

文藻外語大學校外實習輔導作業要點

Off-Campus Internship Guidance Guidelines of Wenzao Ursuline University of Languages

106年5月25日校外實習委員會通過
Approved by the Off-Campus Internship Committee on May 25, 2017
106年6月30日經校長核定
Ratified by the President on June 30, 2017

一、為落實本校實習訪視運作機制，依據「文藻外語大學學生校外實習暨輔導辦法」及「文藻外語大學校外實習課程開設要點」規定，特訂定校外實習輔導作業要點（以下簡稱本要點）。

1. The Off-Campus Internship Guidance Guidelines of Wenzao Ursuline University of Languages (hereinafter referred to as “the Guidelines”) were formulated in accordance with the University’s Off-Campus Internship and Guidance Regulations and Off-Campus Internship Course Establishment Guidelines to carry out the internship visit system.

二、實習輔導教師之職責：

2. Faculty supervisor’s duties:

(一) 瞭解實習學生實務工作內容及工作規範等，給予學生工作指導。

(1) Know practical work details and guidelines to provide guidance.

(二) 赴學生實習場所訪視，訪視次數為，暑期課程一次，學期課程一次、學年課程兩次為原則，海外實習則不在此限。

(2) Visit an internship site once for a summer/1-semester course and twice for a 2-semester course. The number of overseas internship visits is not limited.

(三) 協助解決學生實習適應問題。

(3) Support students to solve adaption problems.

(四) 實習學生及實習機構各項資料如有異動，應回報各系、實習機構與生涯發展中心。

(4) Report to the department in charge, a corporate sponsor, and the Career Development Center if there is change of information on a student and his/her corporate sponsor.

(五) 與實習機構主管聯繫溝通，瞭解學生實習情形。

(5) Communicate with the supervisor at the internship site to know the student’s details.

(六) 指導學生撰寫實習報告。

(6) Guide the student to write an internship report.

(七) 收集校外實習機構之考評，並評定學生實習課程成績。

(7) Collect evaluations made by the corporate sponsor to give the student his/her grade of the internship course.

(八) 參與學校辦理之實習輔導老師座談會。

(8) Attend an internal faculty supervisors’ meeting.

(九) 協助處理其他與學生實習相關之事項。

(9) Support handling of other matters related to the student internship.

三、實習學生之成績考評：

3. Internship performance evaluation

(一) 實習成績考評配比：實習成績由實習機構與校內實習輔導教師共同考核，成績配比由各系自行訂定，並請實習輔導教師參閱各系之實習課程大綱。

(1) Internship evaluation criteria: Both a corporate sponsor and a faculty supervisor shall evaluate a student's internship performance. The grading scheme will be set by the department in charge. The faculty supervisor shall refer to the internship course syllabus provided by his/her department.

(二) 實習成績考評流程：實習機構評定學生實習成績後寄回本校，實習輔導教師依據實習機構所評定之成績，作一整體之考評，此即為結算學生實習總成績。

(2) Internship evaluation procedure: A corporate sponsor sends the internship evaluation to the University. The faculty supervisor gives an overall grade based on the corporate sponsor's evaluation.

(三) 實習成績繳交：學生實習結束，實習輔導教師取得實習機構的考評表後兩週內完成實習成績考評。

(3) Grade submission: When a student's internship ends, the faculty supervisor shall give a final grade within 2 weeks after receiving the corporate sponsor's evaluation.

四、實習輔導教師訪視記錄輔導報告之繳交：

輔導教師於實習訪視結束後二週內繳交訪視輔導記錄報告。實習訪視並配合開發實習機構者，除撰寫「實習輔導教師訪視紀錄輔導報告」外，應另簽訂「合作備忘錄」或填寫「實習需求表」。

4. Faculty supervisor's visit report submission:

A faculty supervisor shall submit a visit report within 2 weeks after visiting an internship site. If a faculty supervisor also supports finding corporate sponsors, a Memorandum of Understanding shall be signed or an Internship Requirements Form shall be completed in addition to a Faculty Supervisor's Visit Report.

五、學生實習成果報告書之繳交：

5. Student internship report submission:

(一) 實習成果報告書之內容與繳交次數：各系與實習輔導教師可自行訂定學生撰寫實習內容的格式以及繳交的次數。

(1) Contents and number of student internship report submissions: Each department and the faculty supervisor in charge may specify the report format and the required number of report submissions.

(二) 實習成果報告書之格式：實習成果報告書之格式與撰寫範例可至生涯發展中心網頁下載參用。

(2) Internship report format: Internship report format and template are available on the Career Development Center's website.

(三) 實習成果報告書繳交方式：

1. 實習生需於實習結束後一週內將實習成果報告書繳交實習輔導教師。

2. 實習輔導教師核可後，將實習成果報告書一份繳交至生涯發展中心，一份繳交至各系辦公室參存。

3. 同時將實習成果報告書上傳至「W-Portfolio」之「實習經驗與心得」。

(3) How to submit:

1. An intern shall submit the report to the faculty supervisor within 1 week after completing his/her internship.

2. If the report is approved by the faculty supervisor, it will be sent to both the Career Development Center and the department in charge for storage and future reference.

3. The report shall also be uploaded to the Internship Experience and Reflection of W-Portfolio.

六、實習輔導訪視暨開發實習機構經費支用原則：

6. Funding principles for internship visit and finding new corporate sponsors:

(一) 教師實習輔導依教務處「文藻外語大學學生校外實習課程開設要點」規定支

給鐘點費，不另支付實習訪視鐘點費。

(1) A faculty supervisor receives hourly wage according to the Office of Academic Affairs' Off-Campus Internship Course Establishment Guidelines. No hourly wage is additionally provided for internship visit.

(二) 訪視實習生之差旅費(含交通費、膳雜費)、致贈實習督導之禮品等支出，依校內請款基準核實報銷。

(2) Travel expenses incurred (in relation to transportation and meals) during a visit and the cost of gifts for supervisors at internship sites may be reimbursed according to the internal reimbursement standards.

(三) 各項實習經費需優先使用於實習輔導訪視，若需支用於開發實習機構者，應配合實習訪視始得支用各項實習經費。

(3) For internship budget, priority shall be given to the internship visit. If there is any need for finding new corporate sponsors, the remaining budget may be spent for this purpose after allocating visit budget.

七、實習訪視天數原則：

(一) 國內實習訪視：

1. 訪視一個機構者，以一天為原則。

2. 訪視二至三個機構者，以兩天為原則。

3. 訪視四個（含）以上機構者或有特殊狀況者，則另案處理。

7. Principles of days of internship visit:

(1) Domestic visit:

1. 1 day for 1 internship site.

2. 2 days for 2-3 internship sites.

3. The number of days will be determined separately for visiting 4 or more internship sites or special circumstances.

(二) 海外實習訪視：

1. 訪視一個機構者，以三天為原則。

2. 訪視二至三個機構者，以四天為原則。

3. 訪視四個（含）以上機構者或有特殊狀況者，則另案處理。

4. 海外實習生之實地訪視得視實際狀況需要安排。

(2) Overseas visit:

1. 3 days for 1 internship site.

2. 4 days for 2-3 internship sites.

3. The number of days will be determined separately for visiting 4 or more internship sites or special circumstances.

4. Overseas visit may be arranged depending on actual situations.

八、本要點經校外實習委員會通過後，陳請校長核定後實施，修正時亦同。

8 The Guidelines become effective after being approved by the Off-Campus Internship Committee and submitted to the President for ratification. Amendments must follow the same procedure.