



**G L O B A L
A T G S**

**Master Program in Global Agriculture
Technology and Genomic Science**

**International College
National Taiwan University**

Internship Handbook

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I. Course Objective

This course mainly provides the opportunity for students to conduct internships in agricultural industries or research institutes off-campus.

1. Aim to enable students to be familiar with the agricultural industry and the application of biotechnology and genomic science.
2. Cultivate students' professional execution ability.

II. Internship Guidelines

1. Application qualification

To be eligible for participation in the internship program, students must meet the following requirements:

- (1) Must be a current student of the Master Program in Global Agriculture Technology and Genomic Science (hereinafter referred to as Global ATGS) at National Taiwan University.
- (2) Obtain a valid work permit in accordance with the regulations for international students working in Taiwan (if applicable; the internship type (Academic-oriented or Job-oriented) needs to be specified in the contract).

2. Application time

Internship Period	Application Deadline	Enrolling Course
Summer Break – Fall Semester	April 1	Field Internship 1
Winter Break – Spring Semester	November 1	Field Internship 2

Remark 1: The exact application period will be based on the announced time.

Remark 2: If your internship is undertaken during summer or winter break, you must complete it and enroll in the "Field Internship 1" or "Field Internship 2" course in the semester following the completion of the internship.

3. Internship time

This course is designed for students to complete internships at off-campus research institutes, enterprises, or related organizations. The start and end dates of the internship shall be determined by mutual agreement between the student and the internship organization. (No inter-session internships)

Students must complete at least 160 internship hours per course to fulfill the course requirements.

* Note: After confirming your internship start date with the company, please report to the office immediately. **The office needs at least one month to prepare your insurance and internship contract.**

4. Partner Internship Organizations

- (1) The internship institutions will be updated annually. Please refer to the List of Program-Affiliated Internship organizations.
- (2) Students who arrange internships with off-campus organizations independently must obtain approval from the program before conducting a Field Internship. The [Application Form for Non-Program-Affiliated Internship Organizations Approval](#) and one recommendation letter from the internship organization's supervisor must be submitted **at least three months** before the regular internship application deadline.

5. How to apply

Depending on your status, you are required to prepare and submit the following documents to the Global ATGS office. (E-files are not accepted)

5.1 Students Applying for a Regular Internship

- (1) [Internship Application Form](#)
- (2) Curriculum Vitae (CV)
- (3) Other specific documents required by the company (if applicable)

Students must submit the above documents to the Global ATGS office within the designated application period.

5.2 Students Completing the Degree Examination through the Practical Track

- (1) [Internship Proposal](#)
- (2) Curriculum Vitae (CV)

(3) Other specific documents required by the company (if applicable)

Students who intend to complete their degree examination through the practical track must take and complete **BOTH** "Field Internship 1" and "Field Internship 2" courses at the same organization. For more details on regulations related to the practical track, please refer to the program website.

6. Field Internship Credits and Requirements

6.1 Course Enrollment

Students must enroll in the 2-credit elective courses "Field Internship 1" or "Field Internship 2".

6.2 Submission Requirements

At the end of the semester, students are required to submit the following documents to the Global ATGS office:

- (1) [Field Internship Daily Log](#)
- (2) [Field Internship Written Report](#)
- (3) [Questionnaire of the Internship Course](#)

6.3 Grading

The final grade will be given based on:

- (1) Performance Evaluations graded by both the internship organization ([Internship Performance Evaluation Form](#)) and the academic advisor ([Internship Written Report Evaluation Form](#)).
- (2) Student's Internship Written Report graded by the academic advisor ([Internship Written Report Evaluation Form](#)).

Students must obtain a score of **70 (B-) or above** to receive two credits for each "Field Internship 1" or "Field Internship 2" course.

7. Termination or Transfer

- (1) Students who wish to apply for transfers to their internship must submit the form [Application for Termination and Transfer of Off-Campus Internship](#), signed and approved by their advisor, along with the [Counseling Record](#) for internship termination or transfer completed by the advisor, to the Global ATGS Office.

- (2) Any loss of rights or interests caused by the application to change the internship organization or terminate the internship course (e.g., delayed graduation, academic probation, etc.) shall be the full responsibility of the internship student.

8. Other

- (1) The students must be self-disciplined when conducting the internship. If there is any misconduct, the internship organization will notify Global ATGS, and the case will be handled according to the university regulations.
- (2) If any issue is not covered in this Internship Guidelines, it can be supplemented and amended anytime and will take effect upon promulgation.

III. Leave Application Guidelines

The students shall conduct an internship on time, based on the time regulated by the internship organization. If students need to take a short leave (Sick or Personal), they must fill out the [Leave Application Form](#) and **obtain approval from the NTU Student Leave Request System** during the semester. All leave forms should be submitted to the office at the end of the semester.

1. Sick Leave

If students take Sick Leave during the internship, they must obtain approval from the internship organization and inform their academic advisor. The sick leave must be recorded correctly in the daily log.

2. Personal Leave

- (1) Personal Leave must be applied in advance. During the internship, if the student cannot perform the task for any given workday, they must obtain approval from the internship organization before taking leave. The [Leave Application Form](#) must be approved by both the internship supervisor and the academic advisor and then submitted to the Global ATGS Office for recordkeeping.
- (2) If there are any emergency incidents, the students can ask for leave by phone and submit the [Leave Application Form](#) afterwards. Otherwise, “no show” without notification will be considered an absence.

3. Absence

Failing to ask for leave *or* being denied the leave application is considered an absence. The academic advisor will be notified, and 3 points will be deducted from the internship's total score for each day of absence.

Remark: Students must follow the internship organization's leave procedures for all other leave-related matters and ensure the academic advisor is informed.

Flowchart of Conducting Field Internship

	Apply for Non-Program-Affiliated Internship Organization		Apply for Program-Affiliated Internship Organization	
Application Deadline	■ January 1 (for Summer Break – Fall Semester Internship) ■ August 1 (for Winter Break – Spring Semester Internship)		■ April 1 (for Summer Break – Fall Semester Internship) ■ November 1 (for Winter Break – Spring Semester Internship)	
Track	Regular Track	Practical Track	Regular Track	Practical Track
Documents required	1. Internship Application Form 2. Application Form for Non-Program-Affiliated Internship Organizations Approval 3. One recommendation letter from the internship organization's supervisor 4. Curriculum Vitae (CV) 5. Other specific documents required by the company (if applicable)	1. Internship Proposal	1. Internship Application Form 2. Curriculum Vitae (CV) 3. Other specific documents required by the company (if applicable)	1. Internship Proposal

