

長榮大學環境教育國際實驗學院永續發展國際學士學位學程
實習合約書（範本）

Internship Agreement: International Program for Sustainable Development

立合約書人

(實習機構) (以下稱甲方)

長榮大學 (以下稱乙方)

(實習學生) (以下稱丙方)

_____ (The Institution)

_____ (The University)

_____ (The Intern)

一、為培養學生實務技能，增進其職場實務經驗，甲、乙、丙三方協議下列條款，以資共同遵守：

The Institution, the University and the Intern shall be bound by the following agreement (Here after referred to as “the Agreement”), for the purpose of enhancing the student’s internship experience.

- (一) 協助學生了解職場運作，適應組織文化和工作氣氛。
- (二) 協助學生以學習者、實務工作者和機構等不同立場，思考、發問和評論。
- (三) 帶領學生嘗試在其興趣領域的理論和實務工作上相互檢證，達到「做中學，學中做」的成效。
- (四) 激發學生思考工作態度、職場倫理，以及專業認同等議題。

Article 1: Agreement Purpose

- (a) To allow the Intern to understand the operations of the workplace in advance, that allowing earlier learning and adapting to the organizational culture and working atmosphere within the Institution, thereby shortening the exploration process after the intern started working.
- (b) To help the Intern to develop the ability to think, ask and comment as a learner, user as a part of Institution.
- (c) To guide the Intern to explore and discover their field of interest, while developing mutual verification and collaboration between theory and execution, thus giving rise to the ability to “doing when learning, learning when doing”.
- (d) Enhance workplace skills, ethics and sense or professionalism

二、實習期間：

- (一) 實習期間自 公元 xxxx 年 x 月 x 日至 公元 xxxx 年 x 月 xx 日止，每日x小時，每周x日。
- (二) 本實習須在同一機構下，進行密集之實習，每日/每週實習工作時數須符合當地法律規範。實習期間總時數為540小時至720小時之間。

Article 2. Terms of Internship:

- (a) The internship period: x hours a day, x days a week from xxxx/x /xx to xxx/x/xx.
- (b) The internship is defined as an intensive Institutional internship, practicing in the same institution, which the daily/weekly internship working hour limit shall be bound by the local law. The duration of internships range between 540 to 720 hours.

三、實習內容(由甲方填寫)：_____。

Article 3. Nature of Internship (filled in by Institution)

_____.

四、實習地址(由甲方填寫)：_____。

Article 4. Address of Internship (filled in by Institution):

_____.

五、甲、乙、丙方之職責：

(一) 甲方

1. 為丙方辦理_____保險。 不提供。
2. 遴選並推薦資深職員擔任機構指導人員。
3. 應於實習前，告知乙、丙方實習工作場所之安全注意事項及相關環境認識，並避免安排丙方從事具有危險性之工作。
4. 機構指導人員應在丙方實習期間，對其進行個別或團體輔導。
5. 丙方實習期間，應接受乙方老師或乙方派員實地拜訪(得視需要以電話或視訊進行聯繫)，以了解及評估丙方實習狀況，協助丙方獲得更適當之實習經驗。
6. 提供丙方於實習期間之住宿需求，_____ (所提供之住宿細節)。
7. 提供丙方實習津貼(實習獎助金)每個月(幣別)(金額)元整(完稅後)。 不提供。
8. 膳食與交通津貼(由甲方填寫)：
甲、 膳食：提供_____ 不提供。
乙、 交通：提供_____ 不提供。

Article 5. The Responsibility of the Institution, the University and the Intern

(a) The Institution

1. Intern insurance: _____ Not Provided
2. Select and recommend senior employee as the Institution supervisor.
3. Notify the University and the Intern of workplace safety regulations along with information about related locations; dangerous work assignments should be avoided when assigning Intern duties
4. Supervisor should provide guidance to the Intern, either individually or as a part of a group.

