

National Taiwan Normal University Department of Chinese as a Second Language
&
○○○ (name of institution)

Letter of Intent for Student Internship Collaboration

WHEREAS, the National Taiwan Normal University Department of Chinese as a Second Language (hereinafter referred to as “Party A”) and ○○○ (hereinafter referred to as “Party B”) hope to create an internship program and strengthen bilateral collaboration and exchanges;

NOW, THEREFORE, both parties hereby agree to sign this Letter of Intent for Student Internship Collaboration and be bound by the following terms and conditions:

1. Party A shall refer CSL student teachers annually to Party B to assist in teaching Chinese and to improve its students’ Chinese proficiency.
2. Student teachers recommended by Party A shall primarily be students of ○○.
3. The two parties shall jointly organize a selection for student teachers on an agreed date each year.
4. Before the internship program commences, each student teacher shall sign an internship contract with both Party A and Party B.
5. Party B shall provide student teachers with the necessary approval or related documents.
6. Party B shall provide student teachers with ○○ (salary/benefits) as remuneration.
7. Student teachers shall be responsible for their own transportation, accommodations, dining, insurance, documentation/administrative fees, and any other personal expenses they might incur.
8. Before the internship program commences, the two parties hereto shall organize an orientation workshop or training course for student teachers.
9. During the internship period, Party B shall provide student teachers with the necessary guidance related to teaching and life support.
10. Upon completion of the internship program, Party B shall provide student teachers with a certificate indicating the duration, hours, and contents of the internship.
11. Party A may appoint its personnel to conduct on-site visits or evaluate student teachers’ performance through a variety of other means.
12. Either party hereto reserves the right to terminate the internship for student teachers who violate the applicable rules.
13. The two parties hereto shall periodically review the relevant measures so as to improve collaboration.
14. This letter of intent shall take effect upon being signed by both parties and shall remain in force for a period of three years. Upon conclusion of the three-year term, it may be automatically renewed for further two-year terms. However, it may be amended or terminated in writing with the approval of both parties hereto.
15. This letter of intent shall be executed in duplicate, with each party holding a true and original copy for reference.

Department of Chinese as a Second Language,
National Taiwan Normal University
Chair ○○○
Date:

○○○ (Internship institution)
President ○○○
Date:

The English version is provided for reference only.

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