

Student Internship Regulations

Department of Teaching Chinese as a Second Language, Chung Yuan Christian University

Approved at the Departmental Affairs Meeting on 2009.09.11 (98-1-1)
Revised by the Overseas Internship Recommendation Committee on 2012.02.08 (100-2-2)
Approved at the Departmental Affairs Meeting on 2012.02.15 (100-2-1)
Revised at the Student Affairs Committee on 2012.03.05 (100-2-1)
Approved at the Departmental Affairs Meeting on 2012.03.07 (100-2-2)
Revised and approved at the Departmental Affairs Meeting on 2012.03.21 (100-2-3)
Revised and approved at the Departmental Affairs Meeting on 2013.03.27 (101-2-4)
Revised at the Student Affairs Committee on 2013.10.16 (102-1-1)
Revised and approved at the Departmental Affairs Meeting on 2013.11.06 (102-1-6)
Revised at the Student Affairs Committee on 2015.11.11 (104-1-1)
Revised and approved at the Departmental Affairs Meeting on 2015.12.02 (104-1-3)
Revised by the Internship Committee on 2016.09.14 (105-1-1)
Approved at the Departmental Affairs Meeting on 2016.09.14 (105-1-1)
Revised by the Internship Committee on 2016.11.09 (105-1-3)
Approved at the Departmental Affairs Meeting on 2016.11.21 (105-1-3)
Revised and approved at the Departmental Affairs Meeting on 2017.06.14 (105-2-11)
Revised at the Regulations Committee Meeting on 2018.01.15 (106-1-1)
Revised and approved at the Departmental Affairs Meeting on 2018.03.28 (106-2-3)
Revised and approved at the Departmental Affairs Meeting on 2020.01.08 (108-1-7)
Revised and approved at the Departmental Affairs Meeting on 2021.01.13 (109-1-7)
Revised and approved at the Departmental Affairs Meeting on 2021.10.20 (110-1-3)
Revised and approved at the Departmental Affairs Meeting on 2024.12.27 (113-1-5)

- Article 1 These regulations are established to enhance students' experience in Chinese language teaching.
- Article 2 Undergraduate students who have completed the courses "Chinese Language Teaching Materials and Methods I" and "Chinese Language Teaching Materials and Methods II" may undertake teaching internships and material compilation internships. Those who have completed the course "Introduction to Chinese Language Teaching" may undertake administrative internships and oral communication internships. Students must submit an internship log and complete an evaluation during the "Practical Chinese Language Teaching" course in the first semester of their senior year.
- Article 3 Graduate students who have completed the course "Research on Chinese Language Teaching Materials and Methods" may undertake internships.
- Article 4 Instructors of the undergraduate "Practical Chinese Language Teaching" course and graduate advisors serve as internship supervisors, responsible for guiding student internships.
- Article 5 Undergraduates must complete at least 36 hours of internship over a period of no less than two weeks, including:
1. Teaching Internship: Classroom teaching under the supervision of an internship mentor.
 2. Material Compilation Internship: Material development under the supervision

of an internship mentor.

3. Administrative Internship: Engaging in educational administration tasks, including planning, marketing, and managing Chinese courses, academic administration, department publications, seminar coordination, and maintenance of teaching websites.
4. Oral Communication Internship: Engaging in tasks related to oral communication under the supervision of an internship mentor.

At least 20 hours must be devoted to teaching internships, with remaining hours from a combination of the other categories.

Article 6 Graduate students must complete at least 72 hours of internship over a period of no less than four weeks, including:

1. Teaching Internship: Classroom teaching under the supervision of an internship mentor.
2. Material Compilation Internship: Material development under the supervision of an internship mentor.
3. Administrative Internship: Engaging in educational administration tasks, including planning, marketing, and managing Chinese courses, academic administration, seminar coordination (as team leader or higher), and maintenance of teaching websites.
4. Oral Communication Internship: Engaging in tasks related to oral communication under the supervision of an internship mentor.

At least 36 hours must be devoted to teaching internships, and at least 12 hours to administrative internships, with remaining hours from a combination of the other categories.

Article 7 Each internship unit must have at least one internship mentor appointed by the department, responsible for practical guidance and evaluation. Upon completion of the internship, the unit will issue a certificate.

Article 8 Internship units must be recognized by domestic or international educational authorities or approved by the department's internship committee, with a signed contract with the department.

- Article 9 Students interning at non-contracted units must submit an "Internship Unit Recognition Form" one month prior to the internship. To ensure safety, students must submit a "Parental Consent Form" and, if not covered by the university's student insurance, purchase accident insurance before participating in off-campus internships.
- Article 10 Students selected for overseas internships must submit a "Chung Yuan Christian University Department of Applied Chinese Literature Student Overseas Internship Agreement" before departure.
- Article 11 To monitor internship progress and evaluate the guidance effectiveness of internship units, the department will conduct irregular visits, with the visitation guidelines set separately.
- Article 12 Students who have prior teaching experience as Chinese language instructors at recognized institutions, with teaching certificates and at least 72 hours of teaching, may be exempted from the internship upon approval by the department's internship committee.
- Article 13 These regulations are implemented upon approval by the Departmental Affairs Meeting and announced by the department head. The same procedure applies to any revisions.