5. During duration internship, the Institution should allow a faculty member or other agent of the University to visit the location of the internship (and when necessary, allow communication via telephone), in order to fully understand Intern's situation, thereby assisting the Intern to ensure a better internship experience.
6. Provide the Intern with necessary housing during the term of internship, _____ (fill in housing details here). Not Provided
7. Provide the Intern with a monthly internship allowance of (currency) (amount) (with taxes deducted). Not Provided
8. Food and Commuting Allowance (filled in by the Institution):
 - i. Food: Provided with _____ Not Provided
 - ii. Commuting: Provided with _____ Not Provided

(二) 乙方

1. 負責丙方實習說明會、機構之申請、協調和確定。
2. 乙方輔導老師應於丙方實習前、實習期間或實習結束後，與丙方進行個別或團體之輔導。
3. 乙方輔導老師應詳細規定和評閱丙方實習作業，並給予指導。

(b) The University

1. Hold internship introduction fairs, file applications to Institutions, coordinate the process and make the final confirmation.
2. A faculty member of the University should provide guidance for the Intern before, during and after the internship.
3. A faculty member of the University should assign in detail and review internship assignments for the Intern, while advising the Intern accordingly.

(三) 丙方

1. 應自行辦理意外保險，保險費用由丙方自行負擔。
2. 在甲方機構指導人員指導下，執行與實習相關工作內容，並遵守職場倫理守則。
3. 實習期間應遵守甲方相關規定，準時出席、不早退。
4. 實習期間請假者，應依甲方相關規範辦理請假事宜，並補足實習時數。
5. 實習期間因特殊或緊急事故須放棄實習者，需報告甲方及乙方並獲乙方同意。其返回費用均須自理。
6. 實習期間因可歸責於丙方之事由，致實習機構人員或財物受有損害，丙方負賠償責任。
7. 實習結束前應完成甲方交付相關資料的移交工作。
8. 丙方入出境許可、護照及實習國（或地區）簽證之申請，應自行辦理之。

(c) The Intern

1. Additional insurance permitted at Intern's expense.
2. Conduct related work assignments under the supervision of the Institution while adhering to professional ethics.
3. Comply with related Institution regulations during duration of internship; show up on time and refrain from leaving early.
4. In the event that the Intern needs to take a leave of absence during from the internship, the intern should apply for said leave according to Institution regulations, days absent should then be filled in on proper forms.
5. Unauthorized abandonment of assignments and return is forbidden during duration of internship; any extenuating circumstances that require the Intern to abandon the internship and return during the term of internship would require notifying the Institution and the University; University approval must be obtained before any return; all expenses that may arise during the return trip are to be at the Intern's expense.
6. In the event that property is damaged or personnel injured during internship are due to Intern negligence, the Intern will be held responsible for reimbursement.
7. Before the end of the internship, the Intern should finish all work assignments from the Institution as well as transferring any related work data.
8. Entry visas related to intern sites in other countries should be taken care of by Intern

六、實習作業(丙方)

- (一) 實習作業包括：1.實習月誌 2.實習心得總報告。
- (二) 甲方機構指導人員或乙方老師認為有必要時，可依實際需要另訂之。
- (三) 實習月誌須每月按時繳交，實習心得總報告則應於實習結束後一週內繳交。若期間有特定要求者，則依甲、乙方規定處理之。

Article 6. Internship Duties (The Intern)

1. The internship duties include: (a) monthly reports; (b) final report detailing internship experience
2. In the event that the supervisor of the Institution or the faculty member of the University found it necessity to adjust duties, a new set of duties will be issued accordingly.
3. Monthly reports should be turned in every month on time, while the final report should be turned in within a week after the end of the internship. In the event that there should be a specific requirement for the deadlines arise, the regulations from the Institution or the University prevail.

