

永續發展國際學士學位學程

International Program for Sustainable Development

實習手冊

Internship Guide

2024 年 05 月

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壹、實習計劃時程安排 I. Internship Schedule

一、實習期間

1. During the internship :

請參閱第 4 頁實習計畫作業流程圖。Internship project flow chart (pages 4).

(一) 四年級第一學期(必修)。 a. First semester of fourth grade (Compulsory).

二、實習地點

2. Internship location :

依據本學程實習辦法規定核可之地點辦理。

According to the approved location as specified in the internship regulations of this program.

三、實習實施規定與實習項目人員名單 Regulations on the implementation of internship and Internship projects list.

(一) 實習實施規定(請參閱第 6 頁)。 Regulations on the implementation of internship (pages 6).

(二) 實習委員會召集人、執行秘書及輔導老師名單。 List of conveners, executive secretary, and tutor of the internship committee.

負責教師 Teacher in charge	名單 Name List	實習項目 Internship Program
實習委員會 召集人 Convener	實習委員會 推選教師 Elect Teacher	1. 推動及規劃實習課程事宜 Promotion and planning for internship course
實習委員會 執行秘書 Executive Secretary	本學程指定 專任教師 Full time teacher	1. 協助學程規劃與推動實習課程事宜 Assist in course planning and Promotion of internship course
實習輔導老師	本學程專兼任	1. 實習期間至少一次赴學生實習場所訪 Visit internship site at least once during the

Internship Tutor	任老師 Full/Part time teacher of the course	internship 2. 參加學生實習成果發表會 Participate in internship results presentation 3. 期末評定學生實習成績 Assessment of student internship results at the end of the term 4. 協助輔導學生實習期間有關職場適應、生 活與學業等事宜 Assist students in matters related to workplace adaptation, life, and studies during the internship
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四、在實習期間，本學程實習輔導老師於實習期間至少一次赴實習機構訪視，或以視訊、電話晤談、約談等方式，了解學生實習情況，協助解決學生適應問題，並填寫訪視輔導記錄表(參閱 9 頁)。

4. Internship Tutor of this program will visit internship institution at least once during the internship period, or use video call, telephone interviews to understand the student's internship situation, assist in solving student adaptation problems, and fill in the interview guidance recording sheet (pages 9).

五、實習期間實習學生必需於 17 週返校參加實習心得發表會，並繳交實習機構學生實習成績考評表(參閱 20 頁)、實習成果報告書(參閱 12 頁)、實習時數證明書(參閱 22 頁)以及填寫學生實習滿意度問卷調查表(參閱 27 頁)。

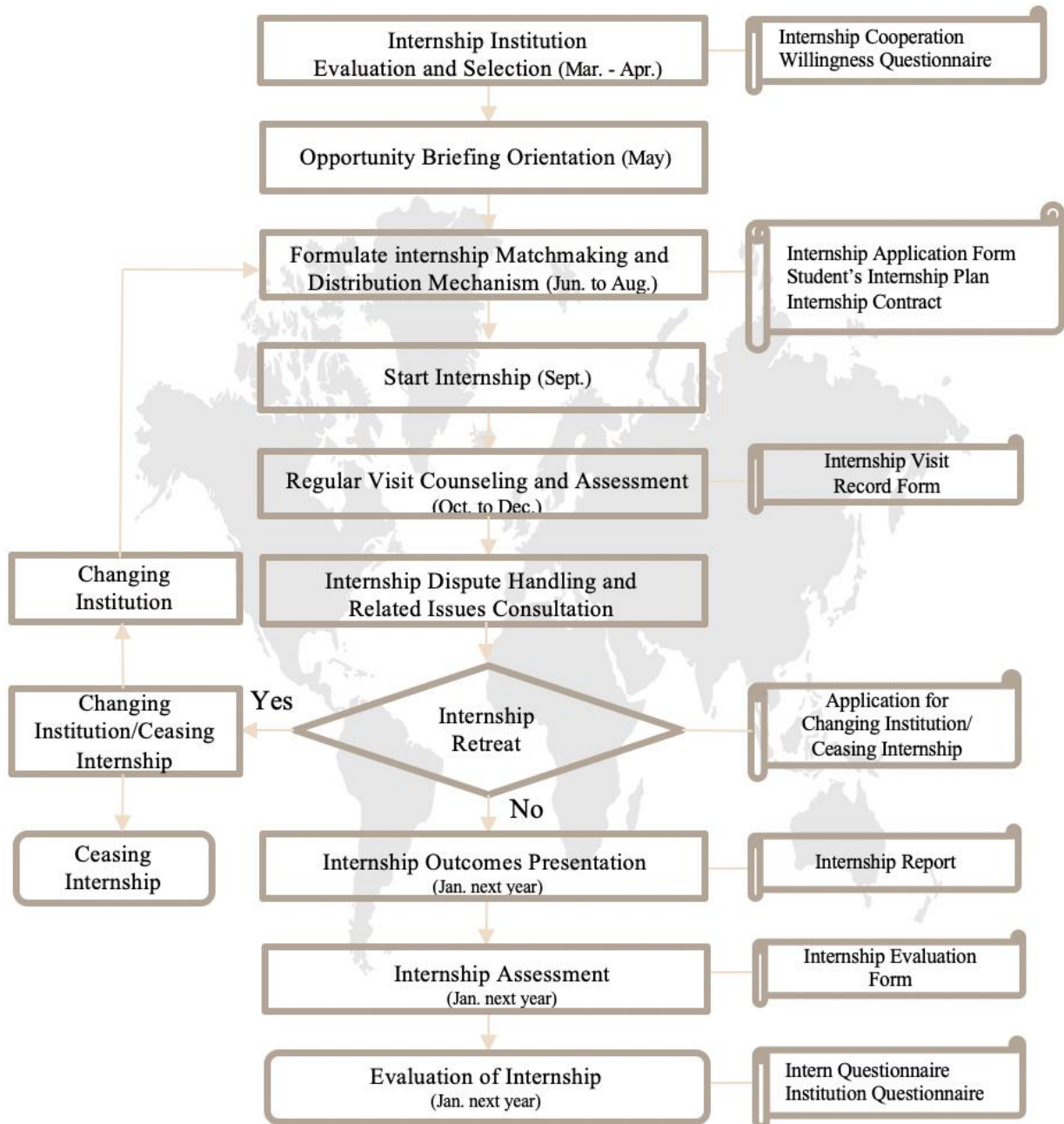
5. Intern students must return to school in the 17th weeks to participate in the internship experience presentation, and submit the Internship report (pages 12), Internship evaluation form (pages 20), Internship certificate (pages 22) and fill in the questionnaire of student Internship satisfaction (pages 27).

六、如有需申請生活助學金的同學，請每月填寫服務學習時數暨表現稽核表並請機構指導人員審核簽名後，寄送稽核表掃描檔給學程承辦人員。

6. For students who need to apply for the CJCU Service-Learning Hours, please fill in the Evaluation form for work performance (pages 23) every month and ask the instructor of the institution to review and sign, and send the scanned file of the audit form to IPSD.

