

Tainan University of Technology

Department of Applied English

Student's Internship Plan

Part I: Basic Information

Internship Institution		Intern		Advisor		Internship Period
Name	Department	Name	Dep./ Class	School	Institution	
			Department of Applied English / 4A/4B			from ___ / ___ / ___ to ___ / ___ (dd/mm/yy)

Part II: Content of Internship

Objectives	Through on-site work and experience, students will gain theory-based knowledge and develop practical expertise in hospitality- and catering-related industry. <input type="checkbox"/> receptionist <input type="checkbox"/> concierge <input type="checkbox"/> housekeeper <input type="checkbox"/> kitchen helper <input type="checkbox"/> waiter/waitress <input type="checkbox"/> others :				
Schedule Planning of Internship Learning	Stages	Periods	Themes		Job Specification
	1	The first semester in Academic Year			
	2	The second semester in Academic Year			

Resources Provided by the Institution and Counselling	Guidance and Resources Provided by the Institution	<ul style="list-style-type: none"> ● Overall Training Provided: ◎ Basic Training <ul style="list-style-type: none"> <input type="checkbox"/> corporate culture training <input type="checkbox"/> corporate knowledge training <input type="checkbox"/> environmental safety training <input type="checkbox"/> others: ◎ Theme-focused Training <ul style="list-style-type: none"> <input type="checkbox"/> communication learning <input type="checkbox"/> knowledge management <input type="checkbox"/> case study <input type="checkbox"/> problem analysis <input type="checkbox"/> others: ● Equipment and Resources Provided: <ul style="list-style-type: none"> <input type="checkbox"/> instrument <input type="checkbox"/> guided by experts <input type="checkbox"/> education training <input type="checkbox"/> IT facilities <input type="checkbox"/> others:
	Methods and Planning of Counselling Provided by the Institution Advisor	<ul style="list-style-type: none"> ● Learning Content: <ul style="list-style-type: none"> <input type="checkbox"/> machine operation <input type="checkbox"/> document writing <input type="checkbox"/> innovation management <input type="checkbox"/> software operation <input type="checkbox"/> business management <input type="checkbox"/> others: ● Methods of Counselling: <ul style="list-style-type: none"> <input type="checkbox"/> explanation <input type="checkbox"/> demonstration <input type="checkbox"/> case study <input type="checkbox"/> others:
	Plan of Counselling and On-site Visit by the School Advisor	<ul style="list-style-type: none"> ● Content of Counselling: <ul style="list-style-type: none"> <input type="checkbox"/> industry trend <input type="checkbox"/> professional knowledge <input checked="" type="checkbox"/> interpersonal communication <input checked="" type="checkbox"/> learning performance <input checked="" type="checkbox"/> counselling about their difficulties <input type="checkbox"/> others: ● On-site Visit: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> counselling before the internship <input checked="" type="checkbox"/> on-site visit when the intern has problems <input checked="" type="checkbox"/> on-site visit at least once per semester <input checked="" type="checkbox"/> through phone call <input checked="" type="checkbox"/> through social networking <input checked="" type="checkbox"/> through e-mail <input type="checkbox"/> others:

Part III: Performance Evaluation and Feedback of Internship

Indicator for Performance Evaluation	<ul style="list-style-type: none"> ● Items of Evaluation: <ul style="list-style-type: none"> <input type="checkbox"/> Evaluation on Stages of the Internship: <ul style="list-style-type: none"> ◎ Evaluated by the School Advisor <ul style="list-style-type: none"> <input checked="" type="checkbox"/> report evaluation (60%) : organization (30%), content (15%), and feedback and comments (15%) ◎ Evaluated by the Institution Advisor <ul style="list-style-type: none"> <input checked="" type="checkbox"/> performance evaluation(40%) : exhibit professional ability and attitude(10%), ability to accomplish tasks effectively and efficiently (10%), enthusiasm for learning (10%), and demonstrate teamwork and work ethics (10%)
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Stages and Methods of Evaluation	<ul style="list-style-type: none"> ● Stages of Evaluation: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Stage 1 (the first semester in Academic Year __) <input checked="" type="checkbox"/> Stage 2 (the second semester in Academic Year __) ● Evaluator: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> School advisor (60%) <input checked="" type="checkbox"/> institution advisor (40%)
Planning and Methods of Internship Feedback	<ul style="list-style-type: none"> <input type="checkbox"/> meetings of internship achievement review <input checked="" type="checkbox"/> meetings of internship course review <input checked="" type="checkbox"/> survey <input type="checkbox"/> competition of internship achievement <input checked="" type="checkbox"/> sharing counselling experience <input checked="" type="checkbox"/> sharing students' feedback <input checked="" type="checkbox"/> reviewing internship positions selected <input type="checkbox"/> reviewing cooperation with the institution <input type="checkbox"/> reviewing cases of transferring to another institution <input type="checkbox"/> producing industry-related projects <input type="checkbox"/> promoting teachers' internship in industry <input type="checkbox"/> encouraging teachers to attend workshops <input type="checkbox"/> enhancing industry-academy collaboration <input type="checkbox"/> adjustment of professional courses <input type="checkbox"/> analyzing institutional research <input type="checkbox"/> tracking institutional research

Signature: _____

Institution advisor: _____

Signature: _____

School advisor: _____

Signature: _____

Intern: _____