBOOK**

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## **Ming Chuan University International College Internship Regulations**

- Article 1** The rules are formulated in order to allow the students of the Journalism and Mass Communication Program of the International College (IC) to coordinate theory with practice and increase practical experience.
- Article 2** The internship program is considered a 3-credit professional course covering practical operations training.
- Article 3** The internship program runs in the 1st semester of the senior year, 288 hours are required to complete.
- Article 4** There are two kinds of internship: flexible internship and unified distribution internship.
- Article 5** Any transfer student with a related major whom has completed an internship in his/her former school may submit an internship certificate issued by their former school, including the following details: internship place, internship department, internship subjects, internship time, chairperson's seal/signature, school's official seal, and report of internship, for approval by the dean and chairperson. On approval up to 144 hours of the internship may be waived.
- Article 6** During the internship period, full-time instructors and teaching assistants shall guide, review and recommend improvements on the internship process.
- Article 7** When the internship is completed, the internship organization should complete internship evaluation form and return it to the Journalism and Mass Communication Program office.
- Article 8** The evaluation standards for internship are as follows:  
1. Internship record, including hourly record, agreement and evaluation form (5%)  
2. Mid-term internship report (40%)  
3. Final internship report and oral presentation (55%)
- Article 9** The punishment for violation of internship regulations:  
1. The 288-hour internship should be completed before the end of the 1<sup>st</sup> semester of the senior year. If the hours have not been completed by the deadline, the 3 credit "Media Internship" course will not be issued.  
2. Interns should uphold the reputation of the International College at all times. This includes strictly observing the regulations of the sponsoring organization, being punctual, avoiding absences and honoring the full, agree-upon length of the internship. Violation shall be punished according to related regulations.  
3. If any student is found falsifying an internship work agreement, internship hours or internship evaluation performance, he/she will fail the "Media Internship" class and will receive 1 to 2 Level demerits according to Article 9 of Reward and Punishment of Students Regulations, "Have shown disrespect to or not heeded the instructions of instructors and elders" and "Have been absent without leave at a work-study job offered by the university."
- Article 10** These regulations are applicable to the students enrolled in the Journalism and Mass Communication Program.
- Article 11** Rules for the implementation of these regulations will be formulated separately.
- Article 12** These regulations were adopted by the International College Academic Affairs Committee and University Academic Affairs Committee, and approved by the present. The procedure for amendment is the same as above.

## **Rules for Implementation of Ming Chuan University International College Journalism and Mass Communication Program Internship**

- I. These rules are formulated according to Article 11 of Ming Chuan University International College Internship Regulations.
- II. Internship types:
  1. Flexible internship
    - 1) Internship Organizations:
      - Public or private industries or organizations
      - Non-profit organizations in Taiwan or overseas
      - Limited to not more than 3 organizations
      - Relate to journalism or mass communication related major. Such as magazine, newspaper, Film, TV, radio, internet/online media, social media, marketing, advertising or public relations etc. (Samples show in Appendix 1)
    - 2) Internship procedure:

The students in the end of their junior year should choose the time and place of the internship, and report to IC office for the following duties:

      - To fill out and submit the Internship Agreement (Appendix 2)
      - To provide Guardian's Consent Form (Appendix 3)
      - The number of internship hours can be calculated after the supervisor approves the above documents.
    - 3) Internship Period:

Students may choose summer vocation or ordinary days to complete the 288-hour internship.
    - 4) Other related regulations:
      - A. During the semester: The number of internship hours should not exceed 20 per week (Monday to Sunday); excess hours will not be counted.
      - B. During summer vocation: The number of internship should follow the Labor Standard Law. 8 hours will be calculated as one full day. If the supervisor at the internship organization asks for overtime, an Overtime Certificate shall be filled out and approved and signed by that supervisor. 0.5 to 4 overtime hours per day can be recognized, whereby the number of overtime hours should not exceed 12 hours per week. Any excess hours will not be calculated. Any Overtime Certificates, Hourly Records and photocopies of Time Cards must be submitted before the deadline.
      - C. Hourly Record Form (Appendix 4) should be submitted to IC office for recording before the end of the semester; if delayed, the number of internship hours will be cut in half and

no internship hours will be recognized if the delay is over one month.