貳、實習計畫作業流程圖 II. Internship project flow chart

IPSD Internship Flow Chart



永續發展國際學士學位學程實習作業流程圖



參、長榮大學永續發展國際學士學位學程校外實習實施規定

III. IPSD regulations on the implementation of off-campus internship

109.4.16 108 學年度第二次學程事務會議修正通過

108.06.27 107 學年度第四次學程事務會議審議通過

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「實習成果發表會」，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.

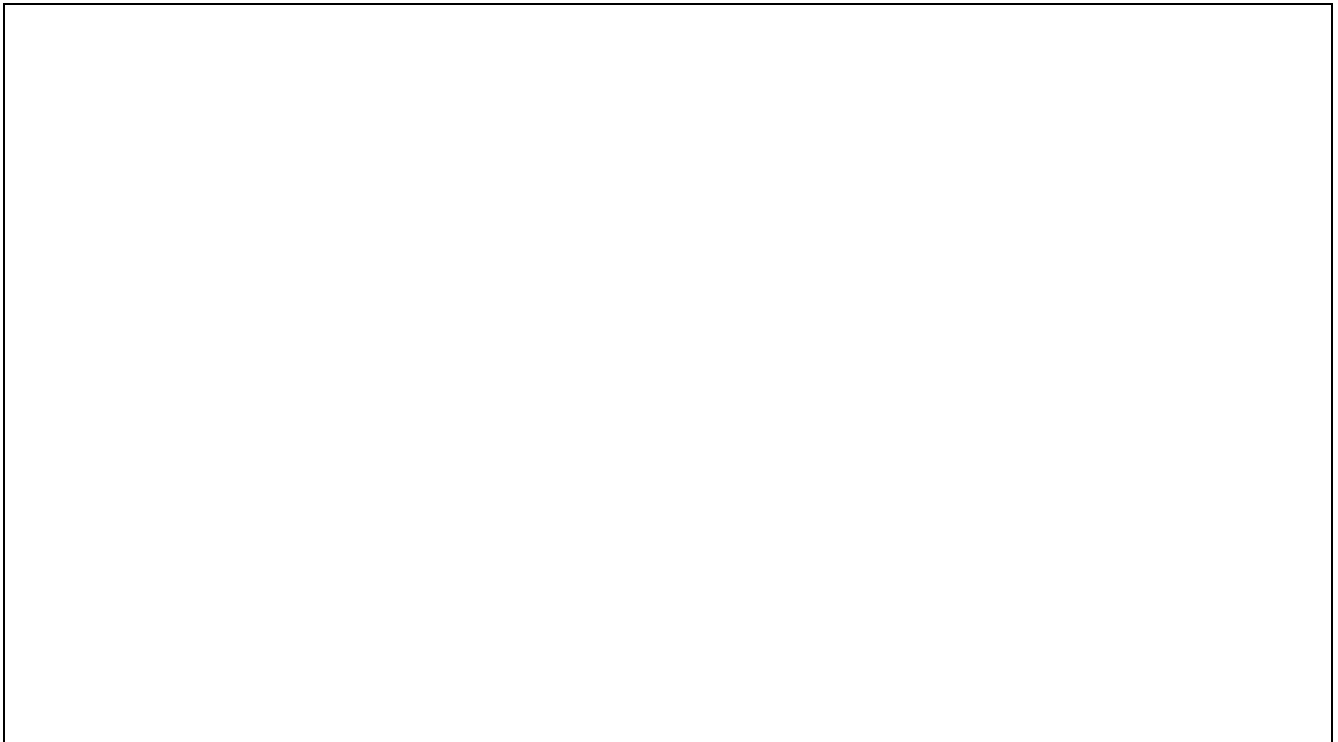
肆、永續發展國際學士學位學程學生實習訪視紀錄表

IV. Internship Visit Record Form

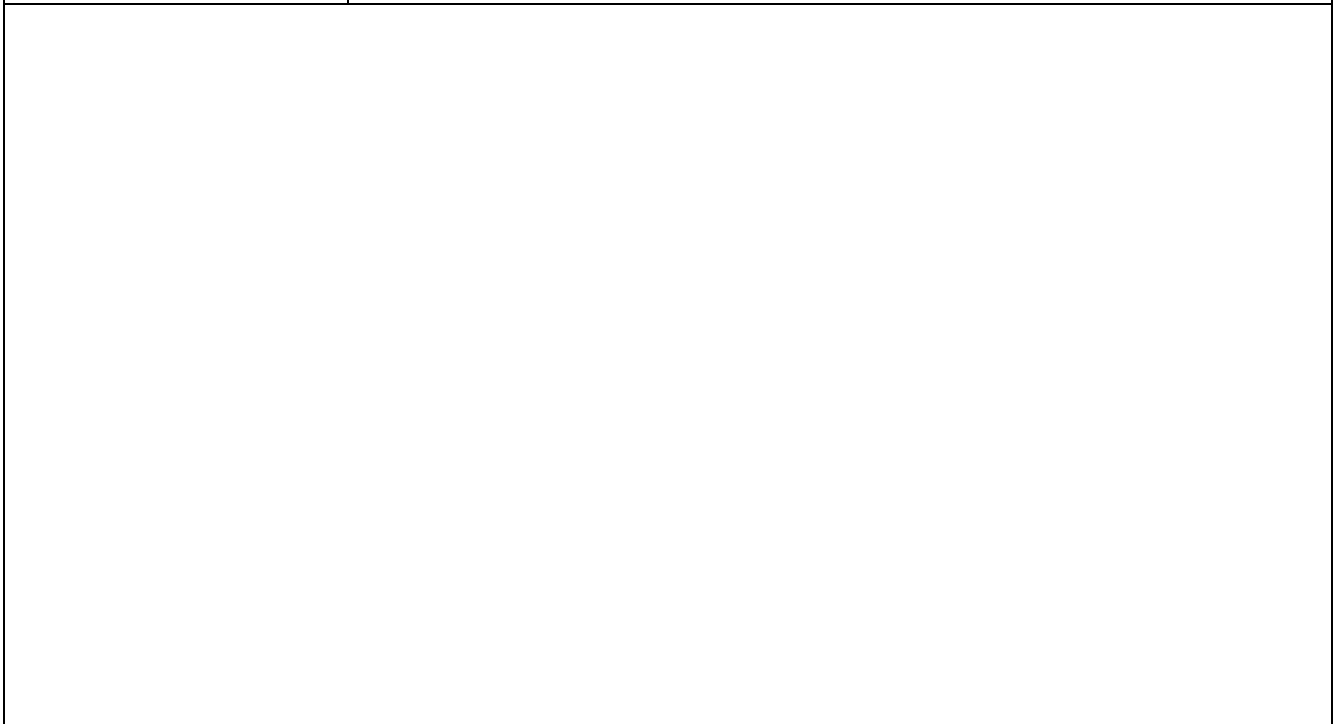
實習機構 Internship Institution		實習學生姓名 Student Name	
實習部門 Internship Department		實習學生學號 Student ID	
實習部門電話 Department's contact		實習學生班級 Student Grade	
訪視日期 Date		實習學生電話 Student's contact	
訪視輔導事項 摘要 Internship Visit Summary	一、實習情形及工作表現：internship situation and work performance 1. 實習學生在專業技能的學習狀況 Learning status of professional skills <input type="checkbox"/> 優 <input type="checkbox"/> 良 <input type="checkbox"/> 中 <input type="checkbox"/> 差 <input type="checkbox"/> 劣 <input type="checkbox"/> excellent <input type="checkbox"/> good <input type="checkbox"/> medium <input type="checkbox"/> poor <input type="checkbox"/> bad 2. 實習學生對工作表現的自我滿意度 Self-satisfaction in work performance <input type="checkbox"/> 優 <input type="checkbox"/> 良 <input type="checkbox"/> 中 <input type="checkbox"/> 差 <input type="checkbox"/> 劣 <input type="checkbox"/> excellent <input type="checkbox"/> good <input type="checkbox"/> medium <input type="checkbox"/> poor <input type="checkbox"/> bad 3. 實習學生在工作崗位上之出勤狀況 Attendance at work <input type="checkbox"/> 優 <input type="checkbox"/> 良 <input type="checkbox"/> 中 <input type="checkbox"/> 差 <input type="checkbox"/> 劣 <input type="checkbox"/> excellent <input type="checkbox"/> good <input type="checkbox"/> medium <input type="checkbox"/> poor <input type="checkbox"/> bad 4. 實習學生與同事之互動情況 Interaction between student and colleagues <input type="checkbox"/> 優 <input type="checkbox"/> 良 <input type="checkbox"/> 中 <input type="checkbox"/> 差 <input type="checkbox"/> 劣	三、實習帶領實習學生的指導人員姓名 Supervisor's name : 四、實習學生問題及建議 Student's problem and suggestion :	

