



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

**National Taiwan University
International College**

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

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
Winter Break – Spring Semester	November 1	

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

Remark 2: If your internship starts during summer or winter break, you must complete it before enrolling in the “Field Internship” course.

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 for internship at Non-Program-Affiliated organizations form \(Appendix 1\)](#) must be submitted **at least three months** before the regular internship application time.

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 (Appendix 2)
- (2) Advisor Agreement for Field Internship (Appendix 3)
- (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) Advisor Agreement for Field Internship (Appendix 3)
- (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 the "Field Internship" course **TWICE** 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 course "Field Internship".

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 (Appendix 4)
- (2) Field Internship Written Report (Appendix 5)
- (3) Questionnaire of the Internship Course (Appendix 6)

6.3 Grading

The final grade will be given based on:

- (1) Performance Evaluations by both the internship organization (Appendix 8) and the academic advisor (Appendix 9)
- (2) Student's Internship Written Report graded by the academic advisor (Appendix 10)

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

7. 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 the 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 for Field Internship (Appendix 7) 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 attendance log.

2. Personal Leave

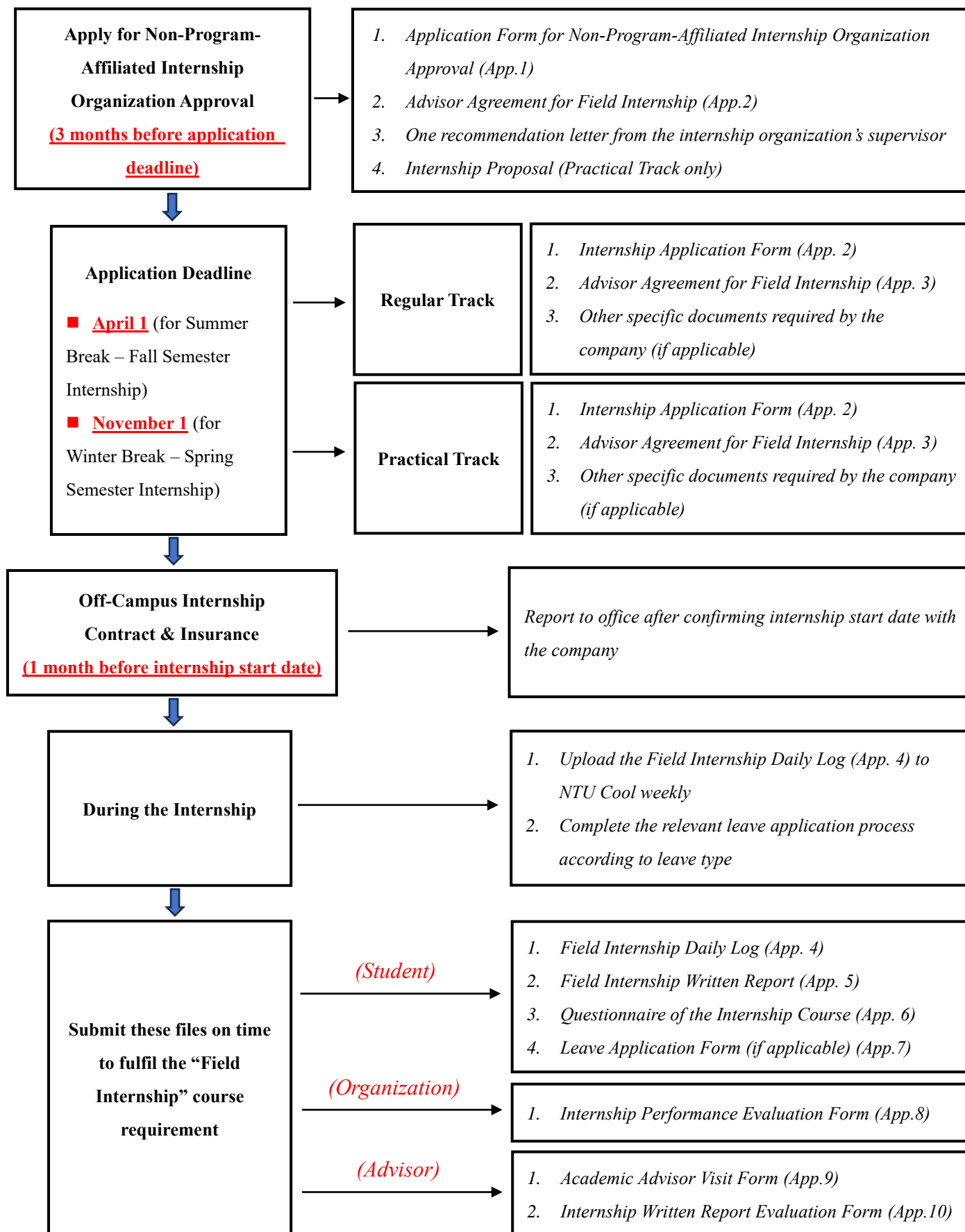
- (1) Personal Leave must be applied in advance. During the internship, if the student cannot perform the task for any given workday, they must obtain approval from the internship organization before taking leave. The Leave Application Form must be approved by both the internship supervisor and the academic advisor and then submitted to the Office of Global ATGS 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



