

NATIONAL TAIWAN NORMAL UNIVERSITY
Department of Chinese as a Second Language
Off-Campus Student Teacher Internship Contract

Signatories: (Internship institution)_____ (“Party A”)
Department of Chinese as a Second Language, NTNU (“Party B”)
(Student teacher)_____ (“Party C”)

To cultivate specialists with practical expertise and to promote mutually beneficial collaboration through off-campus internships and practical training, the three parties hereto agree to enter into this contract (“Contract”) and be bound by the following terms and conditions:

Article 1 Internship description

1. Party A shall provide student teachers with internship opportunities and shall be responsible for assigning Party C to teaching units, ensuring that Party C reports for duty, offering training and support, and appointing a dedicated on-site mentor.
2. Party B shall be responsible for internship-related communication and coordination and shall appoint a professional teacher as an advisor to provide Party C with the necessary guidance.
3. Party C shall familiarize themselves with and follow the internship rules set forth by Party A, and the guidance provided by Party B’s advisors and teaching units, serve in loyally and diligently, and put forth their best effort to learn.

Article 2 Term of internship

From ____/____/____ to ____/____/____ (MM/DD/YYYY)

Article 3 Working schedule:

1. Working hours:
2. Rest hours:

Article 4 Working hours:

_____ hours per day, _____ days per week

Article 5 Internship venue

1. Party B shall designate the location of the internship but shall ensure that the location does not affect Party C’s health and that proper equipment and safety measures are in place. Party B shall duly inform Party C of any rules and regulations in effect at the internship venue before the program starts.
2. Party C shall follow Party B’s requirements for using the internship venue.

Article 6 Internship organization and job description:

1. Job title (position) and description:
2. Address:
3. Party A shall ensure that all tasks assigned to Party C are in compliance with the local laws and regulations of the internship location; if otherwise, Party B may unilaterally terminate this Contract, in which event the employment relationship between Parties A and C shall conclude.

Article 7 Remuneration:

1. Pay:

- Base remuneration: (Currency)_____per day/month
- Uncompensated
- 2. Payday:
- 3. Other details:
 - 1) Party A shall duly inform Party C of the remuneration for the internship and the associated payment method before Party B refers Party C to the internship location.
 - 2) Any changes in remuneration shall require the approval of all three parties hereto.
- 4. Maximum leave days during internship:

Article 8 Leaves of absence

- 1. Party C must request a leave of absence in advance if they are unable to report for duty at any time during the internship period.
- 2. Party A shall duly inform Party C of the leave of absence policies before the internship program starts.

Article 9 Insurance:

- 1. Party A shall be responsible for any legally mandated or required insurance coverage for Party C. Premiums for any such insurance coverage shall be borne by Party A, including the following: _____
- 2. Party C shall be responsible for any additional insurance coverage not stipulated above and shall bear the costs of the associated insurance premium costs.

Article 10 Expenditures:

Party C shall be responsible for their own transportation, accommodations, dining, insurance premiums, documentation/administrative fees, and any other personal expenses they might incur.

Article 11 Onboarding:

- 1. Party B shall provide Party A with a list of student teachers assigned to Party A before the internship program starts. Party B shall also remind student teachers to be aware of workplace ethics and rules.
- 2. Party A shall notify Party B's student teachers of the reporting date for duty and the associated instructions at least one week before the internship program starts.
- 3. Upon Party C's reporting for duty, Party A shall provide Party C with the necessary orientation and onboarding training and shall assign dedicated personnel to provide guidance.

Article 12 Student teacher counseling and evaluation:

- 1. During the internship period, Party C shall be assigned a mentor by Party A and an advisor by Party B. Party A's mentor shall provide Party C with practical guidance and shall supervise their work performance.
- 2. During the internship period, Party B's advisor shall regularly track Party C's performance and acclimatization to the workplace, providing relevant guidance as necessary.
- 3. Party A shall ensure that any task assigned to Party C is in compliance with the local

laws and regulations; if otherwise, Party B may unilaterally terminate this Contract, in which event the employment relationship between Parties A and C shall conclude.

