

**個別實習計畫**

**（Individual Internship Plan）**

系別（Department）: ＿＿＿＿＿＿＿＿＿＿＿＿＿＿

班級（Class）: ＿＿＿＿＿＿＿＿＿＿＿＿＿＿

姓名（Name）: ＿＿＿＿＿＿＿＿＿＿＿＿＿＿

學號（Student number）: ＿＿＿＿＿＿＿＿＿＿＿＿＿＿

實習機構（Internship agency）: ＿＿＿＿＿＿＿＿＿＿＿＿

實習類型（Internship type）:

□暑期實習（Summer internship） □學期實習（Semester internship）

□學年實習（Academic year internship） □專案實習（Project internship）

實習期間(Internship period)：自(From) (mm/dd/yyyy)

至(to) (mm/dd/yyyy)

|  |  |  |  |
| --- | --- | --- | --- |
| **個別實習計畫同意簽署處**  **（Individual Internship Plan Consent Signatures）** | | | |
| **實習學生**  **（Interning student）** | **家長**  **（Parents）** | **學校實習輔導老師**  **（School internship**  **guidance teacher）** | **實習機構**  **（Internship agency）** |
|  |  |  |  |

**一、實習基本資料Internship Basic Information**

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| --- | --- | --- | --- | --- | --- |
| **系（所）**  **Department**  **(Institute)** |  | | **班級**  **Class** |  | |
| **學生姓名**  **Student name** |  | | **學生學號Student number** |  | |
| **學生電話**  **Student phone number** |  | | **學生**  **通訊地址**  **Student contact address** |  | |
| **實習課程名稱**  **Name of internship course** |  | | **實習類別**  **Internship type** | □暑期實習(Summer internship)  □學期實習(Semester internship)  □學年實習(Academic year internship)  □專案實習(Project internship) | |
| **學校輔導教師**  **School guidance teacher** | 姓名  Name |  | **實習機構**  **輔導教師Internship agency**  **guidance teacher** | 姓名/  職稱Name/  Job title |  |
| 電話  Telephone |  | 電話  Telephone |  |
| **實習機構**  **名稱/部門**  **Name/Department of internship agency** |  | | **實習機構**  **地址**  **Address of internship agency** |  | |
| **實習職稱Internship job title** |  | | **工作項目Work items** |  | |
| **實習期間**  **Internship period** | 自(From) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(mm/dd/yyyy)  至(to) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (mm/dd/yyyy)  （海上實習可填寫預估時間）(maritime internship can use estimated time) | | | | |
| **薪資或其他給付Salary or other payment** | □實習薪資 **每月** / **每時** 給付新台幣＿＿＿＿元。  Internship salary is NT$\_\_\_\_\_\_ **per month**/**per hour.**  □視學生表現提供學生獎助學金，每月給付新台幣\_\_\_\_\_\_\_\_\_\_\_\_\_元。  Depending on the student’s performance, a scholarship in the amount of  NT$ \_\_\_\_\_\_\_\_\_\_\_ shall be provided each month.  □無補助No subsidies。 | | | | |