- D. Any student who chooses the flexible internship and wants to leave during a period of internship should notify the internship organization and IC office 10 days in advance.
- E. After completing half of the internship hours, students should write an internship report of at least 2,000 words and submit it to IC office as mid-term evaluation. It will be scored by JMC program professors.
- F. After completing all 288-hour internship, students should submit a final internship report of at least 3,500 words and present in the “Media Internship” (course number: 27412) class as final evaluation. Any student who does not submit the final report before the end of the semester is considered as not having completed the internship.

2. Unified distribution internship:

1) Internship place:

Lecturers of the IC consult with competent authorities of Media industry or any related organizations for placements, including magazine, newspaper, TV, radio, online media, advertising or public relations etc.

2) Internship procedure:

- Taiwan’s internship organizations and the number of persons allowed for internship will be announced if there is any opportunity.
- If the number of registered persons exceeds the number allowed by the proprietor, the primary selection shall be made on the basis of the academic and conduct grade average for the total 6 semesters.
- If the internship organization does not provide insurance package, students shall buy their own accident insurance.

3) The term of internship:

From the end of June 2022 to mid-January 2023 is the suggested time during which the 288-hour internship should be completed. Students that do not complete required hours within this time should obtain approval from the internship organization and report to IC office to extend the days of internship or find another internship organization in order to make up the number of hours.

4) Other related regulations:

A. Eight hours will be calculated as a full day. If the supervisor at the internship organization asks for overtime, an Overtime Certificate shall be filled out and approved and signed by the supervisor. 0.5 to 4 hours per day can be recognized as overtime, where the number of overtime hours should not exceed 12 hours per week. Any excess hours to this will not be calculated. Any Overtime Certificates, Hourly Records and photocopies of Time Cards (signed by the supervisor with the company seal/stamp) shall be submitted to school office before the end of the semester. The

number of hours covered in overtime must be verified, where in cases that time cards are unavailable, a certificate issued by the supervisor is required. If submission of these records is delayed, the number of internship hours will be cut in half and no internship hours will be recognized if the delay is over one month.

- B. During unified distribution internship, if any unavoidable incidents, such as natural disasters happen, the insufficient hours of internship shall be made up contiguously. If any traffic accidents happen, the school office should be immediately notified, and the insufficient hours shall be made up after the student recovers. As for leave due to sickness, personal reasons or funeral affairs, intern students should report to the supervisor of the organization for approval. Leave hours should be made up at a later time.
- C. After completing half of the internship hours, students should write an internship report of at least 2,000 words and submit it to IC office as mid-term evaluation. It will be scored by all JMC program professors.
- D. After completing all 288-hour internship, students should submit a final internship report of at least 3,500 words and present in the “Media Internship” class as final evaluation. Any student who does not submit the final report before the end of the semester is considered as not having completed the internship.

- III. If any difficulties or requests for change occur during internship period, students should directly contact program secretary. Office Tel: (02) 2882-4564 ext 2408.
- IV. Internship will be evaluated by the supervisor according to the student’s punctuality and absence record, conduct, working attitude, professional knowledge, performance, adherence to rules, professional responsibility, cooperativeness and communication ability.
- V. The form and outline of contents for the internship report are shown in **appendix 5**.
- VI. These implementation rules are adopted by the International College Academic Affairs Committee; the procedure for amendment is the same as above.