	<input type="checkbox"/> excellent <input type="checkbox"/> good <input type="checkbox"/> medium <input type="checkbox"/> poor <input type="checkbox"/> bad 5. 實習學生與主管之間之互動情況 Interaction between student and supervisor <input type="checkbox"/> 優 <input type="checkbox"/> 良 <input type="checkbox"/> 中 <input type="checkbox"/> 差 <input type="checkbox"/> 劣 <input type="checkbox"/> excellent <input type="checkbox"/> good <input type="checkbox"/> medium <input type="checkbox"/> poor <input type="checkbox"/> bad 6. 實習學生對實習狀況的整體滿意度 Overall satisfaction with internship status <input type="checkbox"/> 優 <input type="checkbox"/> 良 <input type="checkbox"/> 中 <input type="checkbox"/> 差 <input type="checkbox"/> 劣 <input type="checkbox"/> excellent <input type="checkbox"/> good <input type="checkbox"/> medium <input type="checkbox"/> poor <input type="checkbox"/> bad 二、實習學生生活現況：Current Life 實習學生對生活現況的滿意程度 Student's satisfaction towards current life <input type="checkbox"/> 優 <input type="checkbox"/> 良 <input type="checkbox"/> 中 <input type="checkbox"/> 差 <input type="checkbox"/> 劣 <input type="checkbox"/> excellent <input type="checkbox"/> good <input type="checkbox"/> medium <input type="checkbox"/> poor <input type="checkbox"/> bad	
課程規劃 與 學生建議 Course planning and student suggestions	1. 學校哪些課程對於目前實習有幫助？哪些課程需要加強內容？或者需要新開哪些課程？ Which courses in our university are helpful for the current internship? Which courses need to be strengthened? Or are new courses needed? 2. 校外實習對學生有哪些效益？或者產生哪些問題？需要做哪些改進？ What are the benefits of off-campus internships for students? Or what are the problems? What improvements need to be made? 3. 其他問題與建議事項 Other problems and suggestions	
輔導老師簽章 簽章 Signature of Advisor		系/學位學程 主管簽章 Signature of Department Chair

訪視照片黏貼處 Visit photo



說明 Photo description



說明 Photo description

伍、永續發展國際學士學位學程實習心得報告書寫作要點

V. Essentials of report writing

一、永續發展國際學士學位學程實習心得報告(以下簡稱實習報告)寫作注意要點：

1. Key points to note when writing the internship report of IPDS department

二、實習報告須根據本學程規範之實習期間內，於實習機構工作之心得書寫，並繳交輔導老師批閱計分後，列入實習課程期末學期成績依據。若於各實習期間內因故轉換實習機構者，則轉換前、後之機構皆須併入實習報告內容。並註明個別機構之實習期間。

2. The internship report must be written in accordance with the experience of working in the internship institution during the internship period in the specified semester, and submitted to the tutor for review and scoring to be included in the final semester of the internship course. If the internship institution is changed for any reason during internship period, the institution before and after the transition must be included in the internship report. And indicate the internship period of individual institutions.

三、實習報告須依據格式規範製作(參閱附件)，內容至少需 3000 字以上並附加實習工作照片，完成後裝訂成冊，繳交紙本一份及傳送電子檔至輔導老師。

3. The internship report must be prepared in accordance with the format specifications (refer to the attachment), the content must be at least 3000 words, photos that are taken during the internship should be attached and bound into a book. A paper copy and the electronic file should be sent to the internship tutor.

四、實習報告繳交期限：Due date

4. 上學期 First semester：本校上學期第 17 週前繳交。Before 17th week of the semester

五、各實習期間之實習報告，應於以上規定時間內，返校或郵寄繳交輔導老師批閱。

5. The internship report should be given or mailed to the tutor for review within the specified time

六、實習報告若未按照格式用紙書寫、內容不符規定、延遲繳交或未繳交者，輔導老師得予不及格計分，或退回實習生修改後計分。

6. If the internship report is not written in accordance with the format, content does not conform to the regulations, delayed, or not submitted, the tutor may score a failure or return it to the student for correction.

七、實習輔導老師批閱後，請將計分成績交由實習課程老師登錄於各學期成績，並將批閱後之紙

本與電子檔送交實習委員會歸檔備查。

7. Please submit the scoring results to the intern tutor to log in the results after tutor has finished reviewing, and send the reviewed paper and electronic files to the internship committee for filing for future reference.

八、學生實習報告評閱規定如下：

8. Score ratio

(一) 內容 Content：包括學習心得與工作月誌，佔 70%。

Including learning experience and work history and accounts for 70%.

(二) 文筆 Writing：包括字體字數，文筆通暢，佔 20%。

Including the number of words, smooth writing and accounts for 20%.

(三) 切題及格式 Relevance to the topic and format：撰寫以實習範圍為宜，是否切題及符合格式，佔 10%。

The writing should be based on the scope of the internship, whether it is relevant to the topic and the format and accounts for 10%.

