

National Taiwan Craft Research and Development Institute, Taipei Branch
Internship Notices for College & University Students

1. Purpose:

Withholding the concepts of promoting craft aesthetics, nurturing art and culture professionals, and deepening cultural art education, National Taiwan Craft Research and Development Institute, Taipei Branch (hereinafter referred to as “NTCRI Taipei Branch”) provides internship opportunities to college & university graduate school students and undergraduate students, both domestic and foreign.

2. Targets:

People who are interested or in need of craft creation, artistic appreciation and exhibition hall management, including college & university graduate school students and undergraduate students, both domestic and foreign are welcome.

3. Intern Service Hours:

NTCRI Taipei Branch provides intern service hours throughout the whole year (excluding holidays). To meet the institute’s requirement, the total service hours for interns shall be no fewer than 200 hours in one year.

4. Procedures for Application:

- (1) File the application on your own or jointly by the school you attend.
- (2) Fill in the application form and prepare the following papers:
 - a. An autobiography of no fewer than 500 words.
 - b. Internship proposal (it should include your motivations and goals, your time available, your expected progress, etc.).
- (3) We accept applications between April 1st ~ April 30th and October 1st ~ October 31st each year. Applicants with special circumstances and with the agreement of NTCRI Taipei Branch are not under such time restrictions. The address is:

National Taiwan Craft Research and Development Institute, Taipei Branch
No. 41, Nanhai Rd., Zhongzheng District, Taipei City, 10066
(Please remark on the envelope that this is for internship application)

- (4) Personnel in NTCRI Taipei Branch will conduct paper examination and interview.
- (5) For those who have passed the examination and interview, NTCRI Taipei Branch will notify the applicant to report for duty at a fixed time.
- (6) Papers to hand in when reporting for duty: Proof of insurance during the internship period, internship performance evaluation form, and confidential guarantee letter.

5. Evaluation:

- (1) Interns should abide by the instruction and evaluation of designated personnel from NTCRI Taipei Branch.
- (2) A 2000-word internship report (including suggestions) should be filed in by the end of internship.
- (3) By the end of the internship, NTCRI Taipei Branch will certify interns with internship qualifications.
- (4) If internship report is not filed in by the end of internship, the evaluation grade will be graded as 0 points.
- (5) NTCRI Taipei Branch will give the interns with an evaluation grade and certify them with internship qualifications after examining all related internship details. If the evaluation grade is below 70 points, NTCRI Taipei Branch will not certify the interns with any form of internship qualification.

6. Regulations:

- (1) The internship service hours are calculated according to the actual hours of sign in and sign out. If the total service hours do not reach 75% of the expected service hours, NTCRI Taipei Branch will not give out internship qualification and the copy of performance evaluation form.
- (2) Without the consent of NTCRI Taipei Branch, interns are not allowed to bring out and publicize any data or paper (including internship reports) interns have accessed during their internship.
- (3) All interns should conduct their internship in fixed time at NTCRI Taipei Branch. If any misbehavior or institution defamation behaviors are committed during the internship, after confirmation, NTCRI Taipei Branch retains the right to terminate its

internship qualification and to report such incident to the intern's school and department.

7. Other Protocols:

- (1) Interns should take note of their appearances, cooperate with and support other interns. Interns should always be kind and considerate to visitors. Transportation and lunch fees during the internship will be the responsibility of the interns.
- (2) No form of reward (salary, insurance and subsidy) and accommodation will be provided to interns during the internship. Interns should apply for insurance on their own or through the schools they attend.

National Taiwan Craft Research and Development Institute, Taipei Branch

The Application for Internship in NTCRI

中文姓名 Chinese Name		英文姓名(護照格式為準) English Name		一寸照片黏貼處 One-inch photo
性 別 Sex		身份證字號 ID/Passport		
國 籍 Nationality		出生日期 Birth Date	(年 Y)/ (月 M)/ (日 D)	
興 趣 Interest		電子信箱 email		
專 長 Specialty		連絡電話 Phone	家 Home	手機 Mobile
地 址 Address				
電腦技能 Computer Literacy	<input type="checkbox"/> Adobe Illustrator <input type="checkbox"/> Auto CAD <input type="checkbox"/> Corel Draw <input type="checkbox"/> Photoshop <input type="checkbox"/> MOS Excel <input type="checkbox"/> MOS Word <input type="checkbox"/> 其他 others _____ (請說明)			
現就讀學校 (中、英文名稱) Education Level	學校 University		系所 Course / Department	
經 歷 Experience				
曾修習之藝術 課程 Experience of Related Curriculums				
緊急聯絡人 Emergency Contact Person		電話 Phone		
		地址 Address		
業務單位 審查意見	<input type="checkbox"/> 同意 <input type="checkbox"/> 不同意 審查意見：_____ (此欄由業務單位填寫)			
承辦人員		承辦人員		館長

National Taiwan Craft Research and Development Institute, Taipei Branch

College & University Student Internship Proposal

The Application for Internship in NTCRI

(Including motivations and goals, available time, expected progress, etc.)

1. Autobiography (no fewer than 500 words)

2. Motivations and Goals

3. Available Time

4. Expected Progress (please describe what you expect to learn during the internship)