(Appendix 1)

## Samples of Internship Companies **(Media related organizations preferred)**

TV/ Film	Radio Station	Newspaper/ Magazine/ Online Media	Advertising/ Public Relations	Marketing/ Event Planning/ Business Development
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	跨際數位行銷 Kua-Chi Digital Marketing Ltd.
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	斯邦奈 SPUNITE
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	美亞企業 Herxi Corp.
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	愛樂酷科技 Aero Cool Advanced Technologies Corp.
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.	恩沛國際投資 IMPCT.Co
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	克耐得資訊 OnRamp Lab
天大影業娛樂 EPIC ENTERTAINMENT		TIMedia INDEX	台灣微告(股)公司 Micro Ad.Taiwan, Ltd.	龍創科技 LonTrend Corporation
禾果有限公司 Dennis Films		Taiwan Plus 公視/影音串流平台		阿拉伯在台商務協會 Arab Chamber of Commerce Taiwan
伊林娛樂 EeLin Entertainment				獨家製造數位行銷有 限公司 Modular Agency

**銘傳大學實習課程實習合作契約書**  
**Ming Chuan University Off-campus Internship Courses**  
**Internship Cooperation Agreement**

立契約書人 Signatories

實習公司中文名稱 OOO	Intern Company Name in English OOOOO	以下簡稱甲方 hereafter referred to as Party A
實習學校名稱 銘傳大學	University Name Ming Chuan University	以下簡稱乙方 hereafter referred to as Party B
實習學生中文姓名 OOO	Student Name in English OOOOO	以下簡稱丙方 hereafter referred to as Party C

三方基於培訓職場專才，共同推展實習合作教學與實務訓練之互惠原則，協議訂定下列事項，共同遵循。

The three parties establish this agreement for cultivation of professional talents in the workplace based on a principle of mutual benefit to promote cooperative internship instruction and practical training.

**第1條 實習合作責任**

**Article 1 Internship Cooperation Responsibility**

甲方：負責實習內容分配及報到，並安排學生實習訓練及維護學生實習之安全。

Party A: Handle internship work assignment and report-in for work, arrange workplace training, and be responsible for internship students' safety.

乙方：薦送學生前往甲方機構校外實習，承辦學生實習有關業務及聯繫，實習導師負責指導學生校外實習。

Party B: Send recommended students to Party A's company for off-campus internship and be responsible for student internship affairs and related contact matters. The internship advisor from each department is responsible for student's off-campus internship affairs.

丙方：為乙方所薦送於甲方之學生。丙方應遵守甲方實習規章及乙方實習課程導師、校系所之指導，忠勤服務，努力學習。

Party C: Party C is the recommended student from Party B to Party A. Party C should comply with Party A's internship regulations and accept advice from Party B's internship course advisor and department, complete their duties and learn diligently.

**第2條 實習學生資料**

**Article 2 Internship Student Information (Party C)**

學制/班級 Dept. and Class	姓名 Name	學號 Student ID No.	科目代碼/課程名稱 Course	學分數 Course credits	實習內容 Job Content
傳播學程( ) JMC( )			27412/媒體實習 Media Internship	3	



### 第3條 實習內容

#### Article 3 Internship Period and Content

- (1) 實習期間：西元\_\_\_\_年\_\_\_\_月\_\_\_\_日起至\_\_\_\_年\_\_\_\_月\_\_\_\_日止。丙方於實習期間內實際實習總時數至少\_\_\_\_\_小時，並應於本實習期間內完成實習。  
Internship period is from \_\_\_\_\_YY / \_\_\_\_\_MM / \_\_\_\_\_DD to \_\_\_\_\_YY / \_\_\_\_\_MM / \_\_\_\_\_DD. Party C should complete at least a total of \_\_\_\_\_ hours of work during the internship period.
- (2) 實習職務內容：實習期間之具體學習內容如\_\_\_\_\_，應由甲、丙雙方依據實習目標及實習需求共同擬定之，由甲方安排各種實習課程及技能訓練，實習工作項目安排以不影響丙方健康及安全的工作環境為原則，且不使丙方擔任與實習無關及危險的工作。

Internship duties: The detailed learning items such as \_\_\_\_\_ during the internship period should be drafted between Party A and Party C according to the internship goals and needs. Party A arranges various internship courses and skill trainings. The arrangement of internship work projects is based on the principle of not affecting the health and safety of Party C, and Party C is not allowed to undertake work that is irrelevant or dangerous.