Appendix 1

**Master Program in Global Agriculture Technology and Genomic Science
Application Form for Non-Program-Affiliated Internship Organizations
Approval**

1. Please submit the following documents in hard copy to the office: (1) this application form, (2) the Advisor Agreement for Field Internship form, (3) one recommendation letter from the Internship organization's supervisor, and (4) Internship Proposal (Practical Track only). All submitted information must be accurate and legally valid.
2. The internship organization must sign a **Memorandum of Understanding (MOU)** with the program. Upon approval, the student, the program, and the internship organization must sign an **off-campus internship contract**.
3. The approval process could take **3 months**. Students are not allowed to start internships before being approved.

Student ID Number	Name		Application Date
Phone Number		E-mail	
Internship Organization			
Description of the Organization and Application Reasons			
Internship Institution Contact Details	Supervisor's name: Position: Phone: Email:	Official Stamp of Internship Organization	
Program advisor's Signature		Program Committee Review Results	<input type="checkbox"/> Agree <input type="checkbox"/> Disagree Reason:

Appendix 2

Internship Application Form

Personal Details			
Name		Gender	
Department		Student ID	
ARC Number (National ID Number)		Date of Birth (YYYY/MM/DD)	
Phone		E-mail	
Address			
Emergency Contact Person	Name :		
	Relationship :		
	Phone :		
	Mobile :		
Name of the Internship Organization		Internship Time	
Research Topic and Brief Description			

Signature: _____

Date: _____(YYYY/MM/DD)

If you have any questions, please contact the **Global ATGS** (ntuatgs@ntu.edu.tw) or 02-3366-5712

Appendix 3

Advisor Agreement for Field Internship

The students must receive the agreement for the field internship from their advisors and submit it in hard copy to the Global ATGS office for review.

Department	Master Program in Global Agriculture Technology and Genomic Science (Global ATGS)
Student Name	
Student ID	
Phone	
Email	
Start and End Date of the Internship	_____ (YYYY/MM/DD) to _____ (YYYY/MM/DD)
Signature of the Advisor	

Signature of Student: _____

Date: _____ (YYYY/MM/DD)

Appendix 4

Field Internship Daily Log

Student Name: _____ Student ID: _____

Internship Organization: _____

Supervisor of the Internship Organization: _____ Phone: _____

YYYY/MM/DD	Internship Content (If you apply for a leave that day, please record the number of hours and the reason for the leave)	Internship Hours
Total internship hours this week		

Remark 1: Students must keep a daily journal in this “Field Internship Daily Log,” briefly describing the work completed each day and **uploading it to NTU COOL “Assignment” on a weekly basis.**

After completing the internship, the Daily Log and the Written Report should be bound together and submitted as a hard copy to the Office of Global ATGS by the last week of the semester.

Cover page of Field Internship Written Report

**Master Program in Global Agriculture
Technology and Genomic Science
(Global ATGS)**

**National Taiwan University
Field Internship Written Report**

Name/Student ID : _____

School/Department : _____

Internship Organization : _____

Unit/Department : _____

Time: _____(YYYY/MM/DD) to _____(YYYY/MM/DD)

The Submission Date: _____(YYYY/MM/DD)