**二、實習學習內容（可自行修訂）Internship Learning Content (can be revised)**

|  |  |  |  |
| --- | --- | --- | --- |
| **實習課程目標Internship course objective** | 針對學生未來就業、職涯發展所需技能予以規劃，透過實習協助學生將理論與實務結合，培養＿＿＿＿＿（依各系所專業能力）專業能力，並培育良好職場倫理及工作態度，以提升學生就業競爭力。  This internship is planned based on the future job and career development needs of students. The internship helps them combine theory and practice to cultivate their professional ability in ＿＿＿＿＿ (based on each department’s professional capabilities), as well as cultivate good work ethics and attitude. The objective is to improve their work competitiveness. | | |
| **實習課程內涵**  **(實習主軸)**  **Internship course content (internship main theme)** | 1.提供學生與所學直接相關的經驗，以結合理論與實務。  Provide students with direct experience related to what they have learned, and to combine theory with practice.  2.擴大學生之視野、強化學生知能以及獨立工作能力。  Expand students’ perspective, increase their knowledge, and improve their independent working capability.  3.使學生將所學協助實習機構完成業務。  Have students help the internship agency complete tasks using what they have learned.  4.使學生得以培養良好之情緒管理能力、工作態度、職場倫理、表達溝通、團隊合作、挫折容忍力、發掘問題及解決問題的能力。  Cultivate good emotional management, work attitude, work ethics, communication, teamwork, tolerance to setbacks, and problem discovery and problem solving abilities in students.  5.其他Other: ＿＿＿＿＿＿＿＿＿＿＿＿＿＿ | | |
| **各階段實習內容具體規劃及時程分配**  **Specific planning and time allocation of internship content during different stages** | 實習階段Internship stage | 期間  Time | 實習主題  Internship theme |
| 實習初期  Early internship stage |  |  |
| 實習後期  Late internship stage |  |  |
| **實習機構提供實習課程指導及**  **資源說明**  **Course guidance and resources provided by the internship agency** | **實習機構提供培訓內容Training provided by the internship agency：**  ◎實務基礎訓練**Practical base training**：  □職業安全與教育訓練Occupational safety and training  □企業知識培訓Corporate knowledge training  □企業文化訓練Corporate culture training  □其他Other: ＿＿＿＿＿＿＿＿＿＿＿＿＿＿  ◎實務主題訓練**Practical theme training：**  □知識管理Knowledge management  □學習內容溝通Communication of learning content  □專業知識探討Exploration of professional knowledge  □實務問題釐清Clarification of practical problems  □實務問題排除Elimination of practical problems  □實務問題支援Support for practical problems  □實務問題分析Practical problem analysis  □實務案例分享Example sharing  □產品除錯Product error elimination  □製程改善Process improvement  □庶務管理General affairs management  □技術指導Technical guidance  □其他Other: ＿＿＿＿＿＿＿＿＿＿＿＿＿＿  **實習機構提供資源與設備投入情形Resources and equipment provided by the internship agency：**  □實驗設備Laboratory equipment  □儀器機台Instruments  □專人指導Professional guidance  □教育培訓Education and training  □資訊設備Information equipment  □測試耗材Testing supplies  □車輛裝備Vehicle equipment  □服裝配件Clothing and accessories  □其他Other: ＿＿＿＿＿＿＿＿＿＿＿＿＿＿ | | |
| **教師輔導訪視**  **實習課程進行**  **之規劃**  **Plan for internship progress guidance visit by teachers** | **學校輔導老師提供輔導項目Guidance provided by school guidance teachers：**  □產業趨勢Industry trend  □專業知識指導Professional knowledge guidance  □實驗指導Experiment guidance  □人際溝通Interpersonal communication  □實習表現Internship performance  □不適應輔導Guidance on inability to adapt  □其他Other: ＿＿＿＿＿＿＿＿＿＿＿＿＿＿  **學校輔導教師訪視作業School guidance teacher visitation：**  □**學年實習Academic year internship：**  每學期總訪視紀錄至少二次，其中實地訪視不得低於一次at least two visitation records per semester, of which, at least one should be a site visit.  □**學期實習Semester internship：**  每學期總訪視紀錄至少二次，其中實地訪視不得低於一次at least two visitation records per semester, of which, at least one should be a site visit.  □**暑期實習、專案實習Summer internship, project internship：**  總訪視紀錄至少二次，其中每機構實地訪視至少一次(At least two visitation records, of which, site visitation should be conducted for each agency at least once.)  ※海上實習及境外實習實地訪視則視經費考量辦理。  Maritime internship and overseas internship site visitation is based on funding consideration. | | |
| **業界專家輔導實習課程規劃**  **Plan for industry experts to guide the internship course** | **業界輔導老師提供的指導內容**  **Guidance provided by industry guidance teachers：**   |  |  | | --- | --- | | □程式設計Program design | □機台操作Machine operations | | □實驗程序Experiment procedures | □機械模具Machine mold | | □文件撰寫Document writing | □製程管理Process management | | □檢測操作Testing operations | □藝術創造Art creation | | □實驗測試Experiment testing | □財經規劃Financial planning | | □材料鍍膜Material plating | □創新管理Innovation management | | □除錯操作Troubleshooting operations | □設計模擬Design simulation | | □資訊管理Information management | □軟體操作Software operation | | □採購備料Purchasing preparation | □經營管理Business management | | □設計溝通Design communication | □其他Other：**\_\_\_\_\_** | | | |
| **業界輔導老師提供的輔導方式**  **Guidance method used by industry guidance teachers：**   |  |  | | --- | --- | | □口述解說Verbal description | □操作示範Operation demonstration | | □案例研討Example discussion | □其他Other：**\_\_\_\_\_** | | | |

