Department of International Tourism and Hospitality

International College, I-Shou University

Internship Application Procedures

義守大學國際學院國際觀光餐旅學系

學生申請實習程序

1. Applicants search on the relevant internship information (some internship positions are provided by the Department/Faculty). Please note the internship may NOT be in an in-home business, family business or virtual.
2. Applicants write the INTERSHIP PROPOSAL, and discuss with the adviser. Make sure the advisor approves the company where you will intern and the internship job description.
3. Applicant FILL OUT the “Internship Pre-Approval Form”.
4. Applicant submit the Internship Pre-Approval Form to IMEM Office by the 2nd Friday of April (For Fall Semester)/ the 2nd Friday of October (for Spring Semester), unless stated otherwise.
5. Internship Committee REVIEW the Pre-Approval Form, and announce the results of acceptance within 10 working days.
6. Approved Applicant fill out the rest of the internship application form (e.g., Guardian’s approval form, the proof of insurance).
7. Approved Applicant complete the application, and Submit the COMPLETE internship application form to IMEM Office by the 2nd Friday of May (For Fall Semester)/ the 2nd Friday of November (for Spring Semester), unless stated otherwise.
8. Department Faculty Meeting complete the final internship approval by the 3rd Wednesday of May (For Fall Semester)/ the 3rd Wednesday of November (for Spring Semester).
9. Submit the Applications to the University-Level for the 3-way contract/agreement.
10. After the internship, students MUST return the (1) Internship Report; (2) Grading Recommendation or Performance Report from the Internship Organization.