

## **Internship Guidelines of the Department of Optometry, Asia University**

Passed in the 2nd Department Meeting of the 2nd Semester of the 2017 Academic Year

Amended and passed in the 8th Department Meeting of the 2nd Semester of the 2017 Academic Year

Amended and passed in the 7th Department Meeting of the 1st Semester of the 2018 Academic Year

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Amended and passed in the 9th Department Meeting of the 1st Semester of the 2023 Academic Year

1. In order to enhance practical learning experiences for undergraduate students of the Department of Optometry at Asia University (hereinafter referred to as "the Department") and to provide guidance for internship-related operations, these guidelines are established.
2. Internships for students of the Department of Optometry shall be conducted in accordance with the provisions of these guidelines.
3. Internship Qualifications
  - I. Students who have failed to attain a minimum of 60 points in three core subjects are not eligible for internships (Note 1).
  - II. Students who have scored below 60 points in Clinical Optometry Experiment (Course Code: TO300012) are not eligible for internships.
  - III. Students who have scored below 40 points in the comprehensive examination are not eligible for internships.
4. Priority Order of Internship Placement
  - I. The average score of the first semester of the first year to the second semester of the second year accounts for 20% of the placement score.
  - II. The comprehensive examination held in the 13th week of the first semester of the third year accounts for 30% of the placement score, covering subjects such as Optometry, Contact Lens, Anatomy and Physiology of the Eye, Eyeglass Fitting, Visual Optics, Ophthalmology, Ethics and Regulations, and Low Vision within the scope of the midterm examination.
  - III. The total score of the Clinical Experiment accounts for 50% of the placement score.

IV. Placement is determined based on the combined placement scores, with the highest scorer receiving priority, and the results are announced during the internship allocation briefing.

## 5. Internship Volunteering

### I. Selection Time

(a) Internship affairs are announced during the semester prior to the internship, with an internship briefing held to explain the implementation regulations.

(b) An internship organization distribution briefing is held in the third year of the first semester.

(c) An internship pre-departure briefing is held before the end of the third year of the first semester.

II. Once selected, internships cannot be changed.

III. To adhere to fairness principles, internship placements in related units operated by relatives are not allowed, and violations will result in the nullification of internship hours.

## 6. Internship Regulations

I. The duration of internships is determined by the respective internship units.

a. "Clinical Optometry Internship" lasts for three months per session.

b. "Comprehensive Optometry Internship" lasts for three months per session.

II. Students must adhere to the personnel and administrative regulations of the internship unit during the internship period.

III. Attire: Students are required to maintain neat and appropriate attire.

IV. Attitude: Students must demonstrate polite and cooperative behavior, adhering to basic manners.

V. Procedures for absence and make-up during the internship:

a. Leave during the internship period must comply with the "Student Internship Leave Regulations" of the Department and fill out the "Student Internship Leave Form."

- b. The completion of leave hours must comply with the regulations of the internship unit or be determined by the responsible supervisor.
- c. In cases of abnormal attendance or serious violations affecting the rights of the internship unit during the internship period, the internship supervising teacher and the internship unit may recall and terminate the student's internship.

#### 7. Off-campus Internship Supervision

- I. The Department provides off-campus internship guidance to each student during the internship period, which may be conducted jointly by the internship supervising teacher and the internship unit supervisor.
- II. The internship supervising teacher of the Department should visit the off-campus internship cooperative units according to the arranged schedule, understand the students' internship status, and implement professional requirements. After the visit, the "Internship Visit Record" should be filled out and submitted to the Department Head and the Department Internship Committee for handling any related issues.

#### 8. Adaptation Counseling and Transition

- I. The Department shall establish a mechanism for counseling and transitioning students who are not adapted to off-campus internships to other cooperative organizations. If a student encounters adaptation issues, whether reported by the student or reflected by the cooperative organization, the Department must contact and counsel the student promptly. The counseling teacher should continuously monitor the student's adaptation status or improvement in other rights.
- II. If a student still cannot adapt to the internship environment or if abnormal conditions with the cooperative organization persist, the counseling teacher should assist the student in applying for internship termination or transferring to another cooperative organization. After the application for transferring to another cooperative organization is submitted, which includes details such as the original cooperative organization name, reason for transfer, counseling process records, related reviews, and assessment of new internship opportunities, it will undergo the school's operational procedure for approval, and the Department will assist in transferring the student to a new cooperative organization.

## 9. Selection of Internship Units

- I. The internship unit for "Clinical Eye Disease Internship" must be at the level of a regional hospital or higher.
  - II. The internship unit for "Comprehensive Optometry Internship" is selected based on the annual demand review by the Departmental Affairs Meeting, and recruitment is conducted in the first semester of each academic year, with specifications and requirements for related equipment determined separately.
  - III. The number of internship spots is implemented based on the annual internship demand of the Department and is approved by the Departmental Affairs Meeting.
10. Before students participate in off-campus internships, the Department Internship Committee must assess and approve the internship job content's relevance to the courses studied and sign a cooperation contract or issue a formal letter to the internship unit.
  11. During students' off-campus internship periods, the school will provide off-campus internship insurance coverage, including a group accident insurance with a coverage limit of one million NTD and an additional fifty thousand NTD medical insurance. Information required for insurance purposes must be submitted to the Career Center 15 days before the start of the off-campus internship to facilitate insurance operations.
  12. These guidelines shall be implemented upon approval by the Departmental Affairs Meeting and revised accordingly when necessary.

### Note 1:

Optometry (I), Optometry Experiment (I), Optometry (II), Optometry Experiment (II), Optometry (III), Optometry Experiment (III), Advanced Optometry (I), Anatomy and Physiology of the Eye (I), Anatomy and Physiology of the Eye (II), Eyeglass Fitting, Eyeglass Fitting Experiment, Low Vision and Assistive Device Evaluation, Physiological Optics, Contact Lens (I), Contact Lens (II), Contact Lens Experiment (I), Contact Lens Experiment (II).