

National Kaohsiung University of Hospitality and Tourism

New Internship Partner Application Form

Company				
Address				
Responsible Person		Position		
Contact Person		Dept./Position		
Tel		Fax		
E - mail				
Reasons for Recommendation	(completed by NKUHT faculty members)			
<p>Note:</p> <ol style="list-style-type: none"> 1. Internship partners shall possess qualified licenses and provide lawful salary and benefits. 2. The terms of contracts between internship partners and interns should be in accordance with applicable local laws. 3. I have fully read and agree to the rules above and have prepared the following information: <ul style="list-style-type: none"> <input type="checkbox"/> Photocopies of business registration certificate and other required licenses, e.g. travel industry license, hotel license, BnB license, etc. <input type="checkbox"/> Company introduction and basic information <input type="checkbox"/> Salary and benefits provided : Internship allowance _____ (excluding any and all bonus and expenses) <input type="checkbox"/> Offering leaves and holidays in accordance with applicable local laws <input type="checkbox"/> Labor insurance provided <input type="checkbox"/> Health insurance provided <input type="checkbox"/> Accommodation provided <input type="checkbox"/> Internship Milestones and Timeframe (Appendix 1), training courses <input type="checkbox"/> New Internship Partner Evaluation Form (Appendix 2) 				
Department (Institute) Off-Campus Internship Supervision Team	<input type="checkbox"/> Agree to submit application to Internship Commission for approval (please attach meeting minutes) <input type="checkbox"/> Disagree due to lack of principles and standards of industry-sponsored cooperation			
Recommended by	Chair of Dept.	Dean	International Affairs Office (in case of overseas internship providers)	Internship Section, R&D Office

Form completed on: YYYY

MM

DD

- Note:
1. This application was adopted by the 157th Internship Commission meeting on April 27, 2017.
 2. This internship partnership may be offered by industry or faculty of NKUHT. (For new internship partners receiving student interns for the first time, internship advisors shall conduct at least two on-site visits within two months after the students report for duties.)
 3. Procedures: Please refer to Appendix 3, SOP for Addition of Internship Partners.
 4. Please submit all required information to: Internship Section, No. 1, Songhe Rd., Xiaogang Dist., Kaohsiung City 81271, Taiwan.

Company Name:

Appendix 1

Internship Milestones and Timeframe

Department	Position	Internship Milestones (list)	Three Stages	Timeframe
			1 st Stage: Learning Stage	
			2 nd Stage: Warming-up Stage	
			3 rd Stage: Mastery Stage	
			1 st Stage: Learning Stage	
			2 nd Stage: Warming-up Stage	
			3 rd Stage: Mastery Stage	
			1 st Stage: Learning Stage	
			2 nd Stage: Warming-up Stage	
			3 rd Stage: Mastery Stage	
			1 st Stage: Learning Stage	
			2 nd Stage: Warming-up Stage	
			3 rd Stage: Mastery Stage	
			1 st Stage: Learning Stage	
			2 nd Stage: Warming-up Stage	
			3 rd Stage: Mastery Stage	
			1 st Stage: Learning Stage	
			2 nd Stage: Warming-up Stage	
			3 rd Stage: Mastery Stage	

Note: Companies are required to provide detailed information to avoid rejection and to be in compliance with the internship policy stipulated by the Ministry of Education.

1. Department: e.g. guest relations, room service, food & beverage, kitchen, etc.
2. Position: e.g. room attendant or cleaner under the Room Service Department.
3. Internship Milestones: Please list detailed information regarding the planning and objectives of the internship program for each job position.
4. Stages: There will be three stages, namely, first stage: learning stage; second stage: warming-up stage; and third stage: mastery stage.
5. Timeframe: Please set a timeframe for each stage according to your plan. (e.g. three months for first stage; three months for second stage; and six months for third stage, total 12 months)

National Kaohsiung University of Hospitality and Tourism
 New Internship Partner Evaluation Form

Appendix 2

Industry No.		Company:			
Category	Item	Key Points of Evaluation		Self-Evaluation by Company	Evaluation by Recommending Unit of NKUHT
1. Organizational System:0-30	1. Organizational Operation	1. Appropriate delegation of tasks for each department according to plan 2. Sound operation of each department			
	2. HR Management	1. Appropriate management, friendly and courteous staff 2. Sound HR system			
	3. Salary and Benefits	1. Sound staff training system 2. Sound staff promotion system 3. Comprehensive staff benefits system 4. Sound staff insurance system			
2. Sanitation and Safety Facilities:0-30	1. Lighting and ventilation	1. Standards-compliant and well-maintained lighting 2. Good ventilation 3. Good air pollution preventive measures			
	2. Safety Management	1. Clean working environment with clear indications 2. Complete and well-maintained firefighting equipment 3. Provision of firefighting training in accordance with regulations 4. All facilities and machinery equipment are equipped with safety protection devices 5. Availability of infirmary			
	3. Sanitation Management	1. Environment sanitation 2. Workplace sanitation			
3. Corresponding Measures for Internship Partnership: 0-30	1. Internship Training Program	1. Understanding of internship partnership program 2. Sound training program			
	2. Recreational Activities	1. Good recreational facilities 2. Provision of recreational activities or outings			
	3. Skills Training and Tutoring	1. Availability of designated personnel responsible for training and tutoring 2. Tutors possess professional knowledge and enthusiasm 3. Tutors have participated in professional training courses			

4. Other Qualifications : 0-10		1. Great desire to cooperate in internship programs 2. Company responsible person and HR supervisor agree with the concept of internship partnership 3. Possibility of hiring student interns upon expiry of internship		
Total: 0-100				

Evaluation Result by NKUHT	<input type="checkbox"/> Qualified ___ (points) <input type="checkbox"/> Disqualified ___ (points)				
Recommended by		Chair of Dept.		Dean	

Note: 90-100 points: Grade 1; 80-89 points: Grade 2; 70-79 points: Grade 3; 60-69 points: Grade 4.

Company which earns 70 or more points is qualified. Company must conduct a self-evaluation according to this evaluation form and provide relevant supporting documents to the cooperation school as base of evaluation.

Comments about the company by NKUHT's interviewer:

This form shall be completed by the recommending unit or interviewer of NKUHT.

SOP for Addition of Internship Partners

04-02-005