陸、學生實習心得報告格式規範

VI. Student internship report format

永續發展國際學士學位學程

International Program for Sustainable Development

【學生實習心得報告】

Internship Report

實習機構 Internship Institution : ○○○○

實習期間 Internship Period : ○○年○○月○○日至○○月○○日

輔導老師 Internship Tutor :

班 級 Class :

姓 名 Name :

學 號 Student ID :

中華民國○○年○○月○○日 Date

目 錄 Table of Content

一、前言 Preface

- 1.1 機構簡介 Introduction of institution.....
- 1.2 機構組織 Institution organization.....
- 1.3 服務項目 Service item.....
- 1.4 實習動機及目的 Motivation and purpose of internship...

二、實習內容 Internship Content

- 2.1 實習部門簡介 Introduction of Department.....
- 2.2 工作內容概述(含工作月誌) Overview of work
content(including monthly working schedule)
- 2.3 提案改善及建議 Improvement and suggestion.....

三、結論與心得 Conclusion and Reflection

3.1 結論

Conclusion

3.2 實習心得

Reflection.....

四、附錄(實習佐證相片) Appendix (supported by photos)

實習心得報告內文 Content of internship report:

一、前言 Introduction

1.1 機構簡介 Introduction of institute

OOOO 機構 Institute/上班時間 Working hours :

地址 Address :

電話 Contact :

負責人 Person in charge :

機構簡介：OOOO 機構係非營利組織，以 OOOO、OOOO 或 OOOO 為主要營業項目，該公司創始於民國 OO 年 O 月 O 日。歷經 OO 餘年來的經營，現今員工已達 OO 名。

OOOO institute is a Non-profit organizations with OOOO, OOOO or OOOO as its main business items. The company was founded on OO year. After more than OO years of operation, there are now OO employees.

1.2 機構組織 institutional organization

(部門組織 / 人員組織)

Department organization chart/personnel organization chart

1.3 服務項目 Service item

服務項目 Service items	項目分類(說明) Item classification (description)

主要服務項目分類列舉相關事務如下：

The main service items are classified as follows:

○○○○：○○○○○○、○○○○○

○○○○：○○○○、○○○○○

1.4 實習動機及目的 Motivation and purpose of internship

○○○○.....

文章主體以標楷體中文為主，字體大小 12，由左至右橫式以打字繕排，英文及數字採用 Times New Roman 字型，字體大小 14，行距皆為單行間距。 The main body font of the article should be in 標楷體, the font size is 12, the horizontal format from left to right is typed and the English and numbers are in Times New Roman font, the font size is 14, and the line spacing should be single line spacing.

二、實習內容 Internship content

2.1 實習部門簡介 Introduction of internship department

〇〇〇〇.....

2.2 工作內容概述 Overview of work content

〇〇〇〇.....

2.3 提案改善及建議 Improvements and suggestions

〇〇〇〇.....

三、結論與心得 Conclusion and Reflection

3.1 結論 Conclusion

〇〇〇〇.....

3.2 實習心得 Reflection

〇〇〇〇.....

四、附錄(附實習工作相片) Appendix (supported by photos)

柒、永續發展國際學士學位學程學生實習成績考評表

VII. International Program for Sustainable Development Internship Evaluation Form

1. 本表為學生校外實習成績考評表，請實習機構指導人員於學生實習結束後寄回長榮大學永續發展國際學士學位學程。This evaluation form is to be completed by the supervisor after the intern's completion of internship. Please send the completed form to the International Program for Sustainable Development.
2. 學生之實習報告最遲應於實習結束前一週內繳交乙份給實習機構指導人員評核。Upon completing the internship, the intern student should hand the Internship Report to the supervisor within one week.

照片 Picture	學生姓名 Intern's Name : _____ 學號 Student No. : _____ 科系班級 Dept. and Class : _____ 實習機構 Name of Institution : _____ 實習期間 Internship Period : 自 from 公元 ____ 年/yr ____ 月/mo ____ 日/day 至 to 公元 ____ 年/yr ____ 月/mo ____ 日/day		
	評分說明：每項最高分為10分，總分滿分為100分 The highest Score of each item is 10, the maximum scores in total are 100.		
項目	評分項目 Items	分數 Scores	備註 Remarks
一	專業技術能力 Exhibit professional ability (10%)		
二	學習能力 Demonstrate ability to learn new skills (10%)		
三	規劃與執行能力 Ability to plan and accomplish tasks effectively (10%)		
四	溝通及問題解決能力 Ability to create and communicate possible solutions to problems (10%)		
五	人際關係與團隊合作 Interpersonal Skills and work cooperatively with others (10%)		
六	積極參與工作實務 Self-motivated and willing to take on tasks (10%)		
七	負責、認真、守紀律 Demonstrate reliability and work ethics (10%)		
八	應變能力與抗壓性 Ability to accommodate changes and cope in stressful situations (10%)		
九	確實遵守服勤規定時間【含上下班】 Report to work as scheduled and on-time (10%)		
十	合宜行為與儀容		

Appropriate behaviors and Appearance (10%)					
總 分 Total Scores					
總評與改善建議 Overall Assessment and suggestions for the intern's improvement					
請假紀錄(請務必填寫) Leave-taking Records (Please ensure to fill out this part)	假別 Leave Types	事假 Personal leave	病假 Sick leave	曠職 Absence w/o official leave	其他 Others
	日(時)數 Days(hours)				
簽 章 Signature	實習機構指導人員: Intern Supervisor				

註：本校大學部學科學期成績 60 分為及格，領取珍古德獎學金學生續領資格必須學期平均成績達 75 分。

Note: 60 points is the minimum for bachelor students in CJCU to receive the credits. For JGI scholarship student, his/her average mark of the semester should be 75 and above to be eligible to receiving the scholarship for the next semester.

捌、長榮大學永續發展國際學士學位學程

VIII. International Program for Sustainable Development

實習時數證明書 Internship Completion Certificate

長榮大學永續發展國際學士學位學程學生_____

，自民國____年____月____日至民國____年____月____日至_____機構實習，實習時數共____小時，特此證明。

This is to certify that _____ of International Program for Sustainable Development, has successfully completed Internship Program from _____ to _____, totally _____ hours.

公司章戳：

Host Institution:

公司章戳

實習機構指導人員簽章：

Supervisor:

中華民國 年 月 日

Date:

備註:本證明書可送交實習學生本人，或請逕自寄回長榮大學永續發展國際學士學位學程
When signed by host institution supervisor, this certificate can be handed directly to the intern or mailed by post to International Program for Sustainable Development, Chang Jung Christian University

玖、永續發展國際學士學位學程實習學生生活助學金服務績效考核表
Evaluation form for assistantship performance (For Internship students)

考核月份/Month:

Grade and class		Student ID	
Name		Internship Advisor	

Reflection of the month:

Internship Advisor's signature:

Date:

拾、實習機構對課程滿意度問卷調查表

X. Institute Satisfaction Questionnaire

敬愛的先進：您好。

承蒙您的悉心指導，讓本學程學子有職場實務學習的機會，謹致敬意與謝忱。希望藉由本問卷調查，瞭解貴機構對本學程學生實習期間的表現，透過您的回饋與建議，檢視並適時調整教學與課程設計方向，以提升學生的就業競爭力。問卷僅供本學程實習課程修正及成效統計分析之用，對外絕對保密，敬請安心填寫。請惠予撥冗填答，您的意見是我們實習課程完善的重要依據。敬祝 順頌商祺！

永續發展國際學士學位學程 敬啟

Thanks to your careful guidance, students have had the opportunity to learn in the workplace. We hope that through this questionnaire, we can better understand student internship performance and through your feedback and suggestions, we will make adjustments to enhance students' employment competitiveness. This questionnaire will be used for internship course revision purposes and the content will remain strictly confidential. Please take time to fill it out as your feedback will be an important part of our evaluation process.

