

Wenzao Ursuline University of Languages

Guidelines for Off-campus Student Internships

Approved at the Executive Committee meeting on December 20, 2011
Ratified by the University President on December 27, 2011
Amended at the Executive Committee meeting on August 6, 2013
Ratified by the University President on August 15, 2013
Amended at the Executive Committee meeting on March 4, 2014
Ratified by the University President on March 26, 2014

Article I These Guidelines have been enacted by the Wenzao Ursuline University Of Languages (hereinafter “University”) to nurture students who are knowledgeable in theory and practice, to increase workplace adaptability and competitiveness, and to enhance interaction between industry and academia.

Article II To review the principles and set direction for off-campus internships, the University shall establish an Off-campus Internships Committee. Guidelines for the establishment of this Committee are stated in another document.

Article III Off-campus student internships are implemented jointly by the Office of Academic Affairs, the Office of Student Affairs, the Office of Research and Development, the Office of International and Cross-Strait Cooperation, the Alumni Center, departments and colleges, and internship host organizations. Responsibilities of each party are stated below:

- A. Office of Academic Affairs: Responsible for promoting and coordinating internship courses offered by various departments and colleges, and for compiling information about internship courses.
- B. Office of Student Affairs: Responsible for assisting in search for internship opportunities, negotiating and announcing internship openings, compiling information related to off-campus student internships, and establishing mechanisms for establishing and reviewing off-campus internships.
- C. Office of Research and Development: Responsible for assisting in the search for internship host Institutions and signing of collaboration contracts or memoranda.
- D. Office of International and Cross-Strait Cooperation: Responsible for facilitating the implementation of internships abroad.
- E. Alumni Center: Responsible for developing internship opportunities at enterprises led by alumni.
- F. Departments (and Colleges): Responsible for developing internship opportunities, offering internship courses, assigning advisors, monitoring student internships, evaluation & grading and other related tasks.
- G. Internship host organizations: Responsible for training, offering professional guidance, providing life and career counseling, and evaluating performance

of student interns.

Article IV Internship host organizations and internship contracts

- A. In principle, internship host organizations are chosen from among national and international public and private institutions approved by their governments that have good organizational structures and reputations.
- B. Internship openings provided by host organizations should be related to internship courses offered by departments and colleges.
- C. Once an internship host organization is reviewed and approved, the University and the organization should sign collaboration contracts or memoranda. Collaboration contracts should state the number of interns, scope of work, number of internship hours, length of internships, regulations for taking leave, stipends, insurance and other related rights and responsibilities.
- D. The content of the internship contract must abide by education and labor laws of the local government.

Article V Internship courses

Establishment and offering of off-campus internship courses are conducted according to the Wenzao Ursuline University of Languages Guidelines for the Establishment of Off-campus Internship Courses.

Article VI Matching internship openings

- A. Students wishing to undertake internships off-campus must submit applications to be approved by departments (or colleges). Minors must have the consent of their guardians.
- B. Unless the internship host organization has special needs, internship openings should be filled fairly and openly with review of documents and interviews.
- C. Host organizations explored by students must be evaluated by departments and colleges before students are allowed to register for the internships.

Article VII Student advising for internships

- A. Before undertaking internships off-campus, students should attend orientations organized by each department (or college) or the Office of Student Affairs.
- B. Internship advisors should visit students at internship host organizations, address difficulties, understand students' progress and complete a visitation report ratified by each department or college.
- C. The item above does not apply to internships at organizations abroad, which are handled on a case-by-case basis.
- D. The internship advisor and the internship host organization should stay in

close contact. Should a student and the internship host organization not be a good fit, the advisor should assist the intern to transfer or terminate the internship.

Article VIII Assessment of performance

- A. Students must write internship reports at the end of their internships and submit the reports to their internship host organization supervisors and their internship advisors. The format of the report is determined by each department (or college).
- B. Students should be assessed jointly by internship host organizations and internship advisors. Assessment criteria and levels of achievement are specified by each department (or college).
- C. While undertaking internships off-campus, students must behave decorously. Commendable and inappropriate behaviors are addressed according to the University's Guidelines for Student Recognition and Discipline.
- D. Leave-taking during the term of the internship must proceed according to the personnel policies of the host organization. The host organization can determine how to make up the time missed. Students who do not abide by these rules do not receive credit for their internships.

Article IX During the term of the internships, students are responsible for relevant expenses not covered by the host institutions.

Article X Students undertaking internships must have labor insurance or group accident insurance with coverage for a minimum of NT\$1,000,000. If the internship host organization does not provide insurance, the University will help students get accidental insurance.

