

Guidelines for Master's Program Internship Operations

Graduate Institute of Clinical Nursing, National Chung Hsing University

Approved by the Institute Affairs Meeting on August 20, 2024

Article 1

The Graduate Institute of Clinical Nursing (hereinafter referred to as "the Institute") has established these guidelines in accordance with the "National Chung Hsing University Guidelines for Off-Campus Internships" and the regulations of the College of Medicine's Clinical Internship Committee.

Article 2

These guidelines apply to clinical internship courses offered by the Institute, and the instructors for such courses must be full-time or project faculty members of the Institute.

Article 3

To enhance the quality of clinical learning for Master's program students, the teaching hours for clinical internship courses are calculated as follows:

1. Teaching hours are based on the course name as specified in the Institute's curriculum plan and apply only to courses offered to students of the Institute. These hours count toward the weekly basic teaching hours but are not included in overtime teaching hours.
2. For every student supervised during an internship, the instructor is credited with 0.5 basic teaching hours per week. A maximum of 3 teaching hours per week is granted for supervising up to six students. Each student may only be supervised by one instructor.

Article 4

Internship placements for Master's students include teaching hospitals, health centers, and long-term care facilities that align with the teaching objectives. These placements are selected either by the students themselves or by the Institute. The selection mechanism is as follows:

1. The Institute establishes partnerships with internship organizations through cooperative agreements.
2. Teaching hospitals must meet the evaluation standards for teaching hospitals and be recognized by the Ministry of Health and Welfare as eligible for specialized nurse training.
3. Qualifications for instructors recommended by internship organizations:
 - **Medical Instructors:** Must hold a specialty physician qualification and have at least two years of experience in the specialty field after obtaining the qualification.
 - **Specialized Nurse Instructors:** Must hold a specialized nurse certification and meet one of the following criteria:
 1. A Master's degree with at least two years of experience as a specialized nurse after obtaining the degree.
 2. A Bachelor's degree with at least four years of experience as a specialized nurse after obtaining the degree.
4. At the end of each semester, teaching instructors and internship organizations must review the suitability of the internship placements and evaluate their alignment with student learning objectives.
5. To strengthen specialized competencies, Master's students must undertake internships across different units or hospitals for Advanced Family Nurse Clinical Internships I, II, and III.
6. If unforeseen circumstances (e.g., pandemics) result in hospitals restricting or suspending internships, alternative online internship methods shall be adopted, and relevant parties shall be notified.
7. Regulations for publicly funded Family Nurse internships follow announcements from the Ministry of Health and Welfare.

Article 5: Internship Application Process

1. Internship-related matters are explained during the "New Student Orientation" held in late July or early August.
2. Students must submit the "Internship Placement and Unit Application Form for Master's Program Students of the Graduate Institute of Clinical Nursing" (Attachment 1) within the first two weeks of the semester prior to each internship phase. The main course instructor or academic advisor must verify that the selected internship organization, unit, and instructors meet the requirements of Article 4.

3. The Curriculum and Internship Committee of the Institute reviews student applications and confirms correspondence with the internship organizations during the fifth to sixth week of the semester prior to each internship phase.
4. During the sixth to seventh week of the semester prior to each internship phase, the Institute's office, in collaboration with the designated contact at the internship organization, verifies the application details. Once approved, the internship organization's supervisor must stamp and return the documents for record-keeping. If disapproved, the main course instructor or academic advisor shall assist the student in selecting an alternative organization, which will then be reviewed again by the Curriculum and Internship Committee.
5. One month prior to the internship semester, the Institute shall issue formal letters to the internship organizations, including internship plans, signed agreements, medical examination reports (as required by the internship hospital), teaching plans, and training certificates.
6. If a student wishes to change the internship organization or unit, they must submit the "Internship Placement and Unit Change Application Form for Master's Program Students" (Attachment 2), signed by the main course instructor or academic advisor, by the sixth week of the semester prior to the internship phase.

Article 6: Student Dress Code

1. Students must wear uniforms designated by the internship organization or the Institute and display their internship student ID.
2. Proper hygiene and grooming must be maintained. Accessories that interfere with nursing work are prohibited.

Article 7: Internship Hours and Leave Policies

1. Students must adhere to the internship schedule, check in and out daily, and obtain approval from the unit supervisor. Records must be submitted to the teaching instructor and filed with the Institute office for record-keeping.
2. Internships are primarily conducted during the daytime, with a minimum of four consecutive hours per day. According to labor laws, students cannot work overnight shifts or evening shifts the night before an internship, and there must be an 8-hour gap between the end of an internship and the start of any clinical duties.

3. Students may not work or intern for more than six consecutive days per week, with a maximum of 12 hours per day for combined internship and work hours. Half-day internships (4 hours) are limited to 12 instances per semester.
4. Internship hours without the attendance of clinical instructors will not be recognized.
5. Students unable to follow the internship schedule must notify the teaching and clinical instructors before the scheduled time and receive approval for flexible scheduling. Absences without approval will be treated as truancy, and missed hours must be made up at a 1:3 ratio.
6. Leave of absence for any reason (personal or official) must be approved in advance. Failure to follow leave procedures will result in the absence being treated as truancy, and hours must be made up at double the original time.
7. Late arrivals or early departures must be made up at a 1:2 ratio, with partial hours rounded up to one hour. Grades will also be deducted proportionally.
8. All missed internship hours must be made up, regardless of the reason. In cases of natural disasters, internships are suspended in accordance with local school closure policies. Students unable to attend due to residence-related closures may contact their internship organization for leave and make up hours later. For illness or special circumstances, students must notify their teaching instructor before the internship day and complete leave procedures within the same week. For absences of two or more days, students must provide proof from the campus health center or a public hospital.
9. Students engaging in cross-departmental internships within the same hospital may not have overlapping schedules between their internship and regular work shifts. Violations will result in failure for that internship phase.
10. Students must complete all assigned tasks and properly hand over responsibilities before leaving the unit.

Article 8: Evaluation and Supervision

During the internship, students must regularly discuss their progress with their Master's program teaching instructor. The instructor shall visit the internship organization to provide guidance, monitor student performance, and evaluate the effectiveness of the off-campus internship in collaboration with the organization.

Article 9: Compliance and Disciplinary Actions

During off-campus internships, students must adhere to university regulations as well as those of the internship organization. Violations will be handled according to the university's student conduct guidelines and related policies.

Article 10: Implementation and Amendments

These guidelines shall take effect upon approval by the Institute Affairs Meeting and review by the College of Medicine's Clinical Internship Committee. They shall also be filed with the university-level Student Off-Campus Internship Committee. Amendments shall follow the same procedure.