

# **Regulations for the Establishment of Student Off-campus Internship**

## **Committee of Department of Occupational Therapy at I-Shou**

## **University**

Adopted by the Departmental Affairs Council on June 13, 2019 and promulgated with the consent from the President dated on August 22, 2019

Article 1 To promote and supervise students' off-campus internships (including clinical practice for senior students, community practice, and clerkship), the Regulations for the Establishment of Student Off-campus Internship Committee of Department of Occupational Therapy at I-Shou University (hereinafter referred to as "the Regulations") are made by the Department of Occupational Therapy (hereinafter referred to as "the Department") pursuant to Article 6 and Article 6-1 of the Implementation Regulations for Industry-Academia Collaboration of Institutions of Higher Education of the Ministry of Education, and the Department establishes the Student Off-campus Internship Committee (hereinafter referred to as "the Committee") accordingly.

Article 2 The Committee is responsible for:

1. planning and promoting off-campus internships;
2. reviewing and deciding internship providers;
3. drafting contracts and individual internship plans for students;
4. negotiating and coping with complaints, disputes, and accidents for students;
5. handling early termination of student off-campus internships;
6. following up and reviewing the effectiveness of student off-campus internships as well as counseling and visit records; and
7. handling affairs relating to the protection of students' rights and interests.

Article 3 The Chair of the Department is the ex-officio member and convener of the Committee, and the Committee shall have several members who are full-time faculty members of the Department. The Committee may invite jurisprudents, representatives from internship providers, student representatives, and related parties to attend meetings if necessary.

Article 4 Committee members shall meet at least once every semester, and an extraordinary session may be called whenever necessary. A quorum of at least half of the total

membership will be required to validate a committee meeting, and a resolution shall not be adopted unless at least half of the members attending vote in favor of the proposal.

Article 5 Rules relating to internships shall comply with the Rules of Student Clinical Internships of Department of Occupational Therapy at I-Shou University and the Rules of Course Taking and Credit Transfer of Professional Required and Elective Courses of Department of Occupational Therapy at I-Shou University.

Article 6 Matters not mentioned herein, if any, shall be subject to the applicable laws of the Ministry of Education and the applicable regulations and rules of the University.

Article 7 The Regulations become effective on the third day of promulgation after being adopted by the Departmental Affairs Council, approved by the College of Medicine and the University Academic Council, and ratified by the President.