七、評鑑與考核

- (一) 實習成績將由乙方之師長及甲方之機構指導人員共同評定，甲方機構指導人員評核佔實習成績50%，乙方老師評核佔實習成績25%，實習成果發表會成績佔25%。

- (二) 實習課程名稱為「根與芽行動實習 I」，學分數為「9學分」。
- (三) 甲方機構指導人員將以丙方之學習態度、專業知能、出勤考核作為考核之依據。
- (四) 乙方老師以學生實習月誌及實習心得總報告內容等各項進行綜合評分。
- (五) 實習生實習期滿且成績及格者，得向乙方申請核發實習證書。

Article 7. Evaluation and Assessment

1. Internship grades will be determined by University faculty member and Institution supervisor. The Institution supervisor will account for up to 50% of the final grade, with 25% of the grade comprised from University faculty member assessment and 25% comprised from student internship presentation.
2. Internship course is entitled Roots and Shoots Internship I (9 credits).
3. Institution supervisors will evaluate Interns according to overall attitude, knowledge, intern reports and attendance
4. University faculty member will assess Intern based on monthly and final reports.
5. Interns who complete duties with passing grades are entitled to a certificate of Internship completion from University.

八、實習爭議申訴流程

- (一) 丙方因實習所受乙方之懲處、其他措施或決議，認為違法或不當，致損害其權益者，得依乙方學生申訴評議辦法向乙方實習委員會提出申訴。
- (二) 丙方認為甲方對於實習內容之管理措施或處理情形不當，致損害其權益者，得向乙方提出申訴。乙方應邀請甲方、丙方及有關單位共同協商解決，並將協商後之解決方案送請乙方實習委員會備查。
- (三) 若甲方違法侵害丙方之權益，則由合約簽訂單位依合約內容進行協調，並依據相關法律規定進行協助。

Article 8. Internship Dispute Appeal Process

1. The Intern can file an appeal to the IPSD Internship Committee in accordance with University student grievance standards in the event that the Intern perceives the University's inappropriate or illegal penalties, other measures, or decisions related to the overseas internship infringe on the rights and interests of Intern.
2. The Intern can file an appeal to the University in the event that they perceive the Institution's management, other measures or decisions are inappropriate and infringe on the rights and interests of Intern. The University should then invite the Institution, the Intern and other related organizations to negotiate for a solution, and the solution should be submitted to the IPSD Internship Committee for future reference.
3. In the event that the Institution has illegally infringed upon the rights of the Intern, related agreement signees should coordinate a solution in accordance with the Agreement.

- 九、本契約書如有未盡事宜或應變更事項，得經甲、乙、丙參方隨時以書面協議補充或變更之。

Article 9. In the event that the Agreement contains unsettled affairs or articles that should be amended, the Institution, the University and the Intern may amend, notify, or supplement this Agreement, provided that the other Party's written consent to any such amendment, modification or supplement is obtained.

十、本合約書之準據法依行為地之法律，如有未盡之處，依中華民國法律補充之。

Article 10. Local laws where internship takes place govern this agreement; in the event of unsettled disputes according to local law, Republic of China law will take precedence

十一、其他詳細規範如實習辦法說明。本契約書一式三份，三方各執一份為憑，自簽署日起生效。

Article 11. Other regulations are detailed as part of internship standards. The Agreement is copied in triplicate, with the Institution, the University and the Intern each holding one copy for future reference; the terms of this Agreement become effective as of the date of signature.

立合約書人：
Contracting Parties:

甲 方：(實習機構)

Party A:

代表人：

Representative:

職 稱：

Title:

電 話：

Tel:

地 址：

Address:

機構用印
Institution
Stamp

代表人用印
Representative
Stamp

乙 方：長榮大學

Party B: Chang Jung Christian University

代表人：李泳龍

Representative: Lee, Yung-lung

職 稱：校長

學校用印
School Stamp

校長用印
President Stamp

Title: President

電話： (06) 278-5123

Tel: (06) 278-5123

地址： 70101 台南市歸仁區長大路 1 號

Address: No.1, Changda Rd., Gueiren District, Tainan City 70101

丙方： (學生)

Party C: The Intern (Student):

居留證字號:

ARC Number:

電話： (06) 278-5123

Tel: (06) 278-5123

地址： 70101 台南市歸仁區長大路 1 號

Address: No.1, Changda Rd., Gueiren District, Tainan City 70101



公 元 年 月 日
A.D. Year Month Date