Article XI Each department (or college) should establish Guidelines for Students Undertaking Internships Off-campus which must be approved by the department (or college) affairs committee. Amendments must follow the same procedure.

Article XII Other matters not stated in this document are resolved according to relevant University regulations.

Article XIII These Guidelines become effective upon approval by the Executive Committee and ratification by the University President. Amendments must follow the same procedure.

文藻外語大學學生校外實習暨輔導辦法

100年12月20日行政會議通過
100年12月27日經校長核定
102年08月06日行政會議修訂通過
102年08月15日校長核定通過
103年03月04日行政會議修訂通過
103年03月26日校長核定通過

- 第一條 文藻外語大學（以下簡稱本校）為培養學生兼具理論與實務，增加就業適應力與競爭力，增進學校與業界互動，特訂定本辦法。
- 第二條 為審議本校學生校外實習之原則與推動方針，得成立「校外實習委員會」，其設置要點另訂之。
- 第三條 本校學生校外實習之實施由教務處、學生事務處、研究發展處、國際暨兩岸合作處、校友聯絡中心各系(所)與校外實習機構共同輔導，其分別負責事項如下：
- 一、教務處：推動與協調各系所實習課程之開設，彙整實習課程相關資訊。
 - 二、學生事務處：協助開發實習機會、實習職缺條件洽談與公告、彙整全校學生校外實習相關資料及校外實習機制之建立與檢討。
 - 三、研究發展處：協助開發實習機構，簽訂合作合約或備忘錄。
 - 四、國際暨兩岸合作處：協助執行海外實習。
 - 五、公共關係室：開發校友企業提供實習機會。
 - 六、各系(所)：協助開發實習機會、規劃開設課程、安排輔導教師、督導學生實習、評定成績等相關業務。
 - 七、實習機構：學生實習工作之訓練、專業指導、生活與工作輔導，並對學生進行成效考核等事宜。
- 第四條 實習機構與實習合約
- 一、實習機構之甄選以主管機關核准立案，具良好制度與信譽之國內外公營機構或法人組織為原則。
 - 二、實習機構所提供之實習職缺應與系所校外實習課程相關。
 - 三、實習機構經評核後，雙方應簽訂實習合約或備忘錄。合作契約應載明參與實習人數、工作內容、實習時數、實習期間、請假規定、津貼及保險等內容與其他相關之權利義務。
 - 四、實習合約內容應符合當地政府教育及勞動法令。
- 第五條 實習課程
- 校外實習課程之開設與實施，悉依「文藻外語大學學生校外實習課程開設要點」辦理。
- 第六條 實習職缺媒合
- 一、學生參與校外實習應提出申請，經系(所)核准。未成年者須經監護人同意。
 - 二、除實習機構特殊需求外，實習職缺媒合應以公平、公開為原則，以書面審查或面試方式，媒合實習職缺。
 - 三、學生自行開發實習機構者，該機構須經各系(所)評估合格，始可辦理實習登記。
- 第七條 實習輔導機制

- 一、學生至校外實習前，應參加由各系(所)或學生事務處聯合辦理之行前說明會。
- 二、實習輔導教師應赴各實習機構訪視學生，協調解決學生實習困難、了解學生實習進度與成效並填寫訪視紀錄送交各系所核備。
- 三、海外實習不受前款拘束，得依個案彈性辦理。
- 四、實習輔導教師應與實習機構密切聯繫，若有實習機構不適切或學生不適應情事，應輔導學生轉換實習機構或中止實習。

第八條 實習成績考核

- 一、學生須撰寫實習報告，報告格式由系(所)自訂，於實習結束後送交實習機構主管與實習輔導教師評閱。
- 二、校外實習成績應由實習機構與實習輔導教師共同評核，評核標準與考核內容由各系(所)訂之。
- 三、學生於校外實習期間，各項行為宜自我約束，如有優良或不良表現，則依本校獎懲辦法處理。
- 四、實習期間請假均須依照實習機構人事規定辦理，並於事後依實習機構規定補足實習時數，違者不授予學分。

第九條 學生實習期間，所需相關費用除實習機構同意負擔外，由學生自行支付。

第十條 學生校外實習應參加勞工保險或加保團體意外險，保額至少新台幣 100 萬元以上。若實習機構未提供保險，由學校協助實習學生加保意外險。

第十一條 各系(所)得應實施需要訂定「學生校外實習作業要點」，經系(所)務會議通過後實施，修正時亦同。

第十二條 本辦法如有未盡事宜，悉依本校相關規定辦理。

第十三條 本辦法經行政會議通過，陳請校長核定後公布實施，修正時亦同。