

# National Chung Hsing University Bachelor Program in Landscape and Recreation Student Off-Campus Internship Implementation Guidelines

Approved by the Program Meeting on May 25, 2011  
Amended by the Program Meeting on March 29, 2012  
Amended by the Program Meeting on July 17, 2019  
Amended by the Program Meeting on August 9, 2019

1. To enhance students' understanding of practical applications in landscape and recreation, students in this bachelor program must complete the "Landscape and Recreation Internship" course before graduation. This course is a required course worth 1 credit, and the accumulated internship duration must reach 200 hours.
2. Students undertaking internships during winter and summer vacations must fill out an application form and submit it to the internship advisor for review by the end of May. During the internship, students must present the Internship Evaluation Form to the internship supervisor. Eligible internship units include landscape planning consultancy firms, leisure industry management organizations, government departments, and other units related to landscape planning or recreation management, as approved by the internship advisor.
3. The internship period is from the start of the winter/summer vacation until the day before the next semester registration. Days outside this period will not be counted. Moreover, internships lasting less than 21 days at a time will not be valid.
4. The program office should announce the application deadline for off-campus internships and the available positions at various internship units each year.
5. In case of oversubscription, students are encouraged to coordinate among themselves. If no agreement is reached, the opportunity will be granted to the student with better academic performance in the previous semester.
6. In principle, internships are unpaid. However, internship units may provide bonuses to encourage outstanding performance.
7. The off-campus internship advisor should hold an orientation meeting for prospective interns annually. The orientation should cover relevant regulations, safety, attitude, appearance, punctuality, and other key points regarding off-campus internships.
8. After completing the internship, students must not only complete the "Landscape and Recreation Internship" course per school regulations but also bind their internship report and submit it to the off-campus internship advisor during the first session of the course.
9. Internship grades are determined by the internship advisor based on the internship report and the evaluation from the internship unit. If the off-campus internship grade is below 60, the evaluation form and report for that internship will not be recognized, and the student must redo the internship at a qualified unit.
10. Students must adhere to the regulations and guidance of the internship unit during their internship. Any misconduct that damages the university's reputation should be reported by the internship unit to the university for correction or disciplinary action.
11. These guidelines are implemented upon approval by the program meeting and are subject to the same procedure for amendments.