

Key points for the establishment of the Internship Counseling Committee of the Department of Leisure Business Management of Kainan University

107.11.22 Passed by the 5th department meeting of the 107 school year

107.12.24 Amended and adopted at the 6th academic meeting of the 107th academic year

108.02.26 Amended and passed at the 4th Academic Affairs Meeting of the 107th academic year

1. In order to promote off-campus internship-related work for students, the Department of Leisure Business Management of Kainan University (hereinafter referred to as the Department),The Department’s Internship Guidance Committee (hereinafter referred to as the committee) has been specially established and formulated these key points.
2. The responsibilities of this committee are as follows:
 - (1) Responsible for developing, planning, and revising the internship courses of the department.
 - (2) Investigate and review off-campus internship units.
 - (3) Develop operating procedures for internship selection and distribution.
 - (4) Conduct internship-related discussions.
 - (5) Matching internship units to provide internship opportunities.
 - (6) Establish the evaluation of internship results.
 - (7) Counsel students for off-campus internships and handle internship disputes and accidents.
 - (8) Review the effectiveness of the internship.
 - (9) Amendments to laws and regulations related to internships.
 - (10) Other matters related to the off-campus internship of the department.
3. This committee is composed of teachers of the department, with the department chair serving as the convener. The term of committee members is one year. When necessarythe committee may invite students, alumni, parents, scholars and experts, industry professionals, and legal advisors to participate and attend consultation.
4. This committee shall meet at least once every semester, and may hold extraordinary meetings when necessary. The number of people attending the meeting is the whole committee a meeting can only be held if more than half of the members are present, and a resolution can only be passed if more than half of the members present agree.
5. When the committee meets, minutes shall be made to record the resolutions.
6. Matters not covered in this key point shall be handled in accordance with the relevant procedures of the school.
7. The key points of this establishment have been approved by the department

affairs meeting and the college affairs meeting, and are sent to the academic affairs meeting for approval, and are requested to be approved by the principal. It shall be effective from the date of issuance, and the same shall apply when revised.