

Internship Guidelines for the Department of Digital Media Design at Asia University

December 21, 2023 - Approved at the 9th Departmental Meeting of the 1st Semester of the 112th Academic Year.

Internship Objectives

The objective of the digital media design internship is to allow students to gain practical work experience, understand the organization and operation of design agencies, and explore related design service networks. Students will immerse themselves in the role, tasks, and methods of designers, cultivating the knowledge, attitude, and self-awareness necessary for a professional career in digital media design. Through this internship experience, students can integrate theory and practice, laying the foundation for their future careers in digital media design.

Basic Principles of Internship

The internship modes in the Digital Media Design Department include:

Internship for one semester as an off-campus internship course ("7+1"): Students participate in off-campus internships, and the internship performance is evaluated by both school teachers and agency teachers through comments. A score of 60 points is considered passing, with a maximum of 9 credits per semester.

Internship for one academic year as an off-campus internship course ("3+1"): Students participate in off-campus internships, and the internship performance is evaluated by both school teachers and agency teachers through comments. A score of 60 points is considered passing, with a maximum of 18 credits per academic year, capped at 9 credits per semester.

Internship during winter and summer vacations ("Winter/Summer Internship"): Students participate in off-campus internships, and the internship performance is evaluated by both school teachers and agency teachers through comments. A score of 60 points is considered passing, with 2-4 credits per academic year, capped at 2 credits per semester. The maximum credits obtained during the university period due to internships is 6 credits.

Internship organizations should primarily be beneficial for students' professional development, with relevant professionals capable of supervising student internships. Other related industries will be reviewed and confirmed by the internship committee of the department.

Internship Period

For "7+1" internships, the internship period is from the beginning of the semester to the end of the semester, totaling at least 18 weeks, with credits and grades counted towards that semester. Any extension of internship time requires approval from the department's internship committee.

For "3+1" internships, the internship period is from the beginning of the academic year to the end of the academic year, totaling at least 36 weeks, with credits

and grades counted separately for each semester. Any extension of internship time requires approval from the department's internship committee.

For winter/summer internships, the internship period is from the beginning of the vacation to one day before the start of the next semester, with at least 30 days of internship. Credits and grades are counted towards the next semester, and application for exemption should be processed.

Internship scope may include design-related areas as well as other areas beneficial to students' professional development. If the internship unit has reasonable requirements, they will be reviewed and confirmed by the internship committee, and students should comply with their requests without objection.

Internship Qualifications

All applicants for internships should meet the following requirements:

Before applying for an internship, students must complete the following mandatory courses in the department: "Basic Design (1)(2)", "Design Sketch", "Color Planning".

Students who have not completed prerequisite courses due to special circumstances must obtain approval from the department's internship committee before applying for internships.

For winter/summer internships, the selection criteria will be determined by the project leader, but it should comply with the requirements of the internship organization (such as language proficiency standards or language courses studied).

Internship Application Regulations

Participation in internship-related meetings:

The department holds an "Internship Briefing Session" each semester to explain student application qualifications, internship considerations, related regulations, and assignment of school supervisors.

Pre-internship briefing session: Students who have been accepted by the organization for internships should attend the pre-internship briefing session, where they will discuss supervision, submission of assignments, and communication methods with their supervisors.

Application to internship organizations:

Students must provide portfolios or other application materials. The internship window teacher will conduct an initial review of qualifications, and if passed, the application materials will be sent to the internship organization for selection. Students who pass the selection will sign a tripartite agreement.

Once an application organization confirms acceptance of an internship student, unless there are unavoidable special circumstances and approved by the department's internship committee, the internship organization cannot be changed.

Applications for winter/summer internships will be submitted directly by the project leader to the sponsoring organization. Once approved, the organization becomes the designated internship organization for the department during winter/summer breaks, and students can apply for internships during these periods.

Review Procedures

Internship applications will be announced by the department, and internship briefing sessions will be conducted. Students should apply online before the deadline and submit relevant documents according to the requirements. The department's internship window teacher will conduct preliminary reviews and send qualified materials to internship organizations for further review. Upon confirmation of acceptance by the organization, a tripartite agreement will be signed, and the internship will officially begin.

Internship Course Arrangements

Internship Courses: The internship credits will be included in the course section for internships in the respective semester. Students must register for internship courses through the online course selection system.

Credit Calculations: The credits obtained through internships should not exceed the limits specified in the school's relevant regulations. The department's internship committee will verify and review the internship results, and the school will award credits accordingly.

Internship Grading: Internship grades are determined based on the performance evaluation results provided by the organization supervisor and the school supervisor. The grade is decided by the department's internship committee based on the feedback and performance evaluation reports.

Requirements for the Completion of Internships

Before completing the internship, students must submit the following documents to the department:

Internship performance report.

Copies of internship performance evaluations from the organization supervisor and school supervisor.

After confirming the above documents, the department will issue internship completion certificates.

Other Matters

In the event of special circumstances during the internship, students and organizations must promptly report to the department's internship window teacher and handle related matters accordingly.

Students who fail to meet the internship requirements or do not complete the internship will be regarded as not passing the internship course and must retake the course to obtain credits.

Supplementary Provisions

These guidelines are subject to revision and interpretation by the department's internship committee. In the event of any discrepancy or ambiguity, the department's internship committee shall make the final decision.

Enforcement Date

These guidelines shall be implemented from the 112th academic year.