### 第4條 實習地點

#### Article 4 Internship Location

丙方實際實習地址 Internship address of Party C :

\_\_\_\_\_。

### 第5條 實習給付及相關福利事項

#### Article 5 Internship Compensation and Relevant Benefits

甲方應依下列約定事項辦理：

Party A shall handle relevant matters in accordance with the following set items:

(一) 實習薪資/給付 Internship salary/ payment :

薪資：薪資發放方式依公司規定辦理，倘法定基本工資調升時，甲方亦應隨之調升丙方薪資。甲方不得預扣丙方薪資作為違約金或賠償費用。

Salary: The payment of salary shall be handled in accordance with the company's regulations. If the statutory hourly base wage is increased, Party A shall increase the salary of Party C accordingly. Party A shall not withhold Party C's wages for liquidation of damages or compensation expenses.

月薪 Monthly salary，新臺幣\_\_\_\_\_元 NTD。

時薪 Hourly pay，新臺幣\_\_\_\_\_元 NTD。

實習給付 Internship payment： 獎學金 Scholarship  實習津貼 Internship allowance，請說明 Please specify：

無提供薪資、獎學金、實習津貼 Does not provide salary, scholarship or allowance

(二) 福利 Benefits：

1. 宿舍 Accommodation： 無 None  免費提供 Provided for free  付費提供 Provided at a monthly rate of，每月\_\_\_\_\_元 NTD

2. 伙食 Meals： 無 None  免費提供 Provided for free  付費提供，每餐\_\_\_\_\_元 Provided at \_\_\_\_\_NTD per meal.

3. 交通車/交通津貼 Shuttle bus/ Transportation allowance： 無 None  免費提供 Provided for free  付費提供，每月\_\_\_\_\_元 Provided at a monthly rate of \_\_\_\_\_ NTD

□ 交通津貼 Transportation allowance，每月\_\_\_\_\_元 NTD per month

4. 其他公司福利 Other benefits：(由公司自行填寫 filled in by the Company)

(三) 休息時間及請假規定 Rest time and leave regulations：

由甲乙雙方協議，依學生個別實習計畫安排及配合實習場域實務訓練所需，議定合理的休息時間及請假規定。如甲方與丙方為僱傭關係，應依勞動基準法、性別工作平等法及勞工請假規則等相關勞動法令之規定辦理。

Party A and Party B shall agree on reasonable rest time and leave regulations according to the students' individual internship plan arrangements and the practical training needs of the internship field. If Party A and Party C are in an employment relationship, this shall be handled in accordance with the Labor Standards Act, Act of Gender Equality in Employment and Regulations of Leave-Taking of Workers and other relevant labor laws and regulations.

### 第6條 實習期間保險

#### Article 6 Insurance during Internship Period

- 甲方應於丙方錄取實習報到時，依相關法令辦理勞工保險及勞工退休金提撥等。Party A shall apply for labor insurance and labor pension in accordance with relevant laws and regulations when Party C reports in for internship.
- 甲方於實習期間應為丙方辦理意外傷害險，其保障內容為：「傷害保險 200 萬元」及「傷害醫療險限額 5 萬元」(含門診實支實付及住院日額給付)。Party A shall apply for accidental injury insurance for Party C during the internship period. The insurance contents are to include: "Injury Insurance of 2 million NTD" and "Injury Medical Insurance with 50,000 NTD limit" (including reimbursement for actual outpatient expenses and hospitalization daily compensation).
- 乙方於實習期間應為丙方投保教育部「大專校院校外實習學生團體保險」。During the internship period, Party B shall insure Party C under the Ministry of Education's "Internship Group Insurance for College and University Students".

### 第7條 實習時數

#### Article 7 Internship Hours

- (1) 丙方每日正常實習時間不得超過 8 小時，每週不得超過 40 小時，但得依實習課程之需求必要時延長丙方實習時數，其延長工時之相關費用或補休方式等事宜，如為僱傭關係應遵循實習地點之勞動相關法令規定辦理。  
The daily internship hours of Party C cannot exceed 8 hours and weekly hours cannot exceed 40 hours. Party C's internship hours may be extended if necessary in accordance with the needs of the internship course. Related expenses of the extended working hours or compensatory leave should be handled in accordance with the relevant laws and regulations of the internship location.
- (2) 甲方不得讓丙方留置夜間時段(晚間 10 點至翌日清晨 6 點)  
Party A shall not allow Party C to stay during nighttime hours (10:00 pm to 6:00 am the next day).