實習機構指導人員填表資訊 Internship Institution Information				
機構名稱 Institute Name				
填表人單位 Department		填表人職稱 Job Title		填表人姓名 Name
實習 學生人數 Number of intern students				

題 Q	U	E	S	T	I	O	項 N	非常 同意 5	同意 4	普通 3	不同意 2	非常 不同意 1
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一、實習課程滿意度 Satisfaction												
(1)	貴公司對於本學程舉辦之實習機構說明會或安排面試等媒合方式感到滿意。 Your company is satisfied with the matching methods, intern organization briefing or the arrangement of interviews held by this program							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(2)	本學程實習輔導教師確實有不定期訪視或利用各種管道關心實習生之學習狀況。							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Intern advisor visits or uses various channels to check in on intern					
(3)	您對於學生實習期間，本學程提供實習行政業務之協助感到滿意。 You are satisfied with administrative assistance provided during the student internship.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(4)	您對本學程實習課程規劃之實習年級與實習時數感到滿意。 You are satisfied with intern's hours and program provided through this program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(5)	您對本學程實習課程規劃之實習期間長度與實務工作內容感到滿意。 You are satisfied with the length of the internship period and work content planned for the internship program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(6)	您對實習課程成績考評方式感到滿意。 You are satisfied with the internship evaluation method	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(7)	您認為校外實習課程設計，對實習成效有所影響。 Do you think the design of off-campus internship courses has an impact on the effectiveness of internships	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(8)	您認為參與校外實習課程，對企業人力資源有所助益。 Do you think participating in off-campus internship courses is helpful to corporate human resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(9)	經過本學期之實習合作，未來貴公司願意持續與本學程合作。 After the internship cooperation this semester, your company is willing to continue to cooperate with this program in the future	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(10)	整體而言，貴公司對本學程學生校外實習課程感到滿意。 Your company is satisfied with the off-campus internship program overall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

二、其他及建議 Suggestion

(11)	您認為校外實習課程辦理類型採用何種方式較為適合？ Which types of off-campus internship courses do you think are most suitable?	<input type="checkbox"/> 1.學期 <input type="checkbox"/> 2.學年 <input type="checkbox"/>
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(12)您認為哪些課程或證照，對實習工作會有幫助？

Which courses or licenses do you think will be helpful to the internship

(13)您認為本學程實習課程設計方式的優點。

What do you think are the advantages of the internship course for this program

(14)貴機構對實習課程之綜合建議。

Suggestions

備註 Remarks: (5-Level)計分方式:非常同意 5(Strongly Agree)、同意 4(Agree)、普通 3(Neither Agree or Disagree)、不同意 2(Disagree)、非常不同意 1 (Strongly Disagree)

～謝謝您的填答～ Thank You

拾壹、學生實習滿意度問卷調查表

XI. Student Satisfaction Questionnaire

各位同學：您好。

本校為強化理論與實務結合，積極規劃實習課程，協助學生即早接觸職場環境，擁有實務操作機會，提昇就業力。實習經驗可作為您個人未來職涯選擇的參考，透過您的回饋與建議，更可作為學程未來實習制度的改進依據。本問卷的答案，僅作實習課程整體分析之用，不會影響您的學期成績，敬請放心填答。再次感謝您的協助及參與。

敬祝 平安健康、學業進步！

永續發展國際學士學位學程 敬啟

Internship courses are offered to allow students to gain workplace experience that leads to enhanced employability after graduation. The internship offers a chance to explore career possibilities and your feedback will help us improve course content for future students. Your feedback will be used for analysis purposes and will not affect your grade. Thank you for your assistance.

實習生資訊			
就讀科系 Department		學號 Student ID	
實習課程類別 Type of intern	<input type="checkbox"/> 1.學期 <input type="checkbox"/> 2.學年 <input type="checkbox"/> 3.海外		
實習機構名稱 Intern institute		實習部門 Intern department	

題 Q	U	E	S	T	I	O	項 N	非常 同意 5	同意 4	普通 3	不同意 2	非常 不同意 1
								←—————→				

一、實習課程滿意度 Internship Course Satisfaction																	
(1)	我對實習機構說明會或安排至機構面試等媒合方式感到滿意。						I am satisfied with the matching methods, internship organization briefing and interview process						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(2)	實習前學校提供完善的實習資訊或諮詢管道。						The school provides complete internship information or consultation channels before internship						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(3)	實習相關輔導、講習會或機構說明會對我有所助。						Internship-related counseling, seminars or organization						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	presentations were beneficial					
(4)	實習前我已瞭解實習契約內容的權利、義務及職場倫理。 Before the internship, I understood the rights, obligations and workplace ethics of the internship contract	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(5)	實習內容與我在校所學專業技能有關聯，有助於實習工作。 The content of the internship is related to specialized skills I learned in class, which is helpful for the internship	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(6)	學程老師會來訪視或利用各種管道關心我的實習學習狀況。 Internship advisor visited or used various channels to check on situation and progress	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(7)	實習有助於我對職場工作態度的瞭解。 Internship helped me better understand workplace	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(8)	實習有提升我對問題的解決能力。 Internship has improved my problem-solving ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(9)	我認為實習對畢業後尋找工作有所幫助。 I think this internship will be helpful in finding a job after graduation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(10)	整體而言，我對實習課程感到滿意。 Overall, I am satisfied with the internship course	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

二、實習機構滿意度 Institute Satisfaction

(11)	實習機構提供專業且安全的實習環境。 The internship institution provides a professional and safe internship environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(12)	實習機構提供合理薪資、休假及福利制度。 The internship institution provides reasonable salary, vacation and benefits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(13)	實習機構有專人來協助輔導實習中遇到的困難。 The internship institution has special personnel to assist with difficulties encountered in the internship	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(14)	實習機構提供完善的實習設備與訓練。 Internship institutions provide complete internship equipment and training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(15)	實習機構單位主管擁有良好的領導風格，同仁間互動和諧。 The supervisor of the internship institution has a good leadership style and there was harmonious interaction among colleagues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(16)	實習機構派遣與交辦的工作可以順利完成 The work assigned by the internship institution can be successfully completed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(17)	實習機構安排的職務與合約工作內容相關。 The position arranged by the internship organization is related to contract content	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(18)	實習機構的職能訓練與輔導，有助於提升工作效率。 Internship training and counseling helped to improve work efficiency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(19)	未來若實習機構願意聘用我，我會有意願留任。 If the internship organization is willing to hire me in the future, I would be willing to stay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(20)	整體而言，我對實習機構感到滿意。 Overall, I am satisfied with the internship organization.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

三、其他及建議 Suggestions

(22)您認為哪些課程或證照，對實習工作會有幫助？

Which courses or licenses do you think will be helpful in the internship?

