

The National Museum of History Guidelines for Accepting Internship Application from University Students

- A. The National Museum of History (hereafter the NMH) offers internship opportunities for Taiwanese or international students in universities (including graduate students) in order to utilize the NMH's professional human and educational resources, cultivate talents for research, collection, exhibition, education, and cultural creative marketing of museums, and promote exchanges and collaboration between the NMH and academic institutions.
- B. The NMH accepts internship application from university students whose majors are related to museum business; priority will be given to applicants who already have an understanding of museum business.
- C. The fields open to internship include relative operations of the divisions under the NMH, and the number of required interns shall be decided by each division. The operation of each division including Research Division, Collection Division, Exhibition Division, Education and Extension Division, Creativity and Marketing Division and Secretariat Division. (See NMH Organization)
- D. Applications of student internship will be accepted 2 months before the internship starts. Summer vacation (every year from July to August) is the preferable internship period, while the internship time in total shall be no less than 160 hours. If there are any special circumstances, the internship division will address them case by case if necessary.
- E. Applicants shall file out the "NMH Internship for University Students Application Form" and attach the following documents: (A) Personal resume; (B) Full academic transcript; (C) Internship plan (including motivation and purpose of application, related courses taken in the past, anticipated results, etc.).
- F. Applicants who are approved by the NMH and accept the internship will be notified to provide official letters from the universities (including departments) for further operation.
- G. The Education and Extension Division is responsible for coordinating the application of student internship; the selection, internship plan appointment, supervision, and evaluation will be implemented by each division according to

their responsibilities. Certificates of interns will be made and issued by the Education and Extension Division. As interns will enter the NMH by these certificates, they shall always carry them for identification and return them after the internship ends.

- H. Each division shall appoint their personnel as internship counselors to evaluate the interns' performance; interns shall comply with the instructions and performance review conducted by the personnel in charge during the period of internship.
- I. Interns shall submit an internship journal every week during their internship and an internship report (maximum length: 2000 words) within 1 week from the date the internship ends (the date the procedures for departure are completed). The NMH will not issue internship certificates to interns who fail to submit the above documents.
- J. Interns acquire experience regarding museum practice at the NMH on a voluntary basis, and therefore the NMH will not provide rewards (including salaries, meal delay allowances, insurance, and other allowances).
- K. During the internship, interns shall sign in and out and complete procedures for leave request according to the NMH's regulations. The internship time will be calculated based on the actual sign-in hours. Interns who finish the entire internship and perform well will receive internship certificates from the NMH.
- L. For interns who have the need for publishing the data or documents (including internship reports) they obtain from the NMH during their internship, they shall seek consent from the NMH in advance.
- M. For interns who have any inappropriate or dishonorable behavior, the NMH has the right to dismiss them from their internship and inform their schools to take appropriate measures.
- N. The Guidelines shall be implemented after approval, and the same goes for the amendment.