**三、實習作業：依各系（所）實習規範辦理。**

**Internship Work: Based on Each Department’s (Graduate Institute’s) Internship Rules**

**四、實習成效考核與回饋**

**Internship Performance Evaluation and Feedback:**

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| --- | --- |
| **實習成效考核指標及評核方式Internship performance evaluation index and evaluation method** | 1. 系（所）評定實習生之實習成果(60%)   Department (graduate institute) evaluation of the intern’s internship results (60%)   1. 實習機構評定實習生之實習成果(40%)   Industry guidance teachers’ evaluation of the intern’s internship results (40%)   1. 學生於不同實習機構實習，各實習機構評定之成績按實習時數比例分別核算後加總。   When students do internships at different internship agencies, the evaluation scores (calculated separately according to the proportion of internship hours) from each internship agency are added up.   1. 曠職及請假（公假、喪假及產假除外）累計達實習總時數三分之一者，實習課程成績以扣考論計。   When absence and leave hours (holidays, funeral leave, and maternity leave not included) reach 1/3 of the total internship hours, the internship course grade will be scored as zero. |
| **實習回饋方式及規劃**  **Internship feedback and planning** | □實習成果座談會Internship result forum  □實習機構滿意度調查Internship agency satisfaction survey  □實習生滿意度調查Intern satisfaction survey  □實習成效檢討會議Internship effectiveness review meeting  □實習課程檢討會議Internship course review meeting  □實習機構合作檢討Internship agency cooperation review  □校務研究分析School affairs research analysis  □校務研究追蹤School affairs research tracking  □衍生產業實務專題Derived industry practical topics  □實習成果競賽Internship result competition  □輔導經驗交流Guidance experience exchange  □教師實務深耕Improving teachers’ practice  □教師實務研習Teachers’ practical learning  □業界產學合作Industry-academic collaboration  □專業課程諮詢調整Adjustment to professional course inquiry  □其他Other: ＿＿＿＿＿＿＿＿＿＿＿＿＿＿ |

**五、實習權益及規範相關事項**

**Internship Rights and Standards**

（一）實習前準備事項Pre-internship preparation：

1. 為保障同學學習權益及安全，請同學先行確認實習前已辦理實習保險。

To assure the learning rights and safety of students, please make sure that they have internship insurance prior to entering the internship.

1. 同學應參加實習前說明會，並可自行蒐尋性別平等、安全衛生、勞動權益、職場倫理或實習經驗等資訊，以保護自身權益。

Students should participate in the pre-internship seminar. They can also voluntarily collect information on gender equality, safety and health, labor rights, work ethics, or internship experience to protect their own rights.

1. 實習前應簽訂職場實習合約書，**同學勿私自與實習機構簽訂未經校方審核同意的合約**。Students shall sign the internship contract before the internship. **Students should not privately sign any contracts with the internship agency that has not been reviewed and approved by the school.**
2. 役男出境申報程序Application for draftees to leave the country:
3. 4個月內短期出國，請自行至內政部移民署網頁登錄申請

For short leave of less than four months, please apply on the National Immigration Agency webpage.

1. 4個月以上需依役男出境處理辦法第4條第1項第3款規定：「在學役男因奉派或推薦出國研究、進修、…、受訓或實習等原因申請出境者，最長不得逾一年，且返國期限截止日，不得逾國內在學緩徵年限。…」在學役男因上述原因申請出境，需由學校以公文書方式提出相關證明文件向戶籍地直轄、縣市政府提出申請。

If the leave is longer than four months, the application must follow Article 4-1-3 of the Regulations for Exit of Draftees: “period approved for the exit of a draftee shall not be longer than one (1) year if the draftee is a student who has applied for the exit on the grounds of taking a research project, foreign studies, performance, visit, competition event, training or field practice… In addition, the return deadline shall not exceed the deadline of deferred conscription….” Draftees who are applying for leave based on the aforementioned reasons need to have the school submit official application and provide relevant proof/documentation to their household registry jurisdiction government.