### 第8條 實習環境

#### Article 8 Internship Environment

- (1) 甲方應提供不影響丙方健康、安全之工作及場所。  
Party A should provide a working environment and assign work content which will not affect Party C's health or safety.
- (2) 甲方負責丙方於實習場所之安全防護，配置各項安全設備並規劃安全措施。

Party A is responsible for the safety protection in Party C's internship location, which needs to be equipped with necessary safety equipment and planned safety measures.

- (3) 丙方依甲方管理規則使用甲方所提供之場所。

Party C is to use the premises provided by Party A in accordance with Party A's management rules.

#### **第9條 實習輔導機制**

##### **Article 9 Internship Advising System**

甲方：負責丙方工作分配、報到及訓練。

Party A: Responsible for Party C's work assignment, report-in and training.

乙方：承辦丙方實習有關業務及聯繫，實習導師負責指導丙方校外實習。

Party B: Responsible for Party C's internship-related affairs and contact matters, and the internship advisor is responsible for guiding Party C's off-campus internship.

- (1) 甲方實習單位應安排專業實務工作，依甲乙雙方共同擬訂之教育訓練計畫指派企業導師指導，嚴格要求敬業精神與培訓專業實務技能。

Party A's internship unit shall arrange professional practical work, assign corporate mentor to guide intern according to the education and training plan jointly stipulated by both parties, strictly require professionalism and train in professional practical skills.

- (2) 甲方所安排之工作不得要求丙方協助從事危險、違法之行為。甲方如有違反，乙方得逕行終止本契約並通知丙方，丙方與甲方實習關係亦告終止。

The work arranged by Party A shall not require Party C to engage in dangerous or illegal acts. If Party A violates this, Party B may terminate this contract and notify Party C; the internship relationship between Party C and Party A will be terminated.

- (3) 實習期間，乙方實習導師得視需求定期或不定期赴甲方訪視丙方或電話訪問實習狀況，負責校外實習輔導、溝通、聯繫工作，協助解決丙方學習與適應問題，惟乙方應於訪視前告知甲方，且如有妨礙甲方營業疑慮時，甲方得拒絕之。

During the internship period, the internship advisor of Party B may visit Party A on a scheduled or unscheduled basis to check Party C's internship status in person or by telephone, and carry out responsibilities for off-campus internship counseling, communication and connections, and assist in solving Party C's learning and adaptation issues. Party A should be informed before the visit by Party B, and if there is any concern that a visit will hinder Party A's business, Party A may refuse it.

- (4) 非經乙方事前書面同意，甲方不得將丙方轉介服務其他單位。

Without prior written consent of Party B, Party A shall not refer Party C to other units for services.

#### **第10條 實習成績評核及實習證明發給**

##### **Article 10 Internship Performance Evaluation and Internship Certificate Issuance**

甲、乙雙方應依丙方實習計畫或實習課程規劃所定標準，就學生實習表現及實習報告內容共同評核實習成績，經評核成績合格者授予學分，並得視實際需要發給書面實習證明。

Party A and Party B shall both evaluate student intern's performance in accordance with the standards set by Party C's internship program or internship curriculum plan. Those

students who pass the evaluation will be awarded credits, and written internship certificates may be issued to students based on actual needs.

#### 第11條 實習不適應之輔導轉換方式

##### Article 11 Counseling and Internship Alternatives in Cases of Not Adapting to an Internship

丙方於實習期間不適應，應由甲乙雙方共同輔導，如經乙方評估或丙方反映仍不適應，應由乙方提供終止合約，並安排丙方轉銜至其他實習機構或修習其他替代課程。

If Party C does not adapt to the internship work during the internship period, both other parties shall jointly counsel the student. After being evaluated by party B or reported by party C, if it is still unsuitable, party B should terminate the contract and arrange for party C to transfer to another internship entity or take alternative courses.