(23)實習過程中，您認為印象最深刻的工作經驗。

What do you think was the most impressive work experience during the internship?

(24)請簡述本次校外實習的成長與收穫。

Please briefly describe your growth experience during this internship

備註 Remarks: (5-Level)計分方式:非常同意 5(Strongly Agree)、同意 4(Agree)、普通 3(Neither Agree or Disagree)、不同意 2(Disagree)、非常不同意 1 (Strongly Disagree)

～謝謝您的填答～ Thank You

拾貳、機構對學生滿意度問卷調查表

XII. Institution Student Satisfaction Questionnaire

敬愛的先進：您好。

承蒙您的悉心指導，讓本學程學子有職場實務學習的機會，謹致敬意與謝忱。希望藉由本問卷調查，瞭解貴機構對本學程學生實習期間的表現，透過您的回饋與建議，檢視並適時調整教學與課程設計方向，以提升學生的就業競爭力。問卷僅供本學程實習課程修正及成效統計分析之用，對外絕對保密，敬請安心填寫。請惠予撥冗填答，您的意見是我們實習課程完善的重要依據。敬祝 順頌祺安！

永續發展國際學士學位學程敬啟

Thanks to your careful guidance, students have had the opportunity to learn in the workplace. We hope that through this questionnaire, we can better understand student internship performance and through your feedback and suggestions, we will make adjustments to enhance students' employment competitiveness. This questionnaire will be used for internship course revision purposes and the content will remain strictly confidential. Please take time to fill it out as your feedback will be an important part of our evaluation process.

實習機構指導人員填表資訊 Internship Institution Information				
公司名稱 Name of institute				
填表人單位 Department		填表人職稱 Title		填表人姓名 Name
實習學生 就讀科系 Department of intern student			實習學生 姓名 Name	

題 Q	U	E	S	T	I	O	項 N	非常同意	同意	普通	不同意	非常不同意
								5	4	3	2	1

一、實習學生滿意度 Students Satisfaction

(1)	您對實習學生的工作態度感到滿意。 You are satisfied with the intern's work approach							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(2)	您對實習學生具備的專業知識與技術，符合工作需求感到滿意。 The intern's knowledge and skills meet the needs of the job							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(3)	您對實習學生工作穩定度或抗壓性感到滿意。							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Intern is reliable and handles stress well					
(4)	您對實習學生主動學習意願及配合度感到滿意。 Intern is proactive and cooperative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(5)	您對實習學生出勤狀況感到滿意。 You are satisfied with intern attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(6)	您對實習學生發掘及解決問題之能力感到滿意。 You are satisfied with the intern's ability to discover and solve problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(7)	本學程實習學生與部門內的同仁相處融洽，工作氣氛和諧。 The intern gets along well with colleagues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(8)	實習學生對於部門交辦的實習工作能順利完成。 Interns successfully completed assigned tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(9)	整體而言，貴部門對本學程校外實習學生感到滿意。 Overall satisfaction with intern .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(10)	貴部門將來若有職缺機會，願意提供本學程實習學生留任。 Willingness to provide employment opportunity to intern if available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

二、其他及建議 Suggestions

(11)您認為本學程實習學生值得肯定的優點。

What are the merits of the intern?

(12)本學期貴機構輔導之實習學生值得分享之案例。

What specific instances would you like to share working with intern this semester?

備註 Remarks: (5-Level)計分方式:非常同意 5(Strongly Agree)、同意 4(Agree)、普通 3(Neither Agree or Disagree)、不同意 2(Disagree)、非常不同意 1 (Strongly Disagree)

～謝謝您的填答～ Thank you very much

拾叁、實習行前注意事項

XIII. Internship Preparatory Measures

一、實習前準備 Preparation：

(一) 選定實習機構前，須先瞭解實習機構之工作性質及企業文化；工作地點及交通狀況。

1. Before selecting an internship organization, first understand the nature of the internship organization's work and corporate culture, work location and traffic accessibility.

(二) 如果實習機構地點無法通勤，而實習機構無提供住宿安排，應預先找尋親朋住處或租屋。若以通勤方式實習，距離時間勿太遙遠，住宿須在報到前安排妥當。

2. If you cannot commute to the internship location and accommodations are not provided, please find a place to rent nearby in advance. Any commutes should be kept as short as possible with dorm or other accommodations taken care of beforehand.

(三) 實習分發後，須注意實習機構報到通知以及報到前相關準備作業。

3. After an internship is assigned, please take note of any preparations and related registration measures.

(四) 為顧及校外實習之安全，同學須注意實習機構是否辦理勞、健保險及學校辦理學生平安保險。

4. Please take note of what labor and health insurance is provided by internship organization and school.

(五) 部份實習機構提供實習生宿舍，在報到前，須先瞭解相關收費規定，再作決定。

5. As some internship organizations provide dormitories, please be aware of any fees and regulations before making your decision as to whether or not to stay in them.

(六) 部份實習機構，於報到首日，即正式上班工作或新進訓練，同學須作好準備。

6. For some internship institutions, students must be prepared to work or undergo training on the first day

二、實習期間注意事項： Internship Notes

(一) 各實習機構相關規定，同學須確實遵守。先問自己能學到什麼，能做什麼，不要計較機構能為你做什麼。

1. Students must comply with the relevant regulations of the internship institutions. Ask yourself what you can learn and what you can do more than what the organization can do for you.

(二) 保持旺盛之企圖心及謙虛認真的態度，不恥下問，工作時敬業專注，準時上班不遲到早退。

2. Stay humble and focused; don't be afraid to ask questions; show up on time and don't leave work early.

(三) 須充分明瞭本學程校外實習相關要點規定及輔導老師連絡方式。

3. It is mandatory to be fully aware of all internship program regulations as well as ways to contact your advisor.

(四) 須清楚本學程與實習機構簽訂實習合約之內容，特別注意實習期間工作態度、行為操守及各項請假規定，相關內容請參閱本校實習獎懲辦法。

4. Please be aware of the internship contract content signed by the partner organization and the school. Please take note of stipulations regarding workplace attitude, conduct and regulations for leave of absence. Please also take note of the reward and punishment measures compiled by the school.

(五) 須注意個人品德操守，實習期間不得有偷竊及不良行為發生，若經發覺屬實，將受學校獎懲之處分，並移受司法偵辦，請各位同學切實遵守。

5. Please uphold the highest standards of personal and professional ethics. If any infractions are uncovered, appropriate measures will be taken by school including possible criminal proceedings.