<p>Format Requirement</p>	<ul style="list-style-type: none"> ■ The Written Report must be formatted on A4 paper, typed in 12-point font, and single-spaced. ■ If the internship period is one month or less, the report must be at least 5 pages. For internship period exceeding one month, the report must be at least 10 pages. ■ Students must submit a hard copy of the compiled documents to the office in this order: (1) the cover page, (2) the Daily Log, (3) the Written Report, and (4) the questionnaire
<p>Submission Deadline</p>	<p>The Written Report MUST be reviewed and graded by academic advisor (Appendix 10) before submission to the office.</p> <p>The Global ATGS office expect to receive the hard copy of compiled documents before the university's grade submission deadline per semester.</p>
<p>The content</p>	
<ul style="list-style-type: none"> ■ Introduction of the internship organization, like the internship unit/department and brief introduction of the staff. ■ Internship content, like internship duty, and daily, weekly or other routine work. ■ Internship Review, for example: <ol style="list-style-type: none"> 1. How the professional knowledge and skills learned during the internship will help with your future career development and professional abilities? 2. Is there anyone or anything that impressed you? 3. What did you learn about employment ethics and interpersonal relationships through interacting with supervisors and colleagues? 4. After conducting the internship, what kind of ability would you like to enhance? How do you plan to improve your professional knowledge and skills to confront the competitive job market? ■ Others such as photos, images and tables. (Please provide brief description of each) <p>(If the space provided is insufficient, you may add more space by yourself.)</p>	

Appendix 6

Questionnaire of the Internship Course

1. **Course offering unit: Master Program in Global Agriculture Technology and Genomic Science (Global ATGS)**
2. **Name of the internship course: Field Internship**
3. **Internship time: _____(YYYY/MM/DD) to _____(YYYY/MM/DD)**
4. **Student name:**
5. **Student ID:**
6. **Internship review:**

Very satisfied Satisfied Neutral Unsatisfied* Very unsatisfied*

(1) Internship content	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(2) Internship schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(3) Equipment and resources of the internship organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(4) Cooperation status of the internship organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(5) Satisfaction level of the internship course	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

***If you select unsatisfied or very unsatisfied, please share your comments and suggestions below for our future improvement:**

- | | | |
|---|------------------------------|-----------------------------|
| (1) Does the internship organization provide the opportunities for you to participate in practice? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (2) After participating in this internship, will it be helpful for your future studies or employment? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (3) Does the internship organization appoint someone to give you the assistance and guidance? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (4) Does the internship organization provide good safety protection measures? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

7. Additional Feedback

Appendix 7

Leave Application Form

Student Name		Student's phone number	
Internship Organization		Contact phone number	
Name of Organization Supervisor			
Leave Type	<input type="checkbox"/> Sick Leave <input type="checkbox"/> Personal Leave (must be applied in advance)		
Supporting Documents	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Start and End Date	From _____(YYYY/MM/DD/Time)	No. of days and hours	
	To _____(YYYY/MM/DD/Time)		
Reason			
Signature of Organization Supervisor			

Student Signature: _____ Date: _____(YYYY/MM/DD)

Remark 1: If the sick leave is over 3 days, the medical document MUST be submitted as supporting material.

Remark 2: For personal leave, this form must be submitted to the Global ATGS office in digital format with the signature of the organization supervisor before the leave starts. For sick leave, this form can be submitted after returning to work.

Appendix 8

Internship Performance Evaluation Form

(Filled by organization supervisor)

Internship Organization: _____			
Supervisor Name: _____			
Student Name: _____		Student ID: _____	
Date of Internship: from _____ to _____ (YYYY/MM/DD)			
Total hours: _____			
Item	Content	Max. Score	Score Given
Critical Thinking/ Problem Solving	1. Demonstrates ability to analyze problems and seek solutions	5	
	2. Practices sound judgment based on an analysis of available data and information	5	
	3. Demonstrates creativity in approaching tasks, solving problems, and overcoming obstacles	5	
	4. Actively looks for resources and seeks assistance when uncertain about how to proceed on tasks	5	
	Total	20	
Professionalism / Work Ethic	1. Maintains a regular schedule, makes up missed hours, and is punctual and present	5	
	2. Demonstrates respect for organizational staff, policies, and norms	5	
	3. Displays a strong sense of responsibility and accountability in every task	5	
	4. Organizes and prioritizes work, manages time, and sees tasks through from start to finish	5	
	Total	20	
Communication	1. Clearly and efficiently conveys ideas verbally to others	5	
	2. Expresses ideas clearly in writing	5	
	3. Facilitates clear and concise exchange of information	5	
	4. Listens actively and provides helpful responses	5	
	Total	20	