#### 第12條 實習爭議協調及處理方式

##### Article 12 Internship Dispute Settlement and Handling

- (1) 甲、乙方應約訂爭議處理協調之單位國際學院。(可約定由校外實習委員會或校內單位處理)

Party A and Party B agree on International College as the dispute settlement and coordination unit. (Can be agreed to be handled by the Off-campus Internship Committee or an on-campus unit).

- (2) 爭議處理過程，應邀集相關人員參與，必要時得邀集勞動相關法律專家學者與會。

In the dispute handling process, relevant personnel should be invited to participate, and if necessary, labor-related legal experts and scholars may be invited to the meeting.

#### 第13條 管轄暨補充規定

##### Article 13 Jurisdiction and Supplementary Provisions

三方就本契約有爭執時，三方合意以臺灣士林地方法院為第一審管轄法院。本契約未盡事宜，依專科以上學校產學合作實施辦法、勞動基準法、勞工保險條例、勞工職業災害保險及保護法、就業保險法及勞工退休金條例等相關法令、規定辦理。

Should the three parties have disputes over this contract, the three parties hereby submit and consent to the jurisdiction of Shih-Lin District Court. Matters not covered in this contract shall be handled in accordance with relevant laws and regulations such as the Procedures for Industry-academia Collaboration of Junior Colleges and Institutions of Higher Education, the Labor Standards Act, the Labor Insurance Act, Labor Occupational Accident Insurance and Protection Act, the Employment Insurance Act, and the Labor Pension Act.

#### 第14條 契約收執

##### Article 14 Contract Custody

本契約書正本一式叁份，甲、乙、丙方各執一份為憑。

There shall be three original copies of this agreement; each Party shall retain one copy.

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.:

西元        年        月        日  
      YYYY    MM        DD

## *Guardian's Consent Form*

I agree for my child \_\_\_\_\_ now studying in Ming Chuan University Journalism and Mass Communication Program to participate in the internship and accept responsibility to coach him/her to obey the rules of off-campus internship.

1. Term of Internship: \_\_\_\_\_

2. Internship Enterprise: \_\_\_\_\_

3. Parent/Guardian's Supervision Responsibilities:

a. To supervise students' punctuality for internship.

b. During the internship period, parent/guardian will assist and supervise by phone or in person.

4. Parent/Guardian's Phone: \_\_\_\_\_

Signature & Date

\_\_\_\_\_

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## 家 長 / 監 護 人 同 意 書

茲同意敝子弟\_\_\_\_\_ (現就讀國際學院新聞與大眾傳播學程)  
參加其本人所安排之校外實習，並負責督促其遵守左列實習規定：

一、實習期間：\_\_\_\_\_

二、實習地點：\_\_\_\_\_

三、家長/監護人監督：

(一) 督導學生準時上下班。

(二) 實習期間以電話或親自協助督導。

(三) 實習期間與校方及實習單位共同督導學生之健康情形。

四、家長連絡方式：\_\_\_\_\_

簽章/日期：\_\_\_\_\_

## *Internship Hourly Record*

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/her name and affix the company seal. Thank you for your support and kind assistance.

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。

<b>Internship Organization</b> 實習公司						
<b>Department</b> 實習單位						
<b>Intern/Student Name</b> 學生姓名						
<b>Record</b> 記錄表	<b>Date or Week</b> 日期/週次	<b>Time Worked (00:00~00:00)</b> 時間	<b>Hours</b> 時數	<b>Date or Week</b> 日期/週次	<b>Time Worked (00:00~00:00)</b> 時間	<b>Hours</b> 時數
<b>Total Hours</b> 總時數				<b>Supervisor's Signature or Company Seal</b> 實習督導簽名或蓋章		

<b>Ming Chuan University International College Proof of Internship Overtime Record</b>			
Student Name		Student ID	
Internship Enterprise		Department	
Overtime	Date: _____ Hours: _____		
Overtime Reason			
Supervisor's Signature	Name: _____ Title: _____ Date: _____ Department seal _____		

(Please fill in overtime hours and reasons, with department supervisor's permission and signature. Only 0.5-2hours per day can be recognized, and each week is limited to not more than 12 overtime hours. The certificate should accompany the hourly record.)