(六) 上下班期間搭乘或騎乘各類交通工具，確實注意交通安全。

6. Pay attention to traffic safety on the way to or back from work.

(七) 實習心得報告，應以本學程規定格式撰寫，裝訂封面成冊，依規定時間內繳回本學程各實習輔導老師批閱，否則影響實習成績。

7. The internship report should be written in the given format of the course, bound into a booklet, and submitted to the intern advisor for review within the prescribed time, otherwise internship grades will be affected.

(八) 實習期間若需代表學校公差公出或處理個人事宜者，須按規定請假報告，經核准後始可離開工作崗位，不得不假外出或逾期未歸。

8. If you need to deal with either official or personal matters during the internship, please request a leave of absence according to regulations. If granted, you may take care of matters and return to internship on agreed date.

(九) 實習期間，將由實習輔導老師安排訪視，另於學期中，返校參加實習生座談會，分享實習相關心得與問題，請同學務必參加。

9. Advisors will visit sometime during internship; interns are also required to take part

in presentations at end of semester.

(十) 若有實習時數未達規定，請自行與實習機構主管協調，以輪休天數補實。

10. If internship hours fall short of requirements, please coordinate with supervisor to make up for lost time.

(十一) 每日上下班後應儘速返家及住處，生活作息宜正常，遇緊急狀況或事件，儘速與實習機構主管及輔導老師聯繫處理。

11. Please maintain a regular routine during internship, if there are any emergencies, please contact advisor or school as soon as possible.

三、如果有問題或遇到困難疑惑，請向實習機構指導人員與輔導老師反應。
Please contact internship supervisor or advisor if there are any problems.

拾肆、永續發展國際學士學位學程實習課程問答集

XIV. Internship Course Questions and Answers

實習前 (每年三月至八月)

Prior to first semester; March to August

Q1. 為何要參與實習課程？ Why should I take an internship course?

A：實習可以協助你將理論與實務做結合，同時增加畢業就業機會，機構提供工作機會，讓你提早體驗職場，縮短職涯探索期，建立正確工作態度，從而拓展就業機會，同時亦可以由「做中學，學中做」提昇自我之就業力。

Internships allow you to gain valuable experience that enhances employment opportunities after graduation. Internships provide an opportunity to get acquainted with the workplace, explore career options and develop a proper work ethic.

Q2. 如何選擇實習機構？ What is the best way to choose a suitable internship institution?

A：實習課程之合作機構，學程經過評估後始安排實習，機構規模大小各有其優缺點，你可評估自我職涯規畫及興趣，聽取師長之建議或參與學長姊之實習成果相關活動，做為選擇欲實習機構之參考。

Internship positions with cooperating organizations are assigned after evaluation. The different sizes of

cooperating institutions have their advantages and disadvantages, so students should choose which best meet their long-term career interests. You can consult with teachers or upperclassmen as a reference in choosing an internship institution.

Q3. 實習與打工有何區別？ What is the difference between an internship and part-time job?

A：實習是指學校針對學生未來就業、職涯發展所需技能，提供學生至職場從事相關工作實習，並請實習機構指派專人擔任業界輔導教師，參與課程規劃，與實習實務之指導。

打工是指同學們進入適用「勞動基準法」的公民營事業單位從事工讀生的工作，其各項勞動條件，如工資、工作時間、休息、休假、請假及職業災害補償，悉依勞動基準法辦理（資料來源:勞動部網站）。

所以實習課程為學校正式課程之一，因此與一般計時打工性質是不同的。

Internships are arranged by the school to help students develop the skills needed for future employment. Cooperating internship organizations provide a workplace and supervision as well as take part in curriculum planning.

Part-time jobs are in compliance with Taiwan's Labor Standards Law and cover issues including work conditions, wages, hours, vacation time, leave of absence, and occupational accident compensation. (Source Ministry of Labor website)

The main difference is that internships are considered official classes and are accredited while part-time work is not.

Q4. 我可以自己找實習單位嗎？ Can I find an internship position on my own?

A：學程對於實習課程於每年四月辦理實習說明會，提供已經評估的實習機構資訊，經媒合成功後，接著由學程輔導老師協助同學與機構完成三方實習合約簽訂流程。若同學自行找實習單位，須於三月至四月間填寫實習機構合作意願調查表及繳交機構營利或非營利事業證明，經學程實習委員會評估通過後，同學即可開始進行實習合約簽訂。

※作業流程:申請同學填寫實習機構合作意願調查表及機構營利或非營利事業登記證明 → 繳交給學程協助進行評估 → 經學程實習委員會審查並結果通知 → (審核結果為通過) 學程協助學生進行校外實習合約簽訂 → 繳交實習合約。

An internship course briefing is held every April and after assignments, the course advisor will assist students in filling the contract signing process. If students land an internship on their own, a cooperation questionnaire with organization must be completed and the organization's business certificate turned in between March and April. After appraisal by the program internship committee, students can begin the internship contract process.

※Procedures: after submitting the cooperation questionnaire and internship organization's business certificate, it will be reviewed by internship evaluation committee before student is notified of results.

If the contract is approved, the school will assist in signing process before it is turned in.

Q5. 如何知道自己分發到哪一個實習機構? How are internships assigned?

A: 學程於每年四月辦理實習說明會後，會請同學們填寫學生實習報名表，經媒合成功後，由學程輔導老師、實習學生與機構指導人員共同討論與撰寫實習計畫書，在五月至八月間辦理媒合與分發作業，於八月底前完成實習合約簽署，九月分發到媒合實習機構單位。

After the course organizes the internship briefing in April, students will be asked to fill in the student internship registration form. After matchmaking, the course advisor, intern student, and institutional supervisors will draw up the internship plan. Assignments are then made between May and August, with contracts signed by the end of August and intern positions made in September.

Q6. 參與實習課程，實習機構會提供工資嗎? Do internship institutions provide salaries?

A: 不一定，需視實習機構情況而定。部分實習機構提供實習學生工資者（包括薪資、津貼及獎金等經常性給與均屬之），則同學與實習機構有僱傭及實習關係，亦適用勞動基準法之相關規範；若實習機構無提供實習學生工資，或僅以獎助學金及相關助學金方式提供，則同學與實習機構僅為實習關係（無僱傭關係），僅適用學校訂定之實習辦法及實習契約之規範。

It depends on the institution. Some internship institutions provide wages (including salaries, allowances and bonuses), the students have an employment and internship relationship with the internship organization, and the relevant regulations of the Labor Standards Law are also applicable. If the internship organization does not provide a salary, scholarships or other grants may be provided. This precludes any formal employment relationship with organization and interns will be required to follow internship contract regulations stipulated by the school.

Q7. 實習生之獎助學金是否為工資? Is the intern scholarship considered a salary?

A: 根據勞委會的解釋函，不論是獎助學金及相關助學金，都不屬於工資範圍，這些學生還是不能被認定為有僱用事實，所以不必參加勞保。

另實習生倘領受實習機構提供之生活津貼者，因生活津貼依勞動基準法規定屬於工資範圍，企業需依照勞基法之規定幫實習生加保勞保（依勞動基準法第2條規定，工資為勞工因工作而獲得之報酬；包括薪資、津貼及獎金等其他任何名義之經常性給與均屬之）。

Scholarships and grants are not considered salaries so there is no need to apply for labor insurance. If interns receive living allowances from the internship organization, the organization is required by law to provide labor insurance.