4. If Party C experiences difficulty in adapting to the workplace during the internship period, Parties A and B shall collaborate to determine the best way to assist Party C in completing the internship program. If Party C shows no improvement after the intervention, Party B may agree to an early termination of Party C's internship.
5. The internship may be terminated under any of the following situations, with the approval or at the request of Party A:
 - 1) Party C fails to participate in the program in accordance with the applicable rules or engages in behavior that negatively impacts Party A's or Party B's reputation, despite requests for improvement.
 - 2) During the internship period, Party C proves to be unfit for the job.
 - 3) Party B is unable to continue with Party C's internship program due to force majeure.
6. Upon completion of the internship program, Party A shall provide Party C with an internship certificate indicating the duration, hours, and contents of the internship.

Article 13 Dispute resolution:

1. All three parties hereto shall jointly attempt to resolve any disputes arising from the internship program. For matters that cannot be resolved, Party B shall establish an Internship Program Review Committee to handle negotiations.
2. All three parties hereto agree to make the necessary adjustments and/or improvements as determined by the Internship Program Review Committee. If any party disagrees with the resolutions, Party B shall assist Party C in finding a new internship institution or terminate the internship program early.
3. In the event that a dispute arises due to a blatant violation of this Contract or other applicable laws and regulations by Party A, Party B's legal counsel shall provide Party C with the necessary legal consulting services and assist Party C in taking the appropriate legal action.
4. Party A is prohibited from engaging in discriminatory treatment when or after Party C files a dispute or appeal.

Article 14 Miscellaneous:

1. To protect Party A's trade secrets, Parties B and C and any faculty members and/or students involved in the internship program shall be bound by confidentiality obligations.
2. Any appendices added hereto shall be deemed as an integral part of this Contract and shall have the same binding force as the Contract itself. Additions may be made to this Contract to resolve any matters unaddressed herein with the agreement of both Parties A and B.
3. All three parties hereto agree to resolve any disputes arising from this Contract in good faith. If such negotiations fail, the court of first instance, in the event of litigation, shall be the court in the jurisdiction in which the defending party is located.

Article 15 This Contract shall take effect upon being signed and shall remain in effect until the completion of the internship term or its termination with the approval of all three parties hereto. For any matters unaddressed herein, Parties A, B, and C may agree to make amendments hereto.

Article 16 This Contract shall be executed in triplicate, with each party hereto holding a true and original copy as reference.

Signatories

Party A: (Seal of the internship institution)
Representative: (Seal of the representative)
Job title:
Telephone:
Address:

Party B: Department of Teaching Chinese as a Second Language, NTNU
Representative: (Internship advisor)
Job title:
Telephone:
Address: No. 162, Sec. 1, Heping E. Rd., Da'an Dist., Taipei City, 106

Party C: (Signature and seal of the student teacher)
National ID:
Telephone:
Address:

Date: ____/____/____ (MM/DD/YYYY)

The English version is provided for reference only.

The Chinese version shall prevail in case of any discrepancies between the English and Chinese versions

NATIONAL TAIWAN NORMAL UNIVERSITY
Department of Chinese as a Second Language
Parental Consent Form

I hereby consent to the participation of my child, (student name), in the internship at (name of institution) between ___ / ___ / _____ and ___ / ___ / _____ (dates indicated in the Contract shall prevail). I understand that the internship period is considered a part of my child's coursework, and I agree to provide my child with the necessary support. I understand that my child will be required to follow any applicable internship rules and work schedules set forth by the internship institution and will need to accept the guidance of their advisor. I understand and agree that if my child violates any such rules, they may be subject to disciplinary action in accordance with University regulations and/or other applicable laws. I agree to maintain communication with the internship institution through the University's internship counseling unit should any issues arise during the internship period. I will supervise my child to ensure adherence to the norms and safety standards of the University, the Department, and the internship institution, including transportation, accommodations, and overall safety to prevent accidents.

This consent form is hereby presented to

Department of Teaching Chinese as a Second Language, National Taiwan Normal University.

Name of student: _____ (Signature and seal)

National ID: _____

Name of parent (or guardian): _____ (Signature and seal)

National ID: _____

Address: _____

Telephone: _____

Date: ___ / ___ / _____ (MM/DD/YYYY)