

Regulations for Establishing the Practicum Committee of Department of Optometry, Asia University

Approved by the College Board Meeting on March 6, 2018, the First Semester of the 2016 Academic Year

Revised and approved by the College Board Meeting on January 29, 2024, the First Semester of the 2023 Academic Year

Article 1: The Department of Optometry at Asia University (hereinafter referred to as "the Department") aims to cultivate practical and employable talents, enhance students' workplace adaptability and competitiveness, and achieve the goal of "employment upon graduation, and readiness for work". The following regulations (hereinafter referred to as "the Regulations") are created in accordance with Article 3, Article 6, and Article 7 of the "Implementation Measures for Student Practicum at Asia University", to establish the Departmental Practicum Committee.

Article 2: Responsibilities of the Committee include:

1. Coordinating and promoting the planning of domestic and overseas internship programs.
2. Supervising the implementation of domestic and overseas practicum courses.
3. Evaluating and selecting internship institutions.
4. Coordinating and handling student appeals, disputes, and accidents.
5. Monitoring and reviewing the effectiveness of practicum learning and experiences.

Article 3: To ensure the quality of practicum learning and experiences, the Department establishes the "Practicum Committee of the Department of Optometry " (hereinafter referred to as "the Committee"), composed of the following members:

1. Ex-officio members: The dean and heads of each department.
2. The head of department serves as the chairperson of the Committee. In the event that the head of department is unable to attend, a representative will be selected from the attendees to act as chairperson.

The Committee convenes at least once per academic year. In case of student internship appeals, disputes, or emergencies, ad hoc meetings may be called.

Article 4: Practicum courses are categorized into domestic and overseas internships, and are distinguished by the nature of the courses as follows:

1. Credit-bearing internship courses (including summer/winter breaks, semester, or year-long internships).
2. Internships under industry-academic collaboration projects.
3. Internships under the Ministry of Education's "Dream Pursuit Project" (Overseas Internship Program) and the "New Southbound Dream Pursuit Project" (Overseas Internship Program in Southbound Countries).
4. The internship program is subsidized by government agencies such as the Ministry of Labor.
5. Internship opportunities under the Ministry of Education's "Building Dreams at Sea" and "New Southbound Learning" initiatives.

Article 5: Department conducting compulsory domestic and overseas internship courses, or semester/year-long internship programs, must adhere to course planning, counseling methods, credit recognition, and assessment procedures. All changes must be approved (including revisions) by the relevant curriculum review committees at all levels and communicated to students in advance. Comprehensive support and alternative arrangements should be provided for students who cannot participate in internships due to special circumstances.

Article 6: Department recommending students for internships under the Ministry of Education's "Dream Pursuit Project" and the "New Southbound Dream Pursuit Project" should comply with guidelines and regulations for encouraging domestic colleges and universities to send students abroad for study or professional internships.

Article 7: The promotion of student off-campus internship-related activities is carried out in accordance with our school's regulations for domestic and international student internships.

Article 8: During Committee meetings, relevant personnel may be invited to attend for reporting or clarification purposes.

Article 9: These Regulations shall be implemented upon approval by the Department Meeting and shall be similarly revised when necessary.