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<b>Ming Chuan University International College Proof of Internship Overtime Record</b>			
Student Name		Student ID	
Internship Enterprise		Department	
Overtime	Date: _____ Hours: _____		
Overtime Reason			
Supervisor's Signature	Name: _____ Title: _____ Date: _____ Department seal _____		

(Please fill in overtime hours and reasons, with department supervisor's permission and signature. Only 0.5-2 hours per day can be recognized, and each week is limited to not more than 12 overtime hours. The certificate should accompany the hourly record.)



## ***Internship Report Form***

### **Content Outline**

#### **A. Introduction**

- (1) Internship Period:
- (2) Internship Organization:  
Internship Department:  
Internship Address:  
Telephone Number:  
Supervisor:
- (3) Internship Motivation (why you choose this internship organization, etc....)

#### **B. Main Body**

- (1) Introduction of the working place  
Enterprise culture, organization, departments, products, and image, etc.
- (2) The operation flow path (work procedure)  
Short description of the internship unit operations and work description (Your internship duties, output, results etc).

#### **C. Review of Learning (Impact/Highlights) and Suggestions (Feedback)**

- (1) Review of skills and learning developed during Internship
- (2) Suggestions and feedback for both the internship placement and organizational program  
For example; what research should be done in preparation, what attitude should be employed, or how can the intern company improve their internship system, etc.

#### **D. Appendix**

Include 3-5 photos taken during the internship period. Similarly copies of any drafts or final products that you developed during the internship period, should be included in this section

#### **E. Format**

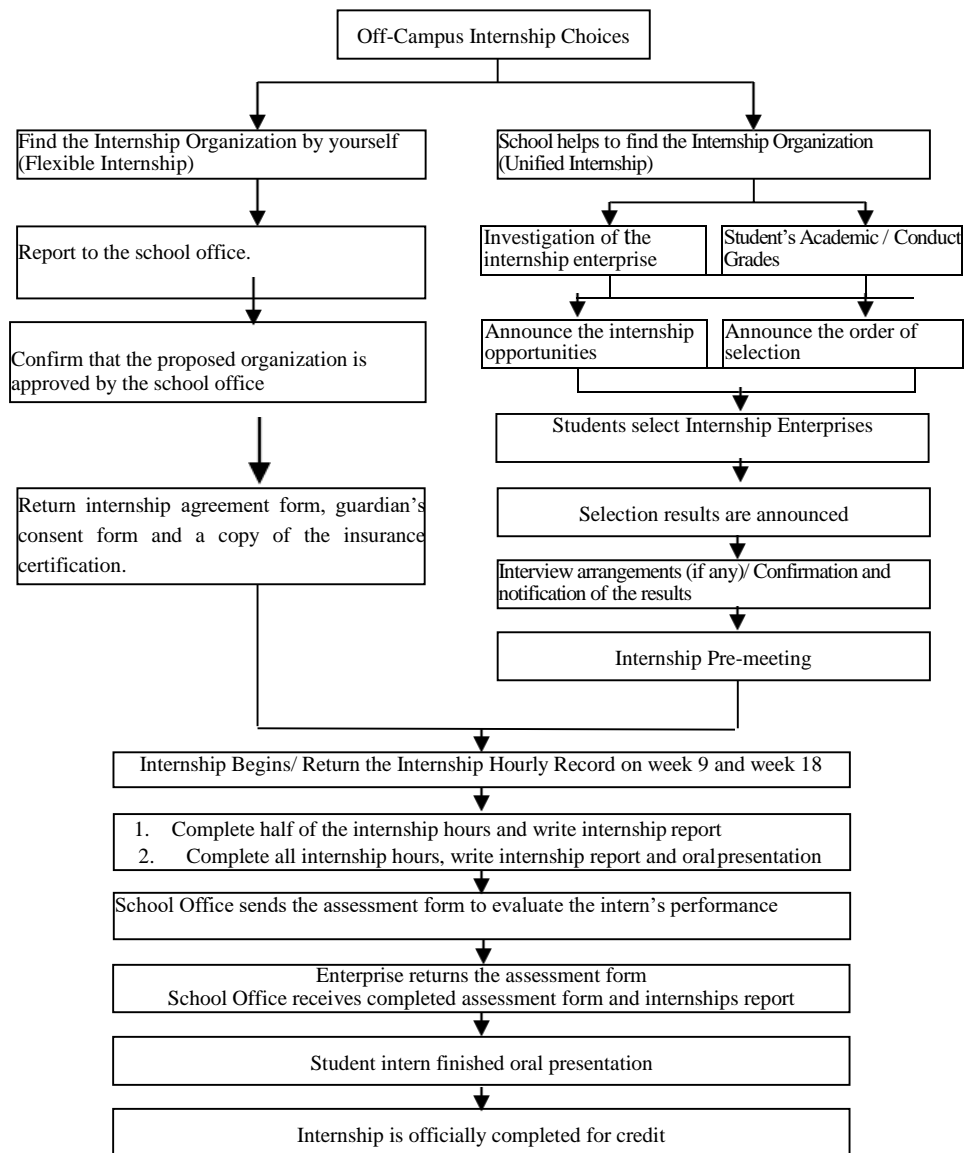
1. Presented in Microsoft Word format, a printed A4 paper report must be submitted by the required date.
2. A front cover must be attached with the MCU logo. Similarly a Contents Page must be included.
3. Other details:

