

Guidelines for Off-Campus Internships for Students of the Department of Forestry at National Chung Hsing University

Approved by the Departmental Affairs Meeting on January 16, 2026.

I. Purpose and Legal Basis

To effectively implement the off-campus internship system for professional courses and to enhance students' practical experience in forestry-related fields, the Department of Forestry hereby establishes the *Guidelines for Off-Campus Internships for Students of the Department of Forestry* (hereinafter referred to as "the Guidelines"), in accordance with the University's *Guidelines for Student Off-Campus Internships*.

II. Objectives

1. To enable students to gain an understanding of the practical operations of forestry-related professions through internship participation.
2. To strengthen students' work ethics and professional conduct, and to cultivate a responsible and cooperative service attitude.
3. To enhance students' professional competencies in forestry-related fields.

III. Internship Committee

The Chair of the Department shall serve as the Convener of the Off-Campus Internship Committee (hereinafter referred to as "the Committee"). The Committee shall consist of the Department Chair, internship course instructors, and one student representative. Committee members shall serve a one-year term and shall jointly review and execute matters related to off-campus internships.

IV. Implementation

1. Internship Course Names and Locations

- **Students admitted in Academic Year 2024 or earlier:**
 - (1) Forest Camp (I) (Huisun Experimental Forest Station)
 - (2) Forest Camp (II) (Summer at Huisun Experimental Forest Station; Winter at Xinhua Experimental Forest Station)
- **Students admitted from Academic Year 2025 onward:**
 - (1) Forest Field Practice – Dendrology (Huisun Experimental Forest Station)
 - (2) Forest Field Practice – Silviculture (Huisun Experimental Forest Station)
 - (3) Forest Field Practice – Forest Mensuration (Huisun Experimental Forest Station)
 - (4) Forest Field Practice – Forest Management (Xinhua Experimental Forest Station)

2. Students shall not interrupt their internships. Any interruption shall result in no

academic credit being awarded. Students who are unable to continue due to illness or special circumstances may terminate the internship and complete it at another designated time.

3. Upon completion of the internship, the Convener may convene a meeting of the Committee to review internship outcomes. Meetings may also be convened during the internship period when special circumstances arise.

V. Student Regulations, Rewards, and Disciplinary Measures

1. Prior to the internship, students shall attend a pre-internship orientation session arranged by the internship course instructor to reinforce professional ethics.
2. Students shall participate in internships in accordance with the schedule and regulations prescribed by the internship course instructor.
3. During the internship period, students shall comply with the guidance of the internship course instructor. Any misconduct that damages the reputation of the University or the Department may be reported for disciplinary action in accordance with relevant regulations.
4. Students' attire and appearance during the internship shall comply with the requirements set by the internship course instructor.
5. Except in cases of significant and special circumstances, students shall not take leave arbitrarily. Any leave requests shall be processed in accordance with University regulations and submitted personally to the internship course instructor.
6. Students who are absent without approved leave for more than one cumulative day, whose approved leave exceeds three cumulative days, or who terminate the internship without University approval shall receive a failing grade for the internship. Leave due to special circumstances, including personal or medical reasons, shall be reviewed on a case-by-case basis.

VI. Internship Evaluation

The internship grade shall be assessed solely by the internship course instructor and shall account for 100% of the total evaluation.

VII. Implementation and Amendments

These Guidelines shall take effect upon approval by the Department Affairs Meeting. The same procedure shall apply to any subsequent amendments.

**In the event of any inconsistency between the English and Chinese versions of these guidelines, the Chinese version shall prevail.*