

Department of Global Communications and Applied English  
College of Language Arts, I-Shou University  
Internship Application Procedures  
義守大學語文學院國際溝通暨應用英語學系  
學生申請實習程序

1. Applicants search for relevant internship information. Please note the internship may NOT be in an in-home business, family business, or virtual.
2. Applicants write the INTERNSHIP APPLICATION FORM, PARENTAL CONSENT, INTERNSHIP INSURANCE NOTIFICATION (include the proof of insurance, and COMFORMATION LETTER from the internship company and discuss it with the Supervisors. Make sure the supervisor approves the company where you will intern and the internship job description.
3. Applicant submit the Internship Related Documents with your supervisor's signature to the GCAE Office every semester before week 10 unless stated otherwise.
4. The Internship Committee Meeting completes the final internship approval before week 10.
5. Internship Committee REVIEW the Internship Related Documents and announce the acceptance results within 10 working days.
6. Submit the Applications to the University-Level for the 3-way contract/agreement.
7. After the internship, applicants MUST return the (1) An English Internship Report of approximately 1,000 - 2,000 words to their supervisor in a specified format; and (2) Grading Recommendation and Performance Report from the Internship Organization.