Q8. 實習生可否投保勞保? Can interns apply for labor insurance?

A: 投保單位接受學校委託，於寒暑假期間提供在學學生實習場所，並評定其實習成績供學校參考，學生與實習機構之間既無僱傭關係，又無支領薪資之約定，依照勞工保險條例規定，應不得參加勞工保險。惟實習生與實習機構（投保單位）如有僱傭關係，並確有支領工資者可加保。

If there is neither an employment relationship between the student and the internship organization nor

the agreement on any salary, there is no legal obligation to have labor insurance. If there is an employment relationship and wages granted, insurance can be added.

Q9. 實習期間保險費用？ What are insurance costs during internship?

A：在確認實習機構後，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，費用由實習同學自行繳納，保險費用約新台幣 200 元左右。

After receiving an internship assignment, two million NTD injury insurance and 50,000 NTD additional medical insurance policies need to be procured.

Q10. 實習期間住宿及交通要如何處理？ How to arrange accommodation and transportation during internship?

A：學校會儘量商請實習機構提供宿舍，供學生住宿，以減少學生實習之顧慮。交通部份要請同學自理，若實習機構無法提供住宿，或有交通較遠之疑慮，還請同學於申請機構前併同考量。

The school will endeavor to secure dormitory accommodations with respective internship organizations. Students should take care of commutes on their own. If accommodations cannot be provided or the commuting distance is too far, students might want to reconsider an alternative assignment.

實習中（第一學期每年九月至十二月）

Internship period; First Semester September to December

Q11. 實習生實習期間，是否可以返校修學分？ During the internship period, can I return to school for class?

A：學程實習是以一學期 9 學分 18 週 540 至 720 小時為規劃基準，故會隨著實習機構特性有所差異。例如實習機構只提供 18 週且每週 3 至 5 天的實習，如此也符規範。實習學生可趁實習空檔安排返校重補修或參與畢業講座等各種學習活動。

Internships account for nine credits per semester and range from 540 to 720 hours completed within the span of 18 weeks. Work days range between three to five days depending on the internship organization. Students can arrange schedules accordingly to take part in classes or other related activities on campus.

Q12. 與上司、同事或顧客間有衝突，應如何處理？ How should I handle any conflicts that may occur during my internship?

A: 同學若和上司、同事或顧客間發生衝突，務必告知實習輔導教師，以瞭解衝突起因，與機構人員溝通。

Any conflicts that arise with supervisors or colleagues should be reported to your advisor to determine cause and communicative measures.

Q13. 實習期間如果適應不良，是否可轉換實習單位? Can I change organizations if I find it hard to assimilate?

A：在實習過程中，如過遇到困難，請先向實習輔導老師反應，並進行溝通與輔導，如需轉換實習單位，需填妥實習轉換或停止實習機構申請表，始可轉換，並簽妥與新實習單位之校外實習合約書。

Please report any problems to your advisor initially in order to facilitate communication with involved parties. If it is determined that changing internships would be in the best interest of all involved, a new application needs to be submitted.

Q14. 實習期間發生性騷擾，應如何處理？ What should I do in the case of sexual harassment during the internship?

A：請同學立即告訴騷擾者停止行為，紀錄完整經過，如舉證時間、地點、嘗試阻止與抗拒、感覺與影響、列舉目擊者及目擊者的反應，並告知實習輔導教師與學程，由本學程、實習機構、性別平等教育委員會依相關法律規定處理之。

Ask the harasser to desist immediately and record the time and place. Solicit witnesses and witness assessments and inform your advisor immediately. The case will then be reviewed by the internship organization and school gender equality committee to be handled in accordance with relevant laws and regulations.

Q15. 實習期間若有任何問題時，需聯絡何人？ Who should I contact if I have any questions during the internship?

A：同學可與實習輔導教師或學程負責窗口詢問請益。113 學期實習課程學程聯繫窗口：洪老師 email: cyhorng@mail.cjcu.edu.tw

Students can contact their advisor or write to the above email for assistance.

Q16. 若全年或半年均在實習，可否免繳學雜費？ Am I required to pay tuition and miscellaneous fees during the duration of my internship?

A：實習課程係屬學校正式課程之必修學分，且採計畢業學分，雖然在校時間有限，但學校需負責實習課程規劃、實習機構評估、安排學生至實習機構實習、辦理實習前講習、實習中輔導、及實習後評量等等事宜，故同學仍需繳交學雜費。

The internship is compulsory credit of the school's formal curriculum and counted towards credits needed to graduate. Although students have limited time at campus, but the IPSD needs to provide planning, evaluation and assignment services as well as hold briefings as well as presentations before and after internships. Thus students are required to pay tuition and miscellaneous fees during internship semesters.

Q17. 實習期間可以請假嗎？ Can I take a leave of absence during the internship?

A：實習期間請假手續及辦法，均按學程規定辦理，除註冊、公辦考試外，其餘作息時間與休假

均應比照各實習機構規定辦理，如有特殊情形必須休假時，由學校與實習機構事先聯絡，並由實習機構酌情辦理。

Procedures for leave of absence during internships are handled in accordance with relevant regulations regarding leave of absence from classes. Aside from school registration and exams, work time and days off are handled by internship organization regulations. In the case of extenuating circumstances, please contact the school and internship organization as far as possible in advance in order to ask for leave of absence.

Q18. 實習期間學校會有老師來看我嗎? Will any teachers visit during the internship?

A：進行實習期間，學校實習輔導老師至少會到實習機構訪視一次，了解你實習同學的實習狀況與生活情形。

Your intern advisor will visit at least once during internship to ascertain how interns are faring.

Q19. 實習因工作關係發生意外，應如何處理? What should I do in case of an accident during the internship?

A：契約明定學生發生工安事件之處理流程與責任歸屬，確認職災認定及賠償等事宜。學程統一幫學生投保意外傷害險，保費由學生負擔。

The contract clarifies the handling process and attribution of responsibility for the student's work safety incident, and confirms the identification and compensation of occupational accidents. IPSD uniformly helps students insure accident insurance, and the premium is paid by the students.

實習成果發表 (第一學期隔年一月)

Final Internship Presentations; First Semester next year January

Q20. 請問實習成績評分方式? How are internship grades calculated?

A：實習考核方式，由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%。

Internship performance forms are provided to cooperating organization but if organization has own evaluation procedures, those will take precedent. Grades are then calculated based on 50% from organization evaluation, 25% on intern's written report and 25% on final presentation.

Q21. 學生進行校外實習須完成哪些項目? What items must students complete as part of off-campus internships?

A：於實習結束後一週內完成實習生問卷調查表，以及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。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。

Complete the intern questionnaire and digital internship report within one week after the end of the internship. The format and content of the internship report should be written in accordance with the internship report writing guidelines. After completing the internship, intern students should participate in the IPSD Internship Experience Presentation.