

**I-SHOU UNIVERSITY**  
**Department of XXX**  
**Off-campus Student Internship Agreement**

This Agreement is entered into by and among XXX (hereinafter referred to as Party A), I-Shou University (hereinafter referred to as Party B), and XXX of the Department of XXX (hereinafter referred to as Party C).

To foster future talents and facilitate internship collaboration and practical training with benefits to all sides, Party A, Party B, and Party C agree to sign this Agreement and abide by the following terms and conditions.

I. Responsibilities and obligations of Party A and Party B:

Party A: providing students of Party B with internship opportunities, and based on the individual internship plan made by Party C, being responsible for work assignment, reporting for duty, training, and assigning a person to guide interns in collaboration with the counseling instructor of Party B.

Party B: being responsible for affairs and contact relating to the internship of Party C; counseling instructors are responsible for guiding and instructing Party C.

II. Internship period, working time, and rules for taking time off and regular leave:

1. Internship period: \_\_\_\_\_(Y)\_\_\_\_\_(M)\_\_\_\_\_(D) ~ \_\_\_\_\_(Y)\_\_\_\_\_(M)\_\_\_\_\_(D).
2. Working time: \_\_\_\_\_(HH:MM) ~ \_\_\_\_\_(HH:MM). (Please fill in the blanks with 24-hour clock)
3. Rules for taking time off and regular leave:

III. Job description, title/number of credits of the practicum course, and working hours of Party C:

1. Party C will XXX. In principle, the working environment should be healthy and safe for Party C, and Party C should not engage in nor be involved in any illegal activities.
2. The title/number of credits of the practicum course: \_\_\_\_\_ / \_\_\_\_\_.
3. Working hours: \_\_\_\_\_.

IV. Allowances (or scholarships) and subsidies to accommodation, meals, and transportation paid by Party A to Party C:

1. Allowance (or scholarship): NT\$ \_\_\_\_\_ per month (please fill in "N/A" if not applicable)
2. Subsidies to meals: NT\$ \_\_\_\_\_ (please fill in "N/A" if not applicable)
3. Subsidies to accommodation: NT\$ \_\_\_\_\_ (please fill in "N/A" if not applicable)
4. Subsidies to transportation: NT\$ \_\_\_\_\_ (please fill in "N/A" if not applicable)

V. Insurance:

- Party A is responsible for offering interns accident insurance valid during the internship period.
- Party B is responsible for offering interns accident insurance and student accident insurance valid during the internship period.

- Party C is responsible for arranging his/her own accident insurance and student accident insurance valid during the internship period.

VI. Reporting for duty:

1. Party B should provide Party A with the documents for reporting for duty of Party C before the internship starts.
2. Party A should give Party C safety training (including the safety equipment and security measures in the working environment) and assign a person to give instructions when Party C reports for duty.

VII. Guidance to interns:

1. The internship provider of Party A should provide Party C with professional instructions, training, and guidance on everyday life and work. Party A should notify Party B of helping Party C together when Party C is not capable of the internship or adapting him/herself to the internship, and Party A may terminate the internship or transfer Party C to another position if Party C makes no improvement after receiving the guidance given by both parties.
2. Party B should have counseling instructors to visit Party C at the premises of Party A irregularly during the internship period and to be responsible for off-campus internship counseling, communication, and contact.

VIII. Internship evaluation:

1. Party C should be subject to evaluation by both Party A and counseling instructors of Party B.
2. Party A should evaluate and score Party C based on the internship performance and outcomes while counseling instructors of Party B evaluate and score Party C based on their visits, the evaluation results of Party A, and Party C's reflections or self-evaluation report.

IX. Disagreement or dispute: Any disagreement or dispute should be negotiated and settled amicably by all parties, and Party B may refer the disagreement or dispute to its meetings related to the internship for settlement.

X. When Party C works for Party A on anything but learning-oriented training, a contract should be made between Party A and Party C pursuant to the Labor Standards Act and other applicable laws.

XI. All parties may make amendments to this Agreement or make any supplementary provisions for this Agreement for matters not mentioned herein through negotiation.

XII. In case of any dispute or disagreement arising out of or in connection with this Agreement, all parties agree that Taiwan Ciaotou District Court is the court of first instance.

XIII. This Agreement is made in triplicate and each party holds one copy thereof.

In witness whereof, the parties hereto have executed this Agreement as of the day and year set forth below.

Party A:

Party C: (student's name)

Representative:

National ID No.:

Title:  
Tel.:  
Address:  
Unified Business No.:

Date of Birth:  
Permanent Address:  
Tel.:  
Legal Representative:  
(The signature of the legal representative is  
required if Party C is under the age of 20.)

Party B: I-Shou University  
Representative: Dr. Yuan-Kuang Guu  
Title: President  
Tel.: 07-6577711  
Address: No.1, Sec. 1, Syuecheng Rd., Dashu  
District, Kaohsiung City 84001,  
Taiwan (R.O.C.)  
Unified Business No.: 07927743  
Responsible Department:  
Contact Person:  
Contact Phone No.:

Permanent Address:  
Tel.:

Date: \_\_\_\_ (Y) \_\_\_\_ (M) \_\_\_\_ (D)