Font: Times New Roman, size 12

Labels: Consistent use of italics, bold and underlining to determine headings and sub-headings  
Length: 3,500 words, with page numbers added at the bottom of each page

Page Setup: Margins: top/bottom 2.54 cm, left/right 3.17cm

# Internship Flow Chart



## *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

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
<b>Attendance (40%)</b> 考勤狀況	- Arrive late/ Leave early 遲到/早退 - Personal leave/ Sick leave 事/病假 - Absent 曠職
<b>Work Performance (60%)</b> 工作表現	- Professional Knowledge and skills 專業技能 - Compliance 服從 - Cooperation/Team work 團隊合作 - Responsibility 責任感 - Learning Attitude 學習態度 - Enthusiasm at work 服務熱忱
Total Grade 總分	
Other Comments 其他評語 Signature & Date 簽章/日期	

# 雇主對本學程學生實習滿意度問卷調查表 Employer Satisfaction Survey for Intern Students

## 基本資料 Basic Information

填表人姓名 Name of the Trainer	(Supervisor's Name)	部門 Department	
公司名稱 Company Name		電話 Phone	
電子信箱 E-mail		受評者姓名 Name of the Trainee	(Student's Name)

## 實習學生表現評價 Trainee's Performance

請依據您的看法在適當的 內打“ ”，謝謝！

Please select from the following items that best describes the performance of the trainee, thank you!

項目 Items	極佳 Very Good	佳 Good	普通 Adequate	差 Poor	極差 Very Poor
專業知識與技能 Professional Knowledge					
團隊合作能力 Team Work					
主動積極性 Proactive					
學習能力及成長潛力 Learning Ability					
抗壓及挫折容忍力 Resistance to Pressure					
工作表現 Work Performance					
工作效率 Work Efficiency					
工作態度 Work Attitude					
責任感 Responsibility					
表達能力 Expression					
品德言行 Morals and Manners					
溝通協調能力 Coordination Skills					
服從性 Compliance					
整體表現 Overall Performance					

♥ 該學生畢業後，貴公司是否會考慮優先錄用？

Would the company consider employing the trainee when he/she finished the study at the university?

會 Yes     不會 No

(原因 Reason : \_\_\_\_\_)

♥ 其他建議 Suggestions

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