

# **National Chung Hsing University Bachelor Program in Landscape and Recreation and Internship Institution Internship Agreement**

Parties to the Agreement: National Chung Hsing University Bachelor Program in Landscape and Recreation

(hereinafter referred to as Party A)

\_\_\_\_\_ (hereinafter referred to as Party B)

To cultivate talents in landscape and recreation, promote the teaching and practical training of off-campus internship courses on the principle of reciprocity, and to cooperate on off-campus internships for students provided by Party B, both parties agree to the following terms, which shall be observed jointly.

## **1. Responsibilities of the Off-Campus Internship :**

- (1) Party A is responsible for coordinating internship-related matters, arranging and assigning students to internship units, and appointing faculty advisors to guide students' professional practical training.
- (2) Party B is responsible for the allocation of internship units, registration, training, safety maintenance, and guidance of intern students.

## **2. Internship Details :**

- (1) The total number of internship positions is \_\_\_\_.
- (2) The intern students are enrolled in the National Chung Hsing University Bachelor Program in Landscape and Recreation.
- (3) The course title for this internship is "Landscape and Recreation Internship".
- (4) The internship duration is from \_\_\_\_ (year/month/day) to \_\_\_\_ (year/month/day), with weekly internship hours of \_\_\_, daily hours of \_\_\_, and a total of \_\_\_ hours.

## **3. Internship Registration :**

- (1) Party A shall deliver the list of interns and registration materials to Party B one week before the internship begins.
- (2) Party B shall provide pre-job training and assign mentors upon student registration.

## **4. Insurance :**

- (1) National Chung Hsing University shall handle student safety insurance.
- (2) Party B is responsible for arranging accident insurance related to the internship and providing proof of insurance.

## **5. Student Guidance :**

- (1) During the internship, each student shall have a supervisor assigned by Party B's internship unit to oversee practical work and provide skill guidance.
- (2) Party A shall arrange for faculty advisors to regularly visit and assist students during the internship, providing guidance, communication, and coordination.

## **6. Internship Assessment :**

- (1) The internship performance shall be jointly evaluated by Party A's faculty advisors and Party B's supervisors. The evaluation form is attached. Party B shall submit the evaluation form to Party A after the internship for grade calculation.

(2) If a student exhibits poor performance or adaptation issues, Party B shall notify Party A to jointly determine solutions. If issues persist after counseling, the student's internship qualification may be revoked or reassigned to another unit.

(3) Upon completion of the internship, Party B shall issue a "Certificate of Internship" specifying the name of the internship unit.

7. Supplementary Provisions :

(1) To protect Party B's business confidentiality, Party A's students and advisors shall not disclose or use any of Party B's confidential information acquired during the internship, either during or after its conclusion. The content of the internship shall not be revealed, reported, or published publicly.

(2) To enhance the motivation and learning willingness of students, Party B may provide an internship scholarship of \_\_\_\_\_ NTD per student.

8. Other matters not covered in this agreement shall be discussed and determined as needed by both parties.

9. This agreement is made in two copies, with one copy held by each party.

Parties to the Agreement

Party A: National Chung Hsing University Bachelor Program in Landscape and Recreation

Program Director : (Signature and Stamp)

Phone: 04-22840513

Address: No. 145, Xingda Road, South District, Taichung City

Tax ID: 52024101

Party B : (Signature and Stamp)

Responsible Person : (Signature and Stamp)

Phone :

Address :

Tax ID :

Republic of China Year \_\_ Month \_\_ Day \_\_