

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 校外實習實施規定

IPSD regulations on the implementation of off-campus internship

108.6.27 107 學年度第四次學程事務會議審議通過

June 27th ,2019:Approval upon 2016 academic year, fourth administration meeting

109.4.16 108 學年度第二次學程事務會議修正通過

April 16th ,2020: Amended upon 2017 academic year second administration meeting

第一條 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為增進學生理論與實務經驗之結合，落實學用合一，特訂定「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學生校外實習實施規定」。

Article 1 To enhance and integrate theoretical knowledge with practical experience, the International Program of Sustainable Development has formulated the “Regulation of Off-campus Internship for International Program of Sustainable Development (IPSD) students in the International College of Practice and Education, Chang Jung Christian University” which is especially designed for the off-campus internships.

第二條 環境教育國際實驗學院（以下簡稱「環教學院」）本院國際永續發展國際學士學位學程（以下簡稱「本學程」）第四學年期間，每學期開設之實習課程其學分數依據學生入學當年之課程配當規定之。每一學分校外實習時數至少 60 小時，至多 80 小時；單一學期校外實習時數不可超過 720 小時，修習實習課程期間，除參加返校之座談會或研習活動等外，學生應全職於實習機構實習。

Article 2 During the fourth academic year of the International Program of Sustainable Development “IPSD”, International College of Practice and Education (hereinafter “ICPEE”) the internship program of each semester and its credit value is based on the curriculum regulation of the student’s enrollment year. Minimum internship hours for each credit is 60 hours, while the maximum is 80 hours; maximum off-campus internship hours for each semester must not exceed a total of 720 hours per semester. During their internship, students should work full-time in the internship institutions/organizations, with the exception of attending seminars or workshop activities held on campus.

第三條 本學程設置實習委員會處理實習相關事宜，由學程主任與環教學院主聘之教師擔任委員。實習委員會應不定期召開實習會議，由學程主任擔任召集人及會議主席，學程主任不克出席會議時，則指派代理人主持之。

Article 3 The IPSD has set up the internship committee consisting of the director of the program and appointed faculty members. The internship committee shall hold internship meetings when necessary, and the program director shall act as the convener and chairman of the meeting. If the program director cannot attend the meeting, he/she shall appoint a representative to preside over the meeting.

第四條 實習機構需為信譽優良及合法立案之相關產業機構，並經本學程實習委員會認可，方可前往實習。

Article 4 The proposed internship institution must be of good reputation while the internship program must be approved by the IPSD internship committee.

- 第五條 為確保實習學生合法地位及權益，本學程應與實習機構訂定實習契約書，闡明雙方之要求條件及實習相關事宜。本學程視實習機構之需要發給聘書。
- Article 5 To ensure the legal status and rights of the students, the IPSD must sign a contract with the internship institution/organization. The contract must clearly state the required conditions of both parties in regard to internship matters. The IPSD will issue a certificate of appointment to the internship institution/organization when necessary.
- 第六條 學生確認實習機構後，需投保 200 萬元以上傷害保險及附加傷害醫療險 5 萬元以上之保險，由本學程統籌辦理投保事宜，費用由學生自行繳納。
- Article 6 After the student confirms an internship institution, he/she must be insured for a minimum of 2,000,000 NTD in accident insurance and additional 50,000NTD in medical insurance. The IPSD will handle the insurance purchase, while the expenses will be paid for by the students involved.
- 第七條 本學程所提供之實習機構與實習職務，由實習委員會擬訂實習機構名單後，由本學程寄出實習調查表予實習機構。
- Article 7 After the internship committee has drawn up the list of prospective internship institutions/organizations, inquiries for internship will be sent to the internship institutions.
- 第八條 實習機構可由學生自行洽得，學生需檢附實習機構相關文件（公司執照、營利登記證或民間團體立案證明）和簡介，並經本學程實習委員會審核認可。
- Article 8 Students are allowed to find their internship institutions/organizations. Students are required to submit relevant documents concerning internship institutions (company license, business registration certificate or civil organization registration certificate) and a brief introduction, all of which must be submitted to the IPSD internship committee for approval.
- 第九條 每位實習學生均應於實習課程規定期間內繳交一份以電腦撰寫之實習報告，實習報告之格式及內容應依照實習報告寫作指引撰寫。
- Article 9 Each intern/student must submit a typed internship report within the prescribed period of the internship course. The format and content of the internship report should be written in accordance with the internship report writing guidelines.
- 第十條 學生完成實習後，實習學生應參加本學程舉辦之「實習心得發表會」，分享心得經驗。
- Article 10 Upon completion of their internship, students must participate in the "internship experience presentation" held by the program to share their experience.
- 第十一條 實習考核方式，由本學程提供之實習成績考核表交由實習機構評核，但若實習機構自備有考核文件，得依其文件考評。成績計算方式為實習機構所提供之成績佔 50%，實習書面報告成績佔 25%，實習成果發表會成績佔 25%。
- Article 11 For the internship assessment, the intern performance assessment form provided by the IPSD must be submitted to the internship institution/organization for evaluation. However, if the internship institution/organization has its own assessment form, the intern assessment will be evaluated according to its form. The intern student's grade will be calculated in the following manner: 50% based on the assessment provided by the internship institution/organization, 25% based on the student's written report, and 25% based on the student's internship presentation.

第十二條 本規定經學程事務會議通過後公佈實施，修正時亦同。

Article 12 After the regulations have been adopted by the Academic Affairs of the IPSD, they will be announced and implemented. The same procedure applies to any amendment to the regulations.