（二）實習中注意事項Notice on internship:

1. 學校實習輔導教師會透過實地訪視、晤談、電聯等方式了解同學實習情形。

School internship guidance teachers will use site visitation, interviews, and emails to understand students’ internship situation.

1. 職場實習異常處理機制Workplace internship abnormality handling mechanism
2. **性別平等爭議**：若發生性別平等爭議事件，應立即通報實習機構及學校實習輔導老師，將依性別平等教育法、性別工作平等法及性騷擾防治法等相關法律處理之，同時依本校性平處理機制辦理。

**Gender equality dispute:** if a gender dispute occurs, the matter should be immediately reported to the internship agency and the school’s internship guidance teacher. The matter will be handled according to the Gender Equity Education Act, the Act of Gender Equality in Employment, the Sexual Harassment Prevention Act, and this school’s gender equality handling mechanism.

1. **實習適應不良、薪資/工時爭議**：實習機構或學生應第一時間通報系（所）及實習輔導老師，由實習輔導老師查證，並與實習機構共同商議改善方案後輔導學生。

**Poor internship adaptability or salary**/**work hour dispute**: the internship agency or student shall report to the department (graduate institute) internship guidance teacher as soon as possible. The internship guidance teacher shall conduct a check and negotiate an improvement proposal with the internship agency before counseling the student.

1. **意外事故**：學生若發生意外或職災通報，實習機構或學生第一時間通報系（所）及家長，了解意外或職災狀況並協助處理。

**Accidents:** if a student has an accident or experiences a job disaster, the internship agency or student shall report to the department (institute) and parents as soon as possible so that they can understand the accident or job disaster situation and assist with the handling.

1. **境外實習緊急事故**：學生若發生境外實習緊急事故處理事件，處理流程如下：

**Overseas internship emergency:** if a student has an internship emergency or accident overseas, the handling procedure is as follows:

1. 學生就近向當地聯絡人或實習機構通報，並聯繫系（所）、實習輔導老師及家長。The student shall report to the local contact or internship agency as well as the department (graduate institute), the internship guidance teacher, and parents.
2. 必要時可向警察局或駐外單位求助，「外交部緊急聯絡中心」全年無休、24 小時輪值，聯繫處理旅外國人急難救助事件（「旅外國人緊急服務專線」電話 0800- 085-095【諧音「您幫我、您救我」】，海外付費請撥+886-800-085-095【當地國國際碼】）。

When necessary, seek assistance from the police or Taiwan’s overseas stations. The Ministry of Foreign Affairs’ emergency contact center is open 24 hours a day all year round, and specializes in helping Taiwan nationals with overseas emergencies [overseas national emergency service hotline – Tel: 0800- 085-095; for overseas calls, please dial +886-800-085-095 (local international code)].

1. 職場實習轉換及終止機制Workplace internship transfer and termination mechanism:
2. 若欲轉換實習機構，離職前應告知實習輔導老師，並申請轉換至新實習機構，經系級學生職場實習委員會同意且完成實習前作業流程，始可前往實習。

If an intern wishes to change his/her internship agency, he/she shall notify the internship guidance teacher before leaving the job and applying to transfer to a new internship agency. After the department-level student workplace internship committee agrees and completes the pre-internship process, the student can enter the new internship.

1. 學生因無法完成實習而發生終止實習事件，系（所）應與實習機構進行解約並了解終止事由，作為後續辦理實習機制之參考。

If a student cannot complete the internship and needs to terminate the internship, the department (institute) shall nullify the contract with the internship agency and understand the reason for the termination as a reference for setting future internship mechanisms.

（三）本校校安中心、實習專責單位緊急聯絡電話：

This school’s campus security phone number and emergency contact number for the internship responsible unit:

|  |  |  |
| --- | --- | --- |
| **校區**  Campus | **校安中心**  Campus  security center | **實習專責單位**  Internship responsible unit |
| 建工校區(Jiangong Campus) | 0916-507506 | 陸上實習Land internship  (07)381-4526 Ext. 12760  海上實習Maritime internship  (07)361-7141 Ext. 23055 |
| 燕巢校區(Yanchao Campus) | 0925-350995 |
| 楠梓校區(Nanzih Campus) | (07)363-0062 |
| 旗津校區(Cijing Campus) | (07)571-2620 |
| 第一校區(First Campus) | (07)601-1999 |