Teamwork / Collaboration	1. Builds constructive working relationships with individuals from a range of backgrounds	5	
	2. Demonstrates inclusiveness, sensitivity, and respect for individuals' differences	5	
	3. Contributes effectively to collaborative projects	5	
	4. Adapts well to emerging requests from managers, coworkers, and customers	5	
	Total	20	
Learning Attitude	1. Shows a sincere interest in understanding the organization, their role, and their assigned tasks	5	
	2. Accepts constructive feedback from others and is able to learn from mistakes	5	
	3. Self-advocates in a professional manner	5	
	4. Can identify their strengths and weaknesses	5	
	Total	20	
Total Score	(Total score is 100 points)		
Comments or Suggestions			
Leave during the internship	Sick Leave: _____ hours Personal Leave: _____ hours Absence: _____ hours		
Internship organization supervisor signature			
Date: _____ (YYYY/MM/DD)			

Remark 1: Please leave comments for the student's performance

Remark 2: Please email this Performance Evaluation Form in PDF format to the Academic advisor and the Global ATGS (ntuatgs@ntu.edu.tw) one week before the end of the internship per semester.

Appendix 9

Academic Advisor Visit Form

Department		Student name																																																		
Internship organization		Unit/Department of the internship organization																																																		
Internship organization supervisor name																																																				
Visit and counseling date	_____ (YYYY/MM/DD)																																																			
The way of visit and counseling	<input type="checkbox"/> Personal visit <input type="checkbox"/> Telephone visit <input type="checkbox"/> Video visit.																																																			
Accommodation survey	<input type="checkbox"/> University dorm <input type="checkbox"/> Internship organization dorm <input type="checkbox"/> Renting by yourself																																																			
Internship overview of the student	<p style="text-align: center;">Score based on interview with the student.</p> <p style="text-align: center;">(Very poor: 1, Poor: 2, Fair: 3, Good: 4, Very good: 5)</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 10%; text-align: center;">1</th> <th style="width: 10%; text-align: center;">2</th> <th style="width: 10%; text-align: center;">3</th> <th style="width: 10%; text-align: center;">4</th> <th style="width: 10%; text-align: center;">5</th> </tr> </thead> <tbody> <tr> <td>Attitude and initiative</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Reasonable workload</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Reasonable internship hours</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Familiarity with internship content</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Attendance</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Performance and execution ability</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Cooperation situation with colleagues</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table>					1	2	3	4	5	Attitude and initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reasonable workload	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reasonable internship hours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Familiarity with internship content	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Performance and execution ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cooperation situation with colleagues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Cooperation situation with colleagues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																															

The arrangement and planning for the student by the internship organization	Cooperation situation with supervisor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Satisfaction with the internship organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Score based on interview with the internship organization supervisor.					
	(Very poor: 1, Poor: 2, Fair: 3, Good: 4, Very good: 5)					
		1	2	3	4	5
	The internship content matches the contract content	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Whether the internship is allocated properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Reasonable workload	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Cooperation situation with supervisor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Cooperation situation with colleagues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Whether the internship organization arrange pre-internship training for the student	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Cooperation situation with colleagues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cooperation situation with supervisor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Satisfaction with the internship organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Comprehensive comments						

Advisor Signature: _____ Date: _____(YYYY/MM/DD)

Remark 1: Please email the visit form (Appendix 9) and the Performance Evaluation Form (Appendix 10) in PDF format to the Global ATGS (ntuatgs@ntu.edu.tw) before the **university's grade submission deadline.**

Appendix 10

Internship Written Report Evaluation Form

(Filled by Academic Advisor)

Internship organization:			
Student name :		Student ID:	
Internship time: _____(YYYY/MM/DD) to _____(YYYY/MM/DD), _____hours			
Item	Content	Percentage	Score
Report content	Format and content completeness etc.	20	
Report submission	Punctuality	10	
Learning result and achievement	Comprehension and absorption ability etc.	35	
Learning attitude	Challenges overcoming and problems solving ability	35	
Total	(Total score is 100)		
Comments or suggestions			
Signature of Advisor	Date: _____(YYYY/MM/DD)		

Remark 1: Please email the visit form (Appendix 9) and the Performance Evaluation Form (Appendix 10) in PDF format to the Global ATGS (ntuatgs@ntu.edu.tw) before the **university's grade submission deadline**.